



Midwest City Staff Nurse Position Description

Objectives of the Position: The staff nurse assists with the provision of patient care and medical services operations. This will include helping with day-to-day activities, medical volunteer supervision, and implementation of necessary programs to meet patient needs.

Reports To: Clinic Manager

Medical Supervision by Nurse Manager (Norman Location)

Qualifications

- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibits a strong commitment and dedication to the life-affirming position of the clinic
- Agrees with and is willing to uphold the Statement of Faith, Statement of Principle, and the policies and procedures of the clinic.
- Licensed in the State of Oklahoma as a registered nurse, medical assistant, LPM or RDMS sonographer
- Exhibit strong interpersonal skills
- Experience in a pregnancy clinic is a plus

Essential Functions

- Review patient intake forms and Consent for Medical Services forms.
- Meet with the patient and review patient instructions for medical services and procedures.
- Perform pregnancy tests and complete proper forms for confirmation of pregnancy.
- Perform STI testing and treatment in compliance with policies and procedures
- Record patients' medical history, recognizing the importance of informed consent, complete medical records, and privacy issues.
- Provide support to other medical staff, including chaperoning exams.
- Meet with the patient after exams for pregnancy consultation, education, and referrals as needed.
- Arrange and provide patient follow-up.
- Review and chart patient records at the end of each day.
- Ensure medical equipment is properly operated and maintained.
- Know and follow procedures for call-in or onsite medical emergencies.
- Comply with state and professional licensing and continuing education requirements.

Volunteer and patient services responsibilities as deemed by the clinic manager

- Provide consultation and services for patients when volunteers are not available
- Assist in evaluating, selecting, and maintaining educational materials and resources for patient use
- Assist with orientation of new medical volunteers and supervision of all medical volunteers

Continuing education and evaluation

- Will receive an annual evaluation by the Clinic Manager, with input from the Nurse Manager
- Will comply with state and professional continuing education requirements

Hours Required: This position requires 28 hours per week.