

Job Description: Charge Nurse

Salem Home  
704 S. Ash  
Hillsboro, KS 67063

Tab Title: LTCU  
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**SUBJECT: JOB DESCRIPTION: CHARGE NURSE**

Applies to: LPNs, RNs

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**Position Purpose:**

The primary purpose of the job position of primary care nurse is to provide direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by Certified Nurse Aides and Certified Medication Aides. Such supervision must be in accordance with current federal, state, facility, and as may be required by the Director of Nursing Services to ensure that the highest degree of quality care is maintained at all times.

**Delegation of Authority**

Any and all Charge Nurses are delegated the administrative authority and accountability necessary for carrying out any and all assigned duties which are consistent with the scope of practice including in the Nurse Practice Act of the State of Kansas Board of Nursing.

**Supervision:**

The Charge Nurse is under the direct supervision of the facility's Director of Nursing and/or the Assistant Director of Nursing as delegated by the Director of Nursing.

**Qualifications and Position Requirements:**

- The desired minimum requirements necessary to effectively perform position responsibilities include a Nursing Degree from an accredited college or university, or be a graduate of an approved LPN/RN program; excellent leadership skills or an acceptable equivalent combination of education and experience, and respect for the principles of resident rights, confidentiality, EEO and ADA
- Must possess a current, unencumbered, active license to practice as an RN or LPN in this state
- Must be able to read, write, speak, and understand the English language
- Must possess the ability to make independent decisions when circumstances warrant such action
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care
- Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care

## Job Description: Charge Nurse

- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices
- Must be able to relate information concerning a resident's condition
- Must not pose a direct threat to the health or safety of other individuals in the workplace

### **Other Training, Skills and Experience Recommendations:**

- Computer skills, knowledge of medical terminology, dementia training
- On-the-job training and on-going education will be provided

### **Essential Functions (with or without reasonable accommodations):**

The duties and responsibilities included under the essential functions listing have been determined by management to be essential to the successful performance of this position. However, this listing may not be inclusive of all the duties and responsibilities that may be required. The omission or exclusion of duties and responsibilities from this description does not infer that the designated employee will not be required to perform additional job-specific duties if the work is similar, related or becomes an essential function of this position.

- Direct the day-to-day functions of the nursing assistants in accordance with current rules, regulations, and guidelines that govern the long-term care facility
- Ensure that all nursing personnel assigned to you comply with the written policies and procedures established by this facility
- Periodically review the department's policies, procedure manuals, job descriptions, etc. and make recommendations for revisions
- Meet with your assigned nursing staff, as well as support personnel, in planning the shifts' services, programs, and activities
- Ensure that the nursing service personnel comply with the policies and procedures of this facility
- Make written and oral reports/recommendations concerning the activities of your shift as required
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained
- Ensure that all assigned nursing service personnel are in compliance with their respective job descriptions
- Participate in the development, maintenance, and implementation of the facility's quality assurance program for the nursing service department
- Participate in surveys (inspections) made by authorized government agencies as may be requested
- Periodically review the resident's written discharge plan and participate in the updating of the resident's written discharge plan as required
  - Assist in planning the nursing services portion of the resident's discharge plan as necessary
- Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required
- Admit, transfer, and discharge residents as required per policies and procedures

## Job Description: Charge Nurse

- Complete accident/incident reports as necessary per policies and procedures and include thorough investigation of incident including root cause analysis of event
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary
- Complete and file required recordkeeping forms/charts upon the resident's admission, transfer, and/or discharge
- Encourage attending physicians to review treatment plans, record and sign their orders, progress notes, etc., in accordance with established policies
- Receive telephone orders from physicians and record on the Physicians' Order Form
- Transcribe physician's orders to resident charts as required
- Document nurses' notes in an informative and descriptive manner that reflects the care provided to the resident, as well as the resident's response to care
- Record new/changed diet orders
  - Forward information to the Dietary Department
- Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the Director of Nursing
- Ensure that appropriate documentation concerning unauthorized discharges is entered in the resident's clinical record in accordance with established procedures
- Perform routine charting duties as required and in accordance with established charting and documentation policies and procedures
- Sign and date all entries made in the resident's medical record
- Perform "Five Rights" of Medical Administration
- Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents
  - Report needs to Central Supply
- Order prescribed medications, supplies, and equipment as necessary, and in accordance with established policies
- Ensure that narcotic records are accurate for your shift
  - Notify the Director of Nursing of all drug and narcotic discrepancies noted in your shift
- Review medication orders for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies
  - Notify the attending physician of automatic stop orders prior to the last dosage being administered
- Dispose of drugs and narcotics as required, and in accordance with established procedures
- Participate in employee performance evaluations, determining your shift's staffing requirements, and making recommendations to the Director of Nursing concerning employee dismissals, transfers, etc.
- Inform the Director of Nursing of staffing needs when assigned personnel fail to report to work
  - Report absentee call-ins to the Director of Nursing via Call-In slips
- Review and evaluate your department's work force and make recommendations to the Director of Nursing
- Develop work assignments and/or assist in completing and performing such assignments
- Provide leadership to nursing personnel assigned to your unit/shift
- Make daily rounds of your unit/shift to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards

## Job Description: Charge Nurse

- Report problem areas to the Director of Nursing
- Meet with your shift's nursing personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or to improve services
- Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times
- Develop and maintain a good working rapport with inter-departmental personnel, as well as other departments within the facility to ensure that nursing services and activities can be adequately maintained to meet the needs of the residents
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift
- Turn in complaints and grievances to Social Services Director, Director of Nursing or Administrator
- Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status
- Receive/give the nursing report upon reporting in and ending shift duty hours
  - Inform appropriate personnel of new admissions, their expected time of arrival, room assignment, etc
  - Ensure that rooms are ready for new admissions
  - Greet newly admitted residents upon admission
  - Escort them to their rooms as necessary
  - Participate in the orientation of new residents/family members to the facility
- Make rounds with physicians as necessary
- Requisition and arrange for diagnostic and therapeutic services, as ordered by the physician, and in accordance with our established procedures
- Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc., as necessary
- Review the resident's clinical record for specific treatments, medication orders, diets, etc., as necessary
- Implement and maintain established nursing objectives and standards
- Make periodic checks to ensure that prescribed treatments are being properly administered by certified nursing assistants and to evaluate the resident's physical and emotional status
- Ensure that direct nursing care be provided by a licensed nurse, a certified nursing assistant, and/or a nurse aide trainee qualified to perform the procedure
- Cooperate with and coordinate social and activity programs with nursing service schedules
- Notify the resident's attending physician and next-of-kin when there is a change in the resident's condition/death
- Carry out restorative and rehabilitative programs, to include self-help and care
- Inspect the nursing service treatment areas daily to ensure that they are maintained in a clean and safe manner
- Administer professional services such as; catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, glucometers, giving massages and range of motion exercises, care for the dead/dying, etc.
- Obtain sputum, urine and other specimens for lab tests as ordered
- Take and record vital signs, blood pressures, etc., as necessary

## Job Description: Charge Nurse

- Monitor seriously ill residents as necessary
- Ensure that personnel providing direct care to residents are providing such care in accordance with the resident's care plan and wishes
- Ensure that residents who are unable to call for help are checked frequently per the care plan
- Meet with residents, and/or family members, as necessary
- Report problem areas to the Director of Nursing
- Assist in arranging transportation for discharged residents as necessary
  - Ensure that discharged residents are escorted to the pick-up area
- Call funeral homes when requested by the family
  - Ensure that established post-mortem procedures are followed
- Implement and maintain an effective orientation program that orients the new employee to your shift, its policies and procedures, and to his/her job position and duties
- Assist in standardizing the methods in which work will be accomplished
- Assist in training department personnel in identifying tasks that involve potential exposure to blood/body fluids
- Attend and participate in outside training programs
- Attend and participate in annual mandated CMS, OSHA and CDC in-service training programs for hazard communication, TB management, and blood-borne pathogens standard
- Attend and participate in advance directive in-service training programs for the staff
- Attend and participate in continuing education programs designed to keep you abreast of changes in your profession, as well as maintain your license on a current status
- Monitor your assigned personnel to ensure that they are following established safety regulations in the use of equipment and supplies
- Ensure that established departmental policies and procedures, including dress codes, are followed by your assigned nursing personnel
  
- Assist the Director and/or Infection Control Coordinator in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks in which there is potential exposure to blood/body fluids are properly identified and recorded
  - Ensure that an adequate supply of personal protective equipment are on hand and are readily available to personnel who perform procedures that involve exposure to blood or body fluids
- Ensure that your assigned work areas (i.e., nurse's stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner
- Ensure that your resident's rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner
- Ensure that your assigned personnel follow established hand-washing techniques in the administering of nursing care procedures
- Ensure that your assigned personnel participate in and conduct all fire safety and disaster preparedness drills in a safe and professional manner
- Participate in the development, implementation, and maintenance of the infection control program for monitoring communicable and/or infectious diseases among the residents and personnel
  - Ensure that your assigned personnel follow established infection control procedures when isolation precautions become necessary

## Job Description: Charge Nurse

- Ensure that nursing personnel follow established procedures in the use and disposal of personal protective equipment
- Participate in the development, implementation and maintenance of the procedures for reporting hazardous conditions or equipment
- Ensure that all personnel wear and/or use safety equipment and supplies (e.g., back brace, gait belts, lifter, etc.) when lifting or moving residents
- Recommend to the Director of Nursing the equipment and supply needs of your unit/shift
- Ensure that an adequate stock level of medications, medical supplies, equipment, etc., is maintained on your unit/shift at all times to meet the needs of the elders
- Participate in the development and implementation of the procedures for the safe operation of all nursing service equipment
- Ensure that only trained and authorized personnel operate your unit/shift's equipment
  - Ensure that all personnel operate nursing service equipment in a safe manner
- Monitor nursing procedures to ensure that nursing service supplies are used in an efficient manner to avoid waste
- Review care plans daily to ensure that appropriate care is being rendered
  - Inform the RAI Coordinator or Director of Nursing of any changes that need to be made on the care plan
  - Ensure that documentation reflects that the care plan is being followed when administering nursing care or treatment
  - Review resident care plans for appropriate resident goals, problems, approaches, and revisions based on nursing needs
  - Ensure that your assigned certified nursing assistants (CNAs) are aware of the resident care plans
  - Ensure that the CNAs refer to the resident's care plan prior to administering daily care to the resident
  - Assist the Resident Assessment/Care Plan Coordinator in planning, scheduling, and revising the MDS, including the implementation of CAAs
- Maintain the confidentiality of all resident care information
- Monitor nursing care to ensure that all residents are treated fairly, and with kindness, dignity, and respect
- Ensure that all nursing care is provided in privacy and that nursing service personnel knock before entering the resident's room
- Ensure that all nursing service personnel are knowledgeable of the residents' responsibilities and rights including the right to refuse treatment
- Review complaints and grievances made by the resident and family or visitors and make a written report to the Director of Nursing indicating what action(s) were taken to resolve the complaint or grievance
- Follow the facility's established procedures related to abuse, neglect and exploitation
  - Report and investigate all allegations of resident abuse, neglect and/or misappropriation of resident property immediately and report to Director of Nursing and Administrator immediately

## Job Description: Charge Nurse

- Ensure that nursing staff personnel honor the resident's refusal of treatment request
  - Ensure that such requests are in accordance with the facility's policies governing advance directives
- Provide data to the Quality Assurance & Assessment committee as requested
- Attend Care Plan meetings as scheduled for residents as assigned

### **Physical Requirements and Emotional Requirements:**

The employee must be able:

- To move intermittently throughout the work day
- Speak and write the English language in an understandable manner
- Able to cope with mental and emotional stress of position
- Able to see & hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of the position can be fully met
- Function independently and have flexibility, personal integrity, and ability to work effectively with elders, family members, personnel and support agencies
- Be in good general health and demonstrate emotional stability
- Able to relate to and work with ill, disabled, emotionally upset and at times, hostile people within the facility
- Able to assist in evacuation of residents during emergency situations
- See, hear or use prosthetic devices to enable use of the senses adequately
- Assist with the evacuation of residents if necessary
- Sits, stand, bend, stoop lifts & moves for extended periods of time
- Dexterity of hands and fingers to operate equipment
- Subject to frequent interruptions
- Ability to lift, move, push or pull a minimum of fifty (50) pounds
- Involved with residents, personnel, visitors, government agencies/personnel under all conditions and circumstances
- Subject to hostile and emotionally upset residents, family members, personnel and visitors
- Communicates with medical staff, nursing personnel and other department supervisors
- Works beyond normal working hours and in other positions temporarily when necessary

### **Work Environment:**

- The primary work environment is throughout the facility and at times the work is stressful

Job Description: Charge Nurse

- The employee may be exposed to blood, body fluids, infectious diseases and air contaminants
- The employee may be subject to work call-back during times of facility emergency or disaster preparedness functions
- Employee must be organized and detail-oriented
- Employee may be requested to perform other duties or tasks that are not listed, but are within the competence and training of the individual.

**Summary of Occupational Exposures:**

Bloodborne Pathogens:

Tasks and procedures performed by employee involve risks classified by CDC as: Category III (Task/activity does not entail predictable or unpredictable exposure to blood.)

Specific Task Exposure:

- General Resident Care: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions other body fluids-cerebrospinal, synovial, pleural, peritoneal, pericardial
- Handling soiled linens and clothing: Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions, other body fluids-cerebrospinal, synovial, pleural, peritoneal, pericardial
- Cleaning resident rooms and common areas-Blood, urine, feces, vomitus, wound exudates, semen/vaginal secretions
- Refer to Exposure Control Plan for additional information

**Confidentiality of Information:**

- The employee in this position may not disclose any record (via any media format, known or unknown)
- May not disclose any elder or facility information, any system log-in codes or password assigned or permit any unauthorized access to elder/resident or facility information without express written consent of the facility management

**Position Acknowledgement:**

By accepting this position, the employee agrees to perform the tasks outlined in this job description, as well as other tasks that may become necessary to the position. Failure to perform the duties in a safe and professional manner and in accordance with the facility established policies and procedures may result in disciplinary action including termination of employment. The employee will receive a copy of this job description and a signed copy will be placed in the employee's personnel employment file.

I have read, understand, and been provided a copy of this job description.	
_____	_____
<b>Date</b>	<b>Signature – Employee</b>
_____	_____
	<b>Printed Name – Employee</b>
_____	_____
<b>Date</b>	<b>Signature – Director of Human Resources</b>