CHARGE NURSE

Job Summary:
The Charge Nurse is responsible for assignment of scheduled nursing staff on his/her tour of duty to effectively and efficiently implement individual resident care. He/she shall oversee the work related activities of the on duty staff of all departments when department supervision is off duty. The Charge Nurse shall provide nursing medical and psychosocial care as ordered by the attending physician and the care plan.

Qualifications:
1. Be of legal working age
2. Be able to read and follow written directions
3. Be able to communicate with residents and co-workers in English
4. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
5. Work overtime is necessary
6. General knowledge and understanding of state and federal regulations as they pertain to long term care

Responsibilities:
1. Meets all requirements of the Registered Nurse/Licensed Practical Nurse job description
2. Additional duties:
   a. Gives and receives report
   b. Supervises, assigns, instructs and orientates nursing personnel
   c. Admits and orients new residents. Checks physician admission order, transfer and admission information. Reviews resident medical and social histories. Orders medications prescribed on physician admission orders. Notifies Dietary Manager of physician ordered diet. Assembles new resident chart and reviews it for completeness. Transcribes physician medication, treatment, dietary and rehabilitation orders and any special services requires. Instructs residents in self care and self help
   d. Able to accompany physician on rounds and assists him/her. Takes, transcribes, schedules and carries out physician orders received in person, by phone or any other method.
   e. May need to arrange and schedule appointments for resident diagnostic, therapeutic, dental or other medical services orders
   f. Performs daily and monthly charting and maintains medication and treatment record
   g. Takes and records vital signs, blood sugars and other diagnostic tests as required
   h. Provides nursing care per physician orders and professional nursing standards
   i. Gives emergency treatment when necessary, then notifies physician and family of the emergency
   j. Recognizes and interprets symptoms and conditions by personal observation then reports to the physician and/or any other appropriate party
   k. Assists physician in diagnostic and therapeutic measures and administers medications and treatments as prescribed
   l. Count controlled drugs; oncoming nurse counts
   m. Receive report from off-going nurse and give report on oncoming nurse at end of shift
   n. May assign Certified Nurses Aides
   o. Reviews lab reports and lab procedures to be done. Chart reports and schedules procedures to be done.
   p. Reviews all resident appointments and insures transportation is available
   q. Takes vital signs required for the med pass and then record
   r. Setup, pass and record administered drugs
s. Monitor and supervise service and feeling of meals
t. Perform and chart prescribed treatments
u. Order medications needing replenishment
v. Make rounds of all residents observing progress or deterioration. Observe the progress and quality of the staff’s work
   a. Have ADL’s been done and done well? Are the residents clean, neat and dressed appropriately?
   b. Are the resident rooms and bathrooms clean and orderly
   c. Are the residents being turned at least every two (2) hours, released from restraints and dry?
   d. Have restorative programs been completed?
      1. Chart conditions, observations, problems, etc. on rounds
      2. Setup, pass and record administered drugs
      3. Monitor and supervise service and feeding of meals
      4. Perform and chart prescribed treatments
      5. Take vital signs required for second med pass and record
      6. Constantly observe staff to insure that they are working
      7. Charted nurse notes MUST include any unusual complaint, observation or incident (i.e. bowel and bladder, skin, mental and/or emotional changes, falls, incidents and other observations).
      8. Admit and/or transfer residents as required (7 days a week, 24 hours a day admissions)
      9. Complete all nursing care sheets and review C.N.A. flow sheets for completion
     10. Consult with pharmacist
     11. Consult by phone with physician when necessary regarding resident condition changes, incidents, injuries, etc.

Physical Requirements:
   1. Lift objects weighing up to 50 pounds
   2. Carry objects weighing up to 25 pounds
   3. Push or pull objects weighing up to 50 pounds
   4. Stooping and bending frequently throughout the day
   5. Reaching and grasping with arms and hands, including reaching above shoulder level
   6. Must be able to cope with stressful situations

Supervised by the Director of Nursing
Special Notes of Interest
Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of this position.

TO BE COMPLETED AT TIME OF HIRE/ORIENTATION

I have reviewed this job description. I understand the duties and expectations of this position.

________________________________________  ______________
Employee Signature      Date

________________________________________  ______________
Manager Signature      Date