



**Job Title:** Licensed Medical Staff (Including RN/Sonographer and RDMS)

**Hours:** Part-Time

**Reports To:** Medical Services Manager

**Job Purpose:** Provide medical services and information based on the FOCUS process in both nursing and sonography.

**Job Responsibilities:**

1. Provide quality and consistent care
2. Run pregnancy and STD tests as needed
3. Provide STD treatment according to protocol by preparing and dispensing medication
4. Take a basic health history and give information according to the nursing script
5. Provide limited ultrasounds according to the Center's protocol
6. Close out the patient at the end of the appointment, giving information and providing a copy of the personalized solutions assessment.
7. Be proficient in DataFocus charting and auditing including any medical follow-up calls
8. Work together with the advocate, shift supervisor, and other staff to determine what the next step for the patient will be.
9. Perform additional duties as requested

**Other Responsibilities:**

1. Attend mandatory medical staff meetings
2. Mandatory observation with Ultrasound training on a yearly basis
3. Attend All-Staff events as required
4. Assist at Fund-raising events as required
5. Attend community events as requested

**Qualifications:**

1. Meet the requirements located on the Assure Women's Center application
2. Maintain an RN or RDMS license
3. Fulfill training in the medical procedures of the Assure Women's Center
4. Fulfill ultrasound training according to the Assure Women's Center Ultrasound protocols