



Approved Classification	
Effective Date	
Analyst	
FLSA Status	

PD 2012

OFFICE OF STATE PERSONNEL POSITION DESCRIPTION FORM

Name of Employee	Present University or Beacon Position Number / Proposed Number
Present Classification Title / Salary Grade or Banded Level Professional Nurse	Proposed Classification Title / Salary Grade or Banded Level same
Usual Working Title of Position Charge Nurse	Department, University, Agency or Commission Department Health and Human Services
Institution / Division Central Regional Hospital/DSOHF	Section / Unit
Street Address, City and County 300 Veazey Rd, Butner, Granville	Location of Workplace, Building and Room Number CRH Main Campus
Name of Immediate Supervisor	Supervisor's Position Title and Number Nurse Supervisor II
Work Schedule (<i>i.e. Monday-Friday, rotating shifts, etc.</i>) Monday -Friday (alternating weekends/holidays)	Work Hours (<i>i.e. 8:00 am-5:00 pm, etc.</i>) First, Second or Third Shift as assigned. Reassignment to other shifts and areas may be need. Shift hours: First (7:00am-3:30pm; Second (3:00pm-11:30pm); Third (11:00pm-7:30pm)
Primary Purpose of the Organizational Unit The Nursing Department is responsible for providing 24-hour nursing care to patients at every stage of life, diagnosis, physical and mental condition. This includes assessment of each patient's needs specific to their age and legal status. Nursing care is planned, and interventions are performed to assure those needs are met and evaluated for effectiveness.	
Primary Purpose of the Position The professional nurse position manages the delivery of nursing care through the on-going supervision, teaching, and evaluation of nursing personnel (as specified in the legal definition of the practice of nursing) [NCBON-NCAC 6.0224i]. The Professional Nurse provides psychiatric-mental health and medical nursing care (utilizing the Nursing Process) and direct supervision of other licensed and non-licensed staff on the patient care unit (during their assigned shift). Supervision includes rotating in the charge nurse role and appropriately assessing the capabilities of staff and delegating task and responsibilities. The Professional Nurse provides direct observation of patients and evaluation of nursing care given. The role functions under the direct report of a Nurse Supervisor II (Clinical Nurse Manager).	
Description of Work Managing the Delivery of Nursing Care-Supervision 50% <ol style="list-style-type: none"> 1. Providing on-going supervision, teaching, and evaluation of nursing personnel. Provides redirection in the moment for staff to ensure patient care and safety needs are met and patient rights are protected during the course of their assigned shift. 2. Maintain current knowledge in nursing practice. Participate in professional activities to improve clinical knowledge that would enhance role performance. 3. Provide continuous availability for direct participation in supervising nursing care as indicated by patient status. 4. Provide continuous supervision and assessments of personnel capabilities (skills) in relation to patient status and plan of care. 5. Collaborates with the interdisciplinary in the delivery of clinical care to patients. 	

6. Maintain accountability for nursing care delegated to all assigned personnel and ensure direct observation of nursing care given on assigned shift. Responsible for ensuring all required protocols and policies are followed in the provision of patient care, maintaining safety and documentation requirements are completed by nursing staff on their assigned unit during their assigned shift.
7. Preparing unit work assignments and adjusting work flow processes as necessary for the continuous delivery of care and as based on patient care needs. Responsible for engaging in problem solving to ensure staffing needs are met during the shift.

Nursing Process-30%

1. Assessment – Collects data based on patient’s immediate mental health and/or medical condition or need.
2. Diagnosis – Analyzes the assessment data in determining nursing plan of care and nursing diagnoses system.
3. Outcome Identification – Identifies expected outcomes individualized to the patient. Ensures outcomes are patient-oriented, evidenced-based, therapeutically sound, realistic, attainable and cost-effective.
4. Planning – Develops plan of care; collaborate with patient, family and other treatment team members.
5. Implementation – Implement the interventions identified and Document as required.
6. Evaluation- Evaluates patient’s progress in attaining expected goals and outcomes.
7. Assumes primary charge nurse responsibilities and any delegated additional responsibilities for the assigned area.
8. Systematically evaluates the quality of care, tasks and duties of the assigned front-line staff.
9. Administer medications per policy of the facility
10. Assists others in identifying teaching needs related to clinical care.
11. Provide input to supervisor to assure provision of competent clinical care.
12. Evaluate and report factors related to safety and security of patients and staff.
13. Ensure documentation is accurate and timely as prescribed by facility policy.
14. Ensure pertinent patient information is communicated to peers, co-workers and interdisciplinary team members.

Customer Service - 20%

1. Consistently demonstrates concern and courtesy for patients, family and co-workers.
2. Demonstrate respect individual and cultural differences.
3. Effectively identify customer needs and respond appropriately.
4. Routinely carries out functions within the Patient Safety Evaluation System (PSES) which may include, but is not limited to, review and analysis of events, maintaining Patient Safety Work Product (PSWP) within a secure environment, and entering patient safety event information into the designated Patient Safety Event and Patient Safety Organization (PSO) databases.

Competencies, Knowledge, Skills and Abilities Required in this Position

- Knowledge of:** Professional nursing skills, practices and procedures.
Theory and practice of psychiatric and medical nursing and group processes.
- Skills in:** Effective communication verbally and in writing.
Utilize the nursing process and collaborate with other health care personnel.
- Ability to:** Provide on-going supervision of other nursing and non-nursing personnel in the delivery of patient care.
Transcribe and Administer patient care orders (including medication, medical treatments).
Perform Charge Nurse duties as prescribed by facility (inclusive of delegation and monitoring of the tasks and responsibilities of assigned staff).

Education and Experience Required

**Graduation from an accredited school of professional nursing with a Diploma/ADN; or a BSN.
Experience in similar patient population.**

License or Certification Required by Statute or Regulation

**Current license to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.
Current NVC and Cardiovascular Pulmonary Resuscitation (CPR) certifications (within two months of employment).**

Employee's Signature/Title	Date		Supervisor's Signature/Title	Date
_____	_____		_____	_____