

BUCKTAIL MEDICAL CENTER

JOB DESCRIPTION

DEPARTMENT: NURSING

SUPERVISOR: Director of Nursing

POSITION: Charge Nurse

QUALIFICATIONS:

- .. Must be a graduate of a State approved school of professional nursing.
- .. Must have successfully completed State board registration or licensure and carry a current State of Pennsylvania license.
- .. Must be able to assume charge of unit assigned to.
- .. Must maintain a positive attitude in regard to changing and upgrading the nursing care of patients; this includes inservice training.

JOB DESCRIPTION:

- .. Knowledge of the organization and policies and procedures of the hospital and the nursing department, including Pennsylvania Department of Health Nursing Regulations.
- .. Ability to maintain a good working relationship with personnel at all levels.
- .. Responsible for rounds on each nursing unit and for keeping informed of all critical and/or acutely ill patients.
- .. Admits patients to Acute, Swing Bed Unit (Skilled intermediate level of care) and ER hold, according to Bucktail Medical Center policy.
- .. Investigates patient, family, and physician concerns and takes appropriate action if immediate action is required; if not, refers concern to Director of Nursing.
- .. Responds and assists in all "Code" calls.
- .. Maintains current knowledge of nursing and hospital policies and procedures in order to interpret and teach specific procedures to the staff.
- .. Provides input to the Director of Nursing with performance evaluation of staff.
- .. Evaluates nursing care according to established nursing standards through observation, assessment, and written documentation and reports problems/concerns to Director of Nursing.
- .. When Medical Records is closed, obtain old charts as requested.
- .. Demonstrates leadership abilities including ability to work under stressful situations.
- .. Possesses good oral and written communications skills, problem solving and decision making abilities.
- .. Directs and supervises the organization and coordination of the delivery of patient care within the Emergency Room, Acute and Swing Bed Unit.
- .. Promotes professional nursing behavior.
- .. Coordinates and utilizes appropriate multi-disciplinary resources regarding patient care.
- .. Assures that the department operates in a manner conducive for positive patient, public, physician and employee relations through efficient systems, supportive communications and effective problem solving.

- .. Ensures that staffing plans provide appropriate staff number and skill mix necessary to provide quality patient care.
- .. Maintains standards of nursing care within the department.
- .. Maintains and coordinates a collaborative working relationship with the other health team departments.
- .. Provides direct patient care.
- .. Responsible for the maintenance of positive relationships with all departments of the hospital.
- .. Maintains knowledge of all medical-surgical procedures.
- .. Promotes professional growth by actively contributing to the development of employee through delegation, supervision and education.
- .. Serves as a preceptor for new employees in Acute, Swing Bed Unit and ER

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OTHER ELEMENTS:

- .. Contributes to the development of institutional programs and policies through participation in Nursing meetings.
- .. Demonstrates commitment to quality patient care.
- .. Demonstrates emotional maturity and stability.
- .. Must be trustworthy in safeguarding confidential information.
- .. Encourages personnel participation in reporting and monitoring unsafe unit conditions.
- .. Participates in appropriate departmental and organization meeting.
- .. Represents department and hospital at internal and external meetings and functions as requested.
- .. Uses sick time wisely and reports absences appropriately.
- .. Assists staff and family when a death occurs.
- .. Collaborates with physicians and other departments to coordinate patient care.
- .. Advises and assists nurses in administering new or unfamiliar treatments.
- .. Encourages the use of the nursing care plan as the basis for delivery of nursing care.
- .. Supports the organizational commitment to cost containment.
- .. Assumes responsibility for own continuing education and developmental needs, seeks to enrich personal knowledge, growth and skills in management and clinical care of patients.
- .. Demonstrates understanding of and concern for budgetary controls.
- .. Participates in Quality Assessment and Improvement activities as requested.

**The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent on the job.

OTHER QUALITIES:

Good judgment/decision making abilities. Does not abuse or take advantage of sick time. Provides proper notification of absences or tardiness. Observes the hospital dress code and wears I.D. Badge. After training, demonstrates complete understanding of the hospital emergency procedures regarding fire and safety, educational procedures, etc.

PHYSICAL DEMANDS:

Requires full range of body motion including handling and lifting of patients. Requires manual and finger dexterity and hand-eye coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires intact color vision and depth perception. Requires working under stressful conditions or irregular hours. Requires exposure to body fluids.

ACCIDENT OF HEALTH HAZARDS:

Requires frequent contact with blood or blood products or body fluids. Requires frequent handling of chemicals (medications). Requires handling of needles or other sharp objects. Occasional exposure to radiation.

MACHINES, TOOLS, EQUIPMENT

Operates cardiac monitor and defibrillator; EKG machines, automatic external blood pressure monitor; pulse oximetry device; blood glucose monitoring device, IV solution pumps; suction equipment; chest tube equipment; minor surgical instruments; ring cutter; cast cutter; cast and splint application equipment, orthopedic supplies, i.e., slings, crutches, immobilization devices; weight scales, GYN equipment, i.e., GYN exam table; respiratory therapy equipment, i.e., oxygen flow meter; EMS communication equipment; FAX machine; copier; camera; surgical lights; Doppler, vaporizers; nebulizers; telephone; K-pad; wheelchairs; stretchers; beds; geriatric chairs; floor scales; bed scales, hydro lift; croup tents; video player, television, mast trousers; airways; ambu bag; respiratory equipment; Bucktail external paging system; telemetry.

SPECIAL DEMANDS

- .. Be able to work well with others and overlook personal preferences where the good of all is concerned.
- .. Use initiative and good judgment.
- .. Awareness of the needs and desires of others.

The nature of a Medical Center is such that patients must be cared for 24 hours a day, every day. Therefore, the Medical Center has a seven (7) day work week and work schedules must be arranged to provide care around the clock. Employees must accept the philosophy that in emergency situations, and when necessary, to maintain good staffing patterns in their departments, they will be required to work shifts and assignments other than their normal schedule.