



County of Berks POSITION DESCRIPTION FORM

Position Title:	LPN Permanent Charge Nurse of a Unit		
Department:	Berks Heim	Reports To: (Title)	Nursing Supervisor
Effective Date:	September 1983	Revision Date:	February 2000 March 11, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Paraprofessionals	Union Classification:	UFCW

POSITION SUMMARY:

LPN who assesses, implements and supervises total resident care on an IFC unit by conferring with nursing supervision and 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 Licensed Practical Nurse Practice Act and Berks Heim Policies and Procedures. The Charge Nurse is equally responsible to work with the unit staff in maintaining all the above standards as well as subscribing to Berks Heim philosophy and mission statement as outlined in the Berks Heim Employee Handbook.

POSITION RESPONSIBILITIES:

Essential functions

1. Directs and evaluates the resident care being administered on the unit.
2. Assists in the direct hands-on care.
3. Responsible for working with all unit employees, including giving orientation to all new employees.
4. Makes out employees' assignments, break and lunch time schedules.
5. Initiates and reviews nursing care plans and goals for each resident, recommending and implementing changes as necessary. Confers with Nursing Supervisor regarding assessment of plan of care.
6. Promotes continuity of care through good communication and cooperation with other shifts and departments.
7. Administers medications and nurses' treatments according to the LPN Practice Act and facility policy/procedure.
8. Makes unit rounds as needed to ensure that every resident is receiving quality care.
9. Does quality assurance (QA) monitoring and reporting.
10. Responsible for keeping adequate inventory of all supplies on unit.
11. Participates in in-service programs on a regular basis. Assigns and monitors unit staff's attendance at in-service.
12. Admits, transfers, and discharges residents.
13. Makes rounds with attending physician, bringing any changes in residents' condition to his/her attention.
14. On 7-3 tour of duty, schedules annual physicals and medication reviews with physician.
15. Maintains all nursing records in a proper and timely manner.

16. Maintains a professional attitude toward residents, families, visitors; dealing with their needs in a tactful manner. As shall be provided by procedures established, notifies families of change in resident's condition or transfer.
17. Awareness of safety, environmental services and maintenance needs on the unit, bringing them to the attention of appropriate department.
18. Completes evaluations as needed.
19. Conducts unit meetings at least monthly and more frequently according to unit needs.
20. Gives emergency care if needed; notifies Supervisor promptly.
21. Refers to appropriate shift routine as needed.
22. Monitors the overall operation of the unit (personnel, environmental, equipment and supplies).

Non-Essential functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- Graduate from an accredited school of nursing. Has a current license to practice nursing in the Commonwealth of Pennsylvania.
- Must possess leadership ability and the willingness to cooperate with other department heads and personnel.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to speak, read, write and understand English fluently.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships as a member of the healthcare team.
- Ability to handle stress.
- Physical presence in the Facility is required.

PHYSICAL DEMANDS

Ability to stand and be active during an entire work shift.

WORKING ENVIRONMENT:

While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors and personnel. The noise level in the work environment is typically minimal to moderate.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.