

Johnson Memorial Health Services

Job Description

Position: Charge Nurse
Department: Long Term Care Nursing
Reports To: Director of Older Adult Services, Assistant Director of Nursing
FLSA Status: Hourly/Non-exempt
Days/Hours: 8 hour day shift. (Work weekends and holidays as required by staffing needs)
Effective: June 2009 **Reviewed/Revised:** June 2010, March 2012

JOB SUMMARY

Oversees the nursing care of the Care Center.

ESSENTIAL FUNCTIONS

1) Standards of Behavior

A) Appearance

- * Follow JMHS dress code including wearing name tag.

B) Attitude

- * Treat every resident, family and visitor as our guest and greet everyone.

C) Respect

- * Treat residents, families, visitors and co-workers with respect, dignity, courtesy and confidentiality.

D) Communication

- * Listen attentively to guests, residents and co-workers and respond in courteous, caring manner.
- * Accept advice.

E) Ownership/Accountability

- * Be responsible to hold self and others accountable to JMHS Standards of Behavior.
- * Volunteer for activities above and beyond job description.

2) Quality Resident Care

- * Supervise staff to meet the needs of the residents.
- * Prepare for and do physicians rounds.
- * Answer call lights promptly and meet the resident's needs.
- * Be available to families.
- * Give input for policies and procedures.
- * Participate in 8:15 am report.
- * Assist in weekly psychotropic drug review.
- * Assist with quality assurance (QA) as required.
- * Assist in welcoming, orienting, and making new residents and family comfortable.
- * Is alert to residents spiritual and emotional needs.
- * Uses clinical judgment to ensure staffing and assignment is safe and appropriate.
- * Coordinate emergency resident care.
- * Complete required assessments and chart summary.
- * Assess vitals, labs, physical and psychosocial finding and report changes to the physician.
- * Assist in completing advanced directives.
- * Obtain consents as needed.
- * Assist physicians with exams and procedures as needed.
- * Administer and chart medications and treatments.
- * Accurately transcribe orders.

- * Cosign and check order transcription done by station assistant.
- * Order medications from the appropriate pharmacy.
- * Consult with care center medical director if problems arise with other physicians.
- * Keep other departments and staff updated as appropriate.
- * Follow through with items in daybook.

3) Communication

- * Notify administration and DON of resident death.
- * Inform MD of changes in resident's condition.
- * Inform family of resident's condition changes.
- * Inform Resident Care Coordinator and other departments of changes in resident status and other pertinent information.
- * Answer telephone and relay messages.
- * Communicate expectations to staff.
- * Maintain open communications with resident's families as permitted by HIPPA.
- * Make DON and ADON aware of employee issues.

4) Documentation

- * Keep care plans updated and current.
- * Destroy and chart drug destruction.
- * Maintain and ensure proper documentation including Medicare daily charting.
- * Collect, monitor and chart pertinent changes in resident health status.
- * Complete necessary paperwork on admissions, transfers, deaths and discharges.
- * Chart behaviors as observed or reported.
- * Chart any resident exceptions.

5) Health and Safety

- * Follow infection control techniques to prevent the spread of infection.
- * Follow Safe Patient Handling guidelines.
- * Participate in daily employee exercise program.
- * Investigate employee and resident incidents.
- * Complete maintenance request forms as needed.
- * Know and comply with A Work Place Accident and Injury Reduction (AWAIR) program.
- * Know and comply with Vulnerable Adult law and report and deal with suspected abuse in a timely manner.

6) Financial

- * Give input for budget to DON.

7) Personal and Professional Responsibility

- * Participate in quality indicator (QI) meeting as required.
- * May perform other duties as requested by supervisor.
- * Attend 80 % of departmental, quarterly and other required meetings.
- * Complete annual required Health Care Academy lessons.
- * Be punctual.
- * Maintain consistent work attendance of 6 or less ill days per 12 rotating months period.
- * Maintain job classification requirements.
- * Attend pertinent workshops and share information.
- * Provide a mature, cooperative example to staff.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Basic knowledge of state and federal regulations.
- Knowledge of Medicare.
- Basic knowledge of MDS.
- Good problem solving skills.
- Good English oral and written communication skills
- Ability to organize time and set priorities.
- Work with a diverse population within the Care Center.
- Genuine interest in gerontology.
- Enthusiastic, empathetic, flexible and patient.
- Ability to work with frequent interruptions.

SUPERVISION GIVEN

- Primary RN, LPN, NA/R, TMA, RA and Station Assistants

MINIMUM TRAINING AND ESPIERENCE REQUIREMENTS.

- RN with current licensure in Minnesota.
- CPR certification.
- Experience in LTC preferred.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met be an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Note: In terms of an 8 hour work occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit			X						
Stand			X						
Walk					X				

Employee’s job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8 ft)	X				
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull (# of lbs. 50)		X			

Employee’s job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		X			
11-24 lbs.		X			
25-34 lbs.	X				
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X			X	X		
Left Hand		X		X		X	
Both Hands							

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		
Operating moving equipment?		X	
Operating vehicles?		X	
Use of tools?	X		
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?		X	
Working alone?		X	
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?	X		
Weighing and /or measuring?	X		

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		100%
Outdoors		X	
At a desk or bench	X		75%
In a car or truck		X	
In an office		X	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?		X	
Noise?	X		
Dust, fumes & gases?	X		
Extreme heat or cold?	X		
Cramped areas?	X		
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X			X		X

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____