

"Your First Step to Recovery"

JOB TITLE: Charge Nurse

DEPARTMENT: Nursing

DATE: April 11, 2006

STATUS: Non-exempt

JOB DESCRIPTION

QUALIFICATIONS

EDUCATION: Current license in the State of California as a Registered Nurse or as a Licensed Vocational Nurse

EXPERIENCE: Experience and/or training in Long Term Care

REPORTING RELATIONSHIP:

REPORTS TO: Director of Nursing

SUPERVISES: Nursing staff on unit

JOB SUMMARY:

Responsible to administer resident care, medications, treatments, and ongoing assessments of residents. Ensures that nursing staff on their unit provides effective, efficient nursing care as prescribed by the physician and as required by the philosophy, objectives, policies and procedures of Patient Care Services.

OTHER SKILLS AND ABILITIES REQUIRED:

- Demonstrates current knowledge of nursing skills, including bedside care, medications, and treatments.
- Able to lift at least 50 pounds using proper lifting techniques.
- Ability to effectively communicate orally and in written format.
- Ability to get along with peers and supervisor and promote a team environment.
- Continuing education in nursing, gerontology and management supervisory skills.
- Knowledge of state and federal regulations and laws governing long-term care.
- Regular and punctual attendance
- Ability to work as part of a team
- Willingness and ability to implement facility policy & procedures
- See physical demands list

JOB TITLE: Charge Nurse

JOB RESPONSIBILITIES

- A. Performs all functions according to facility policy and procedures, the nurse practice act, and current nursing standards of practice

- B. Functions of the Charge Nurse and supervises resident care on the nursing unit.
 - 1. Organizes work assignments as needed.
 - 2. Coordinates resident care.
 - 3. Performs and completes admissions, transfers and discharges. Resident family teachings upon discharge
 - 4. Participates in resident care conferences.
 - 5. Resident assessment and charting.
 - 6. Assesses resident grooming, general care performed, and environment, by nursing staff during rounds.
 - 7. Protects the rights, privacy and property of residents.
 - 8. Follows up on patient change of conditions.
 - 9. Completion of Weekly Progress Notes.
 - 10. Performs skin treatments including weekly measurements of skin issues.
 - 11. Notification of changes of conditions, falls, skin issues, etc to MD/family.
 - 12. Care planning issues of changes of condition, new orders etc.
 - 13. Medicare assessment and daily charting
 - 14. Monitoring and charting of intake and output
 - 15. Follow-through with IDT recommendations
 - 16. Follow-through with pharmacist consultant reports
 - 17. Follow through with dietary consultant reports.
 - 18. Address weekly weights, add to charts, notify MD and Family.
 - 19. Follow-up on admit audits.
 - 20. Sign off and address shower sheets.
 - 21. Check daily emails and address issues.
 - 22. Work medication cart as needed
 - 23. Other duties as assigned.

- C. Communicates effectively
 - 1. Demonstrates effective communications skills with residents,

PHYSICAL REQUIREMENTS:

- A. Able to lift and hold 50 pounds.
- B. Repetitive holding and lifting at times.
- C. See attached physical requirements details

Employee

Date

Supervisor

Date