

## Clinical Nurse Manager

**Title:** Clinical Nurse Manager  
**Classification:** Full Time

**Department:** Medical  
**Reports To:** Director of Medical Services

### **Pregnancy Aid Clinic Mission**

To promote the sanctity of human life as recognized in the teachings of the Roman Catholic Church. We accomplish this by empowering families in the Greater Atlanta area to make healthy life choices related to human sexuality by providing pregnancy confirmation and fertility awareness programs along with pregnancy and parenting educational support.

### **Summary**

The Clinical Nurse Manager provides direct medical services and client care, while assisting with medical compliance and day-to-day oversight of one or more clinic locations within the Pregnancy Aid Clinic operation. Duties include ensuring HIPAA and medical compliance in accordance with PAC policies and procedures; optimizing staff resources; maintaining a professional, orderly, efficient, caring and welcoming environment for clients in the clinic setting.

The Manager will also provide medical services including pregnancy tests, limited OB ultrasound exams as permitted for trained personnel, limited STI testing/treatment and medical education including pre-natal, post-natal, sexual health and fertility awareness education, as well as abortion education as guided by vetted resources.

Pregnancy Aid Clinic is a Catholic non-profit clinic with a mission to protect life, providing pregnancy and parenting support for vulnerable women and families regardless of financial ability, race, age or religion since 1984. Our services are delivered in a non-judgmental environment with qualified staff administering medical services, client advocacy, post abortion healing and parenting education.

### **Primary Responsibilities**

1. Medical services and client care:
  - ♦ Client intake including medical history
  - ♦ Pregnancy tests, limited OB ultrasounds and limited STI testing
  - ♦ Evidenced-based medical education including parenting, adoption and abortion options education, pre-natal consultation, sexual health and fertility awareness education
  - ♦ Review medical results with client
  - ♦ Record medical notes in database
  - ♦ Engage in ultrasound training including online didactic training and live scanning with PAC RDMS training/supervision. Be willing to travel for live training and certification.
  
2. Location-specific oversight
  - ♦ Review medical records at the end of each day to ensure medical compliance and record accuracy
  - ♦ Ensures HIPAA-compliance

- ♦ Adheres to Clinical and Medical Policies and Procedures
- ♦ Works with management staff as a supportive team player
- ♦ Communicates as needed with community and donor constituencies, hosting clinic tours and sharing the PAC narrative with full HIPAA and confidentiality requirements.

### 3. Program Development

- ♦ Works with ED, Director of Medical Services and program-specific staff to optimize internal workflows, outreach opportunities and client experiences within programs including PATH, APR and FEMM.

### 4. Supervision

- ♦ Reports to Director of Medical Services

### 5. Other Responsibilities and Qualifications

- ♦ Follows established policies and procedures for handling emergencies.
- ♦ Complies with state and professional continuing education requirements. Annual renewal of CPR certification.
- ♦ Performs special projects as assigned by supervisor.
- ♦ Act, inside and outside of the clinic, in accordance with the organization's mission; adhere to PAC's statement of faith.
- ♦ Must possess a current nursing license and function in accordance with the licensing board of his/her state.
- ♦ Two years nursing experience required. Two years of experience in a pregnancy center and/or nurse managerial experience strongly preferred.
- ♦ Limited OB ultrasound training, with training renewal every 2 years
- ♦ Good interpersonal skills to provide training and education and work cooperatively, with a servant heart, with volunteers, employees and clients.
- ♦ Good oral and written communication skills to relate to all constituencies including volunteers, employees and clients.
- ♦ Possess and demonstrate good judgment and integrity.
- ♦ Attention to detail and ability to provide appropriate documentation.
- ♦ Good administrative and organizational skills for overseeing daily medical center operations.

- ♦ Willingness and ability to demonstrate commitment to the Clinic's mission, vision and statement of faith, in the execution of position responsibilities.
- ♦ Willingness and ability to serve clients and other center constituencies in a way that honors and supports and promotes the center's Christian life-affirming ministry.
- ♦ Basic computer knowledge and willingness to learn appropriate applications required. Experience with Microsoft Office and client databases preferred.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

**I have received a copy of this complete job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.**

Employee \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Employer \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Title \_\_\_\_\_