

**TITLE:** Charge Nurse

**EXEMPT STATUS:** Non-Exempt

**REPORTS TO:** Director of Nurses

**GENERAL SUMMARY:**

The Charge Nurse is an RN/LPN who is responsible for the overall nursing care/service on his/her shift, including the accurate and timely administration of medications, treatments, documentation and emergency calls, as indicated.

**PRINCIPLE DUTIES:**

**Essential Job Duties:**

1. Supervises direct care of residents and nursing personnel on his/her shift.
2. Administers direct care as necessary.
3. Gives and receives shift reports.
4. Rounds twice a shift to assure proper care is rendered in a safe and clean environment.
5. Keeps physicians and families aware of changes in resident's condition.
6. Assists in developing comprehensive care plans.
7. Billing for supportive care services
8. Completes monthly med sheets for supportive care clinic
9. Required to serve as a nurse on-call for the nursing department per facility policy.

**Other Duties:**

1. Maintains the self-respect, personal dignity, and physical safety of each resident.
2. Maintains accurate documentation of all care rendered.
3. Responds to resident emergency call system.
4. Interfaces with other disciplines to assure continuity of care and services.
5. Encourages restorative care in order to obtain maximum resident independence.
6. Participates in family/resident counseling as necessary.

**Other Duties: (continued)**

8. Assists with the orientation and evaluation of nursing personnel.
9. Attends in-service training and education sessions, as assigned.
10. Assures proper functioning of equipment and adequate supplies.
11. All other duties and responsibilities as assigned.

**QUALIFICATIONS:**

RN/LPN currently licensed in the State. At least 6 months nursing experience in long term care setting preferred.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Frequent standing, stooping, bending, stretching, squatting; may be exposed to blood and body fluids which may contain HIV and/or HBV; must be able to transport residents via wheelchair, Geri chair or shower chair, pushing up to 250 lbs. unassisted. Must be able to transfer, lift, turn and position a resident weighing up to 150 lbs. unassisted, or with the assistance of one for a resident weighing over 150 lbs. Must be able to stoop, bend, stretch, squat, stand, and walk for up to 90% of the workday. May be subjected to offensive odors and combative behaviors.