

## Charge Nurse

### Role: 001QB3 - Charge Nurse

#### **A Day in the Life:**

The essential functions of this role are as follows:

- Prioritize and organize the daily care of patients.
- Make patient care assignments and assist in creating treatment plans in collaboration with other clinical staff.
- Provide ongoing assessment and documentation of the patients' physical and psychosocial status from admission to discharge.
- Direct support staff to coordinate the workflow on the unit and communicate problems to the Charge Nurse Supervisor.
- Administer medications and treatments according to hospital policies and procedures.
- Develop and implement nursing care plans for nursing diagnosis or treatment plan changes.
- Complete medication administration supervision monitors and clinical observation notes for support staff.
- Completes required documentation of nursing notes, transfer forms and other records.
- Educate patients and family members regarding medication, procedures and treatment goals and objectives.
- Respond and intervene to emergency situations and agitated patients.
- Provide orientation and support to staff and to the unit.
- Responsible for ensuring the proper safety and infection control standards are met for the unit.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

#### **What You'll Need for Success:**

You must meet the following requirement to be considered for employment:

- Associate degree in Nursing from an accredited college.
- License to practice nursing in the State of Indiana as a Registered Nurse.
- Must hold and maintain a CPR.
- Must stay current with behavioral intervention training.
- Proficiency in computer skills and ability to learn other programs used in maintaining electronic medical records.
- Good interpersonal skills, good verbal, and written communication skills.
- Ability to understand and apply medical and facility terminology.
- Ability to use MS Office applications and electronic patient records.
- Ability to serve as a patient advocate.
- Knowledge of and the ability to interpret nursing and facility policies and procedures.
- Additional knowledge and/or ability may be required based on the population the facility serves such as: children, adolescents, geriatrics, etc.

#### **Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

**Difficulty of Work:**

Your work requires the performance of a full range of nursing care for patients with a wide range of medical diagnoses and varying degrees of illness. Your judgment is needed in applying appropriate nursing care procedures.

**Responsibility:**

The Charge Nurse works independently on assigned units and is responsible for quality of nursing treatment plans and effectiveness of activities and interactions geared toward treatment progress. Supervision is based on standard medical orders from the physician. However, this position is legally responsible for his/her nursing actions. You will receive limited supervision and work is reviewed for general adequacy in judgment and conformance with policy.

**Personal Work Relationships:**

Works in collaboration with other disciplines daily. You will need to maintain a professional attitude and can communicate nursing principles to others. You will interact with patients, families, guardians, and health care representatives to educate and promote safety and welfare as allowed by the Health Insurance Portability and Accountability Act (HIPAA) guidelines. You will serve as an advocate for the patient. You will communicate and work with support staff to promote a safe environment.

**Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

A high level of judgement and effective communication is required during times of contact with residents or incarcerated individuals.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

Residents or incarcerated individuals may have family, friends, community partners and/or other interested parties come to the facility requesting information or to visit with the person according to policies and procedures.

This position will communicate directly with children and families on a regular basis.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires the ability to lift/transport items up to 50 lbs with or without the assistance of equipment.

This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.

This role requires the ability to run short distances to provide immediate care, protection, or attention to patients or incarcerated individuals.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

### **Working Conditions:**

This role performs work in a state operated hospital facility.

Operations may require this role to be available after hours (on-call) and/or work rotating shifts, evenings and weekends, or irregular hours.

There is potential for exposure to infectious diseases in this role.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

### **Competencies**

- Supporting Organizational Goals
- Driving for Results
- Critical Thinking
- Teaching

### **Last Updated (By and Date)**

Rewrite Complete F. Hudson 3.24.22

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