

# Fort Worth Pregnancy Center Job Description – Nurse Manager

**Date:** December 2024  
**Position:** Nurse Manager  
**Division:** Medical

**Supervisor:** Chief Executive Officer and  
Medical Director  
**Category:** Salary, full-time

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## **DESCRIPTION:**

The Nurse Manager, under the license and direction of the Medical Director, supervises the medical activities and clinical personnel (staff and volunteers) of Fort Worth Pregnancy Center. The ideal candidate will be a strong servant-leader, a self-starter, and highly organized, with excellent communication skills. Candidate must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord. Must exhibit a strong commitment to the pro-life position and sexual purity. Must agree with and be willing 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 of 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 or oversee nursing assessments and judgments that reflect safe nursing practices.
- Perform or oversee communication with clients as needed to discuss medical questions/concerns.
- Issue medical referrals as necessary and provide or oversee 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 to improve medical charting practices.

### **Care of Clients**

- Provide spiritual care and support of willing clients according to FWPC protocols.
- Assist and support client services staff and volunteers as needed.

## **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 client 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 center leadership to schedule and maintain adequate medical staff/volunteers.
- Create or review all client educational materials, blogs, scripts and videos for medical accuracy and mission.

#### **PUBLIC RELATIONS:**

- Represent 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.
- 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.
- 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.
- Review client interactions provided by nurses with Infinite Worth for quality assurance and to ensure Infinite Worth nurses are operating within the guidelines and preferences of FWPC.
- 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 training.
- Participate in Area PRC Nurse Manager meetings and educate staff on information and ideas obtained from area meetings.
- Participate in conferences, and professional training 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.