

Position: Staff Nurse/Safety Officer

Objective: As 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. The Staff Nurse will perform 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. The Safety Officer's role is to oversee the safety program, ensuring a safe environment for patients, visitors, and personnel.

Reports to: Nurse Manager and COO

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
- 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
- Participation in the PRC volunteer training program
- 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
- Completes workplace safety assessments, including inventory of safety supplies
- Conducts safety orientation for new personnel
- Coordinates safety drills and trainings
- Provides guidance and support to the COO regarding safety improvement efforts
- Ensures the PRC is following OSHA/WISHA/DOSH guidelines and regulations
- Ensures compliance with AAHC guidelines, including but not limited to: Safety Program, Emergency Action Plan, and Risk Management Plan

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 EGA and EDD on the verification of pregnancy form
- Signs all appropriate documentation and charting
- Distributes prenatal vitamins to qualifying patients per MD signed standing order and policy and procedure
- 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 UPT appointment at discretion and approval of the Nurse Manager

Other Duties: The Staff Nurse/Safety Officer participates in scheduled meetings and may be assigned other duties or responsibilities as deemed appropriate by the Nurse Manager or COO.

Physical Demands: While performing the duties of this job, the employee may be required to stand, walk, sit, and use hands and arms for inspecting inside and outside the clinic. The employee may occasionally be required to stoop, kneel, and crouch as well as occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities.

Work Schedule: Staff Nurse/Safety Officer is a paid position. This is a part- or full- time position of 20-40 hours per week, and is usually scheduled on the same days and at the same time each week. Some evenings may be required.

Staff Nurse/Safety Officer Signature: _____ Date: _____

Nurse Manager Signature: _____ Date: _____

COO Signature: _____ Date: _____