

Alpha's Glory Pregnancy Medical Clinic Clinic Manager Job Description

General Summary: Under the medical oversight of the Medical Director, the Clinic Manager (CM) provides supervision of medical services, trains and manages medical personnel.

Report to: Medical Director for Medical Services and Executive Director.

Hours: Approximately 20 hours weekly.

Qualifications:

- Education: Registered Diagnostic Medical Sonographer (RDMS) or Registered Nurse (RN) with licensure in good standing in the state Maryland.
- Experience: Experience in obstetrical ultrasound or willing to successfully complete training in limited obstetrical ultrasound.
- Express full agreement with Alpha Glory's, Mission Statement, Statement of Faith, Statement of Principle, and Confidentiality Pledge.
- Complies with the policies and procedures of the clinic.

Duties and Responsibilities:

1. Patient Care

- Provide clinical services in accordance with the level of expertise and training.
- Thoroughly explain all medical consent forms to patients, and answer questions prior to providing any medical services.
- Document patient care in chart and properly maintain patient medical records.
- Provide patients with health education, referrals for medical care/follow-up.
- Review patient record for completeness (all necessary forms present) and signatures
- Conduct phone follow-up with patients, as indicated.
- Discuss clinical questions, as needed, with the MD.
- Meet with MD regularly for ongoing clinical supervision and guidance.
- Provide support to the other medical staff, including chaperoning

2. Medical Services Operations

- Assure accurate implementation of MD's orders.
- Audit patient records quarterly and maintain staff medical records.
- Provide in-service education for staff, as needed.
- Implement compliance with OSHA, CLIA, privacy practices, and infection control.
- Conduct annual review of P&P and infection control regulations with the MD.
- Orient new medical staff and keep medical staff schedules.
- Ensure that medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory and ensure that the clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.

General Ministry Participation:

- Attends bimonthly staff meetings and in-service training.
- Seeks training specific to pregnancy ministries.
- Participates in ministry fundraisers and ministry-wide activities.
- Represents the clinic in the medical community as directed.