

LEAD NURSE

This is professional nursing work in serving as a charge nurse at least 60% of the time in a University Infirmary, correctional unit, or in an institution in the Department of Human Resources. The employee works in one of the following roles: charge nurse on an eight-hour shift; charge nurse on a night shift with little or no staff and considerable opportunity for decision-making; 24-hour responsibility for nursing care in a Mental Retardation Center division/unit with no subordinate staff; or 24-hour responsibility for a small unit of a hospital under a Nurse Supervisor I or II. Employees at this level are not involved in management and personnel responsibilities and will perform staff nurse duties when not-working as a charge nurse.

I. DIFFICULTY OF WORK:

Variety and Scope - Checks staffing, assigns work, sets work priorities, monitors -the delivery of nursing care, transcribes and implements physician's orders, decides when to call the physician, orients new staff, deals with discipline problems on shift, charts and records shift activities. Performs staff nurse duties the majority of the time during and when not performing charge nurse duties.

Intricacy - Ensures that patient treatment plans are followed, makes decisions in planning and problem solving, interprets hospital and unit policies and procedures. Unusual medical and personnel problems are referred. Employee must have a complete understanding of professional nursing theory, techniques, and practices and some understanding of administrative concepts.

Guidelines - Guidelines include: professional nursing theory, techniques and practices agency and work unit policies and procedures; resource manuals, books, and persons; and physician's orders.

II. RESPONSIBILITY:

Nature of Instructions - As charge nurse, independently plans shift work operations and assigns staff. Makes changes in work operations, sets work priorities or changes nursing care plans to meet immediate needs on the assigned shift. Personnel, medical, or management decisions affecting the unit and/or care of the total patient must be referred.

Nature of Review - Work is reviewed occasionally on-site by a nursing supervisor or the physician on-call, and through written and oral reports and patient records.

Scope of Decisions - Work directly affects the patient population served and the staff under the supervision of this employee.

Consequence of Decisions - Work could have a substantial impact on the patient population served since this employee is supervising the delivery of nursing care.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contact - Employee has contact with a specific patient population (prisoners, mentally retarded, physically handicapped, students, etc.), at times with patient families, and with other health professionals.

Nature of Purpose - Employee explains, coordinates and interprets information, and at times will motivate and influence patients and staff to take a certain course of action.

IV. OTHER WORK DEMANDS:

Nature and Working Conditions - Working conditions in a hospital may be mildly disagree and stressful due to the types and conditions of the patients.

Nature and Potential of Personal Hazards - Bodily injury is unlikely unless a patient threatens or the employee is exposed to contagious diseases.

V. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Considerable knowledge and skill in the application of professional nursing theory, techniques and practices; considerable knowledge of the work unit and the unit policies and procedures; considerable knowledge of medications, their proper dosage, effects and contraindications; working knowledge of dietetics, sanitation, personal hygiene and patient safety; ability to organize and supervise the work of a health care staff; ability to prepare and maintain reports of shift activities and patient progress ability to understand, interpret, and relate oral and written instructions, and to maintain nursing records and charts; ability to gain the confidence of patients and to work effective with them, and to maintain effective working relationships with supervisors and staff.

Minimum Education and Experience - Graduation from a State accredited school of professional nursing and one year of professional nursing experience; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensed to practice as a Registered Nurse in North Carolina by the NC Board of Nursing.

Minimum Education and Experience for Graduate Nurse - Graduation from a State accredited school of professional nursing, but unlicensed to practice as a Registered Nurse in the State of North Carolina.

Administering the Class -Individuals may move to the appropriate full class upon completion of the license requirements. Individuals must have completed one year of experience before being moved to tile Lead Nurse class. Individuals, working in a Lead Nurse capacity, who complete their license requirements before they have completed one year of experience can be promoted to Staff Nurse "working against" the Lead Nurse position.