

# **Clinic Manager – Registered Nurse**

## **PREGNANCY MEDICAL CLINIC**

### **Position Description**

## **WELS Lutherans for Life**

A career at WELS Lutherans for Life means being a part of a pro-life, Christian work environment, where each one of our team members can make a difference. We love what we do and it shows. We are an independent organization operating a pregnancy medical clinic and related services.

The role of Clinic Manager is responsible for maintaining efficient day-to-day clinic operations. You will partner with the Education and Programs Director to deliver a great patient experience and ensure an environment of care. You will have passion for building teams and be a player coach. While the majority of your responsibilities will be in management, you will need to jump in as needed to assist in the day-to-day operations

**Overview:** Seeking an R.N. who is a responsible, self-starter with good communication skills, able to work with a variety of people, to:

- Work under the Medical Director's orders to manage the medical aspects of the pregnancy clinic.
- Including recruiting and training of medical volunteers and performing medical services.
- Maintain database to ensure accurate client records, care-plans, and follow-through on physician's orders.

**Reports to:** The President/CEO for operations and Medical Director for medical services.

### **Qualifications:**

- A committed Christian and member in good standing of a WELS congregation.
- Expresses full agreement with and is willing to uphold the Mission Statement, Statement of Faith, Commitment of Care & Competence, Code of Christian Conduct, and all policies of the center.
- Exhibit a strong commitment and dedication to a life affirming philosophy and would never refer or advise a patient to have an abortion. (When a situation arises where a mother's life is at risk, the clinic advocates taking measures to preserve her life, hoping that the mother and her child can both be saved.)
- Sincerely desires to reach at-risk patients considering abortion.
- *Complies with the policies and procedures of the clinic.*
- Respects confidentiality and upholds privacy per HIPPA.
- Holds a current License or Registry in good standing with the Wisconsin State Medical Board.
- Exhibit: strong interpersonal communication; spiritual, administrative, and problem solving skills.
- Able to provide support, encouragement, and spiritual leadership to the volunteers.
- Is dependable, self-motivated, takes initiative, is flexible, and able to carry out responsibilities with little or no supervision.
- Physically able to stand for long periods of time, has good eyesight or corrected vision, has steady hands, and has strong interpersonal skills.
- Skilled with current technology and able to learn new skills quickly.
- Must obtain (within 12 months) or maintain education, training, and documentation of competency to perform limited obstetric ultrasound, STD/STI testing, and pregnancy testing (training will be available for all duties required).

## **Responsibilities and Duties:**

### Management:

1. Develops, maintains, reviews and updates clinic policies and procedures.
2. Oversees training and orientation of the clinic medical team volunteers
3. Review and distribute technical bulletins and information regarding techniques and updated procedures (ex. *NIFLA Legal & Clinic Tips*, etc.).
4. Participates in establishing and conducting in-service meetings
5. Conducts medical team conferences and discussions in evaluating the clinic services, policies, procedures and protocols
6. Ensures a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.
7. Manage the collection and reporting of statistical information (assisting with maintaining and managing client database).
8. Ensures compliance with OSHA & HIPPA guidelines.

### Nursing Care:

1. Responsible for equipment and supplies.
2. Maintains accurate records, care-plans and follow-through on physician's orders.
3. Provides education for patient and family to develop an understanding of their health condition.
4. Performs, trains, and oversees ultrasound scans.

### Administration

1. Recruits qualified medical team volunteers to meet the needs of the clinic.
2. Assists physician with exams and treatments when and if needed.
3. Attends medical conferences that offer professional training and information pertinent to the clinic's practices.
4. Represents the clinic in the community as delegated by the CEO.
5. Complete tasks as assigned by CEO (Misc. tasks may often be required in the effective operation of the PMC.).

### Personal Development Required:

1. Maintains professional license.
2. Increases knowledge of management, obstetrical, and gynecological care and patient's health issues.
3. Participates in annual skills refresher and assessment for competency.
4. Carries professional liability insurance (if not provided by center).

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

The above information describes the general duties and requirements necessary to perform the principal functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary for this position.

The Clinic Coordinator will receive a written and oral evaluation by the CEO after a 4-month probationary period and annually thereafter.