Position Title: Registered Nurse

Reports to: Director of Nursing

FLSA: Full Time or Part time, Non-exempt

Department: Medical Support

Classification: Staff, union-eligible

Pay: $36.05/ hour

Date: January 2023

Preterm’s mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare.

Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.

Position Summary

Under the supervision of the Director of Nursing, perform patient care services in the medical area. Provide the best possible nursing care by planning, organizing, and implementing the nursing care process. Support Preterm’s philosophy of patient care.

Duties and Responsibilities

1. General
   a. Demonstrate knowledge of and utilize Preterm guidelines and standing orders. Make nursing assessments as needed.
   b. Chart completely and accurately.
   c. Demonstrate an ability to prioritize and carry out many functions professionally and efficiently with special attention to the patient flow. Assist in any other area when needed, i.e. sono, conscious sedation, recovery room.
   d. Supervise and instruct ancillary personnel. Registered nurse is accountable for quality care given by herself as well as care given by non-nursing staff in her area.
   e. Maintain communication with the Director of Nursing and report unusual conditions.
   f. Act as nursing resource for patients, staff and outside representatives.
   g. Maintain confidentiality.
i. Support and enforce infection control policies and procedures.
j. Assist in reviewing and revising policies, guidelines, and procedures.
k. Participate in in-service training and other education as required.
l. Function in any appropriate capacity as assigned by the Director of Nursing or other Director.

2. Procedure Rooms
   a. Provide nursing care and medication administration in the procedure rooms.
      i. Assist the Procedure Support in the procedure room when requested.
      ii. Draw up the local anesthetics.
      iii. Assist in all emergency situations.
      iv. Coordinate hospital transfers.
      v. Start IV’s and administer IV medication per doctor’s orders, as needed.
      vi. Problem solve equipment malfunctions.
      vii. Respond to STAT calls for a nurse.
   b. Inspect the procedure rooms to ensure that the following standards are met:
      i. Stocked with medications and emergency equipment.
      ii. Monthly checks for outdated medication and sterile instruments.
      iii. Maintain stocked IV trays.
      iv. Check oxygen supply.
      v. Check that all suction machines are functioning correctly.
      vi. Report non-working equipment to the Building Manager and the Director of Nursing.
   c. See complication patients.
      i. Alert Medical Records for the chart.
      ii. Alert the Hall Receptionist of the patient's arrival.
      iii. Prepare the patient for the physician’s exam (history and vital signs).
      iv. Communicate problems to the Director of Nursing for follow-up.

3. Recovery Room
   a. Provide nursing care for all patients.
   b. Monitor the patient’s condition and respond appropriately.
   c. Check the chart for unusual conditions (i.e. Rh factor, small tissue, decidua only, special orders, incomplete charting).
   d. Assess if the patient’s condition, vital signs, bleeding and comprehension are stable for discharge.
e. Supervise and/or instruct patient in home care information.
f. Administer medications as ordered by the physician.
g. Start IV’s and monitor their administration.

4. Follow Ups
   a. Perform post-abortion pelvic exam and interview.
   b. Elicit complete and accurate post-abortion experience.
   c. Assess the appropriateness of patient’s contraceptive choice based on clinical findings and health history.
   d. Teach self-breast examination.
   e. Evaluate the results of lab work.
   f. Consult with physician regarding abnormal or questionable findings.
   g. Make referral for continuing care.

5. Conscious Sedation
   a. Following the guidelines for nurse administered conscious sedation, administer medications and intravenous solution skillfully and correctly.

Values and Behaviors

1. Respect
2. Autonomy
3. Empathy
4. Feminism and intersectionality
5. Excellence with integrity
6. Intentional stewardship

Skills and Abilities Required:

1. Demonstrate knowledge of and ability to perform nursing skills.
2. Ability to work quickly, decisively and supportively during emergencies, and to maintain flow.
3. Demonstrate warmth, support and non-judgmental attitude toward patients.
4. Demonstrate accountability for the quality and content of care given by the nurse and auxiliary personnel under her supervision.
5. Ability to foster a team approach.
6. Follow through with written guidelines in all situations.
7. Possess a very high level of problem-solving skills.
8. Must be able to lift 25 pounds.

**Working Conditions:**

1. Work in patient care area.
2. Be able to tolerate a considerable amount of walking and standing as required.
3. Frequently exposed to odorous specimens and occasionally to contagious disease.
4. Work under time pressure.
5. Work under stress of possible crisis situations.

**Minimum Education and Experience Required:**

1. Graduation from accredited school of professional nursing.
2. Current licensure by Ohio Board of Nursing.
3. Minimum of one year’s nursing practice with progressively more experience.
4. Possesses leadership qualities.

**Application Process**

Please send Letter of interest and resume to Kelsey Bowman at kbowman@preterm.org