



JOB DESCRIPTION

TITLE: Charge Nurse
DEPARTMENT: Surgery
REPORTS TO: Director of Surgical Services
FLSA: Non-Exempt

SUMMARY OF JOB:

Assists Director of Surgical Services with daily operations of the Surgery Department. Assesses the need for personnel, equipment, supplies, anesthesia and operating room space on a daily basis and plans for the utilization of these resources making timely changes in case scheduling to result in an efficient and effective daily surgery schedule. In coordination with the Director of Surgical Services, helps to establish departmental goals which support the hospital's mission, vision, values and strategic initiatives.

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. Demonstrates charge responsibilities by:
 - a. Assisting Director of Surgical Services in facilitating OR schedule on a daily basis, making team assignments by making adjustments to accommodate add-on cases and absent personnel. (Daily assignments are made based upon staff competencies and needs.)
 - b. Communicating on an on-going basis with Director of Surgical Services, Pre-Op, PACU, the scheduling coordinator, clerical staff, OR teams, surgeons and anesthesiologists regarding schedule changes, significant patient information, etc.
 - c. Assisting in assuring physician, staff and patient satisfaction
Using the nursing process to efficiently coordinate the addition of cases to the current day's surgery schedule in conjunction with anesthesia and supervises the pulling of case preference cards from the Array system for these add on cases
 - d. Overseeing selection of preference cards for the following day and assuring cases are pulled correctly and in a timely manner
 - e. Verifying the availability of necessary equipment and instrumentation with the Materials Coordinator

2. Demonstrates leadership responsibilities by:
 - a. Establishing and maintaining excellent working relationship with physicians, management, and staff with a focus on building strong teams, competent and caring staff, improving processes, clinical excellence and a customer-oriented environment
 - b. Applies principles of transformational leadership and collaborative governance in all interactions with staff and the issues presented
 - c. Collaborate with Director for department productivity, financial, quality and efficiency standards
 - d. Lead the staff through changes in practice and environment being an active example
3. Monitors and Maintains performance Improvement initiatives by:
 - a. Assists in monitoring standards of professional care in accordance with AORN, ASPAN, AMMI and other national standards
4. Assisting with patient care as needed including: circulating and/or scrubbing, required to take call as assigned including administrative call for Surgical Services and/or staff call.
5. 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:

Requires current, unrestricted licensure as a Registered Nurse in the State of Colorado.

CERTIFICATES/LICENSES:

Current ACLS
Current BLS
PALS within 90 days

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 professional and team centered attitude; 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.

Employee Name & Signature

Date

Supervisor Name & Signature

Date