

CHARGE NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a higher level professional nurse, incumbents of this position assist in the clinical management of patients using accepted nursing practice such as the diagnosis and treatment of human responses to actual and potential health problems through such services as case findings, health counseling and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a physician. Charge Nurses serve in the Health Department, either in a clinic setting or in patients' home as part of the department's home health care program, and at the Westchester Medical Center. Supervision is exercised over professional nurses, aides and clerical support staff, which includes practical training and staff development. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Clinical

Delegates and monitors components of nursing regime to be carried out by nursing staff;

Assists in the coordination, assessment, planning, implementation and evaluation of the nursing regimen for patients within a nursing unit;

Participates in the coordination and implementation of nursing rounds;

Identifies appropriate nursing resources in developing appropriate nursing care plans for specific patients;

Participates in the definition, maintenance and interpretation of standards of practice;

Participates in multi-disciplinary team approach to patient care;

Participates in planning and implementing quality assurance activities;

Staff Development

Acts as a preceptor for new nursing staff assigned to unit;

Participates in a peer review system;

Implements and participates in staff development activities and staff conferences;

System Maintenance

Implements staffing patterns, reporting systems and nursing assignments;

Participates in the supervision and evaluation of professional and non-professional staff performance;

Assists in the implementation of nursing policies and procedures, and interprets them to staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists in the coordination of nursing unit activities with other departments, as needed;

Utilizes appropriate channels of communication;

Assists in the intergration of ancillary services, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

When assigned to the Health Department:

Provides direct care, teaches self care, serves as a resource person, and obtains health care for patients or provides specialized nursing care in accordance with physician's orders and recognized nursing techniques and procedures.

Conducts home visits to assess client needs for services and to establish plan of care to promote and preserve health;

Oversees Home Health Aides employed by the Health Department or private agencies in the administration and care of clients;

Oversees Personal Care Aides contracted by Social Services, which includes the Department of Social Services PCA program assessment every six months and supervisory visits every three months to assure appropriate patient care is being administered;

Acts as preceptor for new nurses assigned to the respective unit and performs joint home visits with student nurses to observe their clinical skills and to provide appropriate training;

Depending on work location may participate in the preparation and/or maintenance of Patient Examination Rooms, as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of application of current nursing techniques and procedures; good knowledge of nursing service policies and procedures; good knowledge of nursing service philosophy; good knowledge of the New York state Health Department and JCAH accreditation requirements; familiarity with the organization, function, policies, regulations and procedures of the hospital and/or home health care setting as they relate to nursing services; skill in the use of computer applications such as spreadsheets, word processing, e-mail and database software; ability to assist in the coordination, supervision and implementation of standards of nursing practice on a specific nursing unit; ability to successfully complete a specified in-service training course in the application of departmental and unit philosophy, policies and procedures; ability to set priorities; ability to motivate staff; ability to establish and maintain effective working relationships; ability to communicate clearly, both orally and in writing; resourcefulness; integrity; tact; initiative; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Registered Nurse, and one year of professional nursing experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Certain positions require possession of a valid license to operate a motor vehicle in the State of New York.