

CHARGE NURSE LETTER OF AGREEMENT

The duties and qualifications for charge nurse shall be governed by this Letter of Agreement.

Charge Nurse:

1. Schedules, leads, and coordinates the day to day activities of the Nursing Department at Harney District Hospital.
2. Ensures adherence to appropriate federal, state and local regulations and guidelines, HDH policies, and Nursing Department policies and procedures.
3. Leads, guides, and trains staff.
4. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environment practices.
5. Ensure that one nurse per shift carries pharmacy keys and enters the pharmacy to retrieve necessary drugs.
6. Assigns staff to ensure full coverage of patient care needs at all times and to ensure effective patient services.
7. Ensures crash cart checks per shift.
8. Maintains communication with allied services.
9. Ensures narcotic/sedative counts done and all keys accounted for prior to staff ending their shifts.
10. Ensures accurate acuity at end of shift following acuity HDH guidelines.
11. "Go to" person for staff when they have questions or concerns.
12. Provides direct patient care to a small number of low acuity patients **(depending on staff skill mix)**, while performing above listed duties.
13. The charge nurse position is non supervisory. The nurse(s) filling this position will remain in the ONA bargaining unit.
14. The charge nurse will be compensated as per Article 9.11.

Knowledge, Skill, and Abilities Required:

1. Knowledge of specific day-to-day needs of patients within the facility.
2. Organizing and coordinating skills.
3. Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

4. Ability to communicate effectively both in writing and orally.
5. Ability to understand, follow and enforce safety procedures and guidelines, HDH policies and Nursing Department policies and procedures.

Charge nurse for each shift will be designated with “+” on schedule. Charge nurse for each shift will be determined by Chief Operating Officer/Chief Nursing Officer or Nurse Manager of Multiple Units.