



About Us

Planned Parenthood is the nation's oldest and largest provider of family planning services. Our mission is to provide voluntary family planning services and education that enhance personal and social understanding of human sexuality. We advocate public policies that guarantee reproductive rights and access to health care. And, we support and encourage advances in reproductive technology.

Our mission is to ensure that every child is a wanted child and to protect reproductive health by providing comprehensive, medically-accurate sex education and quality health care, while advocating for the reproductive rights of women, men and families.

Position: Registered Nurse (Part-time)

Location: Augusta

Position Summary:

The Registered Nurse (RN) provides direct nursing and health care services under the direction of the Medical Director and in accordance with the PPSE Medical Standards and Guidelines. The RN is responsible for assisting the clinician, administering medications and providing patient education to clients on contraceptives, sexually transmitted infections, GYN, and other related medical conditions. The RN is a member of the health care team and serves as a clinical resource for staff and is expected to keep a current base of knowledge on contraceptives, STI's, general nursing, medial and social referrals.

ESSENTIAL FUNCTIONS

Nursing Care

- Answers nurse calls and gives client assistance in regards to referrals, medical questions and general information.
- Triage clients and helps in maintaining clinic flow.
- Accurately documents all care, services, diagnosis and treatments properly in the medical records and charge tickets.
- Dispenses contraceptives and medications according to protocols.
- Conducts and maintains records of contraceptives, medication and supply inventory.
- Completes nurse duties in a timely manner.
- Assist with the opening and closing of clinic as assigned.
- Performs community outreach activities as assigned.
- Assists in the transferring of client records.
- Maintains and protects client confidentiality at all times.
- Ensures compliance with all applicable laws and regulations governing the clinic.

Patient Counseling

- Provides counseling and patient education contraceptives, medications dispensed, medical treatments, lab tests, medical recommendations, and/or referrals.

Lab

- Assists in the lab and exam room as needed.
- Assist providers with lab follow-up and required state reporting.

Surgical Care (only for RNs assigned to Surgical Clinics)

- Assists with surgical procedure(s) and/or provides care, pre-abortion counseling and educational instructions to recovery room clients.
- Assists Physicians and Nurse Practitioners directed.
- Maintains crash cart open and available on surgical days.
- Manage and monitor analgesia and sedation during therapeutic, diagnostic or surgical procedures to include administration of IV Medication, if authorized, and documentation and monitoring of physiologic measurements
- Supports and participates in organizational planning to continuously improve patient outcomes.
- Assists in other areas of the clinic as needed (i.e. medical records, front office, etc.)
- Participates in referrals, follow up and quality control programs.
- Identifies opportunities to improve clinic work processes and partners with team members to implement.
- Performs other duties as assigned

QUALIFICATIONS:

Education:

- Graduate of an accredited School of Nursing
- Registered Nurse with current license
- CPR training and certification

Experience:

- 3-5 years experience working as an RN, preferably in Family Planning, Women's Health or Public Health
- Minimum 1 year of Surgical/OR experience to include administering IV medication (Applicable only for surgical clinics)

Skills:

- Excellent clinical skills and decision-making ability
- Must be interested in and have the ability to work well with diverse populations
- Good communication skills and ability to give counsel and patient education on a one to one basis
- Able to work independently and be a self-starter
- Able to multi-task, prioritize and maintain productivity
- Good computer skills including internet/email

Physical demands:

- Ability to stand and sit for extended periods of time

Languages spoken:

- Bilingual in English/Spanish preferred

Essential characteristics:

- Commitment to excellent customer service
- Flexible, positive, team player

- Commitment to quality health care

No phone calls please. Qualified candidates submit your resume, cover letter and salary requirements to: RESUMES.PPSE@PPFA.ORG

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