

Job Title: Charge Nurse – R.N.

Reports To: Supervising Nurse

Definition: Under the direct supervision of the supervising nurse, the Registered Nurse, as the Charge Nurse, is to assume the responsibility for the delivery and supervising of resident care and the management of unit nursing staff, licensed practical nurses and nursing assistants.

Qualifications:

Educational:

1. Graduate of an Accredited School of Nursing.
2. Current licensure with the State of Wisconsin.

Responsibilities:

- Assesses, plans, implements, and evaluates total nursing needs of the resident with resident and with other health team members.
- Gives direct nursing care to residents, as needed.
- Transcribes doctor's orders and updates supervising nurse as needed.
- Administers medications and treatments and records them appropriately.
- Initiates and monitors IV therapy per physician order.
- Ensures correct diets for residents, supervises and assists feeding of residents.
- Charts observations and interventions relating to resident care accurately, concisely and completely in a timely manner.
- Keeps residents' care plans updated and current.
- Establishes CNA assignments based on staffing and resident needs. Plans for maximum utilization of nursing personnel to meet resident needs and keeps supervising nurse informed.
- Records change of condition, incidents and accidents appropriately, and keeps the supervising nurse informed. Completes 24 hour report daily.
- Make CNA observations to supervise and evaluate care being given by nursing assistants.
- Attends meetings, relating to resident needs and care, with other health team members as directed.
- Collaborates with supervising nurse regarding rounds with residents' physicians.
- Receives and gives daily shift report regarding residents conditions to/from nursing staff.
- Contacts supervising nurse and/or physician regarding the cessation of vital signs of a resident and assures that post mortem care is completed.
- Handles emergency situations effectively and documents appropriately.
- Knows the appropriate responsibilities regarding fire safety and evacuation of residents.
- Understands and ensures that resident's rights are protected.
- Performs nursing procedures accurately and safely.
- Initiates and supervises isolation procedures/precautions appropriately.
- Perform assessments, as needed.

- Demonstrates/role models philosophy, objectives, policies and procedures to personnel.
- Assists with orientation and continuous learning experiences of nursing personnel on the unit.
- Assists the supervising nurse in evaluating, counseling and guiding unit personnel in their job performance.
- Maintains open lines of communication between all personnel through the proper channels.
- Attends and participates in inservice and continuing education to maintain a current knowledge of developments in nursing.
- Evaluates the utilization of supplies and equipment to provide for effectiveness and economy. Practices cost effective measures.
- Works within and interprets accurately HSS 132 and OBRA Regulations regarding delivery of nursing services.
- Maintains clean and neat working environment.
- Performs related duties as assigned by the supervising nurse.
- Knows duties and limitations of L.P.N. and C.N.A. / N.A.
- Accountable to the Nurse Manager/Supervisor

Equipment (including, but not limited to): Lifting equipment, including the mechanical lifts, adjustable beds, side rails, gait belt, bathing equipment, scale, laundry and food carts, kiosks, telephone, intercom, water faucets, thermometers, watch, wheelchairs, walkers, hearing aids, electric shavers, catheter, and bed pan flusher.

Working Hours: Eight-hour shifts, may include every other weekend and every other holiday. May be requested to stay beyond shift in an emergency.