

Fort Worth Pregnancy Center Job Description – Nurse Manager

Date:	April 2022	Supervisor:	Chief Executive Officer and Medical Director
Position:	Nurse Manager	Category:	Salary, full-time
Division:	Medical		

DESCRIPTION:

The Nurse Manager, under the license and direction of the Medical Director, supervises the medical activities and clinical personnel/ volunteers of the Fort Worth Pregnancy Center. The ideal candidate will be a strong servant-leader, a self-starter, highly organized, with excellent communication skills.

The Fort Worth Pregnancy Center is a pro-life, Christian organization. Employees must agree to uphold the Statement of Faith and policies of the Center.

REQUIREMENTS AND QUALIFICATIONS:

- Current license in good standing with the Texas Board of Nursing /Compact license.
- Three years clinical experience, OB/GYN preferred but not required.
- Current BLS certification
- Certification in obstetrical ultrasound or commitment to obtain prompt training in limited obstetrical sonography and subsequent training scans to achieve ultrasound proficiency.
- Proficient in MS Office, electronic medical record platforms, computers, and other technology.

CLIENT CARE:

General Nursing

- Maintain working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, emergency procedures, safety and infection control, clinical systems supplies and equipment.
- Provide nursing assessment and judgments that reflect safe nursing practices.
- Communicate with clients as needed to discuss medical questions/concerns.
- Issue medical referrals as necessary and follow up with medically/ABM at-risk clients.

Pregnancy Test & Ultrasound Clients (Medical testing)

- Administer or delegate the administration of medical tests and document appropriately.
- Recruit, orient, train and oversee qualified staff/volunteers to policies and procedures of medical testing, performance of medical testing and documentation to ensure safe and competent client care.
- Ensure that ultrasound reports are reviewed and signed by Medical Director weekly
- Ensure that sonogram reports are rendered to clients timely and efficiently.
- Review all client medical records for completion and accuracy.
- Coach medical staff/volunteers as needed for improvement of medical charting practices.

Spiritual Care of Clients

- Provide spiritual care and support of willing clients according to FWPC protocols.

CENTER OPERATIONS:

The Nurse Manager will collaborate with the Client Services Director and Medical Director in the following:

- Plan, oversee and implement FWPC medical services.
- Develop and review patient care policies and procedures to ensure best practices.
- Oversee and implement quality assurance and infection control protocols.
- Ensure the proper use, care, and maintenance of medical equipment.
- Inventory and order medical related supplies as needed.
- Collaborate with team to schedule and maintain adequate medical staff/ volunteers.
- Create or review all client educational materials, blogs, and videos for medical accuracy and mission.

PUBLIC RELATIONS:

- Represent the FWPC in the community, to increase clientele, recruit volunteers, encourage physician involvement, establish community partners, and promote financial support.
- Build relationships with key persons in schools, churches, other PRCs, non-profit and medical organizations to increase community awareness and acquire client resource information.

EMERGENCIES:

- Emergency calls – refer caller to seek emergent care from an ER, her own OB or to call 911.
- In case of a medical emergency on-site, provide emergent care until EMS arrives, Call 911 or delegate appropriate staff. Notify CEO and/or Medical Director. Document incident report.
- Obtain permission from clients to follow-up with them and document communications.
- Help develop and educate staff/ volunteers to emergency policies and procedures.

SUPERVISION AND DEVELOPMENT:

- Review personnel files of medical staff/volunteers to ensure compliance to state and professional requirements and certifications are up to date.
- Conduct annual performance reviews of medical staff & medical volunteers.
- Ensure high-quality health care through individual shadowing, and medical chart reviews.
- Assist with the training and in-service of Client Advocates and staff.
- Participate in staff meetings and work cooperatively with FWPC leadership to evaluate the FWPC services, policies, procedures, and protocols.

PROFESSIONAL DEVELOPMENT AND CAREER CARE:

- Comply with state and professional licensing requirements. (CEUs etc.)
- Maintain BLS certification and Licensing renewals.
- Attend FWPC professional development, education days and trainings.
- Participate in Area PRC Nurse Manager meetings and educate staff on information and ideas obtained from area meetings.
- Participate in conferences, and professional trainings pertinent to medical services.

CARE OF THE MINISTRY:

- Protection of the ministry through unity, servant leadership and prayerful care of one another; staff and volunteers.