

POSITION DESCRIPTION

TITLE: Charge Nurse for SCH 11 PM – 7 AM

FLSA: Non - Exempt

GENERAL SUMMARY

The Charge Nurse on night shift is responsible for provision of quality nursing care for all Sisters on the unit. She may assist with other needs of the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES

NURSING CARE

- Coordinate nursing service on the unit
- Responsible for report at change of shift
- Responsible for bed checks
- Assess, review, and keep current the nursing care plans, treatment book and medication sheets
- Responsible for taking and recording of vital signs of Sisters in critical condition
- Administer medications and specialized treatments
- Recognize, report and record significant changes in Sister's condition to the staff and as necessary to the Director of St. Clare Hall
- Notify Director of St. Clare Hall, one member of the Council and the Motherhouse Minister if death of one of the Sisters is anticipated
- Prepare and care for the body after death with dignity and respect
- Check Blood sugars in the AM
- Check computer updates daily
- Narcotic count at change of shift with oncoming Charge Nurse
- Assess Sisters, send to ER when necessary. Call report to ER and send appropriate documentation

PSYCHOLOGICAL CARE

- Maintain homelike atmosphere on the unit
- Respond to the need for emotional support and concern for individual Sisters, especially at a time of crisis

SPIRITUAL CARE

- Encourage spiritual and prayerful support for the Sisters, especially during the time that death is imminent
- Work with the Pastoral Care Minister

SPECIAL SERVICES

- Order any supplies needed for the care of the Sisters and the unit
- Maintain a professional working environment on the unit
- Encourage good communication and harmony among the nursing staff to make nursing care more effective and enjoyable and to be of more benefit to the Sisters
- Provide a pleasant and courteous atmosphere for visitors
- Notify the Maintenance Supervisor of needed repairs or operational needs on the unit
- Attend and participate in meetings, in-service sessions, programs, workshops, etc.
- Assist in implementing all policies and procedures
- Assist with periodic review of safety procedures
- Assist with orientation of new co-workers
- When co-worker on next shift cannot report as scheduled, call staff members to fill position if possible
- Complete job performance appraisals
- Know how to read “fire panel” and what to do in case of fire/tornado or disaster

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

LPN or RN degree

Organizational skills to coordinate nursing service for the unit

WORKING CONDITIONS

Work on scheduled days 11 PM – 7 AM
Attend staff meetings as scheduled

ACCOUNTABILITY

The Charge Nurse is directly responsible to the Nurse Coordinator and the Director of Health Services.

SIGNATURES

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Charge Nurse

Date

Nurse Coordinator

Date

Director of Health Services

Date