



## JOB DESCRIPTION

**TITLE:** Charge Nurse  
**DEPARTMENT:** Emergency Department  
**REPORTS TO:** Director - ED  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

To provide critical care assessment, intervention and care, including emotional support, to the patients, and their families, that seek care in the Emergency Department. Uses critical thinking and decision making skills to care for patients. Works collaboratively with physicians, clerks, students, other health care providers and co-workers.

To assess the need for utilization of personnel, equipment, and supplies on a daily basis and plan for the utilization of these resources by making timely changes and communicating appropriately to the Department Leader and Employees. To assess and direct Patient flow and to maximize utilization of Employees and abide by hospital and department policies and procedures supporting administrative decisions.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. The Registered Nurse will provide general patient care by:
  - a. Ongoing review of patient's electronic or paper chart for orders, results and documentation related to medication, lab, radiology, treatments, etc. Ongoing communication with other nurses and clerk to ensure that orders have been entered.
  - b. Assures that emotional and physical comfort and safe nursing care is provided to all patients. This includes providing comfort measures, respect for privacy, gowning, preparing for exam, removal of jewelry, rails secured and call light in reach, use of security, sitter or bed alarm tab when necessary.
  - c. Continued assessment in a thorough and ongoing manner from triage through discharge including use of auscultation, palpation, diagnostic and monitoring equipment. Maintains awareness of comfort and safety needs of patient. Reports any concerns or changes in patients' condition to the Medical Provider.

- d. Explains procedures and treatment to patient to relieve apprehension verify understanding and gain cooperation. Keeps them informed of process and delays.
  - e. Incorporates family and friends into unit of care keeping them informed and up to date per patient request and HIPAA requirements.
  - f. Follows all Universal Precautions and Blood-borne Pathogen protocols as outlined by hospital policy. Initiates Isolation Precautions as appropriate for safety of patient, staff and visitors. This may include use of isolation cart and signage, negative air flow room or not progressing patient beyond triage for Medical Screening Exam and treatment.
  - g. Assures patient care areas are well stocked, clean, equipment is in order and needed supplies are available. Trash and linens are removed.
  - h. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol.
  - i. Is knowledgeable regarding discharge plan for patients, individualizes discharge teaching plan.
  - j. Gives report to the receiving nurse whether at shift change or transfer or admission that includes symptom progression or management, related vital signs including pain level, ongoing assessment, diagnostic tests and results, interventions and effectiveness, uses SBAR report format.
2. The documentation of patient information will be complete and include:
- a. Triage includes ESI, chief complaint, if accident - location, complete vital signs, pain level, weight, medication list, application of high alert wrist bands as appropriate and all components of triage.
  - b. Initial and ongoing assessment related to chief complaint and accompanying notes as necessary. This may include pain, temperature, GCS, O2Sat, etc reassessment and documentation.
  - c. Completes documentation as required for exams, sedation, invasive treatments and therapies including pre and post assessment, tolerance, response, etc.
  - d. Completes appropriate paper work for admission or transfer: patient belongings list, pre-op documents, COBRA forms, medication reconciliation, etc.
  - e. Assures timely, accurate and complete documentation in patient record that will convey the patient's course in the ED and provide documentation necessary for billing.
3. Medication administration will be completed by:
- a. Administers prescribed medications and treatments in accordance with NPSG and approved nursing techniques.
  - b. Observes patients for therapeutic or adverse reactions, keeps physician or mid-level aware and documents response.
  - c. Assures weekly narcotic count and resolves discrepancy before leaving shift.
  - d. Wastes narcotics immediately with a second nurse to prevent diversion activity.
  - e. Uses medication lock boxes in each room for vials, etc until patient is discharged.
  - f. Labels medications when transferring to unmarked syringe.
  - g. Complies with hospital Medication Administration policies in regards to double check of high risk medications such as insulin and anticoagulants.
4. The Registered Nurse will provide clinical expertise to the remainder of the staff by:
- a. Shares knowledge with other staff and students as appropriate. Assists with the orientation and education of staff and students.

- b. Demonstrates ability to use critical thinking skills by assessing situation and knowing how decision making will impact patient, family, staff and others involved in patient care. This includes assessing how decisions will impact oncoming shift.
5. Charge Nurse managerial duties are demonstrated by:
    - a. Directing the flow of patients and assigning or overseeing staff duties and assignments. Assists the staff nurse as needed to ensure that all admits, surgeries or transfers, including paperwork, are handled as expeditiously as possible keeping the family, patient, physician, ancillary departments and others informed.
    - b. Upholds standards that promote physician, patient and inter-departmental satisfaction.
    - c. Participates in review of applications and interview process of ED applicants.
    - d. Assists Director with schedule, call-ins and staffing; looks ahead at staffing and attempts to fill any needs by calling staff, working with supervisor or other charge nurses, department directors or other resources.
    - e. Assess organization and appearance of the department and needs ie: trash and linen, stocking, supplies, waiting room, etc.
  6. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree in nursing preferred and two (2) years of experience in the Emergency Department.

**CERTIFICATES/LICENSES:**

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado  
Current ACLS/BCLS/PALS/TNCC/ENPC

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date