

Monticello House **At Riddle Village**

Position: Charge Nurse

Responsible to: Director of Nursing

Purpose of your Job Position:

The primary purpose of your job position is to supervise the day to day nursing care performed by Medication/Treatment Licensed Nurses and Certified Nursing Assistants. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Director of Nursing Services or Nurse Supervisor to ensure the highest degree of quality care is maintained at all times.

Delegation of Authority

As Charge Nurse you are delegated to the administrative authority, responsibility and accountability necessary for carrying out assigned duties.

Job Functions

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or is an essential function of the position.

Duties and Responsibilities

Administrative Functions

- Direct the day to day functions of the Certified 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.
- Meet with your assigned nursing staff, as well as support personnel, in planning the shifts services, programs, and activities.

- Ensure that all nursing service personnel comply with the procedures set forth in the Nursing Service Procedures Manual and Daily Assignment books.
- Make written and oral reports/recommendations at the end of your shift as required.
- Make resident rounds, both on-coming and off-going. Staff visualize each resident.
- Complete accident/incident reports as necessary and document as per the guidelines established by this facility.
- Forward accident/incident reports to the Assistant Director of Nursing for completion of accident/incident investigations(s).
- Ensure residents' rights are observed.
- Follow Elder Abuse Policy. Follow procedure for reporting Elder Abuse.
- Cooperate with other resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.
- Ensure that all nursing service personnel are in compliance with their respective job descriptions.
- Participate in facility surveys (inspections) made by authorized government agencies as may be requested.
- Review the resident's written discharge plan. Participate in the update 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.
- Maintain the Daily Census Report and submit to the Director of Nursing/Assistant Director of Nursing.
- Perform administrative duties such as completing medical forms, reports, evaluations, studies, charting, etc., as necessary.
- Attend all inservices required and as directed by the Director of Nursing/Assistant Director of Nursing.
- Participate in Care Conference.
- Transcribe physician's orders to resident charts, medication and treatment cardex(s), and care plans as required.
- Chart nurses' notes in an informative and descriptive manner that reflects the care provided to the resident, as well as the resident's response to the care.
- Review Follow-up Documentation Book each shift and chart as directed.
- Maintain Follow-up book to ensure resident care and follow-up is current to daily needs.
- Record new/changed diet orders. Forward information to the Dietary Department.
- Report significant weight changes, gains or loss of all residents to Dietitian, Registered Nurse Assessment Coordinator and Director of Nursing.
- Report all discrepancies noted concerning physician orders, diet changes, charting errors, etc., to the Assistant Director of Nursing/Director of Nursing.

- Fill out and complete transfer forms in accordance with established procedures.
- Complete Pain Assessments according to policy and procedures.
- Complete Death Certificate as per established guidelines set forth by policy and procedures.

Nursing Care Functions:

- Inform nursing 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.
- Requisitions and arrange for diagnostic and therapeutic service 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.
- Implement and maintain established nursing objectives and standards.
- Make periodic checks to ensure that prescribed treatments are being properly administered and to evaluate the resident's physical and emotional status.
- Ensure that direct nursing care is provided by a licensed nurse, a certified nursing assistant and/or a certified nursing assistant 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.
- 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, intravenous infusion, suctioning, applying and changing dressing/bandages, packs, colostomy, and drainage bags, taking blood, giving massages and range of motion exercises care for the death/dying, etc., as required.
- Obtain sputum, urine, occult blood and other specimens for lab tests as ordered.
- Resume periodic medication passes that may be necessary in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Take and record resident vital signs as necessary.
- Monitor seriously ill residents as necessary.
- Check foods brought into the facility by the resident's family/visitors to ensure that it is within the resident's dietary allowances. Report problem areas to the Director of Nursing and dietary supervisor.
- Ensure that personnel providing direct care to residents are provide such care in accordance with the resident's care plan and wishes.
- Meet with residents, and/or family members as necessary. Report problem areas to the Director of Nursing/Assistant Director of Nursing.
- Inform family members of the death of the resident.
- Call funeral homes when requested by the family. Ensure that established post-mortem procedures are followed.

Personnel Functions:

- Oversee unit orientation of Licensed Nurses and Certified Nursing Assistants.
- Complete absentee and late forms as appropriate and forward to the Director of Nursing or designee.
- 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. Report problem areas to the Director of Nursing/Assistant Director of Nursing.
- Receive/give nursing report at the start and end of shift.
- Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times.
- Create and maintain an atmosphere of warmth, personal interests and positive emphasis, as well as a calm environment throughout the unit and shift.
- Review complaints and grievances made by your assigned personnel.
- Communicate to the Director of Nursing/Assistant Director of Nursing any disciplinary problems.
- Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility policies and procedures.

Care Plan and Assessment Functions:

- Ensure that your assigned Certified Nursing Assistants are aware of the resident care plan and incorporate it when providing daily care.
- Maintain and ensure that accurate information is present on the care plan communicator especially upon change of assignments by certified nursing assistants weekly.
- Assist the Registered Nurse Assessment Coordinator (RNAC) in planning, scheduling and revising the MDS, including implementation of RAP's.

Resident Rights:

- Maintain the confidentiality of all resident care.
- Monitor nursing care to ensure that all residents are treated with dignity, respect, courtesy and kindness.
- Know and carry out Riddle Village Elder Abuse Policy and Procedure and Zero Tolerance.

Equipment and Supplies:

- Recommend to Central Supply person the medical equipment and supply needs of your unit.
- 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 residents.

- Participate in the development and implementation of the procedures for the safe operation of all nursing service 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.
- Monitor that all nursing equipment is working efficiently; place work orders as necessary.

Safety and Sanitation:

- Monitor your assigned personnel to ensure that they are following established safety regulations in the use of equipment and supplies.
- Ensure that established your assigned nursing personnel follow departmental policies and procedures, including dress codes.
- 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 all personnel performing tasks that involve potential exposure to blood/body fluids participate in appropriate inservice training programs prior to perform such tasks.
- 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., nurses' stations, medicine preparation room, etc.) are maintained in a clean and sanitary manner.
- Ensure that your unit's resident care rooms, treatment areas, etc. are maintained in a clean, safe, and sanitary manner.
- Ensure that your assigned personnel follow established handwashing 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.
- 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., mechanical lifts, etc.) when lifting or moving residents.
- Report missing/illegible labels and MSDSs to the safety officer or other designated person.

Working Conditions:

- Works throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).
- Moves intermittently during working hours.

- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with the medical staff, nursing personnel, and other department supervisors.
- Works beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., through the work day, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- Maintain a liaison with the residents, their families, support departments, etc., to adequately plan for the residents' needs.

Education:

Must possess, as a minimum, a Nursing Degree from an accredited college or university, or is a graduate of an approved LPN/LVN program.

Experience:

None. On-the-job training provided.

Specific Requirements:

- Must possess a current, unencumbered, active license to practice as a RN or LPN/LVN 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 procedure, 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 and supervise other 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.
- 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.

Physical and Sensory Requirements: (With or without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set for by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with the ill, disables, elderly, emotionally upset, and at times, hostile people within the facility.
- Must be able to lift a minimum of fifty (50) pounds and push, pull, and move residents, equipment, supplies, etc., up to 200 pounds.
- May be necessary to assist in the evacuation of residents during emergency situations.