



Position: Staff Nurse

Objective: A trained medical professional at the Pregnancy Resource Clinic (PRC), the staff nurse's role is to work collaboratively with the nurse manager and patient advocates to offer a team approach of care during the initial pregnancy options appointment by performing the pregnancy test and STI/STD tests, including treatment if indicated. The staff nurse will also assist the sonographer during a patient's ultrasound appointment. In addition, the staff nurse will collaborate with the nurse manager on monthly administrative duties and assist with leadership of the medical volunteer team.

Reports to: Nurse Manager

Qualifications:

- Committed to Christ and willingness to do His will in the ministry
- Committed to the sanctity of human life, pro-life and abstinence
- Maintain an active license as a registered nurse in Washington State
- Maintain an active CPR certification
- Participation in the PRC volunteer training program
- Exhibit a strong interpersonal and administrative skill set
- Foster commitment to a common vision and promote teamwork
- Model a spiritually disciplined life

Responsibilities:

- Maintains current knowledge of the PRC medical policies and procedures
- Completes the PRC pregnancy test and STI/STD tests and treatment training annually
- Assures compliance with infection control guidelines
- Practices safe injection technique
- Completes mandated reporting per Washington State laws and regulations
- Completes assigned tasks in an efficient and timely manner
- Consults with the nurse manager, patient services director, and volunteers about patient situations according to HIPAA guidelines
- Participates in scheduled volunteer in-service meetings
- Provides health education for patient questions or concerns, and refers patients to appropriate medical services as needed
- Completes appropriate discharge forms and documents according to the PRC charting guidelines, any teaching that was done, patient responses, and referral to a medical provider if deemed necessary based on the patient's signs and symptoms
- Documents appropriately in medical logs
- Other duties assigned by the nurse manager may include, but are not limited to: assisting the nurse manager with staff and volunteer in-services or trainings, assisting with workplace safety assessments, inventory of medical and safety supplies, attendance at meetings, and representing the PRC before the community. The undertakings of these duties are solely at the discretion and prior approval of the nurse manager.

Patient Services

- Meets briefly with the patient advocate prior to appointments to review the patient's intake information and discuss a plan for responding to the patient's stated concerns
- Follows the appropriate linear service model according to the patient's intentions and uses the approved nurse dialogue to explain test results
- Is familiar with the PRC approved resources, brochures, and referrals that patient advocates may recommend to patients
- Uses the pregnancy wheel to verify the accuracy of the estimated GA and EDC on the verification of pregnancy form
- Signs all appropriate documentation and charting
- Distributes prenatal vitamins to qualifying patients per policy and procedures and standing order signed by the medical director
- Is present with the sonographer during the ultrasound procedure
- Cleans medical equipment and prepares the room for the next patient appointment
- Assists with making follow up calls to patients after their appointment
- If trained as a patient advocate, and another patient advocate is not available, will facilitate entire pregnancy test appointment at the discretion and approval of the nurse manager

Other Duties: The staff nurse participates in scheduled in-service meetings and may be assigned other duties or responsibilities as deemed appropriate by the nurse manager or CEO.

Work Schedule: The staff nurse position is a paid position. The part time staff nurse commits to 20-30 hours per week and is usually scheduled on the same days and at the same time each week to ensure coverage for all shifts. Some evenings may be required.

Staff Nurse Signature: _____ Date: _____

Nurse Manager Signature: _____ Date: _____