Position Title: Registered Nurse - Charge Nurse

Statement of Duties

This is a specialized, professional and administrative position with responsibility to ensure delivery of appropriate high quality nursing and restorative care within the facility's policies and procedures. Ensures 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. Observe each resident on a continuing basis alert to changes in mental and physical well-being; notifies the Supervisor of pertinent observations and discusses the need to notify physician; and 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.

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. 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.

7. 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.

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

9. 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 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.

10. 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.

11. Receive incoming calls and determine appropriate response required.

12. Assume responsibility for the management of assigned unit(s) during his/her shift under the direction of the Nursing Supervisor (NS), Director of Nursing Services

(DON) or the Assistant Director of Nursing Services (ADON).

13. 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.

14. Assist with the orientation of new nursing employees on their assigned unit(s); communicate with DON, ADON or NS 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 three-year School of Nursing program accredited by the American Nurses Association; maintain a current license in the State of New Hampshire as a Registered Nurse without restrictions or sanctions of any kind; and have a minimum of two (2) years experience, preferably in an Acute or Long Term Care facility; be certified to administer IV's, and may be required to obtain certification for CPR.

A candidate for this position should have considerable knowledge of nursing principles, practices and techniques; considerable knowledge regulations pertaining to the nursing service and home and health care; considerable knowledge of the control elements of communicable diseases, of geriatric care and nutrition; considerable knowledge of medical surgery, surgical geriatric, intravenous and phlebotomy; be skilled in medical assessment skills, particularly lung, neurological-cognitive, wound, decubitus and emergency care; 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 may be exposed to toxic or caustic chemicals and bacterial infections or pathogens up to _ of the time; and fumes or airborne particles 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; standing, walking, talking or listening/hearing up to _ of the time; and use of hands more than _ of the time. Occasionally weight is lifted or force exerted up to 10 lbs.; 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

Work at this level consists of the practical application of a variety of concepts, practices, and specialized nursing techniques that require the incumbent to analyze and evaluate facts and circumstances for each patient under their care and to determine the appropriate course of action to be taken. Guidelines and laws need to be followed, but they may be conflicting, at times, thereby requiring the incumbent to exercise judgement in evaluating and analyzing each situation in order to determine the most appropriate course of action.

Errors made could result in personal injury or delay or loss of service.

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, emergency services, 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 13 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 Registered Nurse.

_____ _____

Signature of Employee Date

_____ _____

Witnessed Date