

Hardin County General Hospital-Clinic  
Job Description  
**JOB TITLE: Charge Nurse/Emergency Room RN**

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DIVISION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
EMPLOYEE NAME: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
APPROVED BY: Roby Williams, Administrator    DATE: (rev.03/13)

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**BASIC FUNCTION AND SUMMARY:** A registered professional nurse responsible for delivery of patient care for all ages through the nursing process of assessment, planning, implementation and evaluation. Also directs and guides patient teaching, activities of ancillary personnel while maintaining standards of professional nursing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**NURSING PRACTICE AND PATIENT CARE ACTIVITIES**

Assesses physical, psychological and social dimensions of patients

Applies knowledge of illnesses, injuries and diseases and uses available resources in assessment process.

Provides written assessment of patient on admission to floor and/or ER and subsequently in the nursing process.

Summarizes assessment data and makes a nursing diagnosis which is charted and communicated to their patient care providers. In ER, notifies the appropriate physician and ancillary services to initiate patient care.

**Plans a formal written plan of care for patients and immediate care for the ER patient**

Initiates plan as ordered by physician and based on nursing diagnosis and applies knowledge of specific illnesses, injuries, diseases, human behavior and appropriate standards of care.

Documents specific physician and nursing orders, develops short and long term goals specifying expected outcomes following intervention.

Utilizes all available resources in planning care and consults as necessary with clinical specialists, supervisors, physicians, etc.

Updates plan of care, as necessary, based on continuing assessments of patient.  
Considers discharge plan which uses all available resources.

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**Implements plan of care**

Implements clinical and technical aspects of care and nursing orders in accordance with established policies and procedures. Intervenes with proper technique, procedure and safety precautions to meet individual needs of patient.

Implements medical plan through passing medications and intervention with physician orders.

Uses all available in-house resource of personnel and department for treatment, consultation.

Respects dignity and confidentiality of patient serving as an advocate as necessary and providing a safe and secure environment for the patient.

Functions within limits of State Nurse Practice Act, hospital and nursing department policies and procedures. Provides care and demonstrates skills comparable to peer with similar training and experience functioning under similar circumstances.

Documents nursing intervention, patient response, effectiveness, complications, etc.; communicates information to peers and physician.

**Evaluates nursing care provided**

Reviews and evaluates effectiveness of intervention and implementation of plan.

Determines level of accomplishment of short and long term goals, and expected outcomes following intervention.

Reviews and evaluates personal nursing practice as compared to standard of care and original plan of care as supported by peers and other resource personnel.

**PATIENT AND FAMILY INSTRUCTION/EDUCATION AND DISCHARGE PLANNING**

Assesses need for patient and family instruction

Reviews patient and family knowledge of disease, illness and readiness to accept care for patient at home.

Identifies needs for care at home, or alternatives such as outpatient treatment, extended care facility, etc. And provides self care instructions for ER patients.

Plans instructions for patient and family

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Sets realistic learning objectives by including patient and family in instruction planning.

Provides self care instruction.

Identifies necessary medical information to be communicated and community resources available.

Implements instruction on teaching plan

Uses individualized techniques utilizing and acting as resources for peers.

Initiates referrals as necessary to health care procedures, other resource agencies, etc.

Evaluates instruction on teaching plan through monitoring learning process, seeking feedback from patient and family, and further changing or modifying instruction based on evaluation process

**PROFESSIONAL EXPECTATIONS AND LEADERSHIP**

Personal growth and development

Assesses personal and learning development needs.

Plans and implements program to meet identifies needs through formal and informal means.

Evaluates effectiveness of formal and informal development programs; changes or modifies plans to meet personal learning needs.

Demonstrates knowledge of State Nursing Act, Hospital and Nursing Policies and Procedures

Supports philosophy, objectives and goals of nursing department.

Performs within limits of State Nurse Practice Act, Code of Ethics for Nurses, hospital policies and procedures.

Acts as a resource person regarding patient care, evaluation, orientation and teaching of staff.

Strives for excellence in patient care and as necessary challenges and/or corrects errors of peers to ensure patient safety and well being.

**OTHER ACTIVITIES AS REQUIRED BY THE HOSPITAL**

Complies with established hospital policies and procedures and standards of operations as outlined in the employee's Safety Manual, Disaster Plan, Quality Improvement Training

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Workshop and Personnel Policy and Procedures.

Complies with established hospital wide and departmental HIPAA policies and Corporate Compliance Plan.

Cooperates with the hospital staff to maintain harmonious working relations among employees.

Complies with established communications code concerning employee meetings, department meetings, in-services, etc.

Participates on committee as requested.

Attends meetings as required such as in-service meetings, committee meetings, department meetings, team meetings, etc.

Maintains as adequate reference library.

Complies with established hospital grievance policy and procedure.

Complies with the established "Code of Conduct".

Participates in the physical examination policy.

Complies with the established hospital time clock policy and procedure.

Complies with the established hospital dress code policy.

Participates in Quality Improvement activities, including teams, projects and studies.

Is responsible for seeing that employees under his/her direct supervision receive training in the following mandatory required education programs.

- Infection /exposure control/universal precautions
- Hazardous chemical and materials waste
- Fire/life safety
- Patient right and ethical issues
- Abuse policies
- Equipment training
- Security program
- Confidentiality
- Emergency preparedness
- Utility safety
- Information management
- Back injury prevention/ergonomic issues
- Performance improvement activities

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Orientation  
In-services  
Educational training  
Competence programs

Participates in the on-call requirements for transfers.

Performs other duties as needed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to adapt and function well in crises situations.

Good physical/mental health and ability to work under stress for long periods of time.

Ability to communicate and work well with patients, staff, and visitors.

Willingness to learn and expand skills.

Genuine interest in Nursing and Emergency Room care.

**EDUCATION AND/OR EXPERIENCE:** graduate from an accredited school of Nursing. Must be eligible for or currently licensed as a Registered Professional Nurse on this state. Current CPR (basic life support) card. ACLS course and Trauma Nurse Course recommended for ER.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel objects, tools or controls. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform

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the essential functions.

The noise level in the work environment is usually moderate. Sedentary position. Subject to many interruptions.

I have, this day, received and read the Job Description for the above position, and I fully understand the duties and responsibilities involved. I understand that it is my responsibility to fulfill those duties to the best of my ability in accordance with the Hospital's policies and procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Note: The employee should retain a copy of this signed description for his/her record with the original being returned to the Human Resources (HR) office.