



Columbia Pregnancy Center

As primary Sonographer and Medical Manager, Employees duties and responsibilities shall include, but are not limited to:

- Provides sonograms for the pregnant clients.
- Management and immediate supervision of clinic functions: develops, maintains, reviews and updates clinic policies and procedures.
- Oversees nursing services: Assess client's needs and makes nursing judgements reflecting safe nursing practices. Oversees performance of pregnancy tests, STI testing and ultrasound exams. Organizes, directs, supervises, and evaluates professional and ancillary personnel. Oversees client's follow-up. Works with nurse to provide two educations classes for clients. (Child birth & fertility)
- Assist physician as needed.
- Attend required/mandatory training and provide training to assistants as needed.
- Maintain accurate medical records
- Assures compliance with regulations and guidelines
- Maintain professional license;
- Order supplies as needed for the Center's operations