

## **Director of Clinical Services Mountain Area Pregnancy Services**

**Objectives:** The Director of Clinical Services oversees the provision of pregnancy care and medical services operations, under the license and direction of the Medical Director (MD). Director also works with team to provide administrative support to other areas of the ministry.

Reports to: Executive Director and the Medical Director(s)

Supervises: All RN's at 2 clinics and all clinic volunteers assisting the program

Status: Exempt/Part-Time (Monday-Thursday 8:30am-5pm)

### **Qualifications:**

1. Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Saviour and Lord.
2. Active member of a local church
3. Exhibits strong commitment and dedication to the sanctity of all human life.
4. Exhibits strong commitment and dedication to sexual purity.
5. Agrees with and is willing to uphold the Statement of Faith, Mission Statement, Code of Christian Conduct, and the policies of Mountain Area Pregnancy Services (MAPS).
6. Licensed as a registered nurse in North Carolina.
7. Have a bachelor or master's degree in nursing
8. Exhibits strong interpersonal and administrative skills.
9. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.
10. Demonstrate competency to perform limited OB Ultrasounds within 1 year.
11. Reliable transportation and ability to travel between 2 clinics

### **Essential Functions:**

#### **1. Management and Supervision**

- Develops policies and procedures to assure the effective direction and utilization of volunteers working in the area of pregnancy care
- Supervises all nurses/sonographers
- Visits Waynesville clinic weekly
- Works with team to assure volunteers are properly trained for the duties they will perform in the center
- Works with team to provide needed administrative support to the other divisions of MAPS
- Maintains & reviews the competency notebook to assure staff and vols. are up to date on TB tests/UPT/BB Pathogens/HIPAA/BLS/RN license/RDMS license (must be OB certified)
- Documents sonographers monthly total in Ultrasound notebook
- Forward NIFLA clinic tips/legal updates to staff nurses
- Schedules annual trainings on community services/fire safety/HIPAA/Sex-Trafficking/abortion/adoption/WIC/Sharing Christ/Parenting
- Annually requests updated medical license & liability insurance policy from Medical Director

#### **2. Direct Client Care**

- Provides clinical services in accordance with level of expertise and training
- Performs urine pregnancy tests and limited OB ultrasounds
- Responds to client texts/messages throughout the day
- Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services
- Document patient care in chart and properly maintain and archive patient medical records
- Provide client with health education (pregnancy decision options, STIs, etc.), referrals for medical care, and other pertinent community referrals
- Conduct phone follow-up with patients, as indicated
- Discuss clinical questions as needed, with MD

- Reviews client's files prior to performing clinical services
- Meets with the client and reviews the clinical procedure for a limited OB ultrasound, and completes the required forms for that specific clinic procedure
- Completes the report and supporting documents when finished with the procedure
- Arranges and provides the client with a follow-up appointment as needed
- Shares the Gospel and prays with clients

### **3. Clinic operations**

- Reviews client files at least weekly to assure all data is entered into database
- Reviews and updates Clinic Policy and Procedures annually or as needed
- Orders medical supplies as needed for MAPS and outlying centers
- Reviews expiration dates on all clinical supplies
- Maintains and submits annual clinic budget
- Assures MSDS manual is maintained
- Ensures that the medical equipment is properly operated and maintained.
- Coordinates clinic services with other staff members as needed
- Maintains volunteer medical professional personnel records in the Director of Client Services' office
- Provides oversight of clinic services and ongoing clinical education at all outlying centers: (MAPS, AHI, and TCPC)
- Meets with Medical Director annually for Policy and Procedure review and their signatures for standing orders, as well as when needed for ongoing clinical supervision.
- Maintains outlying clinic ultrasound logs
- Runs & justifies the Ultrasound report log in CoolFocus
- Quarterly check First Aid kit and AED machine for proper usage and necessary supplies
- Purchases brochures annual from Focus on the Family: \$500 credit
- Update CLIA information every 2 years
- Renews subscriptions to AIUM/AWHONN/NIFLA, etc.
- Schedules sonographer annual competency trainings/checkoffs. – assists in scheduling models for training

### **4. Emergencies**

- Emergency calls - Refer caller to a local hospital emergency room, their own physician and/or advise them to call 911
- If current MAPS client, consult with the Medical Director as needed
- Follow the procedures for Medical Emergencies
- Updates fire evacuation routes as building changes occur

### **5. Continuing Education**

- Maintain active nursing license
- Comply with state and professional continuing education requirements
- Maintain CPR certification, Blood Borne Pathogens, and infection control certifications annually
- Obtain and maintain additional certifications as requested.
- Comply with state and professional continuing education requirements

### **6. Other**

- Attend weekly staff meetings
- Attend fundraising events as requested by the Director and any other MAPS' related activities

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

**Send Cover Letter and Resume to [careers@mtnpregnancy.com](mailto:careers@mtnpregnancy.com)**