Job Title: Charge Nurse

Reports To: Assistant Director of Clinical Operations

Department: Nursing

FLSA Status: Exempt

Travel: 10%

Positions Supervised: Senior RN’s, Registered Nurses, Licensed Practical Nurses, Medical Assistants,

Work Schedule: Full Time (40 hours per week) 4/10 hour days or 5/8 hour days

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**Job 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.

**Reasonable Accommodation 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. Bay Clinic is an equal opportunity employer.

**Essential Functions**

- 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).

Keep supervisor informed as to changes in schedule.

Perform other duties as assigned

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**Qualifications**

- **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:  
2 plus years of related 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.

Working Conditions/Environment

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

<table>
<thead>
<tr>
<th>Physical Demands</th>
<th>Lift/Carry</th>
<th>Push/Pull</th>
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<tbody>
<tr>
<td>Stand</td>
<td>10 lbs or less</td>
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<tr>
<td>Walk</td>
<td>11-20 lbs</td>
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<tr>
<td>Sit</td>
<td>21-50 lbs</td>
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<td>Manually Manipulate</td>
<td>51-100 lbs</td>
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<td>Reach Outward</td>
<td>Over 100 lbs</td>
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<tr>
<td>Reach Above Shoulder</td>
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<tr>
<td>Climb</td>
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<td>Crawl</td>
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<tr>
<td>Squat or Kneel</td>
<td>12 lbs or less</td>
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<td>Bend</td>
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<td>26-40 lbs</td>
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<td></td>
<td>41-100 lbs</td>
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Other Physical Requirements:

• Vision and Sense of Sound - Hear from stethoscope
• Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

***The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

<table>
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<tr>
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