

	Policies & Procedures Title: <b>CHARGE NURSE</b> I.D. Number: <b>1060</b>
Authorization:  <input checked="" type="checkbox"/> SHR Nursing Practice Committee	Source: Nursing Date Effective: May, 2006 Scope: <b>Saskatoon City Hospital</b> <b>Royal University Hospital</b> <b>St. Paul's Hospital</b>

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**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.