



## **REGISTERED NURSE (RN)**

### **Hands of Hope Tucson Pregnancy Center**

#### **Job Description**

**Reports to:** Nurse Manager

**Division:** Intervention

**Classification:** Hourly - Part Time

**Hours per week:** 24 – 32 Hours per week, 9 am – 5 pm Monday through Friday

**Purpose:** To support educational, faith-based, and charitable activities consistent with the mission and purposes of Hands of Hope Tucson, which are based on biblical principles. This is a clinic nurse position, under the direction of the Nurse Manager.

#### **Qualifications:**

##### **EDUCATION AND EXPERIENCE:**

- Bachelor of Science preferred. Associates accepted with excellent work experience.
- A registered nurse in good standing with an active license in the State of Arizona
- 2-4 years' experience in obstetrics/women's health preferred, or 2-4 years in an acute care setting
- Willing upon hire to obtain training in Limited Obstetric Ultrasound within 6 - 12 months.
- Supervisory experience or management of healthcare workers preferred.
- Holds current Health Provider CPR (BLS) certification.

##### **SKILLS:**

- Excellent communication skills (written and verbal)
- Exhibits excellent skills in interpersonal communication, problem-solving, organization, administration, and professional confidentiality.
- Ability to oversee multiple volunteers and staff.
- Ability to direct, instruct, correct, and encourage in a gentle manner.

- Competence in Microsoft Word and Excel, Google Programs, experience in data entry, Electronic Medical Records programs
- Organized with a proactive approach to work.
- Ability to work under pressure and communicate well with a team.

**OTHER REQUIREMENTS:**

- In full agreement with the Hands of Hope Tucson Statement of Faith, Statement of Principle, and Statement of Marriage, Gender & Sexuality
- In full agreement with the Hands of Hope Tucson Mission and Vision statement and ministry focus
- Demonstrated passion for Jesus Christ and life affirming ministry.
- Professional dress and manner
- Physical: able to lift 20 pounds
- Transportation: required
- Travel out of town: required (infrequent)

**Job Duties:**

**MEDICAL SERVICES:**

- Collaborates with Medical Director and Nurse Manager on all medical matters as needed.
- Provides appropriate resources and referrals to clients (including prenatal care, post abortion exams, extensive STI testing and treatment, etc.)
- Assesses client needs and makes nursing judgments that reflect safe nursing practices.
- Oversees at-risk client follow-up and referrals per physicians' orders.
- Assures accurate implementation of physician's orders.
- Inventory control for all medical and nursing supplies

**ULTRASOUND AND PREGNANCY TESTING:**

- Provides options education for women facing a pregnancy decision.
- Performs urine pregnancy tests according to policy.
- Signs completed Pregnancy Intake Forms, including verification of correct LMP, EDD and EGA
- Signs off all client history forms.
- Signs Verification of Pregnancy Forms
- Performs nursing history intake of all clients receiving ultrasound.
- Provides education related to prenatal care.

- Carries out physician's orders and maintains communication with physician regarding client follow – up.
- Performs limited obstetric ultrasound according to AWHONN/NIFLA guidelines.
- Accurately assesses abnormal ultrasounds and addresses in accordance with Hands of Hope Tucson policy.
- Provides accurate discharge instructions and any necessary follow-up for clients.
- Participates in yearly and ongoing training and evaluation.
- Oversees Physician review of ultrasound reports per Hands of Hope Tucson policies.
- Answers medically related client phone calls and makes referrals as needed.
- Performs proper disinfection of equipment and patient rooms after each use.
- Regularly completes continuing education courses which offer professional training and information pertinent to the ultrasound and medical programs to maintain skills.

#### **STI TESTING AND TREATMENT**

- Ability to obtain and process STI urine specimens.
- Oversees medical personnel in all lab specimen collection.
- Schedules follow up appointments for STI clients with NP/Physician
- Tracks lab results and uploads into client file
- Maintains specific STI and lab supplies.
- Provides STI Treatment as necessary and per Hands of Hope Policy
- Notifies Health Department or other Health Services organization regarding positive test results and any pertinent follow up or treatment.

#### **COMPLIANCE:**

- 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, and OSHA/HIPAA compliance.
- Completes chart/documentation/log audits as needed.

#### **GENERAL REQUIREMENTS:**

- Checks the work email account daily and provides a timely response to requests.
- Participates in regular and special staff meetings and prayer times (may occasionally involve some evening and /or weekend hours)
- Prepares reports on ministry results as directed.
- Under the direction of the Nurse Manager, develops position goals that will work to accomplish the mission of Hands of Hope Tucson. Meets regularly with the Nurse Manager to track progress on goals.

- Participates in the annual position review which will include updating job description and developing new goals.
- Develops and maintains a reference binder or file folder of important information for position including passwords, key contacts, and written procedures for primary tasks.
- Cross trains another staff member on essential tasks for times of absence
- Develops organized filing systems and maintains retention and destruction of important documents – both hard copies and electronic - according to standard guidelines
- Adheres to Hands of Hope Tucson policies & procedures.
- Demonstrates commitment to the Hands of Hope Tucson Statement of Faith, Statement of Principle, and Statement of Marriage, Gender & Sexuality  
Demonstrates commitment to the Hands of Hope Tucson mission statement and ministry focus.
- Interacts ethically, professionally, and respectfully with all clients and co-workers.
- Dependable, committed to the ministry and able to follow HIPAA and PHI guidelines.
- Ability to work under pressure and remain calm and ask for assistance when needed.
- Friendly, warm, great team player

**Acknowledgment:**

This job description in no way implies directly or indirectly that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities and aptitudes to perform each duty proficiently. Continued employment remains on an at-will basis.

This job description will be reviewed periodically as duties and responsibilities change with business necessity.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_