

# CLINIC NURSE

## Ascend Women's Center

**Objectives of the position:** The Nurse assists with patient care and other clinic operations in accordance with approved Policies and Procedures under the supervision of the Director of Clinical Services.

**Reports to:** Director of Clinical Services

**Supervises:** Clinic volunteers, in conjunction with the Director of Clinical Services

**Status:** Non-Exempt, Part-time

**Shift:** Monday-Thursday, 8:30am-5:00pm

### Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Be an active member of a local church
3. Exhibits strong commitment and dedication to the sanctity of all human life.
4. Agrees with and is willing to uphold the Statement of Faith, Mission Statement, Code of Christian Conduct, and the policies of Ascend Women's Center.
5. Must possess a current RN license in the state of North Carolina and function in accordance with the licensing board of the state.
6. Proof of negative TB test
7. Education: prefer a bachelor's or master's degree in nursing.
8. Exhibit strong interpersonal and administrative skills.
9. Willingness to be a team player.
10. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.
11. Demonstrate competency to perform limited OB Ultrasounds within 1 year.
12. Excellent typing and computer skills necessary.
13. Reliable transportation to travel between the Asheville and Waynesville centers

### Essential Functions:

#### 1. Direct Client Care – Pregnancy Patients

Performs the following duties in accordance with Ascend Policies and Procedures under the supervision of the Director of Clinical Services and authority and direction of the Medical Director:

- Provide clinical services in accordance with level of expertise and training.
- Thoroughly explain all medical consent forms to clients, and answer questions prior to providing any medical services.
- Review client's medical history prior to providing medical services.
- Enter new client data into the Genesis database system.
- Document client care in chart and properly maintain and archive client medical records.
- Provide clients with health education (pregnancy decision options, STIs, etc.), referrals for medical care/follow-up, and other pertinent community referrals.
- Review client record for completeness (all necessary forms present) and signatures.
- Participate in the client follow-up process as necessary.

- Discuss clinical questions as needed with the Director of Clinical Services and/or Medical Director.
  - Provide support to other medical staff and volunteers as needed.
  - Perform urine pregnancy tests and limited OB ultrasounds.
  - Meet with the client and review the clinical procedure for a limited OB ultrasound and complete the required forms for that specific clinical procedure.
  - Complete the appropriate reports, forms and supporting documents when clinical procedure is finished.
  - Arrange and provide the client with a follow-up appointment as needed.
  - Send ultrasounds to Medical Director to review
  - Once training is completed, assist with outlying clinics as needed.
- 2. Direct Client Care – Grief Clients**
- Support and assist families in the perinatal hospice program as needed.
- 3. Clinic Operations**
- Review client files weekly
  - Assist with responding to client texts/messages throughout the day.
  - Coordinates clinic services with other staff members as needed.
- 4. Emergencies**
- Emergency calls: Refer caller to a local hospital emergency room, their own physician and/or advise to call 911
  - If current MAPS client, consult with the Medical Director as needed
- 5. Continuing Education**
- Maintain an active RN license in the state of North Carolina
  - Comply with state and professional continuing education requirements
  - Obtain and maintain additional certifications as requested
  - Maintain current CPR certification (BLS Provider)
  - Annually complete required training: HIPAA, Blood Borne Pathogens, and any other requested trainings per the Director of Clinical Services
  - Obtain and maintain additional certifications as requested
  - Annually review Ascend’s policy and procedures manual
- 6. Administrative and Other Duties:**
- Attend weekly staff meetings
  - Assist with any community events to represent the Ascend medical clinic as requested.
  - Attend and participate in fundraising events and any other Ascend related activities
  - Attend staff trainings and professional development events.
  - Begin each morning in prayer
  - Share Gospel presentations with clients
  - Utilize the Genesis Database program

The Nurse receives an annual evaluation by the Director of Clinical Services regarding clinical matters and an evaluation by the Executive Director regarding center operational matters.