



Kulana Malama **JOB DESCRIPTION**

POSITION: CHARGE NURSE

STATUS: Non-exempt
Various shifts (day, night)
Full-Time, 12 hours/shifts; 36 hours/week (0.9)
Part-Time, 12 hours/shifts; 24 hours/week (0.6)
Casual, Call-in

REPORTS TO: CN II/NURSING SUPERVISOR/DIRECTOR OF NURSING

POSITION SUMMARY:

Provides direct nursing care to residents, implements care plans, does MDS's as assigned in time frame directed and attends care conferences as part of interdisciplinary team (IDT) in accordance with current federal, state and local standards, regulations and policies and procedures of the facility to ensure that highest degree of quality care is maintained at all times.

Supervises day-to-day nursing activities performed by nursing staff (RNs, LPNs, CNAs) on resident/patient floor(s) in accordance with current rules, regulations, policies, procedures, and guidelines that govern facility. This includes assigning and directing work, authorizing overtime, authorizing breaks and meal periods, completing shift reports (event reports, accident reports, etc.), and performing staff performance evaluations and, when appropriate, disciplining employee under supervision. Contacts and schedules staff for mandatory coverage as necessary.

WORKING CONDITIONS:

Indoor in an air-conditioned environment. Frequent exposure to various fluids, noise, moisture, noxious odors and gases. Frequent exposure to biological and chemical agents; occasionally required to be outdoors; and occasionally exposed to dust/mold.

EQUIPMENT USE:

Frequent use of hospital beds, thermometer, stethoscope, BP sphygmomanometer, bed scale, wheelchair, gurneys, medication carts, suction, lifts, oxygen, geri chairs, medical-surgical supplies and personal care items. Also frequent use of automated telephone system, intercom/resident call system, addressograph stamp machine and general office supplies. Frequent use of copy machine, typewriter, facsimile machine and personal computer/printer.

WORK HOURS:

Varies per status. Twelve (12) hour shifts, weekdays, weekends, and holidays as required. Overtime may be required, as well as rotation to other shifts.

MENTAL DEMANDS:

Duties require attention to detail, alertness, problem solving, tolerance to stress, ability to follow orders/directions, sound judgment, mathematical ability, scientific logic, abstract thinking and intuitive sense.

PHYSICAL DEMANDS:

Continuous standing; walking; handling; fingering; eye-hand-foot coordination; use of corrected vision; depth perception; wide field of vision; color vision; use of auditory, olfactory and tactile senses. Frequent bending over; stooping; kneeling; crouching; pushing; pulling; sitting; reaching; climbing/balancing on a step stool to reach supplies/equipment in cupboard; climbing stairs; carrying up to 25 pounds. Occasional crawling; running; pushing up to 250 pounds; pulling up to 250 pounds; lifting up to 50 pounds.

COMMUNICATION DEMANDS:

Continuous talking/listening to co-workers, residents, physicians, visitors. Frequent reading, talking on telephone; receiving orders/instructions; writing/composing written language (English).

QUALIFICATIONS / REQUIREMENTS:

- Graduate of an accredited school of Nursing or graduate of an approved LPN/LVN program;



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- Registered as a licensed nurse in the State of Hawaii, either as an RN or LPN;
- Minimum one year prior employment experience in pediatrics, long-term care, or acute medical surgical nursing preferred;
- Heartsavers Cardiac Life Support (Course “A”) required;
- Ability to satisfactorily complete Pediatric Advanced Life Support (PALS) course required;
- Knowledge of OBRA, PPS, Medicare regulations and guidelines that pertain to long-term care; and
- Computer skills desirable.

A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Administrative Functions
 - a. Directs day-to-day functions of nursing assistants in accordance with current rules, regulations, and guidelines that govern the facility.
 - b. Ensures all nursing personnel under your supervision comply with the written policies and procedures.
 - c. Interprets the department’s policies and procedures to personnel, residents, visitors, and government agencies as required.
 - d. Admits, transfers, and discharge residents as required.
 - e. Directs professional and para-professional staff as appropriate and participates in staff performance evaluations.
 - f. Makes sound decisions and engages in positive/productive problem solving.
 - g. Ensures family members are kept informed of the resident’s condition, treatment, and etc.
2. Resident Care
 - a. Assessment:
 - i. Collects resident health data using assessment and data collection techniques.
 - ii. Ensures data obtained from assessments are accurately reflected in MDS/RAPS and assessment forms.
 - b. Planning:
 - i. Obtains data for care plan development that prescribes interventions to attain expected and measurable outcomes.
 - ii. Ensures care provided is in accordance with resident’s wishes and meets needs as identified in resident’s assessment
 - c. Implementation
 - i. Implements interventions as directed in plan of care and collaborates care with other health team members to achieve goals and objectives of a comprehensive care plan.
 - ii. Administers and/or ensures nursing treatment is performed as required.
 - iii. Carries out restorative and rehabilitative programs, to include self-help and care.
 - d. Evaluation:
 - i. Reviews and revises resident’s care plan each time an assessment is done or when there is a change in resident’s status.
 - ii. Contributes data to evaluation of resident’s progress toward attainment of outcome.
3. Documentation:
 - a. Documents in medical record according to established guidelines (i.e., legible handwriting, forms completed and used correctly, approved medical abbreviations, accurate).
 - b. Transcribes physician orders to resident charts, MARs, treatment/care plans as required; reports any discrepancies noted to Nursing Supervisor.
 - c. Inputs data onto computer for care plan development.
4. Resident Education: Provides health teaching appropriate to needs of resident and significant other/family.
5. Performs skills identified in RN/LPN skills checklist as appropriate.



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- 6. Assists with facility inventory management and cost containment by charging of supplies and appropriate use of supplies for resident care.
- 7. Maintains Standards of Professional Practice
 - a. Performance Evaluation
 - i. Maintains knowledge and skills to keep current with assessment requirements and clinical competency.
 - ii. Directs Professional and Para-professional staff as appropriate and evaluates performance.
 - b. Education
 - i. Maintains knowledge and skills to keep current with assessment requirements and clinical competency.
 - ii. Participates in in-service training for facility staff concerning resident/nursing care.
 - c. Conducts orientation of assigned unit staff

OTHER JOB FUNCTIONS AND DUTIES:

- 1. Attends and participates in meetings and committees as requested.
- 2. Performs other duties as required.

Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE