

**CARENET PREGNANCY CENTERS, NCW
POSITION DESCRIPTION**

TITLE: REGISTERED NURSE	REPORTS TO: MEDICAL DIRECTOR AND EXECUTIVE DIRECTOR
CLASSIFICATION: MOBILE ULTRASOUND UNIT	
Date Approved: 07/01/2023	Date Approved: 07/01/2023
Medical Director: Steven Lamb	Executive Director: Angel T. Ross
Signature: _____	Signature: _____

Objectives of the position: The Mobile Unit Ultrasound Nurse performs limited obstetric ultrasound imaging and limited STI testing under the guidance of a WA State Licensed Physician.

Supervises: All volunteers assisting the program

Status: Part-time - Refer to the most recent Personnel Action Form for current FTE status.

Essential Functions:

Perform the following duties in accordance with existing medical policies and procedures under the authority and direction of the Medical Director.

I. Patient Care

- a. Provide clinical services in accordance with level of expertise and training
- b. Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
- c. Document patient care in chart and properly maintain and archive patient medical records.
- d. Provide patient with health education (pregnancy decision options, STIs, etc.), referrals for medical care/follow-up and other pertinent community referrals.
- e. Review patient record for completeness (all necessary forms present) and signatures
- f. Conduct phone follow-up with patients, as indicated.
- g. Discuss clinical questions, as needed, with the nurse manager of the mobile ultrasound unit.
- h. Meet with the nurse manager regularly (at least monthly) for ongoing clinical supervision and guidance.
- i. Other duties as assigned.

II. Medical Services Operations

- a. Assure accurate implementation of MD's orders.
- b. Audit patient records quarterly.
- c. Maintain staff medical records.
- d. Provide in-service education to staff, as needed.

- e. Implement clinic policies and procedures (P&P), including compliance with OSHA, CLIA, privacy practices, and infection control.
- f. Conduct annual review of P&P and infection control regulations in conjunction with the medical director.
- g. Ensure that medical equipment is properly operated and maintained.
- h. Conduct regular medical supply inventory and ensure the clinic is properly stocked.
- i. Ensure proper disinfection of medical equipment and the exam room.

III. Mobile Unit Duties (MUU)

- a. Keep MUU clean and sanitary inside and wash outside of MUU regularly.
- b. Complete pre-trip and post-trip checks.
- c. Ensure all equipment is working properly.
- d. Report problems to the MUU Nurse Manager

IV. Emergencies

- a. Follow guidelines for responding to emergencies and unusual ultrasound findings as specified in the P&P manual.

V. Continuing Education

- a. Maintain active RN license.
- b. Comply with state and professional continuing education requirements.
- c. Maintain current BLS (Basic Life Support) certification.
- d. Obtain and maintain additional certifications as requested (e.g. limited obstetrical ultrasound examinations, childbirth instructor, HIV counseling, STD certification).
- e. Must complete Advocate Training within thirty (30) days of employment.
"Equipped to Serve"

Minimum Qualifications:

1. Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Exhibit strong commitment and dedication to sexual purity.
4. Be in agreement with and uphold the Statement of Faith, Christian Code of Conduct, the Missions, visions and values Statements.
5. Must possess a current WA State Registered Nursing License and function in accordance with the WA State Board of Licensing.
6. Current certification to provide limited obstetrical ultrasounds is required.
7. Must possess outstanding interpersonal skills with the ability to interact with a diverse patient population.
8. Good organizational and administrative skills required.

The Nurse Manager receives an annual evaluation by the Medical Director regarding medical matters and an evaluation by the Executive Director regarding center operational matters.

I have read and understand the Position Description for the position I hold at Care Net Pregnancy Centers, NCW. A copy of the Position has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Care Net Pregnancy Centers, NCW.
2. It does not constitute an employment contract with Care Net Pregnancy Centers, NCW.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Care Net Pregnancy Centers.

I understand and agree that my employment with Care Net Pregnancy Centers, NCW is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File _____

Copy: To Employee _____

Copy: Position Descriptions File _____

