

**CARE NET PREGNANCY CENTER OF DANE COUNTY  
JOB DESCRIPTION**

Page 1 of 3

**JOB TITLE**

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- **Title:** Staff Nurse
- **Reports To:** Clinic Director
- **Supervises:**
- **Position Analyst:**
- **Date Analyzed:** 03/17/2021
- **Wage Category:** Non-Exempt
- **Hours:** 16 hours a week (Occasional additional hours, as needed, to maintain adequate clinic coverage during vacation times)

**JOB FUNCTION**

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The Staff Nurse provides support and care to patients and maintains professional standards of care, following the ANA Code of Ethics and patient confidentiality. Under the general supervision of the Clinic Director the Staff Nurse is responsible for implementation of daily clinic functions. The Staff Nurse is responsible for completion of assigned clinic tasks and for planning and performing direct and indirect nursing interventions. The Staff Nurse works in conjunction with physicians, other health care professions, and patient advocates to assure that patients are receiving the best medical, nursing, and psychosocial care possible.

**DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB**

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**A. Administrative Duties:**

1. Implements Care Net’s Mission Statement, Statement of Principle, policies, rules, and regulations.
2. Serves as a resource for patient advocates and nurse volunteers.
3. Inventories and orders testing supplies from our lab.

**B. Nursing Care:**

1. Provides nursing care, collects patient’s health history, assesses patient needs and makes nursing judgments that reflect safe nursing practices.
2. Maintains accurate patient medical records and adheres to physician’s standing orders.
3. Provides consultation regarding pregnancy options.
4. Performs pregnancy testing and provides verification of pregnancy.
5. Provides education for patient and family to develop an understanding of their health condition.
6. Provides consultation and education for STI patients, completes sexual history, collects specimens, and performs phlebotomy for STI testing.
7. Performs genital examinations and collects specimens when determined necessary.
8. Performs CLIA-waived diagnostic tests.
9. Assists clinician with exams and treatments as needed.
10. Consults with supervisor and doctors to decide on the best treatment plan for patients.

**CARE NET PREGNANCY CENTER OF DANE COUNTY  
JOB DESCRIPTION**

Page 2 of 3

11. Dispenses medication as per established protocols and educates patients on treatment plan.
12. Provides referrals for care as needed.
13. Provides patient follow-up as needed.

**C. Staff and Volunteer Development:**

1. Participates in staff meetings.
2. Assists with volunteer or student training as needed.

**D. Quality Improvement & Management:**

1. Participates in Quality Improvement processes for clinic.
2. Participates in Risk Management related to clinic.
3. Participates in quarterly Quality Improvement Meetings.

**E. Professional and Personal Development:**

1. Maintains professional license.
2. Increases knowledge of women's health.
3. Attends medical conferences/webinars which offer professional training and information pertinent to the clinic's practices as approved by Clinic Director/Chief Executive Officer.

**F. Public Relations:**

1. Promotes the services of Care Net Pregnancy Center in the medical community.
2. Represents the specific services of the organization in the community for the purpose of increasing relationships with physicians, clientele, volunteer help and financial support.
3. Provides STI education to area schools, churches and youth groups as needed.

**G. Other:** As assigned by Clinic Director.

**CARE NET PREGNANCY CENTER OF DANE COUNTY  
JOB DESCRIPTION**

Page 3 of 3

**KNOWLEDGE, SKILLS & ABILITIES**

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- A. Experience in women's health care is preferred.
- B. Ability to use computer and related software, concise writing, good communication skills.
- C. Compassionate, non-judgmental, respectful, and able to work with diverse populations.

**JOB SPECIFICATIONS**

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- A. Holds a current Registered Nurse's License in good standing with the State Medical Board.
- B. Maintains current CPR certification.
- C. Has specific training in Sexually Transmitted Infections or has a willingness to be trained.
- D. Must complete Care Net's classroom training as required by national affiliation.
- E. Be in full agreement with Care Net's Statement of Principles, Statement of Purpose and Statement of Faith.
- F. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
- G. Attends church on a regular, weekly basis.
- H. Dependent on the Holy Spirit "Not by might, nor by power but by My Spirit, says the Lord Almighty." Zech. 4:6 (NIV)

**I have received and reviewed a copy of my job description:**

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Signature

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Date