

## Job Description

**Position:** Nurse Sonographer  
**Locations:** Kettering Center – 2345 W. Stroop Road, Dayton, OH  
Xenia Center – 245 S. Allison Ave., Xenia, OH  
Huber Heights – 7079-A Taylorsville Rd, Huber Heights, OH

**Job Status:** Non-Exempt, Part Time

**Department:** Medical

**Reports to:** Nurse Manager

**Supervises:** No direct reports

### Core Beliefs:

- We are a Christian organization.
- Our primary purpose is to protect unborn life.
- We believe in the sanctity of marriage between one man and one woman.
- We promote abstinence before marriage and fidelity within marriage.

### PRIMARY DUTIES

#### 1. Client care:

- Provide clinical services in accordance with level of expertise and training, including pregnancy testing and ultrasound.
- Thoroughly explain all medical consent forms to clients and answer questions prior to providing any medical services.
- Document client care in chart and properly maintain and archive client records.
- Provide client with health education (pregnancy decision options, STI's, physicians, etc.), referrals, medical care/follow up, and other pertinent community referrals.
- Review/audit client record for completeness (all necessary forms present) and signatures.
- Conduct phone follow up with clients, as necessary, and according to medical policy and procedure.
- Meet with the Nurse Manager (at least monthly) for ongoing clinical supervision and guidance.

#### 2. Medical Services/Operations:

- Ensure accurate implementation of MDs orders, under the supervision of the Nurse Manager.
- Audit client records under the supervision and training from the Nurse Manager.
- Ensure proper implementation of MVWC medical policy and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control.
- Ensure medical equipment is properly operated and maintained.
- Conduct regular medical supply inventory, submit Purchase Orders to the Nurse Manager, and ensure clinic is properly stocked.
- Ensure proper disinfection of medical equipment and the exam room.

#### 3. Pregnancy Testing:

- Perform pregnancy tests.
- Make new charts as needed.
- Maintain necessary paperwork for medical clients.

#### 4. Emergencies:

- Follow Medical Policy & Procedure guidelines for responding to emergencies and unusual ultrasound findings.

#### 5. Continuing Education:

- Maintain active nursing license.
- Maintain CPR certification.
- Obtain and maintain additional certifications as required by MVWC (e.g. limited obstetrical ultrasound examinations).

### Specific Responsibilities for Ultrasonographer during COVID-19 Pandemic:

- Work with Medical Team to screen all clients before entering building.
- Work with Medical Team to properly sanitize all surfaces in the building that may have been touched and contaminated.
- Work with Nurse Manager to identify and remove all unnecessary "clutter" in the clinic in an effort to protect against COVID-19.
- Work with Nurse Manager to do Telehealth health assessments for all abortion minded and abortion vulnerable clients before they come to clinic for ultrasound.

- Work with Nurse Manager to keep and maintain disinfection and temp logs in an attempt to protect against COVID-19.

## **JOB REQUIREMENTS**

### **Experience/Education/Training**

Hold a current Ohio License as a registered nurse. Preference given to a trained sonographer to perform limited ultrasound scans, or a sonographer, certified in OB scanning, and approved by the Medical Director.

### **Job/Language Skills**

Must have highly developed interpersonal skills; ability to meet people with ease; ability to communicate the written and spoken word with tact and diplomacy; good organizational skills, well-disciplined, able to meet deadlines, self-starter, able to work under pressure; ability to work well effectively with others. Ability to read, analyze, medical reports, and legal documents. Ability to use a computer and associated software with little or no assistance. Must be proficient in Microsoft Office Suite.

### **Work Environment**

The noise level in the work environment is low – moderate. While fulfilling the responsibilities of this position, the employee is required to sit, stand and/or walk. Specific vision abilities required by the position include close vision, color vision, peripheral vision and ability to adjust focus

### **Miami Valley Women's Center Expectations**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Willingness to support MVWC's mission and vision as defined by MVWC.
- A servant's attitude with the ability to understand how all tasks impact MVWC's ministry of supporting life.
- Agree with and adhere to MVWC's policies and procedures.
- Complete the next scheduled volunteer training (Friday evening/Saturday afternoon – dates TBD).
- Be able to respect and keep information confidential.
- Works well without direct supervision.
- Demonstrate flexible and efficient time management and ability to prioritize workload often balancing multiple priorities.
- Strong personal motivation, initiative, sense of responsibility.