1. PURPOSE

1.1 To assume overall responsibility for patient care on the units during the hours assigned and/or provide direct patient care as per unit protocol.

1.2 To coordinate and manage changes in workload.

1.3 To act as a resource person to unit staff.

1.4 To collaborate with appropriate CPAS staff in the areas of patient placement, patient flow, staffing issues, and management of unusual occurrences as required.

2. POLICY

2.1 There shall be a Charge Nurse assigned to each unit on weekends, evenings and nights and other occasions as designated by the Manager of Nursing.

2.2 The Charge Nurse must be a Registered Nurse/Registered Psych Nurse.

2.3 Participation in the general and unit Charge Nurse orientation is preferred.

2.4 The Charge Nurse is accountable to the unit Manager of Nursing.

3. PROCEDURE

3.1 Clinical

Coordinating and directing patient care

3.1.1 As manager designate, assume a leadership role in the event of a fire, emergency or disaster as outlined in the SHR Emergency Preparedness Plan (Section 2.0 – 2.4.4; 2.4.5)

3.1.2 Recommending alterations in nursing care in consultation with other team members when the patient’s condition or treatment changes.
3.1.3 Assisting unit nurses in dealing with difficult situations (death, client complaints).

3.1.4 Assuming a patient assignment as required.

3.1.5 Communicating effectively with all members of the health care team, patients, families and visitors.

3.1.6 Facilitating discharge planning.

3.1.7 Assigning patient placement in consultation with Patient Care Supervisor and ACAL.

3.1.8 Providing direction and guidelines in crisis situations and coordinating relevant activities.

3.2 Supervisory

3.2.1 Anticipating changes in staffing needs by discussing workload changes with all nursing staff including the assessment of staffing for the next shift.

3.2.2 Adjusting staffing according to unit needs by advising Staff Scheduling Office of adjustments required in staffing and approving overtime as required. Arranging for excess staff to be floated.

3.2.3 Directing staff for reassignment as indicated by unit demands and delegating duties appropriately. Using good judgment when assigning breaks to cover unit adequately.

3.2.4 Directing calls/information to Manager of Nursing on call, such as: temporary bed closures, critical incidents, overtime, OH&S work situations that need immediate attention, media/police requests, staff performance issues that require immediate attention i.e. substance abuse.

3.2.5 Communicating pertinent information to oncoming charge nurse.

3.2.6 Ensuring completion of additional unit specific duties as required.

3.2.7 Arranging for appropriate assignment and sufficient orientation of staff floated to the unit.

3.2.8 Ensuring that appropriate and functional equipment is available on the unit for patient care.

3.2.9 Arranging for appropriate patient assignment according to scope of practice of unit personnel.