



## **NURSE**

### **Job Description**

Revised: June 28, 2018

#### **Summary**

Each Nurse provides urine pregnancy testing, limited obstetrical ultrasound exams, and limited STD testing medical services under the supervision of the PRC Medical Director (MD).

This is a part-time position with a range of 8 - 24 hours per week required.

#### **Reports To**

Immediate Supervisors: Nurse Manager (NM) for medical services

Secondary Supervisor: Medical Director (MD) for medical services  
Executive Director (ED) for center operations

Tertiary Supervisor: Office Manager (OM) for center operations

#### **Faith-Based Ministry Qualifications**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Be a consistent witness for Jesus Christ, possessing and demonstrating excellent integrity
- Exhibit spiritual maturity as defined by Biblical standards
- Demonstrate a courteous and Christ-like manner in all relationships
- Have a heart of compassion and caring toward the hurting; passionate about ministering life transformation in a life-affirming ministry setting
- Exhibit a strong commitment and dedication to the sanctity of human life
- Agree with and be able to uphold without reservation the *Statement of Faith*, *Statement of Principle*, *Statement of Mission & Vision* and the *Commitment at the Center*

#### **Essential Duties & Responsibilities**

- Provides support and care to the clients and maintains professional standards of care, following the *ANA Code of Ethics*.
- Works in conjunction with physicians, nurses, other medical professionals and peer counselors to assure that clients are receiving the best medical, nursing, and psychosocial care possible.
- Maintains a working knowledge of nursing methods, principals and practices in relation to the prevention and treatment of disease, safety, and infection control, clinical systems, supplies, and equipment as they relate to the services offered at the PRC.
- Follows all PRC's Policies and Procedures.
- Provides medical services complying with infection control guidelines.

- Takes personal responsibility for licensing requirements and furthering education relevant to offering the medical services provided at the PRC.
- When not involved in client services, second back-up for phone calls.
- Provides nursing care: assesses client needs, performs sonography procedures according to AIUM guidelines and MD's orders; always reflecting safe nursing practices.
- Maintains accurate records, care-plans and follow-through on MD's standing orders and new orders.
- Assures accurate implementation of MD's orders and follow-up of clients' progress and changes in condition.
- Provides education for client and family to develop an understanding of their pregnancy and/or health condition.
- Coordinates with NM to ensure client follow-up procedures are followed for all clients, performing the follow-ups in the event a volunteer is not available or there is an immediate need for a prompt follow-up. Follow-up documentation is recorded and filed according to Policies and Procedures.
- Performs urine pregnancy testing and ultrasound procedures according to Policies and Procedures, AIUM guidelines and orders established by MD.
- Assures that MD is receiving all ultrasound records and medical charts according to the orders and standards established by MD and AUIM guidelines.
- Acts as a backup peer counselor for client services if none is available.

### **Education and Experience**

- A bachelor's degree in nursing or an associate's degree in the same and currently working towards a bachelor's degree.
- Certified diagnostic medical sonographer in performing limited obstetrical ultrasound.
- Current CPR / BLS certificate.
- Experience in crisis counseling (crisis pregnancy counseling a plus)
- Knowledge of clerical procedures
- Intermediate knowledge of *Microsoft Office 2013 – Word, Outlook, Power Point and Excel*
- Ability to work a multiline phone system

### **Key Competencies**

- Working knowledge of OB anatomy/physiology
- Proficient Sonographer (both abdominal and transvaginal scans)
  - Able to visually discriminate subtle differences in shades of gray scale tissue, recognizing anatomical landmarks, with attention to fine detail
  - Steady hands, good hand and eye coordination, and able to use the right hand to manipulate the probe with very fine motor movements, eyes continually observing the screen, while using the left hand to adjust controls on the computer based console
  - Able to think about objects in three dimensions and to draw conclusions about those objects from limited information. This skill is highly critical for the diagnostic purposes of sonography, as one must be able to view a two-dimensional black and white image on the screen (comprised of 256 shades of gray) while mentally correlating anatomy of the patient's body and transducer movements necessary to obtain diagnostic quality images.

### **Key Competencies (continued)**

- Solid computer skills: comfortable with technology, track ball/mouse, uploading digital images
- Commitment to ongoing study, growth and availability on a weekly basis. To maintain scanning skills it is recommended that one perform approximately 100 scans per year after initial training
- Ability to recall information: consistently remember numerous steps necessary in following a scanning protocol and obtaining fetal heart rates.
- Written communications using correct grammar and spelling
- Ability to communicate verbally with confidence and clarity
- Ability to listen actively and respond with empathy
- Ability to follow instructions properly
- Ability to understand and respond to non-verbal signals
- Maintain a neat and well-groomed appearance
- Maintain confidentiality and show discretion
- Adhere to ministry policies and procedures
- Ability to remain calm under pressure
- Helpful to be bilingual (but not necessary)
- Able to handle emotional demands of counseling clients in crisis professionally
- Experience in information and time management

### **Work Environment / Physical Demands**

Regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear.

Regularly required to stand for long periods, to reach, grasp and apply pressure with the ultrasound probe.

Regularly required to stand, walk, stoop, kneel, crouch or crawl.

Must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Spiritual Mentoring**

- Work with staff to maintain a healthy, vibrant spiritual environment for the ministry.
- Work with the staff to coordinate daily gathering for prayer.
- Learn and assist with staff & volunteer implementation of Biblical Conflict Resolution and Peace-making practices.