



Career Service Authority

Unit Charge Nurse

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GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

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.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

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

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

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

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

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

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self-learning and development.

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 and object of more than 50 pounds.
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.

Working Environment:

Frequent contact with water or other liquid.
Exposed to hazardous anesthetic agents, body fluids and wastes.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious disease.
Exposed to odors in kitchen and/or patient areas.
Exposed to patient elements.
Exposed 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 exposed 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.

Education Requirement:

Completion of a Nursing Education Program which satisfies the licensing requirements of the Colorado State Board of Nursing.

Experience Requirement:

Two years of professional nursing experience.

Education/Experience Equivalency:

BSN or Master's Degree in Nursing may be substituted for one year of required professional nursing experience.

Licensure and/or Certification:

Requires possession of a valid Colorado Registered Nurse license or permit at time of appointment, with permit to be used only until a decision on licensure is made.

All positions require current CPR certification by the end of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 1/16/2001

REVISED DATE: 12/13/09

REVISED BY: Patricia Anderson

CLASS HISTORY 12/13/09: This class was placed in the new class specification format.