

**MOUNTAINVIEW MEDICAL CENTER  
JOB SUMMARY**

**POSITION TITLE:** LICENSED PRACTICAL NURSE, CHARGE NURSE

**DEPARTMENT:** Nursing

**HOURS:** 12 Hour Shifts

**JOB SUMMARY:**

Provides nursing care to assigned patients at the direction of the Registered Nurse and medical staff; and in accordance with the standards, policies and procedures of MMC and the state of Montana. Responsible for the immediate supervision of nursing assistants and their care and work duties for the intermediate swing bed population. Completes assessments, addresses patient needs, and identifies changes to patient condition that is communicated to the patient care team. Evaluates and directs the plan of the care in conjunction with the RN for the intermediate swing bed patient. Completes all appropriate documentation. Participates in provider rounding, care plan meetings, family meetings, and any other interdisciplinary care team activities. Charge Nurse is responsible to assume the care of the entire patient population in the event that the RN is away from the floor. Must respond to the aid of the RN in the Emergency Department, outpatient setting or acute or skilled swing bed care.

**EDUCATION, TRAINING AND EXPERIENCE; CERTIFICATION/LICENSURE:**

Graduate of an approved school of practical nursing, and currently licensed to practice nursing in the state of Montana. BLS completed within 12 months of hire. ACLS encouraged. May begin entry level without experience. IV certification or competency preferred. Maintains continuing education as required for licensure.

**SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:**

Must have basic computer skills and be able to learn software applications Leadership and teaching/mentoring skills. Ability to create and follow care plans and identify appropriate nursing interventions. Ability to perform a head- to-toe assessment. Willingness and ability to assist RNs with acute, skilled and emergency patients.

Excellent communication and interpersonal skills. Demonstrates collaborative, supportive, and caring behaviors in communication with patients/residents, families, visitors, and the interdisciplinary care team.

Adheres to facility safety standards, policies and procedures, and anticipates and identifies problems and safety issues, then initiates appropriate action. Adheres to facility infection control policies and practices. Utilize facility performance improvement principles to assess and improve the quality of patient/resident care. Performs every day work in accordance with the facility quality assurance and improvement plan, departmental goals, and benchmarks.

**WORK ENVIRONMENT AND HAZARDS:**

Work areas include the entire facility and the nursing departments. Interaction with patients/residents who may be physically debilitated and mentally or psychologically disturbed and particularly the elderly.

Hazards include risk of exposure to communicable disease and risk of physical injury from lifting/transferring/ assisting patients and operation of equipment. May be exposed to blood-borne pathogens. Risk of exposure to toxic substances, chemicals, and sharps.

**WORK CONTACT GROUP:**

All hospital departments, patients, families, visitors, nursing personnel, medical staff and vendors.

**SPECIAL PHYSICAL DEMANDS:**

Must be able to lift a minimum of 25 pounds, lift and transport patient/residents. Must be able to bend, stoop, push, and pull. Walk and stand for most of the work day.

**SUPERVISED BY:** RN, Director of Nursing

**SUPERVISES:** CNAs and NAs

Supervisee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

**PERFORMANCE STANDARDS- Licensed Practical Nurse, Charge Nurse**

1= POOR; 2= INCONSISTENT, NEEDS IMPROVEMENT; 3= MEETS REQUIREMENT, AVERAGE;  
4= ABOVE AVERAGE OR EXCEEDS EXPECTATIONS

1	<b>DELIVERY OF CARE:</b> Standards, Comfort and Safety, Quality of care, knowledgeable, respond to needs and evaluates care, identifies changes in patient condition, skill level, develops and coordinates the patient’s plan of care,	1 2 3 4
2	<b>COMMUNICATION:</b> report/huddles/hand-offs, up to date with Emails and information, handles conflicts appropriately between other staff/departments, attitude and behavior is professional/courteous/respectful/friendly, accepts direction and correction, mentors, assists	1 2 3 4
3	<b>WORK PERFORMANCE:</b> proficient in job duties, competent, complete tasks/duties and assignments completely and accurately, timely and efficient, asks for help appropriately, confidence in skill and able to help or teach others, monitors and directs NA staff	1 2 3 4

4	<b>DOCUMENTATION:</b> completeness, accuracy, thorough, proficiency with EMM, quarterly care plan review, care plan development, change of condition, admission, orders	<b>1 2 3 4</b>
5	<b>QUALITY, TRAINING AND EDUCATION:</b> completes quality checklists and requirements, participates in facility training, maintains appropriate education certifications, participates in facility performance improvement, including meaningful use and performance benchmarks, incident reporting	<b>1 2 3 4</b>
6	<b>MISC:</b> committee participation, challenging assignments, willingness to perform extra duties, etc.	<b>1 2 3 4</b>

**SUMMARY**

STRENGTHS AND ACCOMPLISHMENTS:

AREAS OF IMPROVEMENT:

IMPROVEMENT PLAN:

GOALS OR NEEDS FOR THE YEAR:

EMPLOYEE COMMENTS:

The performance evaluation was verbally discussed between employee and supervisor as attested by the following signatures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date