

JOB DESCRIPTION
ANBERRY REHABILITATION HOSPITAL

JOB TITLE: Charge Nurse (RN)
DEPARTMENT: Nursing
REPORTS TO: Director of Nursing Services or Designee

GENERAL PURPOSE:

Responsible for the independent supervision of the delivery of care to a group of residents in a nursing unit. Assess resident needs, develop individual care plans, administer nursing care, evaluate nursing care, and supervise CNAs and other personnel in the delivery of nursing care.

ESSENTIAL JOB FUNCTIONS:

**RESIDENT
ASSESSMENT**

Duties: Adhere to state rules and regulations concerning delivery of care and assure that effective quality nursing care is delivered which is outcome focused through utilization of the nursing process. Effectively interview the resident/responsible party to obtain information required for developing and implementing a plan of care. Demonstrate ability to perform physical assessment through observation, inspection, palpation, percussion and auscultation. If applicable, is involved in and accurately complete the RAI process. Identify needs and provide input for discharge planning and follow-up throughout length of stay.

**DEVELOPS
PLAN OF CARE**

Duties: Develop individualized plan of care in collaboration with the resident/responsible party and interdisciplinary care team by documenting problems, statements, goals and approaches in collaboration with other members of the interdisciplinary care team. Seek CNA input when developing plan of care. Define realistic and obtainable long and short term goals for the residents. Initiate appropriate nursing interventions with time frames for outcome evaluations and document appropriately in medical record. Revise plan of care with input from resident/responsible party and interdisciplinary care team. Implement teaching with resident/responsible party consistent with interdisciplinary plan of care.

**IMPLEMENTS
PLAN OF CARE**

Duties: Implement plan of care consistently, effectively and cost efficiently with focus on resident centered outcomes. Identify rationale and anticipated outcomes for each nursing intervention. Assume responsibility for care interventions consistent with skill level and professional standards of care. Utilize time efficiently to assure completion of duties and responsibilities in allotted time frame. Utilize professional and sound judgment in delivery of care which is cost efficient but does not jeopardize safe, effective care delivery. Follow Anberry policies and procedures to ensure a safe, caring, comfortable and clean environment. Utilize all appropriate, available resources for resident/family/responsible party counseling and discharge planning. Keep physician and/or other health care professionals (Nurse Practitioner, Physician Assistant, podiatrist, dentist, etc.) informed of resident's condition; and notify physician and/or other healthcare professionals immediately of significant changes of condition. Work in collaboration with physician and/or other health care professionals by sharing information relevant to changing plan of care. Question and seek clarification of unclear orders

**EVALUATES
PLAN OF CARE**

Duties: Evaluate team and make changes as needs are recognized. Critique and take responsibility for evaluating nursing care delivered. Utilize the expertise of Nurse colleagues to evaluate plan of care. Elicit feedback from individual being served and/or family or responsible party to determine that their needs are being met. Evaluate effectiveness of the plan of care in conjunction with the interdisciplinary care plan team.

**DELIVERS
RESIDENT
CARE**

Duties: Deliver and maintain optimum resident care and comfort by demonstrating knowledge and skills of current nursing practices. Transcribe physician and/or other health care professionals= orders appropriately and accurately. Ask for clarification of questionable orders from the ordering physician and/or other health care professionals. Perform only those activities which are within the scope of RN nursing practice. Notify physician and/or other health care professionals if orders are not carried out and document event appropriately. Follow company, facility and departmental policies and procedures, and appropriately utilize nursing judgment. Ensure accurate documentation of all medical records and reporting forms. Promptly respond to call lights and other resident needs.

SUPERVISION

Duties: Supervise CNA and other personnel. May supervise other Nurses, including other RNs. Coach, counsel and assign CNA and other Nurses to provide quality resident care. Independently evaluate the job skills and work performance of the CNA's and other Nurses through the formal performance evaluation process. Appropriately discipline or participate in the discipline of CNA and other Nurses for violations of work rules, policies or poor performance, including the recommendation of suspensions and terminations. Recognize CNA and other Nurses for exceptional care and job performance on a regular basis and as part of their formal performance evaluation. Assign CNA's and other Nurses specific duties for resident care and direct their work. Assign hours, breaks and meal periods to CNA's and other Nurses. Train and/or assist in the orientation of new associates. Attempt to effectively resolve CNA and other Nurses' problems/complaints. Incorporate CNA and other Nurses in a work team to meet resident needs. Attend and participate in supervisory meetings. Support and follow through with management team goals. Perform other management duties as assigned

CUSTOMER SERVICE

Duties: Provide compassionate resident care services. Establish and maintain positive interactions with internal and external customers, including co-workers and direct reports. Take responsibility for resolving CNA, Nurse, and other customers' issues and concerns striving for a win-win outcome. Customers include residents, families, vendors and other associates.

RESIDENTS' RIGHTS

Duties: Demonstrate strong ethical practices regarding individual/resident rights as stated in company policy. Support resident autonomy and choice. Demonstrate both sensitivity and appropriate responsiveness to each resident's end of life wishes.

RESIDENT COMFORT AND SAFETY

Duties: Demonstrate safe practices in regard to resident's comfort and safety by applying knowledge of proper body alignment for self and resident. Practice and promote adherence to institutional safety codes. Promote a restraint-free environment.

PHARMACY KNOWLEDGE

Duties: Maintain an updated knowledge base in pharmacology. Demonstrate knowledge of policies governing medication

administration and documentation. Demonstrate knowledge of drug reactions and sensitivities and nursing interventions. Assure that narcotics are accounted for properly. Apply adult learning principles when educating individuals, family members or responsible party regarding the resident's medication regimen.

LAB VALUES

Duties: Recognize normal and abnormal lab values and communicate same in appropriate manner to physician, and other interdisciplinary team members as appropriate.

INFECTION CONTROL

Duties: Demonstrate working knowledge of infection control practices.

**CONTINUING
EDUCATION**

Duties: Recognize self-evaluation and self-development as important tools in maintaining high standards of care and professionalism. Seek and provide peer support and consultation. Participate in facility/department in services. Attend continuing education programs. Attend facility/department/staff meetings as required.

SAFETY

Duties: Comply with, support and enforce Company policies involving all safety and infection control procedures to include the proper use of mechanical lifts, gait belts and personal protective back supports.

**RESIDENTS' RIGHTS
AND POSITIVE
RELATIONSHIPS**

Duties: Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance.

OTHER JOB FUNCTIONS:

**STAFF
DEVELOPMENT**

Duties: Attend and participate in educational activities, in-service training and staff meetings; assist in orientation and training other staff.

**QUALITY
IMPROVEMENT**

Duties: Participate in Quality Improvement activities as assigned.

OTHER DUTIES

Duties: Other duties as assigned or needed.

Physical and Sensory Requirements (With or Without Aid of Mechanical Devices):

Walking/mobility, reaching, fine hand coordination, bending, grasping, pushing medication carts, pulling, lifting, transferring and repositioning residents; ability to hear and respond to pages; ability to distinguish smells, tastes and temperatures; ability to read and write; ability to understand and follow written and oral instructions; ability to verbally communicate with residents and others; ability to understand and apply training and in-service education; ability to instruct personnel during training education and staff meetings; and ability to remain calm in emergencies and when handling multiple tasks.

QUALIFICATIONS:

- Must hold and maintain a current license to practice as a Registered Nurse in practicing state.
- Recent clinical experience, education, or specialty skills specific to geriatrics.
- Demonstrate understanding that state and Federal rules and regulations govern the practices within the facility.
- Ongoing pursuit of Continuing Education Credits in clinical subjects, management, personal growth and development.
- Demonstrate working knowledge of infection control principles and practices.
- Proven ability to communicate effectively and positively with staff, residents and family members.
- Basic computer knowledge and ability with an aptitude to learn company software.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations and pass post-employment physical exam, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodation.

JOB DESCRIPTION REVIEW:

I understand this job description and its requirements, and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions which I am unable to perform, with or without accommodation.

Employee's Signature

Date

Supervisor or Administrator

Date

cc: Personnel File
Employee