

**Department/Status:**

Nursing, Non-exempt

**Reporting to**

Director of Nursing

**Positions Reporting Directly To This Position:**

Licensed Practical Nurses

Mental Health Technicians

**Position summary**

The Charge Nurse is responsible for assisting the Director of Nursing in utilizing the principles of management/nursing to coordinate patient care and nursing service activities towards positive outcomes. The Charge Nurse works with the Director of Nursing in the oversight of the nursing staff performance improvement and contributions to problem identification, investigation and monitoring of resolutions in providing quality care and patient satisfaction. The Charge Nurse is responsible for upholding the standards of nursing care as established by the Nurse Practice Act, Psychiatric Standards of Nursing, policy and procedures and all other external governing and credentialing bodies. The charge nurse provides direction and oversight to the unit in the Director of Nursing's absence.

**Duties and responsibilities**

**Supervisory Responsibilities:**

- Assists DON in conducting training and competency evaluations of staff members
- Assists in updating and implementing changes to existing policies and procedures as needed.
- Works with the DON to coordinate activities of various nursing units, promoting and maintaining harmonious relationships among nursing personnel and with allied services, medical staff, patients and families
- Demonstrates good management techniques in establishing lines of authority and accountability for patient care, and communication to DON/Hospital Leadership
- Observes staff performance and patient care and address problems as needed and reports employee and patient care issues to DON.
- Enforces and adheres to policies and procedures governing patient rights, confidentiality and safety.

**Direct Care Tasks:**

- Acts as charge nurse overseeing nursing and mental health technicians during assigned shifts.
- Directs and oversees all patient care activities during assigned shift.
- Collects and documents medical information from patients, family members, or other medical professionals.
- Conducts nursing assessments of individuals, including obtaining and evaluating individuals' histories, symptoms and treatment plan goals.
- Conducts and documents ongoing assessment of clients from admission to discharge
- Analyzes patient data to determine patient needs or treatment goals.
- Identifies expected outcomes individualized to the client to include symptom resolution, co-occurring conditions, and discharge planning
- Prescribes and implements treatment plan interventions to attain expected outcomes
- Evaluates the effectiveness of interventions in relation to expected outcomes
- Conducts and documents daily nursing groups as part of the individualized treatment plan.
- Informs medical professionals regarding patient conditions and care.
- Provides health and wellness advice to patients, program participants, or caregivers.
- Provides individual patient teaching on all identified learning needs
- Facilitates in Family/Significant other education as required

- Performs and monitors vital signs/measurements on clients as ordered and documents same in medical record

**Qualifications****Education:**

- Graduation from an accredited Nursing program
- Possession of a current Registered Nurse license in the State of Louisiana
- Psychiatric nursing experience is required.

**Knowledge, skills and abilities**

Proficiency in the use of:

- Word processing program
- E-mail
- Internet

**Proficiency in the use of office equipment:**

- Computer
- Scanner
- Fax
- Copier

**Special Skills and Knowledge Requirements:**

- Knowledge of mental illness, symptoms, and treatment.
- Discretion and independent action within prescribed limits.
- Sound knowledge of nursing practice and leadership abilities
- Excellent verbal and written skills
- Demonstrate the ability to solve practical problems and utilize appropriate steps for problem resolution, ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, and ability to exercise sound judgment.
- Competent in the areas of interpersonal communications
- Knowledge of Medicare and regulatory and credentialing criteria standards, knowledge of safety standards, infection control, and the adult learning process.
- CPR certified
- CPI certified

**Physical Demands and Work Environment**

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.

- Frequently required to move about the office and outdoors while interacting with patients, staff, other service providers, and while operating office equipment such as computers, phones, copiers/fax machine, filing cabinets.
- Frequent expressing or exchanging ideas with staff, patients, and other service providers.
- Frequently required to grasp, handle or feel; and extend hands and arms in all directions.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to receive and provide detailed information through verbal communication.
- This position occasionally is performed in outside weather conditions. The employee is occasionally exposed to chemical hazards, respiratory hazards, combative patients and to blood pathogens and body fluids.

**I have reviewed and approved this job description.**



Human Resources Director Signature



Direct Supervisor Signature

**I have read and received a copy of my job description.**

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Employee Signature

\_\_\_\_\_  
Date