



Charge Nurse, Small Home Job Description

Job Classification: Non-exempt Part-time and Full-time

Reporting Relationship: Director of Nursing

Primary Accountabilities:

To serve elders in an honorable way by meeting their needs through the development and utilization of nursing staff. Ensuring the highest quality of care can be maintained at all times and properly utilizing resources throughout the facility and making independent decision in meeting these responsibilities.

Major Duties:

- Advocate for elder rights.
- Utilize PCC throughout the shift to assist in identifying elders change in conditions.
- Conduct proper and thorough data collection or assessments on elders.
- Ensure all UDAs are completed as assigned for your shift.
- Ensure all documentation is completed in a timely manner.
- Foresee needed interventions to be proactive with falls, wounds, infections, weight loss, pain, contractures, behaviors, depression, isolation, and boredom.
- Coordinate and conduct admissions, transfers, and discharges.
- Monitor all elders through- out the shift.
- Review medication orders for unnecessary medications, drug to drug interaction, adverse reactions, and proper response.
- Ensure all medications are monitored appropriately with vital signs, labs, or additional documentation.
- Must document behaviors and implement non-pharmacological interventions prior to giving prn medications.
- Ensure all medications have a diagnose and query physicians for proper diagnose if needed.
- Identify issues or emergencies and responding in a calm and efficient manner.
- Read and sign the CMA job description.
- Initiate 48-hour base line care and update care plan as needed.
- Provide compassionate care and assistance to elders and families.
- Direct and oversee the day-to-day functions of the nursing activities in accordance with current rules, regulations, and guidelines that govern the long-term care facility.
- Monitor for survey compliance and participate in the development, maintenance, and implementation of the facility's QAPI program for the nursing department.



Major Duties (Continued):

- Make daily compliance rounds to ensure all nursing personnel are performing their work assignments in accordance with acceptable nursing standards. Report any needed findings to the director of nursing.
- Mentor and training of new staff and provide support and guidance to all staff members.
- Continue ongoing training on dementia, behaviors, wounds, antipsychotic medications and leadership skills.
- Coordinate daily administrative duties, schedule, nursing assignments and elder care.
- Supervise all nursing staff to ensure high quality of care is provided to all elders.
- Ensure proper utilization of any device or equipment used in nursing.
- Communicate professionally with the interdisciplinary team.
- Ensure community policies and procedures are followed.
- Follow the chain of command, ensuring the elder is always at the center. Discuss concerns with the HouseTeam or to your direct supervisor.

Required Qualifications:

- Graduate from an accredited nursing school or a nursing program from an accredited college or university.
- Current valid license as an L.P.N or R.N. in Kansas with no restrictions.
- Current CPR certification.
- Knowledgeable of nursing and medical practices and procedures, laws, regulations, and guidelines that pertains to nurse practice act and long-term care.
- Must possess and demonstrate a high degree of leadership, organizational ability, communication skills, and be highly motivated to provide high quality of cares.
- Knowledge of nurse practice act, policy and procedures that apply to long-term care.
- Has strong organizational and time management skills and the ability to prioritize responsibilities.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply mathematical concepts as fractions, division, multiplication, decimals, and formats.
- Must be able to work overtime. Must be available for rotation on call as per facility protocol. Respond when the director of nursing reaches out to you by phone as appropriate.



Physical Demands:

- Ability to lift, push, or pull 50 pounds.
- Be able to walk, stand, stoop, or set throughout the day.
- Wear non-slip shoes, name badge, and pager.

Work Environment:

- Professional and deadline-oriented environment in a residential setting.
- Interaction with older adults with varying levels of ability.
- Team environment.
- Continuous exposure to residents who are ill, confused, irritable and irrational.
- Subject to hostile and emotionally upset family members, associates and visitors.
- Possible exposure to infections, diseases, and bloodborne pathogens.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. This job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any job-related instructions and to perform any job-related responsibilities within their scope of practice as requested by their supervisor.

Employee Signature

Date

Supervisor Signature

Date