Job Title: Charge Nurse	**Reports To:** Director of Nursing
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

The Charge Nurse assists in the supervision and administration of quality nursing care for the Facility. This position will assist in maintaining a physical, mental, and psychosocial environment which will be conducive to the best interest and welfare of the residents.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Follow established standards of nursing practice and implement facility policies and procedures.
- Interpret existing policies and procedures to Certified Nurse Aides, residents, families, and physicians.
- Supervise and evaluate all direct resident care and initiate corrective action as necessary.
- Receive report from the nurse you are relieving and record sufficient information to implement follow-up action as necessary.
- Provide report to nurse coming on duty, including sufficient information for follow-up action if necessary.
- Conduct resident rounds daily, reporting problems to the charge nurse or Director of Nursing, if necessary, and initiate corrective action.
- Identify resident problems, emergency situations and respond appropriately.
- Identify safety hazards and take appropriate action.
- Follow, supervise, and evaluate the implementation of the Resident's Rights Program.
- Provide supervision of Certified Nurse Aides in completion of their allocated tasks.
- Attend staff meetings, in-service programs, and committee meetings as assigned.
- Follow staffing guidelines and make nursing assignments according to qualifications of staff and characteristics of the resident population.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Counsel Certified Nurse Aides and recommend disciplinary action, when necessary, to the Director of Nursing.
- Participate in the employee evaluation process by providing information on the clinical performance of Certified Nurse Aides to the Director of Nursing.
- Administer and document medications, tube feedings, and treatments per physician orders.
- Perform and document comprehensive assessments of each resident within scope of practice.

- Actively and effectively pursue a program of medication reduction and monitor the programs progress. Work with all nursing staff to accomplish and maintain this goal.
- Document resident care response, and/or lack of response to care.
- Report changes in resident's condition to his/her physician, responsible party, Director of Nursing, and/or the Administrator.
- Follow facility admission procedures and communicate resident's admission to other departments, physicians, and ancillary services.
- Knowledgeably and competently perform basic nursing skills.
- Follow facility discharge and transfer procedures. Coordinate discharge and transfers with other departments, physicians, and ancillary services providers.
- Complete documentation related to the resident's discharge or transfer.
- Assess resident needs and initiate the development of individualized care plans.
- Participate in resident care conferences as assigned.
- Provide direct resident care and give ongoing instructions to Certified Nurse Aides related to resident care.
- Listen to residents, families, and/or physician concerns and initiate corrective action and/or report concerns to appropriate supervisory staff.
- Work with Certified Nurse Aides in making timely rounds, changing linens, turning, and positioning all residents as necessary to ensure good body alignment and skin protection.
- Monitor and report, when necessary, resident weight changes, skin conditions, abnormal lab and x-ray results, medication errors, medications not available, and other pertinent information affecting the well-being of residents to physicians, responsible parties, and the Director of Nursing.
- Order medications, count, and record controlled substances. Notify the Director of Nursing of any discrepancies immediately, according to facility policy.
- Document daily, weekly, and monthly progress notes as assigned.
- Consistently work cooperatively with facility administration, nursing personnel, ancillary personnel, all facility departments, and consultants.
- Comply with established infection control and universal precaution practices. Follow facility Fire Safety and Disaster policies and procedures and monitor facility staff for the same.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- May be asked to participate in the facility education programs and coordinate student activities with the Director of Nursing.
- Complete reports for facility committees as assigned.
- Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communication activities essential to the performance of this position include: touching, hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- Graduate of an accredited nursing program.
- Current, active, unrestricted license to practice nursing in the state in which the facility resides.
- Current CPR certification.

PHYSICAL REQUIREMENTS

- Ability to lift up to 100 pounds and sometimes more with assistance. An individual in this position will be expected to use, assist, and demonstrate devices for handling or lifting residents. This position requires regular movements such as: crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME