



**Position Description**  
**Staff Nurse**  
Revised September 18, 2024

**Reports to:** Medical Program Manager

**Supervises:** Medical volunteers (as directed by the Medical Program Manager)

**Description:** The Staff Nurse, under the supervision of the Medical Program Manager and the license and direction of the Medical Director(s), conducts medical activities such as ultrasound and STI testing and treatment. This is a part-time (20 hr/week) paid position. All employees of CHOICES are at will.

**Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit a strong commitment and dedication to the sanctity of all human life.
3. Exhibit a strong commitment and dedication to sexual purity.
4. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and the center's policies.
5. Self-motivated, dependable, organized, and responsible.
6. Be a licensed registered nurse (RN) as a medical professional in the state of Indiana.
7. Be certified to provide limited obstetrical ultrasounds (or committed to obtain).
8. Have a bachelor's degree in nursing or associate with equivalent experience.
9. Exhibit strong interpersonal and administrative skills.
10. Hold a current CPR certification.

**Center Operations**

The Staff Nurse will collaborate with the Medical Program Manager, Center Managers, and Medical Director(s) in the following:

- Assist in developing policies and procedures and reviewing annually.
- Review and evaluate all educational materials, client brochures, and videos. All materials are submitted to the Medical Director(s) for approval.
- Establish and maintain infection control protocol and safety precautions.
- Ensure that medical equipment is properly operated and maintained.
- Assist the Safety Officer (Medical Program Manager) in ensuring OSHA compliance, fire code safety, AED maintenance, and other duties to provide safe working environments for staff, volunteers, and clients.
- Assist the medical program manager in developing and improving programs as client needs are addressed.
- Provide support to staff in other areas as needed.



## **Client Care**

**General Nursing:** Maintain working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, emergency procedures, safety and infection control, clinical systems supplies, and equipment.

- Provide nursing assessments and judgments that reflect safe nursing practices.
- Maintain accurate records. Instruct medical volunteers as needed to improve charting practices.
- Follow protocol for clients at risk for miscarriage or ectopic pregnancy and follow-up procedure.
- Follow up with abortion-risk clients and document appropriately.
- Meet with clients as needed to discuss any medical questions/concerns. Refer them for appropriate medical care with their doctor or the Emergency Room.
- Follow up with new moms to provide support or referrals to appropriate professionals.

### **Ultrasound Clients**

- Provide ultrasounds for abortion-minded or abortion-vulnerable clients.
- Ensure the Medical Director reviews and signs ultrasound reports per protocol.
- Review appropriate ultrasound client records for completion and accuracy. Review ultrasound worksheets, physician notations, and follow up as needed.

### **STI Screening Clients**

- Administer STI screening for clients, including blood draws and specimen collection, under the guidance of the Medical Program Manager and Medical Director(s).
- Administer medications per protocol prescribed by the Medical Director.
- Provide patients with sexual risk avoidance (SRA) counseling, including handouts approved by the Medical Program Manager and Medical Director.
- Deliver results to clients.
- Provide documentation to the INDOH and CDC as required by law.

## **Public Relations**

- Represent the Center in the community to increase clientele, medical volunteer help, physician involvement, and financial support.
- Under the direction of the Medical Program Manager, establish, maintain, and update client resources and referral sources.
- Build relationships with key people in the schools and churches to increase community awareness of the center's services.

## **Staff Development**

- Comply with state and professional licensing requirements.
- Assist with training new medical volunteers and Client Advocates; participate in and/or facilitate in-house training and in-services.
- Participate in conferences that offer professional training and information pertinent to Center medical services.
- Participate in staff meetings and work cooperatively with staff to evaluate the clinic services, policies, procedures, and protocols.