

Job Description
Nurse Manager/Sonographer Position

Objectives of the Position

The Nurse Manager/Sonographer has the responsibility to help implement the ultrasound ministry for CPC, planning and performing direct and indirect nursing interventions, and is responsible for continuing organization, planning, assessing and monitoring the ultrasound practice.

Reports To:

The Medical Director on medical services, to the Executive Director on Center issues.

Supervises:

Immediate supervision of ultrasound functions, and other trained medical staff or medical volunteers.

Qualifications:

1. Is a mature Christian who has and demonstrates a personal relationship with Jesus Christ as Savior and Lord and can disciple those they supervise.
2. Strong commitment and dedication to the sanctity of human life, particularly issues related to abortion.
3. Agreement with and willingness to uphold the Statement of Principle, Statement of Faith, Mission Statement, and CPC policies and procedures.
4. Is dependable, stable, and capable of committing to this position's responsibilities and duties.
5. One year of experience as a volunteer or employee in some ministry capacity.
6. Demonstrated successful coaching, organization, and problem-solving skills.
7. Expresses a desire to reach at-risk clients considering abortion.
8. RN with current license or RDMS certification, in good standing with the North Carolina Nursing/Medical Board (or a current registry and OB credential if an RDMS).
9. Exhibits strong interpersonal, spiritual, and administrative skills, takes initiative, and is flexible.
10. Physically able to stand for long periods, has good eyesight or corrected vision, has steady hands, and has a good bedside manner.
11. Skilled with current technology and able to learn new skills quickly.
12. Can obtain education, training, and documentation of competency to perform a limited obstetric ultrasound, which for nurses shall include didactic and clinical training per AWHONN guidelines.

13. A. Certification by American Registry of Diagnostic Medical Sonographers (ARDMS) in Obstetrics and Gynecology continuing in compliance with Continuing Medical Education (CME) requirements for specialty(ies) as appropriate.

B. Non-Active RDMS with minimum of 5 years of experience with OB/GYN Ultrasounds at current job.

14. Current compliance with Continuing Education Units (CEU) requirements for a North Carolina Nurse, and a current active license.

Responsibilities

Management:

1. Reviews and suggests updates of Center ultrasound policies and procedures.
2. Formulate and revise operational policies and procedures necessary for consistent operation with ED approval.
3. Serves as a safety and privacy officer and ensures compliance with OSHA, CLIA, and HIPAA guidelines.
4. Organizes, directs, supervises, and evaluates professional and ancillary personnel.
5. Review ultrasound client files, peer counselor summaries.
6. Maintains a working knowledge of nursing methods, principles and practices concerning the prevention and treatment of disease, safety and infection control.
7. Ensures compliance with infection control guidelines.
8. Interact with ED to relate client needs, progress of Center, goal setting and implementation.
9. Responsible for Continuous Quality Improvement (CQI)
10. Responsible for obtaining and maintaining medical equipment and supplies

Client Care

1. Performs limited OB ultrasound under the direction of the medical director.
2. Oversees and provides client care services: assessing patient needs and making nursing judgments that reflect safe nursing practices.
3. Provide Medical Director with scans of work for that day before leaving.
4. Provides education for the patient to develop an understanding of their health condition, including physical, emotional, and spiritual health.
5. Oversees patient follow-up.

Staff Development:

1. Oversees training and orientation of the medical team
2. Provides spiritual leadership to ensure the Godly mission of the organization.

Public Relations:

1. Maintain a working relationship with agencies, physicians, churches and organizations that refer clients or accept referrals from the CPC.
2. Represent the Center in the community as delegated by the Executive Director.
3. Attend medical conferences, which offer professional training and information pertinent to the Center's practices.
4. Participate in Fund-Raising events as requested by Executive Director.

Training

1. Assist in conducting Volunteer Training Seminars as it relates to Sonography.
2. Assist in recruiting possible volunteers for ministry.
3. Assist in teaching a volunteer in-service training as requested by CSD.

Personal/Professional Development

1. Maintains professional license
2. Increases knowledge of management, obstetrical, and gynecological care and women health issues.
3. Provides copy of RN licensure to satisfy insurance under Center policy
4. Assess ongoing performance of sonographer volunteers and follow biblical procedures and principles for confrontation when the need arises.
5. Attend training, additional seminars to enhance knowledge of related issues.

The Nurse Manager/Sonographer shall receive an oral and written Evaluation by the Executive Director annually.