

BEAUMONT GROSSE POINTE

GUIDELINES FOR 2S CHARGE NURSE

The Charge Nurse assumes responsibility for the daily operations of the shift. The Charge Nurse works under the direction of the Nurse Manager, Assistant Nurse Manager and/or Director.

Responsibilities of Charge Nurse:

1. Uses the phone designated as the "charge phone" for their unit and carries the "admission pager."
2. Creates the staff assignments according to the staffing matrix, previous shift information and continuity of care.
3. Distribute assignment and verify all patients have caregivers.
4. Assigns break relief and facilitates staff to take their lunch.
5. Collaborates with admitting personnel to assign proper patient placement.
6. Rounds regularly to assess the unit and staff needs.
7. Monitors the staff rounding to assure staff has completed their rounds and, the IRT or pulled staff know the rounding expectation.
8. Coordinates changes (ADT-admissions, discharges and transfers) throughout shift and updates the assignment sheets as needed.
9. Consults with the Clinical Assistant (assigned at the desk) on admissions, discharges, and bed status.
10. Works with the NBO/Administrative coordinator to secure additional staff through the NBO to meet the staffing matrix during the current shift and/or to plan for the next shift.
11. If staff is pulled to another unit, note it on the exception log and the unit pull book/log.
12. Contact the ANM or the Administrative Coordinator with problems/issues that require additional direction.
13. Properly initiates and uses the chain of command.
14. Assure completion (some to be delegated) of the tasks throughout shift (i.e. audits, pyxis discrepancies, crash carts, tele boxes, glucometer checks, suction setup, completion of the nursing dashboard and workbench reports).
15. Complete the charge communication list and return it to the communication folder at the end of the shift. Assure follow up of any outstanding items.
16. You are a resource and are there to assist the staff with issues involving patient/families, as well as patient care activities, as needed.
17. Share the weekly flyer with each staff member on that shift.
18. Assist the ANM with leader rounding; assure rounding has been done on all newly admitted patients in the past 24 hrs (esp. when the ANM is off).
19. Facilitate the safety/shift huddle and collaborative rounds.
20. Take a patient assignment (minimal) as needed
21. Act as a resource with expiration procedures and for staff assistance in communicating with Gift of Life.
22. Provides overall shift report to oncoming Charge Nurse.