

Our Purpose is Caring for Generations.
Our Mission is Creating Home & Building Community.
We value: Caring, Loyalty, Quality, Safety and Family.
Our vision is to define the country hospital experience.

JOB DESCRIPTION

Position Code:29-1111

Job Title: Charge Nurse Acute Care - RN

Cost Center: Nursing

Reports to: Director of Nursing

Description Date:03/29/05

Supervises: NAC'S

Pay Range: \$20.69 – 27.76

Exempt:

Non-exempt:

Position Summary: A Registered Nurse who is designated as a Charge Nurse by the Director of Nursing Service for each shift duty and who supervises all nursing activities related directly and indirectly to patient care. Supervision is not limited to the Acute/ Emergency Wing of the building. The Hospital nurse will be considered facility supervisor when necessary.

Minimum Qualifications

Education

- Graduation from an accredited school of nursing.

Experience

- Two years of acute care experience preferred with Emergency Department experience.

Professional Licensure/Certification/Registration

- Current license by the Washington State Boards of Nursing.
- Certification in Advanced Cardiac Life Support or successful completion of certification within six months of hire.
- Certification in TNCC or successful completion of certification within six months of hire.

Physical Requirements

- Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Special Training/Skills

- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.
- To interpret an extensive variety of technical instructions in mathematical or diagrammatic form.
- Deal with abstract and concrete variables.

- Ability to read literature, scientific and technical journals, abstracts, financial reports, and legal documents.
 - Ability to write speeches, manuals, journals, financial reports, and legal documents.
 - Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion.
- Working Conditions**
- Potential exposure to communicable diseases.
 - Hazards to do unpredictable patients.

Essential Job Functions

Complete self evaluation 60 days prior to your anniversary, then return this form to your supervisor and schedule a meeting to discuss it. For each Job Function discuss your current performance and areas for growth and improvement

(-)Needs Improvement (√)Meets Expectations (+)Excels

Job Function <i>Job Duties & Expectations</i>	-√+	Performance Evaluation <i>Comment & Discussion</i>
Will, based on assessment findings, formulate a nursing diagnosis, establish a nursing care plan with realistic goals and approaches, and set priorities of patient care based on review of data collected (head toe assessment every shift). Will also, based on assessment findings, contact physician immediately if there is a change in the patient's condition.		
Reviews the nursing requirements of each patient admitted to the facility and assists the attending physician in planning of patient care.		
Evaluates the effectiveness of patient care.		
Correctly and timely executes physician orders.		
Scheduled night nurse will audit charts for new physician orders and correct processing.		

Medications passed timely and error free		
Gives direct nursing care as indicated by patient need.		
Delegates patient care to other nursing team members as appropriate.		
Promotes the improvement of patient care through teaching of staff members and continuing education, with 70% attendance of Hospital District in-service and staff meetings.		
Responsible for accurate reporting and recording of patient signs and symptoms, reactions, and progress.		
Promotes and participates in education and rehabilitation for patients, families, and staff.		
Maintains intra and interdepartmental communications to facilitate continuity of patient care and promote nursing.		
Displays an attitude demonstrating insight into human behavior of individuals who are ill or who perceive themselves to be ill.		
Assures patients' rights to privacy and confidentiality in all aspects of patient care.		
Interprets community resources available for continuity of patient care.		
Participates in orientation and instruction of personnel.		
Orders, or directs ordering of drugs and maintains narcotic records.		
Investigates and resolves complaints and/or problems, following the hospital district		

chain of command.		
Assessment and documentation skills necessary to meet the demands of the Emergency Department.		
Utilizes on call staff if necessary and takes share of the on call responsibilities to meet the emergent needs of the Department.		
Assist in Long Term Care Facility when there are no patients in the Hospital or Emergency Department.		
Provides professional expertise in Long Term Care when asked or necessary.		

Values Expectation & Self-Assessment

Please rate yourself on a scale of 1-5 with 1 is extremely dissatisfied and 5 is extremely satisfied.

Caring

Respectful & Compassionate ← 1 — 2 — 3 — 4 — 5 →
 Listen & take thoughtful action ← 1 — 2 — 3 — 4 — 5 →

Loyalty

Dependable & Accountable ← 1 — 2 — 3 — 4 — 5 →
 Works together to accomplish the goal ← 1 — 2 — 3 — 4 — 5 →

Quality

Committed to continuous learning ← 1 — 2 — 3 — 4 — 5 →
 Maintain high standards ← 1 — 2 — 3 — 4 — 5 →

Safety

Demonstrates safe work habits ← 1 — 2 — 3 — 4 — 5 →
 Maintain clean & organized work area ← 1 — 2 — 3 — 4 — 5 →

Family

Trusting of others ← 1 — 2 — 3 — 4 — 5 →
 Truthful, gentle & kind toward others ← 1 — 2 — 3 — 4 — 5 →

Organizational Assessment

Overall Satisfaction – On a five-point scale, where “5” is extremely satisfied and “1” is extremely dissatisfied, how satisfied are you with Garfield County Hospital District as a place to work?	← 1 — 2 — 3 — 4 — 5 →	
I have the materials and equipment I need to do my work right.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At work, I have the opportunity to do what I do best every day.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the last seven days, I have received recognition or praise for doing good work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My supervisor, or someone at work, seems to care about me as a person.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is someone at work who encourages my development.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At work, my opinions seem to count.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The mission/purpose of my company makes me feel my job is important.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My associates (fellow employees) are committed to doing quality work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have a best friend at work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the last six months, someone at work has talked to me about my progress.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This last year, I have had opportunities at work to learn and grow.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# Days of Modified Duty <input style="width: 40px; height: 20px;" type="text"/> # Days Call-off <input style="width: 40px; height: 20px;" type="text"/> Comments:	Annual Mandatory Training	Date
	Fire & Life Safety	
	Resident Rights & Workplace Violence Prevention	
	Corporate & HIPAA Compliance	
	Infection Control & AIDS update	
	Other:	
Professional Development: List up to 3 things you would like to accomplish between now and next year at this time. Discuss them with your supervisor.		
1)		
2)		
3)		
I have read, discussed and accept this Position Description/Performance Appraisal and Evaluation:		
_____	_____	_____
Team Member	Date	Supervisor

		Date

		Administrator

		Date