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|  Oroville Hospital | Job Description for Charge Nurse | | Department: | Surgery |
| | | | Dept. #: | 7420 |
| | Last Updated: | 7/24/08 | | |

Reports To

Nurse Manager

Job Summary

Assist the Nurse Manager in planning, organizing, directing and controlling all activities of the Surgery Department.

Duties

1. Provides nursing expertise into the planning and decision making processes within the Surgery Department
2. Provides for safe patient care.
3. Provides nursing care to patients of all ages
4. Directly facilitates the completion of the daily surgery schedule
5. Coordinates activities with other hospital departments
6. Promotes good public relations within the hospital and community
7. Monitors quantity and quality of patient care by establishing standards of performance, continuously analyzing needs, reporting to the Nurse Manager of Surgical Services. Conducts an initial and ongoing assessment designed to gather data relevant to the patient's individual needs and age group
8. Recommends to the Nurse Manager of Surgical Services adjustments to staffing levels according to policy and standards of care
9. Is responsible for daily staff assignments and staff schedule; to include working days and hours, vacations and holidays
10. Acts as resource person to staff regarding treatments procedures, medications and interpretation of policies and procedures
11. Keeps abreast of changing theories and techniques and communicates these to the staff through regular in-service and staff meetings
12. Participates in the planning, organizing and implementing of orientation and in-service training for staff members
13. Establishes and maintains open and effective communications with all members of the health care team; demonstrates and promotes effective problem solving techniques and communication of praise
14. Is responsible for on-going performance evaluation, guidance and development of personnel

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15. Evaluates and reports to the Nurse Manager of Surgical Services all department needs. Supports and facilitates the change process, providing guidelines and development of personnel
16. Exhibits progressive professional development
17. Promotes and maintains positive relationships with personnel, medical staff, patients, families and general public
18. Upholds and implements the goals of the hospital and works toward meeting current standards
19. Responsible for planning that ensures smooth daily operations and steady progress towards established department goals
20. Assist inter-department liaison between Surgery and Ambulatory Care Services
21. Personal growth and professional development by attendance of educational seminars and professional affiliations
22. Serves as a resource person and consultant to Materials Coordinator

Qualifications

1. A graduate of an accredited school of nursing and currently registered as a Registered Nurse in the State of California
2. Current BLS
3. Current ACLS
4. Two (2) years of supervisor experience preferred
5. Advanced educational experience in management preferable

Physical Requirements

Heavy; frequent lifting, not more than 100 pounds with help and/or carrying objects weighing up to 50 pounds. Must be able to lift, stand, and stoop without physical restriction.