



POSITION TITLE: Clinical Quality Assurance Director

REPORTS TO: Executive Director

Profile:

- Experienced RN in good standing and currently licensed in the state of Michigan
- On the job nursing experience in clinical and administration
- Knowledge regarding sexually transmitted infection, fetal development and pregnancy
- Experienced in team management
- Organized, self-motivated, able to work without direct supervision
- Strong interpersonal skills

Responsibilities: The Clinical Quality Assurance Director will be an experienced and state licensed RN who will lead in the development, implementation, and ongoing operation of all Alternatives medical programs. Working under the direction of the Executive Director, they will develop strategic plans and ensure the implementation; delegating through the on-site Nurse Managers.

Full Time: Salary

Personnel:

- Ensure all medical staff licenses are up to date and included in employee files annually.
- Annual audit of volunteer files for medical licensing.
- Ensure Nurse Managers provide yearly reviews of all volunteer advisors and nurses.
- Review all sonographers and physicians.
- Bi-monthly visits with Nurse Managers to ensure clinic is operating properly.
- Work in conjunction with the Center Directors to provide feedback for quarterly and annual reviews for Nurse Managers.

Administration:

- Meets regularly with the Executive Director.
- Meets regularly with Central Directors.
- Give oversight, develop and seek direction from the Medical Advisory Committee as it relates to policy and procedures and ensures necessary updates are communicated in a timely manner to all necessary parties.
- Monthly meetings and regular communication with Medical Director regarding initiatives and problem resolution.
- Gather and compile monthly reports for the Executive Director and Board of Directors.

Program:

- Oversee operations of STI clinic, pregnancy testing, medical staff and ultrasound outreach.
- Provide training to the Nurse Managers to equip them to adequately train all volunteers for the clinic work.
- Assist Nurse Managers as needed with volunteer training and guidance in interventions with clients.
- Consult with Nurse Managers to assist with medical in service training topics and present as needed.
- Consult with the Center Directors to schedule needed medical in service trainings.
- Conducts random volunteer chart audits.
- Work in conjunction with Center Directors to provide growth opportunities and insight for Quarterly meetings for Nurse Managers.
- Focus on establishing community connections for development within the medical community to further relationships and build collaboration based on shared goals.
- Work with Center Director to communicate significant community connections for Nurse Manager.
- Oversee, design and develop client services paperwork, policies and procedures as they relate to the medical general clinic and best practices of the State of Michigan and Alternatives for ultrasound, STI clinic and pregnancy tests in conjunction with the Medical Advisory Committee and Executive Director.
- Ensure Alternatives clinics are following all NIFLA (legal support) and Ekyros (Client tracking) best practices and are current on all recommendations.
- Ensure that each program is functioning in line with the mission and vision of the Alternatives.

- Yearly review of Clinic Policies and Procedures and Ultrasound and STI policies and procedures, consulting with Executive Director, Medical Director and Medical Advisory Committee.
- Perform other duties as assigned by the Executive Director.

Personal Qualifications

- In full agreement with Alternatives Statements of Mission, Faith, Principle and Values
- Strong Pro-Life/pro-abstinence convictions
- Teachable
- Previous experience with a Christian non-profit organization a plus
- Regular attendance at a Bible-based church

Compensation

- Full-time position
- Vacation policy
- Holiday pay
- Sick Pay
- 2 Spiritual Renewal days