

Miami Valley Women's Center Job Description
Nurse/Ultrasonographer
(MVWC North Dayton)

Objective of the Position: Maintain professional standards of care in conformity with the Miami Valley Women's Center Medical Policies and Procedures Manual in order to ensure that clients receive the best medical care possible.

Reports to: Nurse Manager

Supervises: Staff and volunteers within area of responsibility

Hours: 15-17 hours per week/Monday, Wednesday, Friday (10:30am-4pm)

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, General MVWC Policies, and sign the Policy of Conduct
3. Exhibit strong commitment and dedication to the pro-life position and demonstrate belief in the sanctity of life through commitment to provide information and services that will equip women and their families in making a life decision
4. Express a sincere desire to reach out to abortion-vulnerable and abortion-minded women with love and compassion
5. Be able to respect and keep information confidential
6. Complete the volunteer training and position orientation
7. Exhibit skill in interpersonal communication, public speaking, and problem solving
8. Be able to provide leadership and support to prospective medical volunteers
9. Be able to carry out responsibilities with little or no supervision
10. Hold a current Ohio license as a registered nurse
11. Preference given to a trained sonographer to perform limited ultrasound scans, or a sonographer, certified in OB scanning, and approved by the Medical Director
12. Hold current CPR certification

Essential Responsibilities:

1. Client Care:
 - Provide clinical services in accordance with level of expertise and training, including pregnancy testing, ultrasound, and STI testing
 - Thoroughly explain all medical consent forms to patients and answer questions prior to providing any medical services
 - Document client care in chart and properly maintain and archive client records
 - Provide client with health education (pregnancy decision options, STIs, physicians, etc.) referrals medical care/follow up, and other pertinent community referrals
 - Review/audit client record for completeness (all necessary forms present) and signatures
 - Conduct phone follow up with clients, as necessary, and according to Medical Policy & Procedure
 - Meet with the Nurse Manager (at least monthly) for ongoing clinical supervision and guidance
2. Medical Services/Operations:
 - Ensure accurate implementation of MDs orders, under the supervision of the Nurse Manager
 - Audit client records under the supervision and training from the Nurse Manager
 - Ensure proper implementation of MVWC medical policy and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control
 - Ensure medical equipment is properly operated and maintained
 - Conduct regular medical supply inventory, submit Purchase Orders to the Nurse Manager, and ensure clinic is properly stocked
 - Ensure proper disinfection of medical equipment and the exam room

3. Pregnancy Testing:
 - Performs pregnancy tests (or when a trained volunteer/staff member is not available)
 - Makes new charts, as needed
 - Maintains necessary paperwork for medical clients
4. Emergencies:
 - Follow Medical Policy & Procedure guidelines for responding to emergencies and unusual ultrasound findings
5. Continuing Education:
 - Maintain active nursing license
 - Maintain CPR certification
 - Obtain and maintain additional certifications as required by the MVWC (e.g. limited obstetrical ultrasound examinations)

Specific Responsibilities for Ultrasonographer:

1. Ensure clients feels welcome and served in a timely manner for their appointment
2. Performs medical history and ultrasound
3. Provides client education according to the MVWC's policies and procedures
4. Ensures that infection control guidelines are followed
5. Ensures completion of pregnancy verification and necessary client forms

The Nurse/Ultrasonographer shall receive at least one yearly written and oral evaluation by the Nurse Manager.