

## **LVN Charge Nurse**

### **Purpose of Your Job Position**

The primary purpose of your job position is to assist in the planning, organizing, developing, directing, and provide direct nursing care to the residents, and to supervise the day-to-day nursing activities performed by 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 Director of Nursing Services or Nurse Supervisor to ensure that the highest degree of quality care is maintained at all times.

### **Delegation of Authority**

As Charge Nurse you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

### **Job Functions**

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

### **Duties and Responsibilities**

#### **Administrative Functions**

Direct the day-to-day functions of the nursing assistants in accordance with current rules, regulations, and guidelines that govern the long-term care facility.

Cooperate with other department resident services when coordinating nursing services to ensure that the resident's total regimen of care is maintained.

Ensure that all nursing service personnel are in compliance with their respective job descriptions.

Participate in facility surveys (inspections) made by authorized government agencies as may be requested.

Interpret the department's policies and procedures to personnel, residents, visitors, and government agencies as required.

Evaluate emergencies and determine emergency measures to be used, including the use of chemical or mechanical restraints. Notify the physician and record and follow orders.

Make independent decisions regarding nursing care.

Ensure that nursing personnel, to include private duty nurses, follow our established nursing procedures.

Give/receive nursing report upon reporting in and ending shift duty hours.

Check residents daily to assure that prescribed treatment is being properly administered by nursing personnel/assistants and to evaluate their physical and emotional status. Record findings in the resident's medical record.

Answer telephone inquiries as outlined in our established policies and procedures.

Review physician's orders, transfer/ pre-admission information, etc. for completeness.

Transcribe physician's orders to resident charts, medication and treatment sheets, etc., to assure that they remain current.

Assure that nursing personnel are providing adequate nursing care in accordance with established nursing service procedures.

Check resident charts for specific treatment, medication orders, schedules, etc., daily.

Provide leadership to nursing personnel assigned to your unit.

Report all hazardous conditions and equipment to the department supervisor or maintenance department immediately.

Assume the authority, responsibility, and accountability of directing your unit/shift.

#### **Charting and Documentation**

Receive telephone orders from physicians and record on the Physicians' Order Form.

Transcribe physician's orders to resident charts, cardex, medication cards, treatment/care plans, as required.

Chart nurses' notes in an informative and descriptive manner that reflects the care provided to the resident, as well as the resident's response to the care.

Perform routine administrative and charting duties such as completing forms, reports, studies, charting as required and in accordance with established charting and documentation policies and procedures.

Fill out and complete accident/incident reports. Submit to Director as required.

Chart all reports of accidents/incidents involving residents. Follow established procedures.  
Record new/changed diet orders and forward information to the Dietary Department.  
Report all discrepancies noted concerning physician's orders, diet change, charting error, etc., to the Nurse Supervisor.  
Sign and date all entries made in the resident's medical record.

### **Drug Administration Functions**

Prepare and administer medications as ordered by the physician. (Note medications set up by one nurse may not be administered by another.)  
Verify the identity of the resident before administering the medication/treatment.  
Ensure that prescribed medication for one resident is not administered to another.  
Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents. Report needs to the Nurse Supervisor.  
Order prescribed medications, supplies, and equipment as necessary, and in accordance with established policies.  
Ensure that narcotic records are accurate for your shift.  
Notify the Nurse Supervisor of all drug and narcotic discrepancies noted on your shift.  
Review medication cards for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies.  
Notify physician of auto stop orders on specific medications as established by our policies and procedures.  
Review medication cards for completeness of information, accuracy in the transcription of physician orders, and adherence to stop order policies.  
Dispose of drugs and narcotics as required, and in accordance with established procedures.

### **Personnel Functions**

Inform the Nurse Supervisor of staffing needs when assigned personnel fail to report to work.  
Report absentee call-ins to the Nurse Supervisor.  
Provide leadership to nursing personnel assigned to your unit/shift.  
Make daily rounds of your unit/shift to ensure that nursing service personnel are performing their work assignments in accordance with acceptable nursing standards. Report problem areas to the Nurse Supervisor.  
Ensure that department personnel, residents, and visitors follow the department's established policies and procedures at all times.  
Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.  
Receive/give the nursing report upon reporting in and ending shift duty hours.  
Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals in accordance with the facility's policies and procedures governing accidents and incidents.

### **Nursing Care Functions**

Greet newly admitted residents upon admission. Escort them to their rooms as necessary.  
Participate in the orientation of new residents/family members to the facility.  
Make rounds with physicians as necessary.  
Requisition and arrange for diagnostic and therapeutic services, as ordered by the physician, and in accordance with our established procedures.  
Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc., as necessary.  
Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary.  
Implement and maintain established nursing objectives and standards.  
Make periodic checks to ensure that prescribed treatments are being properly administered by certified nursing assistants and to evaluate the resident's physical and emotional status.  
Cooperate with and coordinate social and activity programs with nursing service schedules.  
Notify the resident's attending physician/alternate physician and legal guardian/representative when the resident becomes critically ill, injured or involved in an accident or incident as outlined within our established policies.  
Notify the resident's attending physician and next-of-kin when there is a change in the resident's condition.  
Administer professional services such as; catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, taking blood, giving massages and range of motion exercises, care for the dead/dying, etc., as established by our policy and procedures.  
Use restraints when necessary and in accordance with established policies and procedures.  
Obtain sputum, urine and other specimens for lab tests as ordered.  
Take and record TPRs, blood pressures, etc., as necessary.  
Monitor seriously ill residents as necessary.  
Check foods brought into the facility by the resident's family/visitors to ensure that it is within the resident's dietary allowances. Report problem areas to the Nurse Supervisor and Dietary Supervisor.

Ensure that personnel providing direct care to residents are providing such care in accordance with the resident's care plan and wishes.  
Ensure that residents who are unable to call for help are checked frequently.  
Ensure that discharged residents are escorted to the pick-up area.  
Inform family members of the death of the resident.  
Call funeral homes when requested by the family. Ensure that established post-mortem procedures are followed.

### **Safety and Sanitation**

Ensure that an adequate supply of personal protective equipment is on hand and are readily available to personnel who perform procedures that involve exposure to blood or body fluids.  
Ensure that your assigned work areas (i.e., nurses' stations, medicine preparation rooms, etc.) are maintained in a clean and sanitary manner.  
Ensure that your unit's resident care rooms, treatment areas, etc., are maintained in a clean, safe, and sanitary manner.  
Report missing/illegible labels and MSDSs to the safety officer or other designated person.

### **Care Plan and Assessment Functions**

Inform the Nurse Supervisor of any changes that need to be made on the care plan.  
Ensure that your nurses' notes reflect that the care plan is being followed when administering nursing care or treatment.

### **Resident Rights**

Ensure that resident's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are followed.  
Maintain the confidentiality of all resident care information.  
Report and investigate all allegations of resident abuse and/or misappropriation of resident property.

## **Working Conditions**

Works in well-lighted/ventilated work areas as well as throughout the nursing service area (i.e., drug rooms, nurses' stations, resident rooms, etc.).  
Moves intermittently during working hours; sitting, standing, bending, and lifting.  
Is subject to frequent interruptions.  
Is involved with residents, personnel, family member, visitors, government agencies/personnel, etc., under all conditions and circumstances.  
Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.  
Communicates with the medical staff, nursing personnel, and other department supervisors.  
Works beyond normal working hours, and in other positions temporarily, when necessary.  
Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).  
Attends and participates in continuing educational programs.  
Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.  
Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.  
May be subject to the handling of and exposure to hazardous chemicals.

## **Education**

Must possess, as a minimum, be a graduate of an approved LPN/LVN program.

## **Experience**

None, on-the-job training provided.

### Specific Requirements

- Must possess a current, unencumbered, active license to practice as an LPN/LVN in this state.
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
- Maintain the care and use of supplies, equipment, etc., and maintain the appearance of nursing areas, regular inspection of nursing units for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must be a minimum of 19 years of age.

### Physical and Sensory Requirements

*(With or Without the Aid of Mechanical Devices)*

- Must be able to move intermittently throughout the work day.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
- Must be able to push, pull, move, and/or lift amount necessary for resident care.
- May be necessary to assist in the evacuation of residents during emergency situations.

### Acknowledgment

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of LVN Charge Nurse and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I understand that my employment is critical for the continuity of the operations of this facility; therefore a 30 day notice of termination of employment is required by either myself or the Director of Nursing Services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – LVN Charge Nurse

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Witness