

 Oroville Hospital	Department:	Clinic Management
	Dept.#:	Various
	Last Reviewed:	05/08; 08/12
	Last Updated:	

Reports To

Clinic Management Director/Clinic Manager

Job Summary

The Charge Nurse is responsible for the smooth and efficient patient flow within the clinic. Delegates assignments and provides supervision for the support staff in accordance with their level of training and the patient's acuity. Works, in cooperation with medical providers to insure the quality of patient care.

Duties

1. Demonstrates Competency and Professional Responsibility in the Charge Nurse Role
2. Personnel are competent in their job responsibility through appropriate licensure, orientation, annual competencies and the successful completion of an annual employee evaluation. The annual competence's are based upon those specific tasks that are infrequently utilized and/or have a high potential for less then positive patient outcome
3. Attends hospital-wide orientation upon hire
4. Completes Orientation/skills checklist (90days)
5. Current LVN Licensure
6. BLS every 2 years
7. Comprehensive annual employee performance evaluation includes, but not limited to:
 - Develops and posts work schedule within time frame
 - Calculates time cards
 - Provides direct patient care as needed
 - Assigns lunches and breaks for the staff
 - Insures standards of patient care through QA monitors
 - Anticipates physician needs
 - Communicates problems involving personnel, medical staff, patients, families and the general public to the appropriate management personnel
 - Schedules staff meetings on a regular basis
 - Completes annual performance evaluations on staff
 - Makes an assignment according to the needs of the patient and the capabilities of the staff
 - 15's C.E.'s based on age and population served every two years

- Safety education self-study module
 - Age appropriate test
 - Attends 75 % of scheduled staff meetings
8. Gathers data relevant to the patient's individual needs and age group
9. Obtains information and updates the medical record:
- Full Vital signs
 - Time in/out
 - Weight
 - Medication profile
 - Immunization record
 - Allergies
 - Chief Compliant
 - Interventions recorded
 - Records response
10. Implements the Plan of Care as Developed by the Provider
- Follows provider orders
 - Evaluates nursing interventions on medical records
 - Implements emergency procedures as indicated
 - Complies with hospital policy for receiving doctor's orders, including verbal and phone
11. Provides patient/family education
- Explains discharge instructions as directed
 - Hand out appropriate information sheets
12. Communicates relevant patient information
- Reports changes in patient's status to the provider
 - Documents using the Nursing Process
13. Policies and Procedures
- Uses principles of body mechanics in mobilizing patient or objects
 - Asks for help when lifting heavy patients
 - Complies with policies for electrical safety
 - Incorporates infection control principal in practice
 - Complies with monthly emergency drills
 - Complies with policy for Handling Medical Emergencies
 - Complies with policy regarding risk management

- Demonstrates appropriate use of incident reports
 - Assists with QA studies: Collects data & Responds to corrective plans
14. Has working knowledge of location of specific policies in the P&P manual
- Safety manual
 - Infection control manual
 - Administrative Manual
 - MSDS manual
 - Disaster manual
 - Clinic Specific P&P Manual
15. Assists in the Front Office
- Uses appropriate telephone etiquette
 - Documents appointments with accurate patient information
 - Documents and makes physician and agency referrals
 - Assists with filing as needed
 - Makes follow up telephone calls
16. Organizes and prioritizes work to be completed
17. Effectively problem solves for self and other personnel on shift
18. Works on assigned projects under the direction of the department supervisor in keeping productivity costs within certain standards

Qualifications

1. Graduates of an accredited school of professional nursing and licensed to practice as a nurse (LVN) in the state of California
2. Experience in acute care within the last two years
3. Current BLS Certification
4. Recent Charge Nurse experience
6. Must have proven ability to maintain professional conduct and confidentiality in the care of patient
7. Must possess basic computer skills

Lifting Requirements

Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds. There may be prolonged periods of standing, walking reaching and/or stooping.