

Lutheran Services Carolinas

Job Description

Job Title: Charge Nurse

Supervisor (title): Director of Nursing Services

Department: Nursing

Approved by: B. Welch 

Date: 12/23/2014

Position Purpose/Summary: The primary purpose of the Charge Nurse is to provide direct nursing care to the residents and to supervise the day-to-day nursing activities performed by nursing assistants and medication aides. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern LSC facilities, and as may be required by the Director of Nursing Services or Nurse Supervisor to ensure that the highest degree of quality care is maintained at all times.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

The charge nurse, in accordance with federal and state standards and regulations, LSC and facility policies, objectives, and philosophies, effectively:

1. Directs the day-to-day functions of nursing personnel on the neighborhood, as assigned.
2. Coaches and trains nursing personnel to comply with policies and standards as indicated; and assists with orientation and mentoring of new employees. Participates in performance evaluation process.
3. Develops and/or assists with completing consistent work assignments.
4. Completes required documentation in the electronic medical record, as applicable, including nursing assessments, discharges, physicians' orders, nurses' notes, incident and accident reporting, medication errors, and adverse drug reactions.
5. Prepares and administers medications, as assigned, including PO, IM, Subq, and IV medications following the Six Rights of Medication Administration.
6. Supervises and works with medication aides in accordance with state law.
7. Administers annual flu vaccinations, pneumonia vaccinations, and tuberculin skin tests, as required.
8. Ensures accuracy of narcotic count for assigned shift and reports discrepancies to nursing supervisor; ensures security of drug rooms and carts following established guidelines for storage of drugs and biologicals.
9. Arranges for diagnostic and therapeutic services as ordered by physician per facility protocol.
10. Consults with physician in providing resident care, makes rounds with physician if necessary.

11. Participates in resident care plan, as indicated, working with interdisciplinary team to ensure nursing services and activities meet the needs of the resident. Ensures nursing personnel follow resident care plan in accordance with resident wishes.
12. Meets with residents and/or family members as necessary; follows up on grievances following the LSC Guaranteed Fair Treatment process. Monitors nursing care to ensure all residents are treated with dignity, kindness, and respect.
13. Ensures an adequate supply of floor stock medications, supplies, and equipment is on hand; is knowledgeable of emergency drug kit procedures; ensures emergency crash cart is stocked and ready.
14. Administers professional services as required, including but not limited to:
 - Catheterization and care, IV care, tube feedings, dressing changes, ostomy care, etc.
 - Obtaining specimens for lab testing
 - Use of glucometer, PT/INR machine, bladder scanner
 - Respiratory services
15. Follows LSC procedures regarding notification of supervisor, physician, and responsible party if there is a significant change in resident condition. Ensures advance directives are carried out and palliative care provided as ordered and directed; notifies family of death and ensures post-mortem procedures are followed.
16. Practices safe infection control standards, safe use of equipment including lifts, and follows emergency procedures as instructed.
17. Honors resident choice, allowing resident to direct their own care and make personal choices regarding daily schedules, activities, etc.
18. Participates in educational programs and completes in-service training as required.
19. Other duties as assigned.

Supervisory Responsibilities, if any: Supervises nursing team, including Nursing Assistants, Restorative Nursing, and Medication Aides, as assigned.

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: Nursing degree from an accredited college or university, or a graduate of an approved LPN/RN program.

Experience: None required.

Specific skills/abilities:

1. Remains cordial and tactful at all times, and encourages optimal communication with residents, families, peers, and others; maintains confidentiality.
2. CPR certified or ability to become CPR certified.

Specialized knowledge, licenses, etc.: Must be a licensed nurse in the state of North Carolina (Licensed Practical Nurse or Registered Nurse).

Preferences (Optional):

1. Registered nurse with one to two years experience preferred.
2. Computer skills preferred; must have ability or willingness to learn to complete resident documentation electronically.

Working Conditions/Physical Requirements:

1. Must be able to push, pull, move, and/or lift a minimum of 30 pounds and be able to push, pull, and/or carry such a weight a minimum distance of 50 feet.
2. Must be able to assist in the transferring, lifting, and repositioning of an individual weighing 100# to 200#.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.