

<b>Clovis Endoscopy Center</b>  <b>Job Description</b>	<b>Job Title:</b>	<b>Charge Nurse</b>
	<b>Reports To:</b>	<b>Clinical Manager</b>
	<b>FLSA Status:</b>	<b>Non-Exempt</b>
	<b>Date Revised:</b>	<b>October 2019</b>

**POSITION SUMMARY:**

This position will be accountable by assuming responsibility for overseeing the operational function of the clinical department. This position will provide staff training for clinical services. This position is responsible for all aspects of the staff nurse duties using the nursing process of assessment, planning, implementing, and evaluation in the pre, intra and post procedure care of all patients.

**QUALIFICATIONS:**

- Graduate of Accredited School of Nursing
- RN with active California license, no restrictions
- One (1) year of nursing experience, preferably, in an ambulatory surgery center
- CPR and ACLS certification
- Strong ethical and moral character references
- Basic computer skills

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interface with co-workers and physicians regarding patient care issues
- Act as the patient advocate in the pre, intra, and post procedure areas
- Check monitoring equipment daily to assure working order to include but not limited to; defibrillator, EKG monitor, automatic blood pressure unit, and lab testing equipment, if appropriate
- Assess patient status on admission and on an on-going basis
- Implement pre-operative routine care including obtaining I.V. access
- Communicate relevant information to physician, facility manager and appropriate staff
- Assist physician with specimen collection and ensure correct labeling, documentation, and transport procedure in accordance with the policy
- Perform waive testing as requested
- Document all aspects of patient care as required by policy
- Assist in transporting patients from the Pre Op area and to the Recovery Room
- Provide patient care appropriate to age specific need
- Review policies and procedures specific to equipment utilization based on manufacturer’s recommendations/maintains ongoing review
- Analyze and evaluate nursing care to improve quality of care given
- Coordinate patient-care activities with physician and anesthesia providers to provide continuity of patient care
- Respond to emergency situations and maintains competency
- Ability to effectively communicate information, respond to questions, and professionally interact with physicians, managers, employees, clients, vendors, and the general public
- Use safety checklist
- Oversee the care, cleaning, high-level disinfection, sterilization, and required maintenance of instruments, supplies, and equipment to maintain proper working conditions
- Delegate staffing duties appropriately to unlicensed assistive personnel in accordance with scope of practice

and center policies and procedures

- Assure procedure rooms are stocked adequately
- Adhere to sanitation policies and procedures properly disposing of contaminated waste following Universal Precautions and OSHA regulations
- Work with the Clinical Manager to plan, implement and evaluate the process and outcomes of new hire training
- Plan and organize ongoing ACLS and BLS training for appropriate staff
- Prepare and maintain materials for use in training programs
- Responsible for on-going training and support for staff and physicians on the electronic medical records (EMR) software
- Assist the Clinical Manager with the review, development and implementation of clinical policies and procedures to ensure optimal training outcomes
- Able to direct others related to the day to day schedule of assignments
- Participate in primary care of patients as needed and oversees clinical areas to verify that patient needs are met
- Work collaboratively with scheduling personnel to coordinate procedure scheduling
- Recommend and support revision of patient-care policies and procedures as necessary to conform to accepted principles and practices
- Oversee all nursing activities during emergencies to ensure patient needs are met
- Manages optimal patient and staff flow to prevent opportunities for healthcare acquired and surgical site infections
- Adhere to safety policies and procedures in performing and promoting job duties and responsibilities
- Identifies Center emergency situations (e.g. fire, disaster) and notifies appropriate personnel and external agencies
- Monitor the center's physical environment to ensure the maintenance of safety, comfort, cleanliness and efficiency
- Work with the Safety Officer to resolve observed or suspected safety violations and hazards to ensure policy/procedure compliance
- Assist the Infection Control Nurse and the Administrator in monitoring and reporting quality initiatives for practice improvement
- Review chart prior to delivering care
- Complete care activity within specified time frame
- Administer and chart medications as ordered by physician
- Attend all required education
- Regular and predictable attendance
- Perform other duties as assigned

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages

**LANGUAGE SKILLS:**

Ability to understand, read, write, and speak English, if bilingual Center, bilingual language is required. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to successfully write business correspondence. Ability to effectively present information, respond to questions, and professionally interact with healthcare team, clients, vendors, and the general public.

**REASONING ABILITY:**

Demonstrate an ability to recognize and define problems, collect data, establish facts, draw valid conclusions, and correct errors. Ability to interpret a variety of instructions and forms to understand abstract and concrete variables. Ability to think critically using inductive and deductive reasoning.

**PHYSICAL DEMANDS:**

- Ability to sit, stand and walk for long periods of time, i.e., 6-8 hours per day
- Ability to exert maximum muscle force to lift, push, pull, or carry objects up to 50 pounds in weight
- Ability to use abdominal and lower back muscles to support part of the body repeatedly or continuously without "giving out" or fatiguing
- Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Ability to position or transport patients, prepare medical procedure rooms, or set up patient care equipment
- Ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position
- Ability to keep or regain your body balance and stay upright
- Ability to exert yourself physically over long periods of time without getting winded or out of breath
- Ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears
- Specific vision abilities for close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**WORK ENVIRONMENT:**

- Days and hours of work may vary to meet patient and Center needs
- The Center is a well-lit, ventilated and climate controlled environment. The Center may require decreased lighting to meet patient care needs or procedure requirements, such as Procedure Rooms
- Ability to work with medical and office equipment, some of which will have moving parts
- Noise level is usually quiet to moderate
- May have exposure to blood and other potentially infectious body fluids and materials or toxic chemicals and cleaning solutions
- Work in close proximity to patients, co-workers, and physicians

**I have read the job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Center's policies, procedures and code of conduct. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.**

**Employee Name (please print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This document will be placed in the employee's Human Resource file.*