



Mobile Clinic RN Job Description

TITLE: Mobile Nurse

HOURS PER WEEK: Part-time hours: Monday–Thursday, totaling up to 23-25 hours per week. Hours can fluctuate between 9 AM and 5 PM to accommodate community needs.

Any overtime is at the discretion of the CEO to fulfill the needs of the center

EMPLOYMENT STATUS: Non-Exempt

BENEFITS: Outlined in Employee Manual

REPORTS TO: Nurse Manager **EVALUATION:** 90 days and annually in November or December

POSITION SUMMARY: The Mobile Nurse oversees the provision of patient care and medical services operations on the mobile clinic and provides patient care primarily on the mobile clinic and, on occasion, in the Center. The Mobile Nurse also serves as a student educator a couple of times during the year, with an emphasis on the value of waiting, the reality of our choices, and the sometimes unintended consequences of those choices. The Mobile Nurse also takes advantage of opportunities to provide STI clinics (and any other medical services we provide) at various colleges in the community, as well as other opportunities that may arise, to increase community awareness through the mobile clinic.

- Expresses full agreement and demonstrates commitment to PRC's Corporate Documents.
- Complies with the Center's policies and procedures.
- Has a keen eye and attention to detail in data entry and high standards of accuracy.
- Is dependable, stable, and capable of following through on commitments and displays a cooperative spirit.
- Has a sincere desire to reach out to abortion-vulnerable and abortion-minded women in our community.
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion. (When a situation arises where a woman's life is at risk, the Center advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.)
- Respects and upholds confidentiality.
- Holds a current Registered Nurse's License in good standing with the Tennessee Board of Nursing.
- Willingness and ability to share the gospel of Jesus Christ by word and example to encourage clients as appropriate, staff, and other Pregnancy Resource Center constituencies, and to contribute to an office environment to support the Pregnancy Resource Center ministry of life.

RESPONSIBILITIES

OFFICE ADMINISTRATION

- Complies with the Center's medical policies and procedures.
- Maintains a working knowledge of nursing methods, principles, and practices in relation to the prevention and treatment of disease, safety, and infection control, clinical systems, supplies, and equipment.
- Assures compliance with infection control guidelines.
- Maintains ultrasound and STI reports and contacts patients in a timely manner.
- Establish a mobile calendar based on area needs a month ahead to ensure scheduling can take place at appropriate place
- Communicate advocate needs to serve on shifts via the Client Services Director

NURSING CARE – CLIENT SERVICES

- Provides nursing care, assesses client needs, and makes nursing judgments that reflect safe nursing practices.
- Maintains accurate records, care plans, and follow-through on the physician's orders.
- Assures accurate implementation of the physician's orders.
- Provides education to clients and their families to develop an understanding of their health condition.
- Oversees client follow-up per client care plan and standardized procedures.
- Performs pregnancy tests, ultrasounds, and STI screenings with appropriate follow-up in accordance with the center's policies and procedures.
- Be willing to complete limited ultrasound training to perform ultrasounds(paid by the Center)
- Assist other volunteer nurses, nurses, and the nurse manager in medical aspects and procedures of the Center.
- Serves in the Center as directed by the Nurse Manager when needs arise.

MEDICAL SERVICES OPERATIONS AND EQUIPMENT

- Ensure medical equipment is properly operated and maintained on the mobile clinic.
- Maintain inventory of materials, medical supplies, and equipment needed for the mobile clinic; restock when appropriate, and issue reorder requests to the appropriate staff in accordance with budget guidelines.
- Responsible for the upkeep of the equipment of the mobile clinic
 - Assures proper appointments for the general maintenance of the mobile unit are being kept and maintained, and logs are being followed
 - Schedule oil changes, service needs, and take the unit appointments as needed, and notify clinic staff of appointments via the staff info calendar
 - Maintain and keep licenses for the mobile for example: license plate renewal and AED
 - Pre and post-checklists for the mobile clinic are being followed

- Provide and enter reports to Save the Storks, Sidewalk Advocates for Life, for grant and/affiliate purposes

PUBLIC RELATIONS:

- Represents the Center in the community as delegated by the CEO.
- Attends medical conferences that provide professional training and information relevant to the Center’s practices, when appropriate.

PERSONAL DEVELOPMENT:

- Maintains a professional license.
- Increases knowledge of management, obstetrical, and gynecological care, and women’s health issues.
- Professional liability insurance with policy limits acceptable to the Center maintained by nurse. (this is optional to the nurse)

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions. If I am hired, my employment will be “at will,” without a fixed term, and may be terminated at any time.

Employee Printed Name

Employee Signature

Date