



Position Description

Position Title:	Charge Nurse		
Department:	Health Services Center	Reports To:	Nurse Manager/Nursing Supervisor
Classification:	Non-Exempt	Revision Date:	May 2019

Position Overview

Nursing:

Assumes responsibility for management of residents and nursing staff within a nursing unit. Maintains high patient care standards and ensures a safe, secure, patient environment. Administers medication in a safe and efficient manner. Treats all personal information regarding employees or residents of Havenwood Heritage Heights as strictly confidential. Must work in accordance with Nurse Practice Act.

Principle Duties and Responsibilities

Supervises assigned staff in a nursing unit by:

1. Reviewing performance
2. Assigning work
3. Providing training, guidance and advising subordinates as necessary
4. Resolving routine personnel problems.

Nursing:

1. Carries out a plan of professional nursing care for patients and regularly evaluates the effectiveness of the plan and procedure.
2. Maintains complete and accurate medical records on all patients and completes accident and incident reports and other record keeping procedures as may be required.
3. Participates in Quality Assurance efforts as directed by the Quality Assurance Committee.
4. Coordinates all ancillary and support services in his/her area of responsibility including medical appointments, transportation, admissions, transfers or discharges and other support functions as may be appropriate.
5. Supervise the house as needed (applicable to Registered Nurses only)
6. May also include responding to independent resident emergency situations when other assigned individuals are not available.

Competencies

- Leadership
- Relational and Emotional Intelligence
- Resident focus / Resident Rights
- Emergency Procedures
- Interpersonal skills
- Outstanding customer service skills
- Organizational skills
- Collaboration and teamwork skills
- Communication proficiency
- Discretion
- Ethical practice
- Strategic thinking skills
- Infection Control
- Behavioral health
- QAPI
- Basic Nursing Skills
 - Documentation
 - Care Plan
 - Alarms and restraints
 - Nutrition and hydration management
 - Advance Directives
 - Restorative skills
 - Skin and wound care
 - Medication management
 - Pain management
 - Disease specific knowledge

Qualifications and Skills

- Graduate of an accredited school of nursing and currently licensed as a registered nurse or licensed practical nurse in the State of New Hampshire.
- CPR certification required.
- Must possess supervisory skills and the ability to work well with staff and department heads.
- Has the ability to organize, plan and direct nursing care.
- Recent work experience in geriatrics preferred.
- Has a working knowledge of local, state and federal rules and regulations for long term care facilities.
- Must be computer literate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sight ability to read, write and comprehend instructions and doctors' notes. Hearing adequate to assess heart and lung sounds. Ability to learn computer skills necessary for documentation. Must have ability to regularly lift and/or move up to 35 pounds. Must have ability to reach with arms and hands, climb, balance, stoop, kneel, crouch or crawl. Assists residents in all movements, sitting, standing, and lying down. Must have total knee, hip, shoulder and back flexibility.