

Charge Nurse Job Description

Job Title – Charge Nurse	Reports to: Charge Nurse	
Job Code-	Overtime Status: Exempt (not eligible) <input type="checkbox"/> Non-Exempt(eligible) <input checked="" type="checkbox"/>	
Department – Nursing	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the overall operations of the nursing staff as they attend to the immediate patient care needs while admitted to the hospital. The incumbent provides leadership, direction, coordination, and administration to the Nursing department. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> Registered Nurse Certified Nursing Assistant 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> Assigns nursing personnel to provide direct patient care Assigns nursing personnel for ancillary support required in the operating room for elective and emergency surgical patients Schedules and implements daily caseload Creates a work staff to share in patient-care responsibilities Encourages nurses to seek opportunities for patient care improvement Creates a culture of compassion and teamwork Assumes nursing manager duties while nursing manager is on leave/out of office Participates in on-boarding process for newly hired nursing staff Completes and delivers yearly performance reviews of nursing staff 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> Complete continuing education courses as needed Attends staff meetings 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> Bachelor's degree of Nursing from an accredited institution, MSN degree preferred or enrolled in process of completing MSN degree BLS training Current state licensure as a Registered Nurse (RN) Certification as an operating-room nurse preferred Certified in Executive Nursing Practice (CENP) or Certified Nurse Manager and Leader (CNML) preferred 		
<p>Experience</p> <ul style="list-style-type: none"> Required – 3 years of direct patient care experience in a hospital setting Preferred - 5 years as a patient care executive in a hospital setting 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> Proficient in health care software used in maintaining electronic medical records Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p>		

Charge Nurse Job Description continued

Physical, Mental Demands/Working Environment

Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive	X				
Sit		X			
Stand			X		
Walk			X		
Motion	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Bend	X			
	Squat	X			
	Crawl	X			
	Climb	X			
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
Turn	X				
Use of Hands and Feet	<i>Gross Motor Function</i>		<i>Precise Motor Function</i>		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	<i>Up to 1/3 of shift</i>		<i>1/3 or more of shift</i>		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory		X
	Concentration	X	Patience		X
	Conceptualization	X	Problem Solving		X
Influence People	X	Relate to Others		X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise		X
	Outdoor		Fumes		
	High Temperatures	X	Confined Areas		X
Low Temperatures	X	Radiation Area		X	

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature