Job Description

Title: Charge Nurse (RN or LPN)
Department: Long Term Care

I. Qualifications:
   A. Must possess, as a minimum, a nursing degree from an accredited college or university, or be a graduate from an approved LPN program.
   B. Must possess a current, unencumbered, active license to practice as a RN or LPN in Iowa.
   C. Current BLS certification, or willingness to obtain certification.
   D. For LPN’s, the LPN supervisory course, or willingness to complete the course.
   E. Current dependent adult abuse certification.
   F. Ability to read, write, speak, and understand the English language.
   G. Must possess the ability to make independent decisions when circumstances warrant such action.
   H. Possesses the ability to deal tactfully with personnel, residents, family members, visitors, government agencies, and the general public.
   I. Knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long term care.
   J. Leadership and supervisory ability and the willingness to work harmoniously with and supervise other personnel.
   K. Displays a patient, tactful, cheerful, and enthusiastic disposition, as well as the willingness to handle difficult residents.
   L. Willingness to seek out new methods and principles and be willing to incorporate them into existing nursing practices.
   M. Ability to relate information concerning a resident’s condition.
   N. Must not pose a direct threat to the health or safety of other individuals in the workplace.

II. Purpose:
   A. The charge nurse’s primary purpose is to direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by the nursing assistants. Such supervision must be in accordance with current federal, state, and local standards, guidelines, and regulations that govern our facility, and as may be required by the Long Term Care Nurse manager to ensure that the highest degree of quality care is maintained at all times.

III. Essential Functions (including, but not limited to):
   A. Supporting the philosophy of the organization.
   B. Ensuring that safety and sanitation standards are maintained in residents’ rooms and all work areas.
   C. Preparing and administering medications as ordered by the physician in accordance with the facility’s policies and procedures.
   D. Ordering prescribed medications, supplies, and equipment.
   E. Participating in the orientation of new staff to the unit.
   F. Making rounds with physicians, physician’s assistants, and nurse practitioners.
   G. Notifying the resident’s physician and/or next of kin when there is an incident involving the resident or a change in the resident’s condition.
   H. Consulting with the resident’s physician in providing the resident’s cares, treatments, rehabilitation, et cetera.
I. Administering professional services within the scope of nursing practice such as: catheterization, tube feedings, suction, applying and changing dressings, packs, and irrigations as required.
J. Following organizational policies and procedures when providing nursing care.
K. Obtaining sputum, urine, and other specimens for lab tests as ordered.
L. Monitoring seriously ill residents as necessary.
M. Ensuring that personnel providing direct care to residents are providing such care in accordance with the residents’ care plan and wishes.
N. Receiving and transcribing physician’s orders in accordance with the facility’s procedures.
O. Completing all necessary charting as required and in accordance with established charting and documentation policies and procedures.

IV. Job Relationships:
A. Responsible to: LTC Manager
B. Interrelationships: All GCMH associates
C. Supervises: LTC certified nursing assistants, rehab aides, medication aides, and unit assistants.

V. Working Conditions:
A. Is subject to frequent interruptions.
B. Is involved with patients/residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
C. Is subject to hostile and emotionally upset patients/residents, family members, personnel, and visitors.
D. Communicates with medical staff, department personnel and other department staff.
E. Working beyond normal working hours, and in other positions temporarily, when necessary.
F. Is subject to callback during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.)
G. Attends and participates in continuing education programs.
H. Is subject to injury from falls, burns from equipment, odors, etc. throughout the workday, as well as to reactions from dust, disinfectants, and other air contaminants.
I. Maintains a liaison with the patient/resident, their family, support departments, etc., to adequately plan for the patient/resident’s care.
J. Material and Equipment Used: Resident care equipment.
K. Age Specific Requirements: Demonstrates the ability to work with residents in that age specific to the environment of care as necessary. Depending upon the environment of care, the following age groups as considered:
   - Middle Adulthood (34-59 years of age)
   - Late Adulthood (60 years of age and beyond)
Working Environment

Hazardous Exposure Category: Place an “X” in the appropriate category:

I. ___X___ Inherent potential for contact with blood, body fluids or tissues. Appropriate protective measures are required for every employee engaged in Category I tasks.

II. ______ No exposure to blood, body fluids, or tissues, but potential for exposure in usual work. Employees performing Category II tasks don’t need to wear protective equipment, but they should be prepared to put on protective equipment on short notice.

III. ______ Involves no exposure to blood, body fluids, or tissues, although situations can be hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids.

Physical Requirements: Lifting Requirements - Place an “X” in the appropriate category:

_____ Sedentary work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

_____ Light work - Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements exceed those for sedentary work.

_____ Medium work - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements exceed those for light work.

___X__ Heavy work - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or up to 100 pounds of force constantly to move objects. Physical demand requirements exceed those for medium work.

_____ Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements exceed those for heavy work.

_____ Reaching Limit of 54 inches.

Physical Requirements & Frequency - Place an “X” in each box that is appropriate to the role:

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<thead>
<tr>
<th>To be moved: include weight of object and distance carried.</th>
<th>Description of movement: lift, lower, push, pull, carry, reach above.</th>
<th>N</th>
<th>O</th>
<th>F</th>
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<tbody>
<tr>
<td>Patients:</td>
<td>Lift, lower, push, pull, carry, reach above</td>
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<td>Supplies:</td>
<td>Lift, lower, push, pull, carry, reach above</td>
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<td>Equipment</td>
<td>Lift, lower, push, pull, carry, reach above</td>
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<tr>
<td>Standing</td>
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<tr>
<td>Walking</td>
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<td>Other</td>
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<td>Reaching - above shoulder</td>
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<td>Reaching - at/below shoulder</td>
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<td>Grasping</td>
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<td>Noise</td>
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I have read and understand the above Job Description and Working Environment Description.

Associate Signature____________________________________ Date_______________________________