CHARGE NURSE (REGISTERED PROFESSIONAL NURSE)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for all medication administration, treatments and supervision of Licensed Practical Nurses, Nursing Assistants and Unit Aides on the floor. General supervision is received from the Supervising Nurse. Direct supervision is exercised over all Nurses, Nursing Assistants and Unit Aides. This position differs from Registered Professional Nurse by virtue of the supervisory responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and evaluates the work of Nurses, Nursing Assistants and Unit Aides in the care and treatment of residents;
Makes twice daily rounds to check on residents, equipment, and restraints;
Assesses resident status on a daily basis;
Evaluates residents condition and interactions with staff;
Monitors the clinical care on the floor;
Assigns staff duties and monitors work performance;
Provides family members with information and education of policies and procedures;
Disciplines staff in a timely and appropriate manner;
Reviews tracking reports (accidents, incidents, etc.) and infection control forms;
Reports the condition of residents to incoming staff;
Monitors and orders supplies and medications;
Recommends any needed policy and procedures modification or changes;
Maintains a variety of records and reports;
Monitors staff response to emergency situations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current professional nursing practices;
Good knowledge of medical supplies, sanitation and personal hygiene;
Skill in the application of current nursing procedures and techniques of resident care;
Ability to recognize the needs and concerns of people and maintain positive working relationships in dealing with them;
Ability to communicate effectively both orally and in writing;
Ability to keep records and make reports;
Dependability;
Resourcefulness, good observation skills and professionalism;
Ability to plan and supervise the work of others;
Organizational skills;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Licensure to practice as a Registered Professional Nurse in New York State and either:
    A)   two years of experience as a licensed practical nurse, or

B)   one year of professional nursing experience acquired after licensure; or

C)   an equivalent combination of training and experience as indicated between the limits of a and b above.

Note:
Nursing experience in an in-patient setting, including hospitals, extended care facilities, and nursing homes is acceptable.
Nursing experience in an out-patient setting such as a doctor's office, group practice or out-patient clinic is not acceptable.

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