

CORNERSTONE NURSING AND REHAB CENTER

Title Job Description	RN/ LPN CHARGE NURSE 4 PAGES
Department	Nursing
Supervisor	Director of Nursing
Work Area	Resident rooms, office and common areas
Purpose	To provide direct care under the supervision of the Director of Nursing, in accordance with the philosophy, policies and procedures of the nursing department and in compliance with all regulatory agencies.

GENERAL DESCRIPTION

Cornerstone is dedicated to providing top notch health care to all of our residents. Our goal is to provide a healthy, rich and enjoyable day to day lifestyle that our residents can not only trust in but depend on. We will provide direct patient centered care by performing tasks that are directed towards the prevention of problems and the maintenance and restoration of health, according to the individualized plan of care for each resident.

PRINCIPLE DUTIES

- Orient and train new personnel.
- Direct and supervise subordinate personnel.
- Give and receive reports.
- Receive and transcribe orders.
- Chart on all residents with accuracy.
- Admit new residents and assist in carrying out the admission process.
- Orient new residents to room and surroundings.
- Review preadmission information, discharge summary, transfer form, medical and social information and physician orders.
- Order prescribed medications.
- Transcribe physicians' orders to medication list, treatment list, diet list, etc.
- Check equipment for proper functioning, cleanliness and safety and requisition maintenance and repair as needed.
- Perform nursing cares in relation to IVs, catheters, tube feeding and others.
- Implement orders and care plans with accuracy and promptness.
- May carry out resident discharge process and complete required forms.
- Complete incident reports.
- Evaluate emergencies and apply emergency measures. Apply restraints only under the order of the attending physician.
- Alert the Director Of Nursing to suspect conditions.
- Apply isolation procedures.

- Maintain records: medical, medication, drug, required statistics, etc.
- Assure adequate stock levels of equipment, supplies and linens in storage area(s).
- Document all medication errors.
- May accompany physicians on rounds:
 - Providing assistance.
 - Inform physicians of significant changes.
 - Review resident progress.
- Implement care plans:
 - Perform AM and PM cares
 - Administer medications.
 - Perform treatments.
 - Take vitals.
 - Measure intake and output.
 - Perform simple tests.
 - Provide restorative, rehabilitative nursing care.
 - Assist residents with prescribed exercise, occupational therapy and in selecting appropriate activities.
 - Perform charting.

PRINCIPLE RESPONSIBILITIES

- Follow all the policies and procedures set forth in the Policy and Procedure Manuals.
- Attend all in-service training sessions.
- Maintain positive relations with residents, families and staff.
- Maintain confidentiality.
- Comply with applicable standards of behavior and conducts including, but not limited to; standards of conduct and professional code of ethics.
- Wear personal protective equipment, when required.
- Promote good public relations and inter-departmental relations.
- Comply with all departmental and facility policies and procedures.
- Comply with all Federal, State and local regulations.
- Complete all training as assigned within the specified time frame.
- Additional duties as directed by the Administrator and/or Director of Nursing.
- Assure a safe, clean orderly environment.
- Provide economical care and use of supplies and equipment.
- Other duties in accordance with educational qualifications, training and experience.
- Assure compliance of Resident Rights.
- Make independent decisions regarding nursing care.
- Handle emergencies.
- Assure security and count of controlled substances.
- Be well groomed

PERSONAL QUALIFICATIONS

- Must possess a license from an accredited, approved school of nursing.
- Must hold a current and valid Minnesota license and be in good standing.

- Must have had previous experience with geriatric residents.
- Must be in good physical and mental health.
- Possess high moral standards.
- Possess excellent communication skills.
- Speak, read, write and understand the English language proficiently.
- Have a sincere desire to work with the aged and handicapped.
- Possess an acute sense of responsibility.
- Must be courteous, tactful, patient, kind and pleasant.

PHYSICAL DEMANDS OF THE JOB

- See attached Physical Demands

WORKING CONDITIONS

- Works in a well ventilated and well lighted work area.
- Possible exposure to infection, odors and mood changes from residents.

WORKING HOURS

- Varied shifts: 6:00 am – 6:30 pm
6:00am – 2:30 pm
10:00pm – 6:30am
6:00pm – 6:30am
2:00pm – 1030pm
- The charge nurse may be required to work days, evenings nights weekends and holidays.

Director of Nursing

Date

Reviewed:
Initials/date: _____
Initials/date: _____
Initials/date: _____

I, _____, have read the above job description and fully understand the conditions set forth therein, and as a Charge Nurse, I will perform these duties to the best of my ability. I also understand Cornerstone Nursing and Rehab Center cannot guarantee my employment and that Cornerstone may change wages, benefits and/or conditions of employment at any time.

Employee Signature

Date

