

CANAL VIEW~HOUGHTON COUNTY

JOB DESCRIPTION

TITLE: Clinical Charge Nurse

Role Description:

The Clinical Charge Nurse is responsible for assisting with coordination of nursing services for residents and with supervising and supporting the floor staff. This position reports to the Director of Nursing and is an integral part of the management team.

Qualifications:

- RN license in the state of Michigan.
- Experience in LTC/ Geriatric nursing preferred.
- Strong interpersonal, organizational and clinical skills.
- Able to multitask, prioritize, work independently, remain calm, and adapt quickly to a fast-paced environment.

Responsibilities:

- Work with other management staff in review, interpretation, and enforcement of policies and procedures, and educates staff on policy and procedure as needed to promote and maintain high quality nursing care standards.
- Collaborate with the Resident Care Coordinator in assigning and directing the workforce on the nursing unit and addressing issues that arise with staff, residents, and families. In the absence of the Resident Care coordinator, the Clinical Charge Nurse will assume supervisory responsibility of staff on the nursing unit.
- Collaborate with the licensed staff nurse and the Resident Care Coordinator in regards to care of residents with change in status or acute conditions and ensures appropriate action is taken and documentation is completed appropriately in the medical record.
- Assist with notifying physicians and family/representatives regarding resident issues or status changes.
- Assist with physician rounds and coordination of orders as appropriate.
- Assist staff nurses as time permits with treatments (blood draws, specimen collection, wounds, etc.).
- Review lab results and updates physicians as appropriate.
- Assist with admissions and readmissions, including processing orders, coordinating the nursing assessment, identifying potential risk or concerns (falls, wounds, elopement potential, etc.) and intervening appropriately. Also assists with discharges and transfers.
- Assist with assessments as needed.
- Follow-up on incident reports; assist with investigation and follow-up care or assessments as needed, notifying families, and ensuring interventions are in place. Update the Resident Care Coordinator and/or DON as appropriate.

- Collaborate with the Resident Care Coordinator in maintaining an updated care plan for each resident (falls, skin, wounds, weight loss, behaviors, acute status changes, etc.).
- Maintain the weekly wound report.
- Assist with monitoring resident weights and ensuring re-weighs are being completed timely.
- Assure equipment on the unit is properly maintained and that staff are utilizing equipment safely.
- Collect, analyze, and interpret health data in order to plan, implement, evaluate, and disseminate appropriate health care practices.
- Participate in Quality Assurance Performance Improvement initiatives and Performance Improvement Projects.
- Effectively communicate with other staff, residents, family members, visitors, government agencies, and the general public.
- Serve as a leader and a resource to nursing staff in clinical and managerial decision-making; assist with implementation of physician orders as needed.
- Frequent rounds on unit to monitor and observe staff and ensure quality care, as well as thorough chart review; correct problems and provide education as needed.
- Identify problems and make recommendations for addressing issues and needs to the Director of Nursing and other departments in the Facility.
- Assist and participate in activities related to facility inspections or investigations by regulatory or accrediting agencies.
- Meet with staff to communicate information and changes or additions in policies and procedures.
- Flex schedule to meet needs of residents and staff on various shifts.
- Assure problems and complaints are managed in a timely and appropriate manner. Available to receive and address complaints that may arise and communicate any received complaints to the Director of Nursing/Administrator.
- Assist with clinical emergencies, including CPR and transfers to the hospital for emergency care.
- Perform any duties of a staff nurse as directed and not in violation of the nursing contract.
- All other duties as assigned.