

PROTOCOL FOR: Charge Nurse Responsibilities

- POLICY:**
1. Charge Nurse is first level of administration assigned to the unit in the absence of the Nursing Manager/Assistant.
 2. Appropriate and timely communication must be maintained with on duty Nursing Manager/Nursing Supervisor.
 3. Charge Nurse may be assigned charge responsibilities on like units. Charge Nurse is usually assigned patient care responsibilities.

- RESPONSIBILITIES:**
1. Administrative Charge Responsibilities:
 - a. Organizes, prioritizes and delegates work flow.
 - b. Follows individual unit practice.
 - c. Participates in decision making regarding patient flow (ad/d/c/transfers). The charge nurse is responsible for overseeing that ADT transactions happen in real time.
 - d. Adapts work plan to change in unit workload.
 - e. Seeks assistance from Nursing Supervisor with staffing issues.
 - f. Oversees completion of unit specific administrative tasks (e.g. census sheet, narcotic count, real time ADT).
 - g. Collaborates with other health care disciplines/ departments to maintain communication and provide optimal level of patient care.
 - h. Maintains reporting responsibility to Nursing Manager.
 - i. Informs Nursing Supervisor of unit issues and concerns.
 - j. Supervises float RNs.
 - k. Updates bed management system in real time regarding bed placement and clinical issues.
 2. Clinical Charge Responsibilities:
 - a. Keeps informed about the status of all patients.
 - b. Assists in nursing care management of the unit to provide optimal level of care to all patients.
 3. Staff-Related Charge Responsibilities:
 - a. Provides guidance to staff members as appropriate.
 - b. Assesses performance of staff and provides feedback to unit Nursing Manager and/or Nursing Supervisor.

DESIRED PATIENT

- OUTCOMES:** Charge Nurse will perform according to the expectations for charge responsibilities.

PROTOCOL FOR: Charge Nurse Responsibilities

ASSOCIATED

STANDARDS: Nursing Practice Manual:

Administrative Procedure for: Staffing: Floating

Administrative Protocol for: Co-Assignment

Administrative Protocol for: Patient Care: Assignment of
Responsibilities

APPROVAL: Nursing Administrative Council

EFFECTIVE DATE: 5/89

REVISION DATES: 1/92, 7/94, 11/97, 10/00, 7/08, 2/09, 7/09