

Weisman Children's Rehabilitation Hospital (WCRH)

Nursing Administrative Manual

**SUBJECT: Charge Nurse's Role, Responsibilities and
Authority within the Hospital**

No. 105

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PURPOSE:

To establish the Charge Nurse's authorizations and limitations as the designee of the Administrator of the Hospital during non-business hours. Note: Business hours are defined as Monday through Friday 8:00 am – 4 pm; therefore, non-business hours include all other hours.

POLICY:

At least one Registered Professional Nurse is assigned Charge Nurse on each shift.

During non-business hours, the Charge Nurse will have all authority and responsibility conveyed by the Nurse Executive or designee in his/her absence, for the supervision and operation of all departments within the Hospital, including Nursing Service, the Therapy Departments, Respiratory, Maintenance, Dietary and Housekeeping, but not precluding any other Department or Contract Service operating during those hours within the Hospital. Any issues, which he/she cannot resolve, will be directed to the Administrator On-Call or Nurse Executive.

PROCEDURE:

1. The Charge Nurse on duty has complete responsibility for the operation of the Hospital in a manner which represent the goals and philosophy of the Hospital.
2. The Charge Nurse serves as the Unit Liaison and is responsible for exchanging information with other charge nurses at change of shift and with physicians,
3. It is the responsibility of the Charge Nurse to review staffing for oncoming shift(s). It is the responsibility of the Charge Nurse to call in staff (if needed) or cancel staff in a timely manner.

3. The Charge Nurse completes the Nursing Assignment Sheet or makes adjustments as is appropriate. The assignment of extra duties for which each shift is responsible is also a part of the assignments.
4. It is the responsibility of the Charge Nurse to insure that the voicemail at the nurse's station is checked on an hourly basis throughout the shift.
5. The Charge Nurse will set priorities and redirect colleagues to other tasks as the need arises.
6. All departmental employees should contact the Charge Nurse on duty with regards to questions or problems that arise during non-business hours.
7. The Charge Nurse responds to service complaints by investigating and answering queries from physicians, patients, visitors and other team members about patient care.
8. The Charge Nurse report to the Nurse Educator or Nurse Executive during off hours any untoward events that have occurred or have the potential to occur.
9. The Charge Nurse or his/her designee assists in the coordination of nursing unit activities with other departments as needed.
10. All employees are expected to respond to the Charge Nurse's request(s). If they refuse to do so, or do not respond appropriate to the request, and immediate action is deemed necessary, the Charge Nurse on duty is authorized to take action in the form of discipline of the employee for misconduct under the guidelines established in the Administrative Manual. This action can be a disciplinary warning (verbal or written), and or suspension of the employee, if appropriate. If immediate action is not necessary, the Charge Nurse will communicate with the appropriate manager and recommend that action be taken.
11. The Administrator On-Call will be notified of any significant event affecting patient care, staffing or hospital operations.

Nurse Executive