



County of Berks POSITION DESCRIPTION FORM

Position Title:	RN CHARGE NURSE – PERMANENT CHARGE NURSE OF A UNIT		
Department:	Berks Heim	Reports To: (Title)	Nursing Supervisor
Effective Date:	September 1993	Revision Dates:	February 2000 May 2019 April 24, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Paraprofessionals	Union Classification:	UFCW

POSITION SUMMARY:

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.

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. Is 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. Assesses residents, initiates, and reviews nursing care plans and goals for each resident, recommending and implementing changes as necessary.
6. Implements IV therapy as ordered according to policy/procedure.
7. Administers all medications and nurses' treatments according to policy/procedure.
8. Receives and transcribes physicians' telephone orders as necessary.
9. Promotes continuity of care through a positive attitude and good communication and cooperation with other shifts and departments.
10. Makes unit rounds as needed to ensure that every resident is receiving quality care.
11. Does quality assurance (QA) monitoring and reporting.
12. Is responsible for keeping adequate inventory of all supplies on unit.
13. Admits, transfers, and discharges residents.
14. Makes rounds with attending physician, bringing any changes in residents' condition to his/her attention.
15. Participates in in-service programs on a regular basis. Assigns and monitors unit staff's attendance at in-services.
16. On 7-3 tour of duty, schedules annual physicals and medication reviews with physician.
17. Maintains all nursing records in a proper and timely manner.
18. Maintains a professional attitude toward residents, families, visitors; dealing with their needs in a proper and tactful manner. As shall be provided by procedures established, notifies families of change in resident's condition or transfer.
19. Is aware of safety, environmental services and maintenance needs on the unit, bringing them to the attention of appropriate department.

20. Completes evaluations as needed.
21. Conducts unit meetings at least monthly and more frequently according to unit needs.
22. Gives emergency care if needed; notifies supervisor promptly.
23. Refers to appropriate shift routine as needed.
24. Relieves area supervisor as assigned.
25. 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.
- 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 when assuming relief Charge duties.

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.

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.