

John F. Murphy Homes, Inc.

JOB DESCRIPTION

POSITION: Charge Nurse (RN / LPN)	JOB CLASS: Regular, Non-Exempt; Level II
REPORTS TO: DON / QIDP	EFFECTIVE DATE: February 7, 2020

JOB SUMMARY: The position of Charge Nurse is multi-faceted. The Charge Nurse is responsible for the safety and well-being of both the staff and the people served. In the absence of the Administrator and the DON, the Charge Nurse makes emergency decisions until one of them is contacted for further direction. The Charge Nurse participates in and oversees all medical care that is provided to the 14 people who live at our JFM ICF-IID, under the supervision and orders of the respective provider and the DNS and as outlined in the duties outlined below. He/she supervises all direct support staff directly and other staff indirectly, and collaborates with the Developmental Trainer (DT), who is the team leader, and the rest of the team to ensure delivery of appropriate care for the people supported and to help resolve problems as they arise.

JOB DUTIES AND TASKS:

1. Prepare for all medication administration and administer it to the people served as ordered by the provider, and order medications from the pharmacy as needed.
2. Draw laboratory samples or arrange for blood draws as ordered.
3. Coordinate laboratory pick-up of lab samples.
4. Call the provider as the need arises, using good nursing judgement.
5. Take care of scheduling problems and find coverage for call-outs as the need arises.
6. Supervise the administration of ointments and medicated creams (treatments).
7. Regularly check Therap for notes, appointments and other communication.
8. Communicate with Day Programs regarding changes in People Served's needs.
9. Conduct monthly summaries (RN or LPN) as assigned and monthly medication reviews (RNs only).
10. Check vital signs monthly and as needed (prn); monitor weights. Assure that each vital sign and weight is recorded in Therap.
11. Assist CNAs (direct support staff) as the need arises.
12. Call to schedule appointments with the Providers' Offices.
13. Review GERs, provide follow-up documentation and notify appropriate individuals of information related to the report.
14. Give shift reports to the oncoming Charge Nurse and to direct support staff.
15. Provide guardians updates on any incidents, physical and health changes or concerns and obtain permission for all medication changes.
16. Call ancillary support when problems arise, such as maintenance, plumber, electrician, pharmacy, lab, x-ray etc.
17. Make decisions concerning people served participating in activities and attending Day Programs if they are ill.
18. Document in Therap according to accepted nursing practice and following ICF-IID Summer Street protocol.
19. Document medication administration on the Med. Administration Records (MARs).
20. Document effectiveness of all PRNs given on the electronic MAR
21. Check new MARs and Treatment Sheets at the beginning of each month for accuracy by two nurses.
22. Check supplies and leave list of needed items for the support staff to order as needed.
23. Help complete the BMS '85 forms every six months and as needed.
24. Reinsert G or J tubes prn and conduct tube feedings as ordered.

25. Clean all buckets used for tube feeding supplies and restock daily.
26. Supervise all CNAs, (RAs, DTAs, DTs) and coordinate and supervise all care given.
27. Communicate frequently and directly with staff, deal with problems as they occur.
28. The Charge Nurse must be aware of weather reports and to determine whether people supported go to Day Programs, on activities or outings. Make decisions regarding attending outings based on safe driving conditions due to impending or already occurring snow or ice storms and the temperature. Taking into consideration wind chill factor, humidity and pollen factor for each individual and their medical condition.
29. Participate in staff reviews or remedial actions when requested.
30. Report to the DON and/or Administrator any suspected Abuse, Neglect, Exploitation or Sub-standard Care. This must be done **immediately** no matter what time. Call the Chief Operating Officer when neither of these people can be contacted.
31. Be in charge of all aspects of the ICF-IID in the absence of the Administrator and/or the DON. Supervise and direct any emergency situations including fires and fire drills, in the absence of the DON and Administrator (Following Emergency Preparedness Protocol).
32. Immediately notify the Administrator, DON and QIDP whenever anyone dies, is sent to the hospital, has had a major incident or there is a major issue with the physical plant, such as no water or a fire, regardless of time of day or night.
33. Give first aid to staff as needed, and advise them to go call WorkMed or go to St. Mary's ER according to JFM policies and procedures.
34. Support and follow JFM and the ICF-IID policies and procedures.
35. Assess the facility for any safety issues, follow through with the appropriate course of correction and reporting. The responsibility for safety extends to the building, grounds and vehicles so that a safe environment is always maintained.
36. Communicate with the provider and other disciplines. Receive and note all orders and assure accurateness by a second check by another nurse.
37. Do Discus Testing as required.
38. The Charge Nurse is responsible for communicating successes, perceived problems, issues and input on change to the DON, QIDP and Administrator.
39. The Charge Nurse will be asked to participate in training at the staff meetings.
40. DON When people served are sick or have behavioral symptoms, make decisions regarding whether people should return home early and make arrangements for transportation.
41. He/she must exhibit professional conduct at all times and wear appropriate dress.
42. The Charge Nurse will communicate to DTs the work assignments for the shift. (The night nurse should be responsible for the next day's assignments. The day nurse will make adjustments based on changes in the staff availability.

QUALIFICATIONS FOR THE POSITION:

1. He/she must be a Maine Licensed Practical Nurse (LPN) or Registered Nurse (RN), who is in good standing with the Maine State Board of Nursing.
2. The Charge Nurse must practice the principles of confidentiality and positive relations with fellow employees, people supported, family members, guardians, ancillary staff, providers, state employees, and the public.
3. The Charge Nurse must demonstrate good judgement, a caring attitude, patience, good communication skills, be a team-player and have good leadership abilities.
4. Physical attributes include but are not limited to: physical coordination, the ability to walk and stand for long periods of time, bend, twist, push, pull, sit, drive and ride in vehicles, lift 50 pounds or 1/4 of his/her body weight (whichever is less), push loaded wheelchairs, reposition people and other physical duties as assigned.

5. Other abilities required are: the ability to *see, hear, smell, touch and use hands* in order to *read, write, pass medications and make assessments/evaluations*.
6. The Charge Nurse must be able to Coach and provide Leadership to the Certified Nursing Assistants that work under his/her supervision.
7. The Charge Nurse must be able to communicate and collaborate with the team to provide the best care possible for the people we serve. Advocating for the people supported is an expected part of the Charge Nurse roll.
8. The Charge Nurse must be able to adapt to changes in responsibilities in regards to changes in staffing patterns for nursing. Understand that with provision of a second nurse, the second nurse will be utilized for assisting the charge nurse with the treatments and evaluations of skin and other conditions during the busy hours of the shift (5a to 9a during the day and 5p to 9p in the evening). During the other hours the additional nursing hours will be used as needed by the DNS to meet the needs of the people supported and to assure that all regulations are being met, reviewing charts for completeness, assist in completing the essential paperwork to include, but not limited to: Monthly Summaries, BMS-85s, quarterly reports, annual reports and assisting with the schedule.

OTHER JOB FUNCTIONS: Some additional duties that the Charge Nurse may be asked to do include but are not limited to:

1. COMMITTEE ASSIGNMENTS: The Charge Nurse will be asked to participate in Summer Street committees and will also have the opportunity to work with others on JFM committees. He/she is also expected to attend all Nursing, Staff Training Meetings and Shift Meetings.
2. TEACHING: Charge Nurses are frequently asked to teach on a particular medical subject, or demonstrate particular nursing skills at Staff Training Meetings.
3. OTHER DUTIES/RESPONSIBILITIES: Duties and responsibilities may be added to the job description at any time by the DON or Administrator.

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I have read and understand the above job description and will perform these duties to the best of my ability and knowledge. I have been given the opportunity to ask any questions I may have regarding this job description and understand that the Administrator or Director of Nursing are available to give clarification on any questions at any time. I understand that this is not a contract of employment and that the duties, responsibilities and conditions outlined may change at any time.

Printed Name

(Employee's Signature)

/_____
(Date)