



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

**SUBJECT: DESIGNATED UNIT CHARGE NURSE
RESPONSIBILITIES**

Policy No.: A410
Effective Date: 11/1993
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Purpose: To ensure continuity in unit operations in the absence of the Nurse Manager and/or Supervising Staff Nurse I.

Policy Statements:

1. The Nursing Department will ensure that all patient care areas are provided with a nurse in charge on all shifts.
2. Unit Charge responsibilities are distributed on a rotational basis among qualified Registered Nurses according to their classification level (e.g., RN III, RN II, RN I).
3. New nursing graduates will be oriented to the role of charge nurse but should not be assigned this duty until after they have successfully completed their probationary period. Exceptions may be made at the discretion of the Nurse Manager/Administrative Nursing Supervisor (ANS).
4. The competency of the individuals designated in charge will be reflected in their annual performance evaluation. Persons designated in charge must have an overall rating of "competent" in their most current performance evaluation.
5. Unit Charge Responsibilities:
 - a. Maintain open and appropriate communication with Nursing Administration
 - b. Ensure that all required documents are completed each shift (e.g., Care Companion Request Forms, Staff Assignment, Variance logs, Patient Classification Summary, quality and safety checks [Crash Cart Check List, Refrigerator Logs, Glucose Quality Control], etc.)
 - c. Ensure that patient care assignments are made in accordance with Nursing Policy A420: *Patient Care Assignment*
 - d. Ensure that all nursing employees perform their duties in accordance with current, acceptable standards of practice, and are in compliance with current nursing policies and procedures
 - e. Review staffing for the oncoming shift and communicate needs/actions taken to the ANS.
 - f. Ensure that patient/physician complaints are investigated/addressed and are reported to the ANS immediately. Initiate and/or review any patient/family risk management incident and ensure processing of the information in the event reporting system within 24 hours -
 - g. Keep Nurse Manager/Supervising Staff Nurse I informed of all pertinent unit operational issues and employee performance issues that occurred while in charge and report issues to the ANS timely as needed.

- h. Ensure an injured employee's safety and contact ANS/designee to complete the IA packet.

Reviewer(s): Elisa Sanchez, MHA, BSN, RN

References:

The Joint Commission. (7/1/17). *Comprehensive accreditation manual for hospitals*. NR.02.03.01 – *The nurse executive directs the implementation of nursing policies and procedures, nursing standards, and a nursing staffing plan(s)*.

Title 22 Section 70217 Nursing Service Staff

11/93 – New
02/99 – Reviewed
10/05 – Reviewed
01/06 – Revised
07/08 – Revised
09/11 – Revised
09/14 – Revised
07/17 – Revised