



Office of Human Resources
Unit Charge Nurse - CO1599
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General Statement of Duties

Performs full performance professional nursing duties for a specific shift in the hospital by providing supervisory direction and guidance to professional nursing and support staff on an inpatient unit, specialty clinic, or treatment program.

Distinguishing Characteristics

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

Level of Supervision Exercised

Performs lead work.

Essential Duties

Establishes nursing care plans and participates as a member of a health care team planning for and providing optimum patient care

Evaluates outcome of patient care, consults with other professionals as required, and works with staff to adjust nursing care processes as necessary to ensure optimum patient care.

Provides a safe, comfortable, and therapeutic environment for nursing staff and patients/families in accordance with practice standards.

Gives direction or assistance to both staff and patients in planning for or delivering care to multi-problem patients and educates employees and patients in specialized knowledge, procedures, and techniques.

Makes emergency assessments in critical situations and performs necessary procedures/interventions to stabilize the patient's medical/mental condition.

Instructs nursing staff, patient and family regarding tests, procedures, and agency policy. Educates them regarding general health techniques, health maintenance and preventive health care.

Administers and controls medications.

Participates in and assists in formulating and screening quality improvement plans.

Arranges ordered diagnostic and therapeutic services for patient.

Maintains patient records and charts to ensure accurate patient medical and psychological treatment records.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy, and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

None

Education Requirement

Completion of a Nursing Education Program that is accredited and satisfies the licensing requirements of the Colorado State Board of Nursing for Registered Nurses.

Experience Requirement

Two (2) years of professional nursing experience in a patient care setting.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

Requires Basic Life Support (BLS) for Health Care Providers and Cardiopulmonary Resuscitation (CPR) Certifications at the time of application.

Requires a Registered Nurse (RN) License in the State of Colorado, or a participating compact state at the time of application.

By position, requires specialty certifications as required by the medical unit.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Frequent contact with water or other liquid.
Potential exposure to hazardous anesthetic agents, body fluids and wastes.
Potential exposure to infection from disease-bearing specimens.
Potential exposure to infections and contagious disease.
Potential exposure to odors in kitchen and/or patient areas.
Potential exposure to patient elements.
Potential exposure to unpleasant elements (accidents, injuries and illness).
Handles emergency or crisis situations.
May perform emergency care.
Occasional pressure due to multiple calls and inquiries.
Occasionally subjected to irregular hours.
Regularly Potential exposure to the risk of bloodborne diseases.
Requires judgment/action which could result in death of patient.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining body equilibrium to prevent falling over.
Carrying: Transporting an object, usually by hand, arm or shoulder.
Eye/Hand/Foot Coordination: Performing work through using two or more.
Feeling: Perceiving attributes of objects by means of skin receptors.
Fingering: Picking, pinching or otherwise working with fingers.
Hearing: Perceiving the nature of sounds by ear.
Pulling: Exerting force on an object so that it is moving to the person.
Pushing: Exerting force upon an object so that the object is away.
Reaching: Extending the hand(s) and arm(s) in any direction.
Repetitive Motions: Making frequent movements with a part of the body.
Standing: Remaining on one's feet in an upright position.
Stooping: Bending the body by bending the spine at the waist.
Talking: Expressing or exchanging ideas by means of spoken words.
Walking: Moving about on foot on uneven surfaces.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Accommodation: Ability to adjust vision to bring objects into focus.

Depth Perception: Ability to judge distance and space relationships.

Far Acuity: Ability to see clearly at 20 feet or more.

Field of Vision: Ability to see peripherally.

Near Acuity: Ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: