

# THE MEADOWS OF NAPA VALLEY

## CHARGE NURSE SUPERVISOR – JOB DESCRIPTION

Department: SNF

Reports To: Charge Nurses, Director of Nursing,  
Director of Staff Development

In the following job description:

E – Essential job duty  
N – Non – essential job duty

### **POSITION PURPOSE:**

Under the direction of the Director of Nursing, the Charge Nurse Supervisor is responsible for the provision of comprehensive nursing care to meet the needs of residents. Ensures quality care to residents by delegation of responsibilities to nursing personnel for direct nursing care based on the acuity of residents, training, and educational experience of staff and needs of the residents. Assists in the supervising, training and scheduling of nursing staff, licensed and certified, as needed and appropriate.

### **SPECIFIC RESPONSIBILITIES:**

#### **CLINICAL**

- E Ensuring provision of quality nursing care within Federal, State and company requirements based on acuity of residents.
- E Receive report from on duty Charge Nurses and make rounds at least two times per shift to see all residents to ascertain condition and comfort.
- E Follow and safeguard that safety policies and procedures are in compliance.
- E Ensure that all physician contacts either by phone or fax are rendered promptly and professionally, regarding change of condition, order changes, request and concerns.
- E Receive incoming physician calls or faxes and handle appropriately. Take orders, transcribe new orders, contact appropriate persons, order new medications or treatments, order resident supplies as needed, contact pharmacy, contact laboratories and other agencies as needed.
- E Greet new residents and instruct nursing staff of resident needs. Receive admission orders and initiate appropriate paper work. Contact appropriate departments regarding resident orders, needs and requests.
- E Perform resident assessments as condition warrants. Developing, implementing and evaluating care plans and making needed additions, deletions and corrections.
- E Documentation of resident weekly summary of care. Assess, adjust and update care plan as warranted.
- E Encouraging and assisting residents in self-care and group activities.
- E Initiating plans of care to promote positive resident outcome.
- E Initiating procedures to protect resident from injury and infection.
- E Monitoring nursing personnel compliance to Nursing Policies and Procedures.
- E Taking staff phone calls regarding call offs when Director of Staff Development or Director of Nursing is not in the facility. Assisting in staff replacements as directed or warranted.

- E Assist in assessing and evaluating resident change of condition and appropriate interventions.
- E Initiating emergency measures according to facility's policy and within standards of nursing practices.
- E Assisting with resident diagnostic and therapeutic procedures and treatments.

**ADMINISTRATIVE:**

- E Supportive the overall goals of the company and the facility.
- E Maintaining acceptable standards of nursing practice.
- E Ensuring the exchange of essential information necessary for the provision of quality resident care.
- E Maintaining all documentation as required by Federal, State and Company policy.
- E Monitoring inventory of supplies, equipment and/or medications to meet resident needs.
- E Assisting in the evaluation and development of nursing procedures.
- E Making recommendations for more effective usage of labor.
- E Assisting in orienting and educating of nursing personnel.
- E Attending required in-services and facility/departmental meetings.
- E Other responsibilities as delegated by Director of Nursing

**NURSING**

- E Provide first-line evaluation of nurse assistants' job performance and reporting findings to the Director of Staff Development.
- E Assigning staff to meet resident care needs in the absence of the DSD. Reviewing daily reports and resident assignments with Charge nurses.
- E Working with the DSD and DON to ensure that assignments are based on qualifications of each staff members, acuity and taking into consideration the spiritual, emotional, functional factors of each resident.
- E Providing job related assistance to all nursing staff whenever necessary;
- E Noting and executing physician orders.
- E Promoting staff performance through education, praising and recognizing effective performance.
- E Providing disciplinary counseling (verbal and written) to nursing personnel, as appropriate.
- E Participate in care plan meetings to identify resident needs, and develop plans to promote positive resident outcome.
- E Making daily facility rounds and documenting problems identified with appropriate follow-up (i.e., maintenance needs, housekeeping needs, etc.)
- E Communicating with on coming shift regarding resident care needs and facility activities.
- E Assist with admissions and discharge planning.

**KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- E Must have current California Nursing license. Graduate from an accredited school of nursing. Ability to apply basic principle of nursing care based on standards of nursing practice. Ability to assess and implement interventions for resident care based on standards of nursing practice and principles of nursing care.
- E Minimum one year experience in long term care which includes direct care of the aged or chronically ill.
- E Demonstrate supervisory management, leadership skills and employee relations.
- E Familiarity with Title 22 regulations.

**JOB SPECIFICATIONS:**

Hours:

Hours will be assigned and vary. Work hours shall remain flexible to meet the needs of the facility and it's operations.

Knowledge:

Valid California Registered Nurse license/Licensed Vocational license.(E) One year of long-term care experience preferred. Knowledge of State and Federal regulations.(E) Knowledge and ability to coach front line team.(E) Effectively communicate with residents, families and Health Care Representatives.(E) Must have current CPR certificate (E) Possess exceptional organizational skills, the ability to multi-task.(E) Effectively maintain and promote resident rights, privacy, and dignity.(E) High clinical competence.(E) Ability to work and communicate effectively with others as well as function independently.(E) Knowledge of and follow through with universal precautions.(E) Applicable knowledge of teaching techniques and patient education.(E)

Independent Judgment:

Possesses the ability to work independently and make sound judgments concerning all aspects of patient care.

Relations with Others:

Job role requires extensive interaction with residents and staff. Requires a high level of tact, persuasion, judgment, integrity and timing. Ability to effectively communicate and handle difficult situations. Must be able to motivate others to strive for excellence in the delivery of patient care. May require private meetings with residents and family members.

Working Conditions:

May be exposed to communicable diseases. Light to moderate physical conditions. Some walking, bending, stooping, twisting, reaching, handling, carrying, pulling and pushing.(E) May involve lifting of up to 50 lbs. or more when providing patient care.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, patients/residents, and visitors.

Blood Borne Pathogen Job Classification:

Category I

HIPAA Requirement:

Maximum

Impact of Actions:

Actions affect the quality of care delivered by other nursing staff and the overall quality of patient care.

Supervisory responsibility:

Responsible for the indirect supervision of all Charge Nurses, Restorative Aides and CNA's.