

Care Net Pregnancy Center of the EUP CLINIC MANAGER POSITION DESCRIPTION

Objectives: The Clinic Manager oversees the provision of client care and medical services operations and performs some client care, as needed.

Reports to: The Medical Director and Executive Director

Hours Required per Week: 5 hours

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is in regular fellowship with a local body of believers
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Exhibit strong commitment and dedication to sexual purity.
4. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and the policies of the center.
5. Must possess a current medical license and function in accordance with the licensing board of the state of Michigan.
6. Exhibit strong interpersonal and administrative skills.
7. OB experience a plus.

Responsibilities:

Client Care

- Provide education for the client and family to develop an understanding of her pregnancy
- Provide to client pregnancy advocating, education, and referrals when needed.
- Document clinical findings, observations, and medical care in client record.
- Review any clinical findings indicating concern for the viability of the pregnancy or the health of the mother with the Medical Director.
- Arrange and provide client follow-up.

Medical Services Operations

- Review client record to check for your center's Intake Form and the Consent for Performance of Medical Services and Release of Liability Form.
- Meet with the client and review Medical Services Client Instructions and the medical procedure. Record Client's Medical History, allergies, weight, and vital signs in the record. Place Physician's Order & Exam Report in the record.
- Provide support to the other medical staff, including chaperoning exams.
- Meet with client after the exam for pregnancy advocating, education, and referrals.
- Arrange and provide client follow-up.
- Review client records at the end of each day.
- Ensure that medical equipment is properly operated and maintained.
- Maintain staff personnel records.

Emergencies – follow established procedures in emergent situations

- Emergency phone calls – Refer caller to a local hospital emergency room, their own physician, and/or advise to call 911.
- If caller is a current center client, consult with the Medical Director or the physician on-site.
- Medical emergency on-site – Follow the procedures on form called Client Medical Emergency Information.
- In conjunction with the Medical Director, provide staff annual CPR review, infection control regulations, and continuing education.

Continuing Education:

1. Comply with state and professional continuing education requirements.
2. Annual renewal of CPR certification.
3. Annual review of center policies and procedures and infection control regulations.

The Clinic Manager receives an annual evaluation by the Medical Director regarding medical matters and an evaluation by the Executive Director regarding center operational matters.

Ultrasound training can be provided, with contingencies for a 2-year hiring contract, as well as additional OB related ultrasound review and experience.