Position Title: Licensed Practical Nurse - Charge Nurse

Statement of Duties

This is a specialized and administrative position with responsibility to ensure the delivery of appropriate high quality nursing and restorative care within the facility's policies and procedures and to ensure through supervisory and other practices that the assigned unit(s) is/are managed in conformance with the philosophy and policies of the facility and in accordance with Federal and State Regulations. Duties are descriptive but not restrictive, and not all duties listed are necessarily performed by all members of the class.

Position Functions

Essential Functions

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County.

2. Accurately receives, transcribes and carries out physician's orders.

3. Administer medications and treatments as ordered by the physician and make proper documentation and notifications; order and maintain all pharmaceuticals for the units; and administer regularly scheduled and emergency medications for Correctional Facility Residents, when assigned, in the absence of the regularly scheduled DOC Nurse.

4. Assess residents, developing and updating Care Plans, MDS's, and quarterly assessments within the mandated time frame as assigned and evaluated by the RN coordinator; observe each resident on a continuing basis alert to changes in mental and physical well-being and in conjunction with an RN, make assessments and notifies Supervisor; receive Resident Status Report from off-going shift, and give on-coming shift a detailed report of each resident's current status and events of the shift; and monitor G tube feedings program.

5. Assign and measure nursing staff resident care consistent with abilities, job description, scope of practice and supervises the care given; and assist direct-care staff with nursing care as necessary and as time allows.

6. Administer the provision of oxygen in accordance with facility guidelines and procedures.

7. Accompany physician on resident rounds, on their assigned unit(s), to address residents medical needs and to facilitate communication during 60 day review and update green MD Problem Sheets to keep physician informed.

8. Perform regular duties on the unit such as checking appointments for the day and alert staff, checking Physical Therapy, Occupational Therapy appointments, and alert staff, checking activity board and alert staff, reminding staff of ambulation list, weights, blood pressures, last tray book, and to document nutritional charts; monitoring CNA documentation and update CNA clipboard; oversight of infection control practices on the unit; ensure that unit is clean and hazard-free, and following the chain of command, report any problems to the Nursing Supervisor; and encourage CNA observations and include them when documenting and reporting.

9. Admit, discharge and transfer residents, completing documentation and notifications as necessary.

10. Complete 24 hour report for his/her assigned unit(s); check new orders; complete list of residents on antibiotics, precautions, etc.; maintain consistent communication with the Nursing Supervisor or Unit Manager regarding resident issues or concerns with staff; utilize the Doctor's Problem Book properly, differentiating between acute and non-emergency problems; and attend all mandatory staff/educational meetings and non-mandatory meetings as assigned.

11. Communicate with residents' families in order to resolve resident concerns and problems to notify family members of new orders, and to obtain consent when necessary.

12. Assume responsibility for the management of assigned unit(s) during his/her shift under the direction of the Nursing Supervisor, Unit Manager, or Director of Nursing Services. Follow State and Federal Regulations regarding the storage, usage and documentation of controlled medications including counting at the change of shift; notifies appropriate Supervisor if discrepancies are present.

13. Assist Staff Development Coordinator (SDC) with the orientation of new nursing employees on their assigned unit(s); communicate with SDC regarding continuing education needs of the nursing staff, and assists in the delivery of staff education and training as needed; encourage and assign staff to attend in service education meetings; and evaluate assigned nursing staff members according to facility policy and procedure.

Other Functions

1. Maintains resident confidentiality and perform all other duties as assigned.

Minimum Qualifications

A candidate for this position should be a high school graduate or equivalent; be a graduate of a two-year School of Nursing program accredited by the American Nurses Association; maintain a current license in the State of New Hampshire as a Licensed Practical Nurse without restrictions or sanctions of any kind; and have one to three (1 - 3) years experience, preferably in an Acute or Long Term Care facility; and may be required to obtain certification for CPR and certification to administer IV therapy.

A candidate for this position should have basic knowledge of nursing principles, practices and techniques; basic knowledge regulations pertaining to the nursing service and home and health care; basic knowledge of the control elements of communicable diseases, of geriatric care and nutrition; ability to prepare a variety of reports, such as those dealing with patient care; to establish and maintain effective and harmonious relationships with the staff, physicians, residents and families of patients; to instruct others in health care and hygiene; to receive and follow guidance of others, such as registered nurses and physicians; to perform a great deal of work independently; and to communicate effectively with others, both orally and in writing.

Physical & Mental Requirements

Work is performed primarily in a moderately noisy setting at a nursing home, and there may be exposure to toxic or caustic chemicals, moving mechanical parts, risk of electric shock, and bacterial infections or pathogens up to _ of the time; and fumes or airborne particles and extremes of heat and cold up to _ of the time. Occupational risks include exposure to hypodermic needle sticks, direct contact with blood or other bodily fluids, HIV, hepatitis, and hostile/aggressive residents.
Physical demands generally involve sitting, stooping, kneeling, crouching or crawling, and reaching with hands and arms up to _ of the time; and standing, walking, talking or listening/hearing, and use of hands more than _ of the time. Frequently weight is lifted or force exerted up to 30 lbs.; occasionally weight is lifted or force exerted up to 60 lbs.; and seldom is weight lifted or force exerted up to or more than 100 lbs. as related to daily lifting and moving of residents. The position has normal vision requirements.
Equipment used includes office machines, personal computers, and a variety of medical equipment.

Job Environment

Duties involve a variety of sequentially related steps and processes. Judgement is need to locate, select and apply the most pertinent practice, procedure, regulation or guideline. Work consists of employing many different concepts, theories, principles, techniques and practices relating to the field of nursing. Errors made could result in personal injury or delay or loss of service. Guidelines and laws need to be followed, but there are often gaps, and incumbent must rely on own creativity and initiative to meet needs.

The incumbent may have occasional contact with the public through visits of families and friends of residents. Other contacts may be with other county personnel, doctor's, pharmacists, and other nursing home staff. Contacts occur in person and through use of the telephone, with writing required at times.

Supervision

Incumbent works under the general supervision of a department supervisor (Nurse Supervisor) and must perform duties as assigned, on a daily basis. Supervisor is available to resolve unusual problems. Incumbent in this work performs most work duties with a high degree of independence, receiving only broad guidance from superior on administrative matters.

The incumbent is responsible for the supervision of up to 15 full time and 3 regular part-time staff, all of whom are in the same location (nursing home) but may be located in different locations (floors or units) within this location; and on the same shift performing the same technical functions. The incumbent recommends discipline and evaluates subordinate employees. The incumbent has full access to confidential patient care records. Work changes can generally be anticipated, but are affected by changes in the number of residents and the severity of residents' illnesses. Incumbent works on a fixed shift and is required to work every other weekend.

I have read and understand the Job Description for the Licensed Practical Nurse.

_____ _____

Signature of Employee Date

_____ _____

Witnessed Date