

**Job Title:** Nurse Manager

**Reports To:** Director of Nursing

**Job Purpose:** To assist the Director of Nursing in the oversight of patient care and supervision of assigned medical staff.

**Qualifications:**

1. Agrees with the clinics statement of faith, mission statement, and code of Christian conduct
2. Maintain a current and unrestricted RN or RDMS license
3. Demonstrates high degree of leadership, organizational ability, and communication skills
4. At least 5 years of nursing experience is desired but not required
5. Completes training in the nursing and sonography procedures of the clinic

**Administration:**

1. Maintain adequate coverage for patient care by managing the nursing shift and on-call schedules
2. Perform monthly and quarterly safety inspections and report any issues
3. Perform medical inventory and order supplies as needed
4. Notify the Office Assistant of need for office supplies
5. Assist in hiring and training of nursing staff

**Supervisory Responsibilities:**

1. See patients at least 2 shifts a week to maintain nurse/sonographer skills
2. Resolve issues with charts needing attention or correction
3. Carry out Annual Observations of nursing staff and collaborate with Director of Nursing when documenting Evaluations
4. Notify Director of Nursing of ongoing concerns with nursing staff including coaching and documentation events
5. Ensure medical contacts/follow up calls are completed in a timely manner
6. Maintain current policies and procedures as directed by the Director of Nursing and communicate changes/implementations as appropriate
7. Embrace and protect the patient process by overseeing the execution of the process
8. Respond rapidly, calmly and effectively during stressful, emotional, and/or emergent situations with patients, visitors, staff, and volunteers and execute de-escalation strategies
9. Attend community events as requested by Director of Nursing or Executive Director
10. Perform additional duties as requested

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Signature

Date