



**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15007(P)
Category: Continuing Care
Title: Nurse In Charge – Roles & Responsibilities Procedure

Approved by: VP Integrated Health Services

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Review Date:					
Initial:					

Source: Directors Continuing Care & Rural Health Facilities

Date Effective: May 1, 2010

PROCEDURE

In addition to the RN responsibilities as designated in the RN/RPN/LPN position description, the Nurse In Charge will have the following responsibilities/duties:

1. Monitors and Directs Resident/Client Care

- Performs visual assessment of each client on unit at least once during the shift and as necessary during shift.
- In the absence of the Facility Manager/Assistant Facility Manager, the Nurse In Charge is responsible for the complete admission/discharge process for the client/resident.
- Liaises with other personnel as necessary.
- Keeps Facility Manager up to date on significant resident/client condition/issues.
- Maintains knowledge of the condition and care being given to all of the residents on the unit.
- Deals with family issues relating to resident/client care.
- Arranges for movement of resident/client to facilitate safe and organized resident care.
- Ensures all physician orders are processed and completed appropriately.
- Ensures all medications as ordered by the physician are sent to the pharmacy for processing.
- Ensures that narcotic counts are performed at the beginning and end of each shift and if a discrepancy should occur that the process of investigation occurs and that the Facility Manager/Assistant Facility Manager is informed.
- Responsible for assessment, evaluation, coordination of resident/client care and delegating responsibilities and tasks to appropriate staff.
- Responsible for ongoing assessment of resident/client condition to ensure the process and utilization management based on resident/client need is completed to ensure effective utilization of existing facility resources.
- Ensures safe quality care that meet facility and Prairie North Regional Health Authority standards including but not limited to: ensuring all personal care if performed, ensuring all necessary documentation is completed and ensuring all treatment plans/nursing care plans are followed and updated to reflect the resident's/client's needs.

- Assists and supports the nursing staff handling resident/client family problems as necessary.
- In the absence of the Facility Manager, the Nurse In Charge will contact the Placement Planner/Long Term Care Assessor/Home Care Assessor re: possible discharge of resident and/or death of resident.
- Ensures that care staff will conduct rounds at least every two hours during the later evening and night shift hours and as required during the day and earlier evening hours.
- Ensures that all necessary documentation is completed including the interagency transfer referrals and that all medications are transferred when a resident/client is being transferred.

2. Directs and Organizes Staff

- Ensures that MDS assessments are completed within the assessment time frames.
- Assigns and reassigns staff as necessary.
- Arranges for staff replacement for sick relief, etc. when scheduler not on duty including contacting staff on short notice to ensure adequate staffing levels.
- Assesses care requirements on the nursing unit and arranges/supplements staffing according to workload.
- In the absence of the Facility Manager/Assistant Facility Manager in larger facilities, in coordination with other In Charge Nurses, arranges assistance to other units if workload permits.
- Ensures staffing changes are fully documented as required.
- In the absence of the Facility Manager/Assistant Facility Manger authorizes and documents overtime.
- Handles staff problems as they arise.
- Participates in orientation, supervision and ongoing development of staff to “charge” responsibility.
- Interprets and ensures adherence to regional and facility policies and procedures.
- Ensures staff takes appropriate time for coffee/meal breaks.
- Ensures report starts on time, contains only pertinent resident/client information, and upon completion, staff return to nursing functions to ensure outgoing shift leaving leaves on time.
- Ensures staff attendance at Team Conferences and appropriate documentation is completed for the conference.
- Assists staff in meeting their educational needs (i.e. read policies and procedures, view or listen to educational videos or tapes, attend in-services).

3. Handles Emergency Situations

- Arranges ambulance requests and transfers.
- Recalls on-call staff and physicians as appropriate.
- Initiates emergency plans and responses as required.
- Contacts RCMP when appropriate.
- Nurse In Charge acts as fire marshal as per protocol.
- Contacts Facility Manager regarding any events or critical issues, which require immediate administrative attention.

4. Communication

- The In Charge Nurses will communicate at the beginning of each shift any issues that may affect the other units and will update each other as issues arise.
- Acts as a resource and directs staff from other departments as required.
- Responsible for communicating resident/client concerns to physicians.
- Advises Facility Manager/Assistant Facility Manager verbally and in writing of any staff performance issues or staff concerns.
- Keeps other In Charge Nurses informed regarding changes in resident/client conditions and incidents occurring on the unit as applicable.

5. Decision Making

- Utilizes expertise assessment and intervention skills, resources and information, to make appropriate decisions relative to emergency situations, resident/client care, discharge planning and unit operation.
- Demonstrates awareness of authority as outlined by this policy, job description, Care Facility Manager and practices within that scope.

6. Other

- Ensures all unit equipment is functioning and ready to use. Communicates urgent equipment needs to Facility Manager.
- Acts as a resource person for nursing staff on the unit.
- Ensures Fire Monitor Sheets as per Regional OH&S policy and Manual are completed.
- Ensures adequate supplies are available and if not available, completes the process to order supplies.
- Completes any other duties as they may arise.
- Ensures building security by locking or unlocking doors where applicable and ensures alarms are set.
- Ensures that CQI and Risk Management activities are completed as per facility schedule.