

POSITION DESCRIPTION

Department: Patient Care Services Title: Registered Nurse- Charge	
Date Created: 11/22/2024 Next Review Date: 11/22/2025	Reports to: Chief Nursing Officer Approved by: <u>Rhianna Montgomery</u> Rhianna Montgomery (Apr 29, 2025 09:15 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒ Hourly ☐ Salaried

POSITION SUMMARY

The Charge Nurse is responsible for overseeing the daily operations of the nursing unit, ensuring the delivery of high-quality patient care, and coordinating nursing staff activities. They provide clinical oversight, supervision, and ensure optimization of patient care, patient flow, and staffing, and assist in care provided for patients in all areas of hospital.

DUTIES & RESPONSIBILITIES

- 1. **Supervision & Leadership:**
 - a. Lead and guide the nursing team on the units, providing direction, support, and guidance.
 - b. Oversee daily assignments of nursing staff to ensure optimal patient care.
 - c. Monitor patient flow and adjust staffing levels and resources as needed to meet patient care demands.
 - d. Conduct regular rounds to assess patient and staff needs
- 2. **Clinical Care:**
 - a. Provide direct patient care as needed, ensuring evidence-based practice and adherence to facility protocols.
 - b. Collaborate with physicians and other healthcare providers to ensure effective patient care plans.
 - c. Ensure patient safety and advocate for patient needs in all aspects of care.
 - d. Other duties as assigned.
- 3. **Staff Development & Training:**
 - a. Provide guidance and support to nursing staff to promote professional growth.
 - b. Assist in the orientation and training of new nurses and staff members.
- 4. **Quality Assurance & Compliance:**
 - a. Monitor and evaluate patient care activities to ensure compliance with standards, regulations, and policies.
 - b. Address and report any issues related to patient safety, quality of care, or regulatory compliance.
- 5. **Communication & Coordination:**
 - a. Act as the point of contact for communication between the nursing team and other departments.
 - b. Facilitate effective communication between staff, patients, and families.
 - c. Address patient or family concerns and ensure appropriate resolution.
 - d. Participate in interdisciplinary rounds, meetings, and committees as required.

6. Directional Duties:

- a. Ensure timely reporting of incidents, accidents, and any adverse events.
- b. Oversight of the unit's inventory and ensure that supplies and equipment are adequately stocked and functioning.

7. Crisis Oversight:

- a. Respond to emergency situations and direct nursing staff.
- b. Provide emotional support and guidance to staff during high-stress or traumatic situations.

8. Staffing Coordination:

- a. Oversee daily staffing assignments to ensure adequate nurse coverage for patient needs.
- b. Addresses staffing gaps, including sick calls, vacations, and unplanned absences.
- c. Ensure appropriate skill mix and staffing ratios based on patient acuity and unit requirements.
- d. Support the recruitment and retention of nursing staff by promoting a positive work environment.

9. Off-Hours Resource & Chain of Command:

- a. Serve as a resource during off-hours, providing guidance when the Nurse Leader or Administrators are unavailable.
- b. Utilize the chain of command, including contacting the Administrator and Nurse Leader on call for critical decision-making and support.
- c. Ensure continuity of care and effective operations during off-hours, including addressing urgent staffing or clinical issues.

QUALIFICATIONS

- 1. Graduate from accredited school of nursing
- 2. Current registration and license to practice in the State of Washington
- 3. BSN highly preferred
- 4. BLS, ACLS, NRP, TNCC, PALS certifications current or obtain as soon as able (within first 6 months)
- 5. Minimum 3 years of experience as a hospital acute care and/or ED RN **required**; previous charge nurse experience preferred
- 6. Excellent critical thinking, organizational, interpersonal relationship, and verbal and written communication skills
- 7. Must be able to provide leadership to staff, prioritize and think clearly and quickly



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Patient Care Services

Job Title: Charge Nurse

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☒	☐	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☐	☒	☐	Reaching: Shoulder Height
☐	☐	☒	☐	Above Shoulder Height
☐	☐	☒	☐	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☒	☐	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☐	☒	☐	Twisting/Turning
☐	☐	☒	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☐ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☒ Heat/Cold

☒ Dim

☒ Noise

☒ Mechanical hazards

☒ Ionizing/non-ionizing radiation

☒ Hazardous substances

☒ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Registered Nurse - Charge

Final Audit Report

2025-04-29

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