

Charge Nurse Competency Assessment Form

Length of orientation to the role with a preceptor (3-5 days); include dates: _____

Business Unit: Nursing		Department:		Job Title/Role: Charge Nurse		
Competency Statement: Clinical Nurse will demonstrate knowledge of assuming the responsibilities of the Charge Nurse by acting as a leader and a clinical coordinator of quality patient care through self and others on a designated area/unit/shift.						
Reason(s) for Assessment:	<input checked="" type="checkbox"/> ↑ Risk-↑ volume <input type="checkbox"/> Age related <input checked="" type="checkbox"/> Patient Satisfaction <input checked="" type="checkbox"/> Learner's needs <input type="checkbox"/> New scope of practice <input checked="" type="checkbox"/> ↑ Risk-↓ volume <input type="checkbox"/> Regulatory <input type="checkbox"/> Infection Control <input type="checkbox"/> Policy change <input checked="" type="checkbox"/> Professional development <input type="checkbox"/> ↓ Risk-↑ volume <input checked="" type="checkbox"/> Safety <input checked="" type="checkbox"/> Quality-Related <input type="checkbox"/> Performance issue <input type="checkbox"/> Others: <input type="checkbox"/> New Equipment					
Recommended Validation Methods:	<input checked="" type="checkbox"/> Direct observation of actual behaviors in work environment <input checked="" type="checkbox"/> Indirect observation through superiors, peer reports, document reviews		<input type="checkbox"/> Direct Observation in Simulated Laboratory <input type="checkbox"/> Documented results of test: Oral or written <input type="checkbox"/> Other:			
Skill Set: *	C - Critical Thinking	T - Technical Skills	I - Interpersonal Skills			
Reference(s):	<input type="checkbox"/> Department Policy & Procedure Manual <input type="checkbox"/> Professional Organization's Standards Manual <input type="checkbox"/> Regulatory Agency Guidelines <input checked="" type="checkbox"/> Others: Being in Charge: A Professional Development Workshop					
Age Group:	<input type="checkbox"/> Neonatal/Infant (0-1 yr) <input type="checkbox"/> School age (5-12 yrs) <input type="checkbox"/> Adult (19 years - 65 years) <input type="checkbox"/> Toddler/Preschooler (1-4 yr) <input type="checkbox"/> Adolescent (13-18 yrs) <input type="checkbox"/> Geriatric (65 years and above)					
Behavioral Criteria				Skill Set(s) *		
				C	T	I
Plans and develops assignment; communicates to / briefs staff considering: <ul style="list-style-type: none"> • Patient acuity, continuity of care, expertise of practitioner; number of technicians. • Unit activity; break assignments, updated assignments/scheduling. • Patient Flow • Challenging patients / families 				X		X
Triage, manages, and communicates patient and unit activity to Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor taking into consideration unit activity / throughput, patient acuity, staffing and patient care, issues / concerns.				X		X
Proactively initiates problem-solving as it relates to changes in patient care and staffing; communicates to staff via brief or huddle as appropriate: <ul style="list-style-type: none"> • Seeks information on patient status changes and problems; intervenes and huddles as needed. • Assesses need and assists with replacements or cancellations based upon census, acuity & unit activity. 				X	X	X

<ul style="list-style-type: none"> Communicates with nursing leaders r/t staffing level changes & discusses provisions for coverage. Delegate / perform patient assignments; if staffing levels change, reassign appropriately. Assigns each patient to an RN, including patients who have students or private duty nursing assignments. Assists with evaluations and decisions regarding patients requiring ES or telesitter; supports ongoing evaluation of need Communicate absenteeism and lateness; if sick calls occur, interfaces with staffing coordinator, Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor to ascertain availability of a float, flex, or per diem nurse. Prior to initiating overtime, obtains required approval from manager and director. 			
Completes assignment sheet for RNs, Techs and HUCS; communicates and facilitates meal times, breaks, council committee attendance with designated coverage (according to the unit's current and projected activities), equipment and code cart checks; ensures checks are completed.	X		X
<ul style="list-style-type: none"> Interfaces with other inter-professional team members and departments; coordinates daily interdisciplinary rounds. Directs nursing activity occurring during the shift; serves as resource for flex, per diem and agency nurses / staff. Ensures that appropriate communication occurs including bedside shift report, SBAR, hand offs including charge nurse handoff and discrepancy report resolution, briefs, huddles, and debriefs. <ul style="list-style-type: none"> Ensures fall de-briefing tool and ImproveNorth are completed by nurse involved in incident. 	X		X
Assumes responsibility for a modified patient assignment if staffing allows	X	X	X
Acts as a resource person for staff, patients and families; is accessible to them if required. Interfaces with the patient experience team.	X		X
Develops situational awareness of patient acuity, flow, alarms, and supplies / equipment: <ul style="list-style-type: none"> Monitors unit census; monitors patient flow of unit. Monitors admission, discharge, transfer impact on patient assignments, staffing and skill mix of personnel. Confirms assignments are completed and timely. Confirms logs, i.e., restraint, specialty specific, etc. are completed. Ensures alarm checks, daily weights, and accuchecks are assigned Ensures that all alarms and monitors are audible and appropriately set by Techs. 	X	X	X
Assumes and demonstrates competence and leadership for the Environment of Care, including infection control, safety, and in emergency situations; implements Emergency Management protocols as needed: <ul style="list-style-type: none"> Incorporates the principles of Standard Precautions in accordance with hospital policy; maintains sterile environment where applicable. Leads staff in emergency situations- reassigns staff as needed and participates in RRT as needed. Assigns emergency equipment checks; ensures are completed and documented, as per policy. 	X		X

<ul style="list-style-type: none"> Reviews disaster plan, disaster phone tree, and fire / safety protocols. <p>Identifies and reports any potentially dangerous situations that could cause medical error and / or patient or staff harm to Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor.</p> <ul style="list-style-type: none"> Immediately takes action, where appropriate, to minimize the risk of injury. Where appropriate to staff member's responsibilities reports errors, when these occur, to supervisor and in Improve North. 			
<p>Ensures policies related to Controlled Drugs are followed:</p> <ul style="list-style-type: none"> At shift end, resolves discrepancies and includes in handoff. Supports a culture where nurses report discrepancies as identified. Ensures nurses do not leave until discrepancy resolution. Alerts the responsible person and / or escalates any discrepancies to Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor. Reports unresolved discrepancies in ImproveNorth. 		X	
<p>Notify appropriate Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor of any patient or employee incidents.</p> <ul style="list-style-type: none"> Reports staff behaviors not aligned with our Culture of Care that have a negative impact on the team. Reports staff competency issues. Serves as a resource for any staff member who has needle stick or exposure to blood/ body fluids including reporting to supervisor, sending injured employee to ED, ensuring incident has been documented, and re-assigning care of patients. 	X		X
<p>Intervenes and communicates occurrences:</p> <ul style="list-style-type: none"> Notify the Assistant Nurse Manager, Nurse Manager, Asst. Director, Director or supervisor for the following: <ul style="list-style-type: none"> Unresolved concerns with or complaints from patients or visitors. Need for enhanced supervision, constant observation; acute change in patient's status; patients being transferred to higher level of care; patient death. Delays in transportation or any other system problems. Equipment failure; sequesters equipment Event that occurs while using a piece of equipment; sequesters equipment 	X	X	X
Unit Specific Competencies			

Validators:

	<u>INITIALS</u>		<u>PRINT NAME / TITLE</u>

EMPLOYEE PRINT NAME

SIGNATURE

PRECEPTOR PRINT NAME

SIGNATURE

EDUCATOR PRINT NAME

SIGNATURE

MANAGER PRINT NAME

SIGNATURE

DATE COMPLETED