

**Job Title:** Staff Nurse Practitioner LOU

**Department:** Medical

**Reports To:** Nurse Manager and Medical Director

**FLSA Status:** non-exempt

**Summary** Cares for and treats patients in the center, as directed by the Medical Director's Protocol Agreement and within the scope of practice outlined by the Georgia Nursing Association and the AANP and AMA Code of Ethics, by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Conducts intakes and assesses patient needs and make nursing judgments that reflect safe nurse practices

Administers pregnancy tests.

Women's Wellness Visits and Post-Abortion Visits

Administers STI testing and prepares samples to be shipped to CDD.

Cleans instruments and equipment, and maintains stock of supplies.

Conducts specified tests as directed by the Medical Director's Protocol Agreement.

Maintains accurate patient records under the supervision of the Medical Director and Nurse Manager. Attends medical conferences that offer professional training and information pertinent to the center's practices to meet State CME requirements.

Daily review of patient charts completed by RNs

Review of all recommendations of prescriptions and/or treatment

Responsible for reading and implementing the Medical Policy and Procedures.

Administering all other services as privileged by the Medical Director within the licensure of the provider

Responsible for completing the applicable logs.

Performs limited obstetric ultrasound by moving transducer, by hand, over specified area of body and observe sound wave display screen to monitor quality of ultrasonic pattern produced.

Photographs images of organs shown on display module; removes strip printout from equipment; or download images from US machine to flash drive, upload from flash drive to patient's file in database to obtain permanent record of examination.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical:**

Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

**Problem Solving:**

Gathers and analyzes information skillfully; Uses reason even when dealing with emotional topics.

**Technical Skills:**

Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service:**

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills:**

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication:**

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

**Written Communication:**

Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Teamwork:**

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

**Visionary Leadership:**

Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

**Leadership:**

Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

**Quality Management:**

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Cost Consciousness:**

Works within approved budget; Conserves organizational resources.

**Diversity:**

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics:**

Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support:**

Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.

**Judgment:**

Displays willingness to make decisions; Makes timely decisions.

**Motivation:**

Measures self against standard of excellence.

**Planning/Organizing:**

Prioritizes and plans work activities; Uses time efficiently; Develops realistic action plans.

**Professionalism:**

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality:**

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity:**

Completes work in timely manner.

**Safety and Security:**

Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability:**

Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

**Attendance/Punctuality:**

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability:**

Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative:**

Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation:**

Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.

Exhibit strong commitment and dedication to the pro-life position and sexual purity.

Agree with and be willing to uphold the Statement of Principle, Mission Statement, Articles of Incorporation, Bylaws and policies of the Centers.

Be able to provide spiritual leadership, discipleship and support to employees and volunteers.

**Education and/or Experience:**

Master of Science in Nursing in an Advanced Practice from an accredited College or University; and one year related experience; or equivalent combination of education and experience.

Limited Obstetric Ultrasound training and documentation of competency \*(can be trained for LOU if necessary).

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations:**

Current APRN License

Current BLS Certification

Current Driver's License

Ultrasound Training Certification\*

**Other Skills and Abilities:**

Bi-Lingual a Plus

Women's Health Experience with preference to Obstetrics experience

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Ability to move ultrasound probe while performing LOU.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Hours:**

This position will be on-site for approximately 6 hours per week. Online review of charts may be up to 2 additional hours per week. Hourly salary is \$45 per hour.

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<b>Nurse Practitioner</b>	<b>Date</b>
_____	_____
<b>Medical Director</b>	<b>Date</b>
_____	_____
<b>Executive Director</b>	<b>Date</b>

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