



BAY CLINIC INC

Charge Nurse

Department: Nursing

FLSA Status: Exempt

Grade/Level:

Job Type:

Job Status: Full Time

Reports To: Nursing Manager

Amount of Travel Required: None

Positions Supervised: Patient Care Team Includes:
Registered Nurses, Licensed Practical Nurses, Medical
Assistants, Chart Champions,

Work Schedule:

4/10 hour days or 5/8 hour days

POSITION SUMMARY

Responsible for the direction, supervision and evaluation of nursing staff and other assigned personnel. Charge Nurse responsibilities include delegation of nursing assignments within the clinic, preparing schedules, monitoring and ordering of medicines and supplies. In addition to management tasks the Charge Nurse may also be responsible for helping with clinic coverage. Promote and support the Patient Centered Medical Home (PCMH) primary care model.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Promotes the Patient Centered Medical Home model of the healthcare team working with the patient to achieve improved healthcare outcomes.
- Oversight of daily patient care activities, ensures full coverage at all times to provide effective patient services.
- Leads, guides, and training of employees within their related work field.
- Provides oversight and/or direct nursing evaluation and/or other related care and consultation to patients as required.
- Maintains communication and community liaison with outside agencies as appropriate.
- Oversees quality assurance activities and compliance to operational standards.
- Participates in program development and assists with implementation of organizational policies and procedures.
- Ensures the proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned.
- Maintain accurate, detailed reports and records.
- Consult and coordinate with Patient Care Team Members to assess, plan, implement and evaluate patient care plans.
- Direct and supervise less skilled nursing or health care personnel or supervise a particular unit.
- Conduct, train and evaluate laboratory and clinical competencies.
- Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.
- Be a part of a Care Coordination Team that actively manages assigned panel of chronic care patients (high acuity).
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Judgment - The ability to formulate a sound decision using the available information.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education:	Associate's Degree (two year college or technical school): Required Bachelor's Degree (four year college or technical school) Required, Field of Study: Nursing from a four year college, university or Associates Degree from an accredited nursing school.
Experience:	1 plus years of experience
Computer Skills:	Experience in Microsoft Windows environment preferred. Ability to competently utilize EMR to complete daily tasks.
Certifications & Licenses:	Hawaii state license and current Health Care Provider CPR certification.
Other Requirements:	Community Health Care Center or similar community outpatient care experience preferred.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	O
Reach Outward	O		

