

CHARGE NURSE COMPETENCY CHECKLIST

POLICY REVIEW

Reviews and understands the following policies:

- Change in Condition Recognition and Response
- Emergency Response Medical
- Emergency Response Behavioral
- Emergency Response Weather/Building
- Emergency Response Violence
- Complaint Management
- Fall Management – Assessment, Interventions, Monitoring, Resident-Centered Care Planning, and Post-Fall Response
- Skin Injury Management – Assessment, Interventions, Monitoring, Resident-Centered Care Planning, and Skin Injury Response
- Wandering and Elopement – Assessment, Interventions, Monitoring, Resident-Centered Care Planning and Elopement Response
- Abuse and Neglect – Assessment, Interventions, Reporting, and Response
- Resident Rights
- Personalized Resident-Centered Care Plan/Service Plan
- Medication Verbal Orders, Medication Administration Record (MAR), and Securing After-Hour Medications
- Medication Administration including High-Risk Medications (e.g., Insulin, Narcotics)
- Medication Reconciliation
- Clinical Care Documentation
- Infection Prevention and Control Policies and Procedures
- Pandemic Preparedness Policies
- Incident and Accident Reporting



Review and provide a brief written summary of key action steps for each policy.

PARTICIPATES IN ANNUAL COMPETENCY-BASED EDUCATION AND SUPPORTS TEAM CRITICAL THINKING AND CLINICAL CARE DELIVERY

<ul style="list-style-type: none">• Dementia and Alzheimer’s Care• Behavior Support and Management• AED Use (May be Completed During CPR Training)• High-Risk Clinical Presentation Recognition and Response – (e.g., cardiac, respiratory, diabetic, neurological)• Nutrition and Hydration• Infection Prevention and Control (e.g., Handwashing, PPE, Transmission-based Protocols, Cleaning and Disinfecting Protocols)• Fall Management• Skin-Injury Management• Wound Care• Safe Patient Handling (Use of Mechanical Lifts and Resident Transfers)	<ul style="list-style-type: none">• Special Procedures Based on Care Provided (e.g., Trach Care, Wound Care, TPN, IV Fluids)• Elopement Protocols (at least semi-annual drills are recommended on each shift)• Confidentiality and HIPAA• Clinical Care Documentation• Person-Centered Care Plans• Medication Safety• Depression Recognition• Suicide Risk Assessment• Identification of Sepsis• Change in Condition (identification and response)• Teamwork and Communication
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Provide a brief written summary of charge nurse action steps (what is required/needed) based on the above noted items.

IDENTIFIES THE PRIORITIES FOR RESIDENT CARE MANAGEMENT

- Tracks and Reports Resident Clinical Status (e.g., vital signs, wound status) and Diagnostic Testing as Ordered by the Resident's Physician
- Physician/Provider Notification of Change in Condition
- Resident and Family Communication
- Coordination Between Departments
- Problem Solving Based on Changes in Resident Acuity/Condition (recognition, reporting and response) and/or unexplained injury or reports of abuse or neglect.
- Uses Critical Thinking Skills to Manage Medical, Building and Behavioral Emergencies
- Appropriately Utilizes the Facility Chain of Command Protocol (advocating/asserting for the resident)
- Review and Support for Clinically Pertinent Documentation
- Oversees Assessment and Care After a Safety Event/Injury
- Reviews the Resident Record to Ensure that Physician Orders Have Been Completed, Care is Appropriately Documented and that the Care Plan/Service Plan Reflects Current Care Needs
- Supports Team Critical Thinking and Situational Awareness

Provide a brief written summary of charge nurse action steps (what is required/needed) based on the above noted items.

KNOWS THE JOB RESPONSIBILITIES OF TEAM MEMBERS AND MAKES ASSIGNMENTS BASED ON SKILL/COMPETENCIES

- Appropriate/Thoughtful Delegation (based on competencies, skills, and workload capacity)
- Mentors and Supports New Staff, Students, Agency Staff and Current Staff Learning or Improving Skills
- Provides Feedback on Staff Performance to Managers
- Maintains Situational Awareness and Reassigns Workload as Necessary
- Serves as a Role Model for Critical Thinking

Provide a brief written summary of charge nurse action steps (what is required/needed) based on the above noted items.

QUALITY OF CARE AND INCIDENT/EVENT REPORTING

- Observes, Provides Guidance, and Addresses Quality of Care Concerns (e.g., hand washing, resident care, medication administration)
- Completes Quality Audits as Requested (e.g., documentation, environmental audits)
- Completes Paper Forms and/or Enters Incident Reports in the Electronic Reporting System
- Completes the Incident Investigation as Assigned
- Completes Internal and External Reporting as Assigned

Provide a brief written summary of charge nurse action steps (what is required/needed) based on the above noted items.

COMMUNICATION

- Accurately Communicates and Facilitates Communication of Current Resident Safety Status (e.g., fall risk, skin safety risk, wandering and elopement risk, behavioral risk); Clinical Risk (e.g., cardiac, respiratory, nutrition/hydration, ambulation) and Emotional/Social Status through Stand-Up Meetings, Shift Report, and other Interdisciplinary Meetings.
- Effectively Manages Conflict
- Effectively Manages Serious Incidents and Safety Events
- Appropriately Responds to Resident and Family Concerns
- Promotes Communication of Resident Status in a Structured Manner (e.g., SBAR – Situation, Background, Assessment and Response)
- Serves as a Role Model for Teamwork

Provide a brief written summary of charge nurse action steps (what is required/needed) based on the above noted items.

Reference Sources –

- Ohio Nurses Association. The Role of the Registered Nurse as Charge Nurse. <http://ohnurses.org/role-registered-nurse-charge-nurse> [Accessed August 20, 2023]
- Institute for Healthcare Improvement. SBAR Tool: Situation-Background-Assessment-Recommendation. [SBAR Tool: Situation-Background-Assessment-Recommendation | IHI - Institute for Healthcare Improvement](#) [Accessed August 20, 2023]

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