

**BETHESDA HEALTH GROUP, INC**  
**LONG TERM CARE DIVISION**  
**JOB DESCRIPTION/PERFORMANCE APPRAISAL**

**JOB TITLE:** Charge Nurse (LPN & RN) Employee Name: \_\_\_\_\_  
**DEPARTMENT:** Nursing Hire Date: \_\_\_\_\_  
**SUPERVISED BY:** Nursing Supervisor Review Date: \_\_\_\_\_  
**JOB CLASSIFICATION:** Non-Exempt

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All the duties and standards of this position will be performed according to established policies, procedures and guidelines within the department and the organization.

These examples of work are not all encompassing or restrictive, and are expected to vary with changing needs and priorities. The duties for a specific position with this title will be defined and assigned by the immediate department director/manager.

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**Job Summary:**

The Charge Nurse performs the primary functions of an LPN or RN including assessing, planning, implementing and evaluating the care of a designated group of residents in a designated time frame. Demonstrates knowledge of gerontological patients physical, social, emotional and psychological needs based upon the residents health care needs. Is responsible for adhering to all established Standard of Nursing Practices and Company policies. Responsible for managing all assigned personnel, supplies and equipment on the unit and for promoting team work. Ensures continuity and quality care on the assigned unit.

**JOB QUALIFICATIONS:**

- A) **EDUCATION AND TRAINING:**  
Degreed LPN or RN
- B) **LICENSING/REGISTRATION/CERTIFICATION:**  
Current LPN or RN licensee in the state of Missouri.
- C) **EXPERIENCE:**  
Long-term care experience preferred.
- D) **SKILLS AND ABILITIES:**  
Excellent communication skills to interact verbally with patients, visitors and staff.  
Ability to manage time and organize daily schedule to meet productivity standards.

An individual without requisites stated above may present a written justification explaining the relevance of his/her background for a specific vacant position. Depending on organizational needs and availability of more qualified applicants, an applicant may have some or all requisites revised or waived at Bethesda Health Group's discretion.

**PHYSICAL AND MENTAL EFFORT:**

- Ability to stand and walk for long periods of time.
- Ability to lift heavy objects using proper lifting techniques and with assistance as necessary.
- Ability to transfer and move patients who vary with ability to assist weighing 200+ lbs. using proper lifting techniques and with assistance as necessary.
- Ability to push and pull equipment weighing in excess of 40 lbs. using proper techniques and with assistance as necessary.
- Manual dexterity, coordination and skillful use of hands when working with patient and equipment, which may include pushing buttons, adjusting dials, turning on/off switches, buckling, holding and positioning limbs/body parts, etc.
- Visual acuity with the ability to distinguish color.
- Ability to physically perform necessary documentation in writing.

**ENVIRONMENTAL AND WORKING CONDITIONS:**

Long-term care setting. May be exposed to sharps, blood, body fluids, and chemicals.

**BLOOD BORNE PATHOGENS CATEGORY:** Exposure Risk: High-Offer Hepatitis B vaccination

**HEPATITIS A VACCINATION:** Required

**MACHINES/EQUIPMENT/TOOLS:**

<b>PRIMARY:</b>	Sphygmomanometer	Thermometer	Blood Glucose Monitoring Device
	Weight Scales	Lifts	Wheelchair
	Beds	Safety/Restraining Devices	Suctioning Equipment
	Telephone		

**SECONDARY:** Facsimile Machine  
Copier

**HIPAA Requirement: PHI Access**

The LPN/RN Charge Nurse will have access to all PHI of the residents in the long-term care facility to which they are assigned. Additional access may occur when there is a potential for transfer between facilities.

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The purpose of the performance review is for the supervisor and the employee to thoroughly review the employee's past performance and develop goals and objectives for the coming year.

The following performance levels should be used to rate the employee's level of performance with regard to each duty:

A rating of 1 – DOES NOT MEET STANDARDS: The standard is not always met. The level of performance is generally below what is expected, showing need for improvement. A plan of action for improvement must be written.

A rating of 3 – MEETS STANDARDS: The standard is met. The level of performance meets the standard requirements of the position. Assignments are performed in an acceptable manner.

A rating of 5 – EXCEEDS STANDARDS: The standard is met. The level of performance consistently exceeds the standard requirements of the position. Assignments are performed in an exemplary manner.

A rating of 2 or 4 can also be given if in between category performance is assessed.

The Reviewer rates the employee's performance in the rating section. The Reviewer then makes appropriate comments related to the specific job responsibility. Upon completion of the evaluation session, both the employee and supervisor sign the performance review. The employee may have a copy of the completed review. The completed performance review is forwarded to Human Resources. All sections must be completed with appropriate dates and signatures.

**PERFORMANCE RESPONSIBILITIES:**

The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned.

**RESPONSIBILITIES AND STANDARDS:**

All are essential job functions according to ADA guidelines. These are measured by supervisory observation, staff and resident/family feedback, review of documentation, and in-service attendance.

**PART I PERFORMANCE LEVEL SCORING – JOB DESCRIPTION**

1. Within the tour of duty accurately assesses residents' physical and psychosocial status, educational and environmental needs of assigned residents. Identifies needs for other services/disciplines for residents and intervenes appropriately to secure these services. Documents admissions and completes ongoing nursing assessments on assigned residents.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

2. Develops measurable goals, admission and discharge plans with physicians, residents, families and multidisciplinary team members. Document and communicates plans appropriately and professionally.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

3. From continual assessment, reviews and revises the care plan needs, problems and goal changes. Communicates changes with Patient Care Coordinator. Identifies necessary and appropriate nursing interventions pertinent to the plan of care. Implements and documents all resident/family teaching relevant to health care needs and ensures understanding of the teaching.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

4. Demonstrates clinical competence to assess the physical, spiritual, psychological and emotional needs of each resident. Intervenes appropriately requesting physician or other department intervention as appropriate. Ensures that documentation is completed in a prompt and professional manner. Ensures that all information is recorded and correct prior to contacting the resident's physician for assistance or advise.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

5. Collaborates and communicates, with tact and sensitivity, with other team members and departments to coordinate a multidisciplinary approach to resident care. Identifies and interprets the psychological reaction of the residents and takes appropriate action within the time frame necessary. Documents nursing interventions and resident response to care accurately, timely and completely.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

6. Administers resident treatments and procedures in accordance with physician orders and nursing policies and procedures. Ensures that all treatments are signed for and completed in the appropriate allotted time frame.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

7. Administers medication and IV fluids skillfully, safely and timely. Accurately administers medications and signs for medication according to policy and within the allotted time frame 100% of the time.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

8. Handles crisis situations in a prompt, precise and professional manner. Actively participates in the direct delivery of patient care. Completes rounds to ensure that residents are receiving the appropriate nursing care in an appropriate time frame. Ensures that a safe, comfortable, clean environment is maintained.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

9. Monitors resident physical and chemical restraints to ensure resident safety. Works with ADON to reduce or eliminate restraints when feasible. Trains assigned staff on the use of restraints, treatments, positioning devices, etc. to ensure a complete understanding of their function and provide resident safety.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

10. Organizes information and communicates with physicians and supervisor regarding relevant patient care issues. Coordinates activities on the assigned unit to ensure appropriate functioning of the unit and continued quality care. Transcribes/verifies physician orders, coordinates testing, treatments and procedures with other departments. Promptly co-signs orders and clarifies as necessary.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

11. Empowers staff by promoting responsibility, accountability, and autonomy to enhance patient care. Completes CNA assignments and follows up on responsibilities to ensure residents satisfaction. Ensures standards of patient care are utilized and delegates responsibilities as defined by policy or necessary to ensure appropriate resident care. Monitors and assist assigned staff as necessary to ensure completion of all tasks properly and in a timely manner.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

12. Demonstrates flexibility in responsibilities and professional competency at all times. Participates in servicing, continuing education and other activities to keep professionally current. Maintains working knowledge of emergency procedures and demonstrates awareness of safety issues relevant to patient and employee safety.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

13. Communicates effectively with residents, visitors, co-workers, physician and other team members using professionalism. Collaborates with physicians and other departments for problem solving and communication of resident related issues in coordinating the resident's plan of care.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

14. Answer residents call light and assists with resident ADL's as needed.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

15. Completes other duties as assigned.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGMENT:**

I have reviewed and I understand the job duties and expectations outlined in this job description. I agree to perform the work in a manner acceptable to my immediate supervisor and within guidelines defined in the policies and procedures of Bethesda Health Group and Bethesda Long Term Care. I also understand that continued employment will depend on my demonstrated ability to perform the work as expected.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

**JOB DESCRIPTION APPROVAL:**

Department Manager: \_\_\_\_\_ Date \_\_\_\_\_

Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Job Description Review/Revision Date: 3/03, 7/05, 6/06, 7/07, 1/10, \_\_\_\_\_, \_\_\_\_\_,

**Customer Service** –Uses tact, courtesy and good judgment in dealing with others. Treats all with consideration, respect and dignity. Respects resident and staff confidentiality. Demonstrates ability to consider diverse needs of others regardless of culture, religion, disability, etc.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Collaboration/Communication** – Demonstrates willingness to work with others (physicians, staff, residents, families, visitors) in accomplishing day-to-day work activities. Listens to ideas of others and effectively communicates own thoughts. Maintains flexibility to adapt to different methods of achieving work-related goals. Open to change.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Excellence** – Demonstrates passion for excellence in day-to-day work activities. Is proactive in working toward quality standards established in the organization and department. Contributes to the achievement of team and department goals. Participates in the Continuous Quality Improvement process as requested.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Ethics** - Maintains ethical standards required by Bethesda's Code of Conduct. Demonstrates accountability and takes initiative.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Orientation** - Assists with new employee orientation as requested. Creates a receptive environment for new employees, making them welcome and assisting both informally and formally with new employee orientation (such as being a mentor, preceptor, etc. to assist with acclimation to the facility.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Dress Code** – Wears ID badge. Wears clean well-maintained attire as required by job. Always appears well groomed, with make-up, jewelry, nails and hairstyle maintained in moderate style per dress code in the Employee Handbook. Always maintains an appearance that promotes a business image suited to the needs and requirements of department & position.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Attendance/Timekeeping** – Maintains proper attendance (three occurrences of absenteeism in a 90 day period is excessive & two occurrences of absence in conjunction with scheduled time-off is excessive). Demonstrates flexibility in scheduling and adheres to policies regarding rest and meal periods. Clocks in/out with badge on scheduled days and reports for work at designated start time. (Two occurrences of tardiness in excess of one (1) minute in a pay period is excessive.)

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Safety** – Demonstrates safe work habits and knowledge of all related requirements and practices relative to job assignment. Completes Incident Reports according to policy for any work-related illness or injury and seeks necessary first aid and treatment.

Uses required precautions to prevent injuries such as needle sticks, falls, and back injuries. Wears required safety attire specific to the job. Follows all established infection control practices. Follows established safety precautions in the use of supplies and equipment. Completes incident reports according to policy for any work related illness or injury and seek first aid and treatment as necessary. Assists in maintaining a safe, clean and comfortable environment for the resident, including reporting any hazardous conditions or equipment. Knows emergency plans and participates in all emergency preparedness activities (including drills) in a professional and competent manner.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Resident Rights:** Demonstrates awareness of residents' rights. Maintains confidentiality of all resident information. Treats all residents fairly and with kindness, dignity and respect. Respects resident's privacy including providing care in privacy and knocking before entering a resident's room. Is aware of, and practices in a manner to prevent resident abuse. Knows reporting procedure to report suspected abuse or neglect. Knows the definition of resident abuse and practices the methods to help prevent abuse. Makes appropriate persons aware of any resident complaint or grievance.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Education/Competencies/Employee Health** – Has attended the mandatory continuing education courses & competencies as designated by the employees' position and outlined on the Employee Education Record (See Attached Pink Sheet). Reminder: all nursing staff are required to complete a minimum of 12 continuing education hours per evaluation year. Employee has received annual PPD testing, physical assessment and Hepatitis A & B series as required by position. Employee takes responsibility for professional growth.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**SPECIFIC TO POSITIONS WITH PATIENT CONTACT**

**Appropriateness of Care** – Has the knowledge of growth and development and takes age and other diverse needs of patients served into consideration. Possesses the ability to understand and respond effectively to residents' needs.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**REQUIREMENTS FOR ANNUAL INCREASE**  
Annual PPD & Mandatory Continuing Education Courses Completed

Annual PPD Completed on \_\_\_\_\_ (Date) Verified By \_\_\_\_\_ (Supervisor signature)

Inservices Completed on \_\_\_\_\_ (Date) Verified By \_\_\_\_\_ (Supervisor signature)

**IF AN EMPLOYEE HAS NOT COMPLETED THEIR MANDATORY CONTINUING EDUCATION COURSES AND THEIR ANNUAL PPD, THEIR ANNUAL RAISE WILL BE DELAYED UNTIL THESE ARE COMPLETED.**

**SCORING SUMMARY**

Add the Total of ratings given for each section in the Performance Appraisal.

Performance Level: \_\_\_\_\_ Total Points Earned/Total number of job duties = Average Score:

Job Description \_\_\_\_\_ / Number of job duties \_\_\_\_\_ = \_\_\_\_\_

Total Points Earned/Total number of Behavioral Expectations = Average Score:

Behavioral Expectations \_\_\_\_\_ / Number of Behavioral Expectations \_\_\_\_\_ = \_\_\_\_\_

**Reminder: Comments must be added for each area in which the standard has been exceeded or has not been met.**

**Overall Score – Job Description average score + Behavioral Expectations average score/2**

\_\_\_\_\_ + \_\_\_\_\_ /2 = \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Quartile: \_\_\_\_\_

Manager to complete:

Current Pay Rate: \$ \_\_\_\_\_ % Increase \_\_\_\_\_ New Pay Rate: \$ \_\_\_\_\_

Salary Increase Approval \_\_\_\_\_  
(Administrative signature)

Summarize areas for improvement (Any rating of "DOES NOT MEET STANDARD" MUST INCLUDE A PLAN OF ACTION FOR IMPROVEMENT.) Note any disciplinary action given during the last review period.

Summarize goals established and accomplished at or since last review. Note any accomplishments that would indicate performance-exceeding standards.

Identify employee developmental goals for upcoming review period.

GOALS	ACTION PLAN
1.	
2.	
3.	
4.	

Employee's Signature\*\* \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name (Please print) \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*If the employee wishes to make written comments regarding the performance review, the comments may be submitted to the supervisor and will be attached to this form, becoming a permanent part of the evaluation.