

Pleasant Acres Nursing & Rehabilitation Center Job Description

EEO Classification: Professional

Position held by:

Job Title: RN Charge Nurse

Revision Date: 11/01/09

Status: NE7

Full time **Part time**

Department No: 48

Department Name: Nursing

Reports to: Supervisor/Unit Manager/ADON/DON

Director's Name: Amy Bare

POSITION SUMMARY

Responsible for the management of an assigned unit on a specific tour of duty. Must be knowledgeable of nursing and medical practices and procedures 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 and effectively with professional and non-professional personnel, residents, families, visitors and support agencies in order to foster a climate of mutual respect, professional support and teamwork among all. Must function independently, have flexibility, personal integrity, display a positive attitude and perform in a professional manner. Will be open-minded to change, new proposals/concepts and comply with these changes.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

1. Know and support the philosophy, goal and objectives of the Nursing Department.
2. Assign resident care responsibilities to nursing personnel based on residents' needs, available staff and unit needs.
3. Collaborate, communicate and cooperate as appropriate with other health care providers to insure quality care, including transcribing physician's orders according to facility procedures.
4. Continually observe/monitor and evaluate quality, quantity and timeliness of nursing care.
5. Responsible for evaluating work performance evaluations with goals for improvement and supervising/ disciplining nursing personnel according to the bargaining agreement contract.
6. Assess need for modification of medical regimen and/or nursing care plan and ensure the clinical records are properly maintained.
7. Give resident care in emergency situations to assess complex resident needs or teach nursing techniques to residents, staff and/or family.
8. Administer medications including IV's and treatments as needed according to established policy and procedures. Report falls, unusual occurrences and significant changes in resident's condition to the supervisor/Unit Mgr, physician, caseworker and responsible party according to facility policy and procedures for notification.
9. Document according to requirements of facility and maintain strict confidentiality.
10. Give appropriate report in a professional manner to the nurses on next shift according to requirements of facility.
11. May obtain and write verbal orders from physicians as needed.
12. Seek consultation as needed from supervisor/Unit Mgr.
13. Assist the Unit Manager in conducting team conferences to assist in planning nursing care, problem solving techniques for unit problems and evaluating staff's involvement and attitude.
14. Attend continuing educational programs relating to responsibilities of the position and professional growth.
15. Act as role model for nursing assistants, licensed staff and other personnel.
16. Maintain and enforce department and facility procedures, fire prevention and safety standards.
17. Must be a graduate from a school of nursing approved by the Pennsylvania State Board of Nurse Examiners and currently licensed as a Registered Nurse by the Pennsylvania State Board of Nurse Examiners.
18. Is subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and hepatitis viruses.
19. Employment is contingent on successful completion of the pre-placement physical and criminal background check.

Other reasonable duties as assigned by supervisor

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

Filing, Copying, Answering phone

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title:RN Charge Nurse

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | | | | |
|-------------------------------------|-----------|-------------------------------------|---------------|-------------------------------------|-------------|
| <input checked="" type="checkbox"/> | Full-Time | <input checked="" type="checkbox"/> | Day Shift | <input checked="" type="checkbox"/> | Weekends |
| <input type="checkbox"/> | Part-Time | <input checked="" type="checkbox"/> | Evening Shift | <input checked="" type="checkbox"/> | Night Shift |

2. Supervision Level

- Extremely Close Supervision
- Moderate Supervision
- Minimal Supervision

3. Initiation of Work

- Supervisor Will Direct to Next Task
- Initiation Helpful, but Not Necessary
- Must Initiate Own Work

4. Independence

- Supervisor Will Cue on a Frequent Basis
- Ability to Complete Assignments with Moderate Oversight Required
- Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- Routine Never Varies; Structure is Tight
- Occasional Routine Change; Generally Planned in Advance
- Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- Fast Pace
- Moderate Pace
- Slow Pace

7. Following Directions

- Full Understanding of Both Written and Verbal Instructions Required
- Understanding of Verbal Instructions Only Required
- Understanding of Written Instructions Only Required

8. Communication – English

- Excellent Verbal Communication Skills Necessary
- Basic Verbal Communication Skills Necessary
- Limited or No Verbal Communication Skills Necessary

9. Functional Reading – English

- Fluent Reading
- Simple Reading
- Recognition of Signs/Symbols
- No Reading Skills Required

10. Hearing

- Ability to Hear Required
- Hearing Not Required

Seeing

- 20/20 Vision with Corrective Eyewear
- Limited Vision
- Vision Not Required

11. Functional Math

- Complex Computational Skills (Accounting and Financial Skills)
- Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- Simple Counting Skills
- No Mathematical Skills Needed

12. Interaction with Customers

- High Visibility, Frequent Interaction Required
- High Visibility, Infrequent Interaction Required
- Low Visibility, Frequent Interaction Required
- Low Visibility, Infrequent Interaction Required
- No Interaction Necessary

13. Appearance Requirements

- Compliance with Employee Dress Code Required
- Compliance Not Required due to Nature of Job

14. Time

- Must Tell Time to the Minute
- Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- Work Area
- Room Only
- Building Only
- Several Blocks From Building

16. Mobility Skills

- Mobility Within the Building
- Mobility Within a Four-Block Radius
- Driving Required

17. Sitting

- 75% - 100%
- 50% - 75%

Standing

- 25% - 50%
- Less than 25%
- 75% - 100%
- 50% - 75%
- 25% - 50%
- Less than 25%

18. Bending

- Knees and Waist
- Knees Only
- Waist Only
- No Bending Required

19. Lifting

- | | | | |
|-------------------------------------|----------------------|--------------------------|---------------------|
| <input checked="" type="checkbox"/> | Greater than 50 lbs. | <input type="checkbox"/> | Less than 10 lbs. |
| <input type="checkbox"/> | 10 - 30 lbs. | <input type="checkbox"/> | No Lifting Required |

20. Reaching

- | | | | |
|-------------------------------------|---------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Greater than 6 Feet | <input type="checkbox"/> | Less than 2 Feet |
| <input checked="" type="checkbox"/> | 2 – 6 Feet | <input type="checkbox"/> | No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all responsibilities and duties required of the job incumbents.