

**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:**

**Staff Nurse:**

- Maintains current knowledge of the PRC medical policies and procedures.
- Completes annual training requirements.
- Provides pregnancy testing and STI/STD testing and treatment per Medical Director signed standing orders.
- Follows the appropriate linear service model according to the patient's intentions and uses the approved nurse dialogue to explain test results.
- Uses the pregnancy wheel to verify the accuracy of the EGA and EDD on the verification of pregnancy form.
- Practices safe medication administration and injection technique.
- Distributes prenatal vitamins to qualifying patients per Medical Director signed standing order and policy and procedure.
- Provides health education for patient questions or concerns and refers patients to appropriate medical services as needed.
- Is present with the Sonographer during the ultrasound procedure.
- Assures compliance with infection control guidelines.
- Cleans medical equipment and prepares the room for the next patient appointment.
- 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.
- Signs all appropriate documentation and charting.
- Documents appropriately in medical logs.
- Assists with making follow up calls to patients after their appointment.
- Completes mandated reporting per Washington State laws and regulations.
- Completes assigned tasks in an efficient and timely manner.
- Participates in scheduled volunteer in-service meetings.

**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.
- Is familiar with the PRC approved resources, brochures, and referrals that Patient Advocates may recommend to patients.
- Consults with the Nurse Manager, Patient Services Director, and volunteers about patient situations according to HIPAA guidelines.
- 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.

**Safety Officer:**

**Essential Duties**

Ensures compliance with AAAHC guidelines, including but not limited to:

- Safety Management Plan
- Emergency Action Plan
- Risk Management Plan

**Responsibilities**

- Completes workplace safety assessments, including inventory of safety supplies, ordering supplies when necessary.
- Conducts safety orientation for new personnel.
- Coordinates safety drills and training.
- Track incident and risk identification submissions and follow up as needed.
- Provides guidance and support to the COO regarding safety improvement efforts related to policies and procedures for essential duties.
- Ensures the PRC is following OSHA/WISHA/DOSH guidelines and regulations.
- Creates annual safety supply budget.

**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-time position of 20-30 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: \_\_\_\_\_