Position Title: Assistant Medical Director

**Reports To: Medical Director**

**Qualifications:**

1. Expresses full agreement with New Life Family Services / First Care Pregnancy Center’s Statement of Principle, Mission Statement, Articles of Incorporation, and By-laws.
2. Is dependable, stable and capable of following through on commitments.
3. Desires to reach out to abortion-vulnerable and abortion-minded women.
4. Holds a consistent life affirming position and thus, would never refer or advise a woman to have an abortion. When a situation arises where a woman’s life is at risk, the clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved.
5. Respects confidentiality.
6. Is licensed and in good standing with their specific Minnesota professional board.

**Responsibilities:**

Anyone serving in the **Assistant Medical Director** role shall work to assure that proper standards of medical care are implemented at First Care Pregnancy Center. The Assistant Medical Director provides direction, supervision, and takes responsibility for the medical services offered at their specific First Care center location(s) under the direction of the Medical Director and Nurse Manager. In addition, anyone serving in the **Assistant Medical Director** role is responsible for assuring that the clinic staff and healthcare teams are providing appropriate care to the clients, and maintaining professional standards of care under the direction of the Medical Director.

**Duties:**

1. Assures that healthcare team members are oriented to the center’s medical policies and procedures.
2. Assures that the healthcare team members are providing the highest professional standard of care to the clients.
3. Provides needed support to the healthcare team members.
4. Approves and upholds the policies and procedures specified in the Medical Policies and Procedures Manual.
5. Performs STI testing, treatment, and limited pelvic exams, if desired. (Not Required)
6. Performs limited ultrasounds, if desired. (Not Required)
7. Oversees Abortion Pill Reversal program, policies and procedures alongside the Medical Director.
8. Review and sign ultrasound reports as needed and in the Medical Director’s absence.
9. Provide on-call consultation for healthcare staff for patient assessments, questions, or medical emergencies as needed in collaboration with the Medical Director.
10. Meets with Medical Director and Nurse Manager as needed.

Any person serving in the **Assistant Medical Director** role is evaluated yearly by the Medical Director or Executive Director and submits to an annual peer review.