

	<b>Berks County Home-Berks Heim</b>			
	TITLE: RN CHARGE NURSE - PERMANENT CHARGE NURSE OF A UNIT			1101-13
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE <input checked="" type="checkbox"/> JOB DESCRIPTION <input type="checkbox"/> OTHER	PREPARER DIRECTOR OF NURSING	EFFECTIVE: 09-1983 REVISION 02-2000 REVIEWED	
		A/R		# OF PAGES: 2
DISTRIBUTION: ADMINISTRATION, NURSING, STAFF DEVELOPMENT, HUMAN RESOURCES, THERAPIES				

**JOB TITLE**

RN CHARGE NURSE - PERMANENT CHARGE NURSE OF A UNIT

**JOB DEFINITION**

A RN who assesses, implements, and supervises total resident care on a unit by subscribing to Berks Heim Nursing Department Philosophy and Objectives, Standard for Geriatric Nursing Practice, and ANA Code for Nurses (Policy and procedure #1100-01), as well as following the Pennsylvania Professional Nurse Practice Act and Berks Heim Policies and Procedures. The Charge Nurse is equally responsible to work with the unit staff in maintaining all of the above standards as well as subscribing to Berks Heim philosophy and mission statement as outlined in the Berks Heim Employee Handbook.

**JOB DUTIES AND RESPONSIBILITIES (illustrative only)**

To provide and maintain quality professional nursing care to residents following established policies and procedures of this facility.

1. Direct and evaluate the Resident Care being administered on the unit.
2. Assist in the direct hands-on care.
3. Is responsible for working with all unit employees, including giving orientation to all new employees.
4. Make out employees assignments, break and lunch time schedules.
5. Assess residents, initiate, and review nursing care plans and goals for each resident, recommending and implementing changes as necessary.
6. Implement IV therapy as ordered according to policy/procedure.
7. Administer all medications and nurses' treatments according to policy/procedure.
8. Receive and transcribe physicians' telephone orders as necessary.
9. Promote continuity of care through a positive attitude and good communication and cooperation with other shifts and departments.
10. Make unit rounds as needed to ensure that every resident is receiving quality care.
11. Do quality assurance (QA) monitoring and reporting.
12. Responsible for keeping adequate inventory of all supplies on unit.
13. Admit, transfer, and discharge residents.
14. Make rounds with attending physician bringing any changes in residents' condition to his/her attention.
15. Participates in inservice programs on a regular basis. Assigns and monitors unit staff's attendance at inservice.
16. On 7-3 tour of duty, schedule annual physicals and medication reviews with physician.
17. Maintain all nursing records in a proper and timely manner.
18. Maintain a professional attitude toward residents, families, and visitors; dealing with their needs in a tactful manner.

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19. As shall be provided by procedures established, notify families of change in resident's condition or transfer.
20. Be aware of safety, housekeeping, and maintenance needs on the unit, bringing them to the attention of the appropriate department.
21. Complete evaluations as needed.
22. Conduct unit meetings at least monthly and more frequently according to unit needs.
23. Give emergency care if needed; notify supervisor promptly.
24. Refer to appropriate shift routine as needed.
25. Relieve area supervisor as assigned.
26. Monitors the overall operation of the unit (personnel, environmental, equipment and supplies).

**JOB QUALIFICATIONS**

- Is a graduate from an accredited school of nursing. Has a current registration to practice nursing in the Commonwealth of Pennsylvania.
- Has clinical knowledge, skills and abilities and has prior Charge Nurse or relief Charge Nurse experience, preferably in long term care
- Must possess leadership ability and the willingness to cooperate with other department heads and personnel.

**JOB RELATIONSHIP**

Directly responsible to the area Nursing Supervisor.