



Clinic Manager/Part Time

*Hourly position 10 hours per week, flexible*

**Reports to:** Executive Director for Operations/Medical Director for Medical Services

**Supervises:** Clinic functions and monitors medical services

**Qualifications:**

1. Expresses full agreement with Salem Pregnancy's Statement of Faith, Mission Statement, and Code of Christian Conduct.
2. Complies with the policies and procedures of the clinic.
3. Is dependable, stable, and capable of following through on commitments.
4. Has a sincere desire to reach out to at-risk patients considering abortion.
5. Maintains a consistent life-affirming philosophy and would never refer or advise a patient to have an abortion. (When a situation arises where a mother's life is at risk, the clinic advocates taking measures to preserve her life, with the desired outcome being that both mother and child can be saved.)
6. Respects confidentiality, enforces, and supervises privacy per HIPAA.
7. Holds a current License or Registry in good standing with the State Medical Board.
8. Exhibits strong interpersonal and administrative skills, takes initiative, and is flexible.
9. Physically able to stand for long periods of time, has good eyesight or corrected vision, has steady hands, and has a good bedside manner.
10. Skilled in current medical technology and able to learn new skills quickly.
11. Must obtain education, training, and documentation of competency to perform limited obstetric ultrasound.

**Responsibilities:** To provide support and care to the patients and maintain professional standards of care. Under the general supervision of the Medical Director and Executive Director, the Clinic Manager is responsible for planning and performing direct and indirect nursing interventions. Clinic manager will be expected to attend Ultrasound training and perform ultrasound scans according to Salem Pregnancy Care Center policies and procedures. He/She is also responsible for a variety of other clinic functions: supervising, organizing, planning, assessing and monitoring the medical services provided by the Salem Pregnancy medical clinic. The Clinic Manager also works in conjunction with physicians, nurses, and lay counselors to assure that patients are receiving the best medical, nursing, and psychosocial care as possible.

**Duties:**

***Management:***

1. Develops, maintains, reviews, and updates clinic policies and procedures.
2. Ensures compliance with OSHA and HIPAA guidelines.
3. Responsible for Continuous Quality Improvement (CQI).
4. Responsible for renewal of Medical Malpractice Insurance Annually (December)

***Nursing Care:***

1. Organizes, directs, supervises, and evaluates professional and ancillary personnel.
2. Oversees nursing services (performed by volunteers or staff) in clinic; responsible for equipment and supplies.
3. Maintains accurate records and follows through on physician's orders.
4. Ensures accurate implementation of physician's orders.
5. Provides education for patient to develop an understanding of her health condition.
6. Oversees patient follow-up.
7. Oversees performance of pregnancy tests.
8. Oversees nurse and/or other health care volunteers.

***Ultrasound Process and Procedures:***

1. Implement ultrasound scanning for clients.
2. Oversees the handling of all paperwork regarding ultrasounds: including creating and editing as well as making notes in patients files.
3. Oversees the distribution of scans to physician office for review.

***Staff Development:***

1. Recruits qualified medical team volunteers to meet the needs of the clinic.
2. Oversees training and orientation of the clinic's medical team volunteers.
3. Participates in establishing and conducting in-service meetings and/or trainings.
4. Conducts medical team conferences and discussions in evaluating the clinic services, policies, procedures, and protocol.
5. Works together with Client Services Director as necessary in assessing patient's needs.
6. Instructs nurse volunteers on daily duties such as: Import and export ultrasound information into excel and EKyros, transport ultrasound scans to and from MD office, pull paperwork for nurse for next day, update and organize files, call clients, etc.

***Public Relations:***

1. Represents the clinic in the community as delegated by the Executive Director.
2. Attends medical conferences that offer professional training and information pertinent to the clinic's practices.

***Professional Development:***

1. Maintains professional license.
2. Increases knowledge of management, obstetrical, gynecological care and patient's health issues.
3. Participates in annual skills refresher and assessment courses for competency.

***Other:***

1. Participate in and assist with SPCC events and activities.
2. Other duties as assigned by the Executive Director.