

Nurse Manager (Rockbridge Clinic)

Objectives of Position:

The Nurse Manager directly supervises the medical services and staffing at the Rockbridge Clinic of ComfortCare Women's Health, maintaining professional standards of care, following the American Nurse's Association Code of Ethics. Under the specific direction of the V.P. of Medical Services, the Nurse Manager is responsible for immediate supervision of a wide variety of office functions, planning and performing direct and indirect nursing interventions, and assisting the V.P. of Medical Services in training and educating medical staff. The Nurse Manager assists the V.P. of Medical Services to insure patients receive the best physical, psychosocial, and spiritual care possible.

Reports To: V.P. of Medical Services

Supervises: All paid and unpaid medical staffing at the Rockbridge Clinic of ComfortCare Women's Health

Qualifications:

1. A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior, as evidenced by a consistent Christian walk, regular bible study and church attendance.
2. Agreement with the Statements of Faith and Principle, and policies of ComfortCare Women's Health
3. Maintains a consistent sanctity of life position and would not refer or advise a woman to have an abortion. (In cases where a woman's life is endangered, the clinic would encourage the woman to seek life-preserving measures, seeking to preserve both the woman and the child.
4. Commitment to sexual purity
5. Understand, be able to model and communicate biblical concepts and principals that relate to human life and medicine.
6. Hold a current Registered Nurse's License in good standing with the Medical Board of the Commonwealth of Virginia
7. Have demonstrated leadership in the nursing profession.
8. Good organizational skills and able to perform basic clerical/computer tasks computer skills
9. Be able to provide spiritual leadership and support for staff and volunteers
10. Be able to work flexible work schedule including some evenings
11. Possess good organizational and basic clerical/computer skills

Job Responsibilities:

1. Medical Services Staff Development

- Interview and assess prospective volunteers

- Assist V.P of Medical Services in training recruits
- Assist V.P of Medical Services in conducting regular educational opportunities
- Conduct written annual evaluations of medical services staff insuring proper documentation, patient follow-up, and adherence to ComfortCare policy
- Assist with volunteer acknowledgment and appreciation events

2. Shift Supervision of Medical Services Staff

- Maintain and communicate medical services schedule
- Provide accountability
- Assist with difficult/sensitive patient interactions
- Provide opportunity to discuss patient situations
- Ensure proper documentation, policy, and protocol is followed
- May provide direction to non-medical staffing as needed
- Regularly communicate medical services goals and vision as directed by the V.P. of Medical Services

3. Patient Care

- Coordinate and share the on-call responsibilities of the ComfortCare helpline
- Provide nursing care: assess patient needs and make nursing judgments which reflect safe nursing practices
- Maintain accurate records, and follow-through on physician's orders
- Insure accurate implementation of physician's orders and advise physicians of patient's progress and changes in condition
- Assist physician with exams and treatments as needed.
- Provide education for patients and families as needed
- Complete patient follow-up per patient standardized procedures
- Perform pregnancy tests, STD testing, and limited OB ultrasounds as needed

5. Public Relations

- Maintain and expand ComfortCare's network of medical referrals
- Nurture relationship with key medical "gatekeepers" who choose referral sources for their patients who face unplanned pregnancies
- Advise the V.P. of Medical Services and V.P. of Advancement in fostering ties with medical community
- Represent ComfortCare Women's Health at health fairs and other community events
- Perform public speaking to promote ComfortCare in the community
- Assist with fundraisers as needed

- Attend and assist with volunteer appreciation events, staff /volunteer retreats, and other special events as needed

6. Establish Rockbridge Clinic

- Order initial office and medical supplies
- Stock office with office supplies and equipment
- Arrange remodel of building in conjunction with the Director of Finance

7. Related tasks

- Order and maintain medical supplies
- Coordinate STD testing including shipping and receiving results
- Keep regular communication with the Medical Director and V.P. of Medical Services, transporting charts and getting approvals as necessary
- Report clinic statistics and give analysis
- Assist the V.P. of Advancement with data and analysis for marketing purposes
- Perform tasks as requested by the President and CEO, Medical Director and/or the V.P. of Medical Services

Evaluation: The V.P of Medical Services will perform a written evaluation of the Nurse Manager annually.