



Rehabilitation & Skilled Nursing
RN Charge Nurse

RESPONSIBLE TO: Director of Nursing

QUALIFICATIONS: Graduate from an accredited School of Nursing
Licensed to practice in the State of Rhode Island

SUMMARY OF JOB: To provide or assure provision of quality nursing care and environmental safety to all residents according to physician's orders and in conformance with recognized nursing techniques, procedures, and established standards.

Physical Requirements and Work Environment

- Must be able to perform simple motor skills and difficult manipulative skills such as inserting IV lines, keyboarding skills, injections and calibrating equipment.
- Must be able to stand, walk, sit and bend intermittently during the shift.
- Must have excellent visual acuity to read fine print with or without corrective lenses.
- Must be able to distinguish normal sounds with some background noise, i.e. answering the telephone. Must be able to distinguish sounds with a stethoscope.
- Must be able to concentrate on minimal to fine detail with little to constant interruption.
- Must be able to remember multiple tasks/assignments over extended periods of time.
- Must be able to understand and relate to concepts behind specific ideas
- Must be able to speak and understand the English language clearly
- Works in well-lit, well ventilated nursing unit.
- May be exposed to combative patients
- Attends and participates in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status.
- May be necessary to assist in the evacuation of residents during emergency situations.
- Must be able to push, pull, move, and/or lift a minimum of 50 pounds.
- Must be able to twist, bend, and reach from floor to waist height and from waist height to above head

RESPONSIBILITIES:

1. Takes report from outgoing nurse and gives report at the close of shift to nurse coming on utilizing the kardex. Makes rounds and counts narcotics.
2. Assigns patient care to nurses' aides using the kardex at the beginning of each shift. Supervises nursing care with particular attention to critically ill patients.
3. Administers medication and treatments as ordered by the physician and charts appropriately.
4. Takes vital signs on all critical residents and as parameters for medication administration.
5. Notes change in condition in residents and notify physician and next of kin.
6. Takes verbal and telephone orders from physician and transcribes orders to interim order sheet, then transcribes orders as is appropriate according to Scandinavian Home policy.



7. Supervises distribution of trays, checking dietary cards. Dispenses all nutritional supplements and thickener to appropriate residents.
8. Assists with the feeding of patients.
9. Check food in resident rooms and foods brought in by visitors.
10. Requisitions supplies and equipment. Orders medications according to facility routine.
11. Reports any repairs needed on daily resident report sheet.
12. Recommends and implements changes in resident care when necessary and communicate this to the Resident Care Coordinator.
13. Charts all pertinent information in resident's record, using both date and time. Follows guidelines for Medicare documentation as indicated.
14. Reports all discrepancies in orders to the Director of Nursing.
15. Provides professional leadership to all nursing personnel on the unit.
16. Provides resident teaching when necessary.
17. Informs residents of any changes in their care.
18. Assists nurses' aides as necessary.
19. Fill out incident reports when resident, visitor or employee is injured. Advises employees of facility policy regarding employee injury and proper medical attention.
20. Notifies the Director of Nursing and the Administrator of all incidents.
21. Makes rounds with attending physicians and consultants.
22. Fill out interagency referral forms.
23. Admits, discharges and transfers residents.
24. Uses all equipment of the unit with knowledge of safe handling of such equipment.
25. Cleans equipment on the unit after use and replace disposable parts, e.g. suction equipment, oxygen. Maintains cleanliness and orderliness of medication room, clean utility room and medication cart.
26. Performs routine charting including monthly summaries and daily reports.
27. Takes part in Inservice Education
28. On admission performs initial nursing assessment and duties as outlined on the admission checklist.
29. Trims fingernails of diabetic residents.
30. Supervises all mechanical lift transfers.
31. On 3-11 shift distributes Promise pads for night use at 10 PM rounds.
32. Skin assessments and maintains pressure ulcer tracking records on all residents with pressure ulcers.
33. Makes sure all C N A charting is complete at the end of the shift.
34. Works with rehabilitation therapists to implement PT, OT and ST as ordered.
35. Uses universal precautions and ensures use by nursing personnel.
36. Implements infection precautions as designated and assures use by other personnel and visitors.
37. Assures proper use of alarms, restraints and positioning devices.
38. Establishes rapport with all departments and works as a member of the interdisciplinary team.
39. All other duties as assigned.

Attends resident care conferences as able.