

### \*\*\*SAMPLE DOCUMENT ONLY\*\*\*

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## 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 Reduction – Assessment, Interventions, and Post-Fall Response
- Skin Injury Prevention – Assessment, Interventions, and Skin Injury Response
- Wandering and Elopement – Assessment, Interventions, and Response
- Abuse and Neglect – Assessment, Interventions, and Response
- Personalized Resident Care Plan/Service Plan
- Medication Administration/High-Risk Medications
- Clinical Care Documentation

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

\*Note – This list is not intended to be all inclusive, modification is recommended based on facility services and policies.

### 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 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)
- Steps to Follow for Facility Chain of Command (Advocating/Asserting for the Resident)
- Review and Support for Clinically Pertinent Documentation
- Provides 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

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, and Current Staff Learning or Improving Skills
- Provides Feedback on Staff Performance to Managers
- Maintains Situational Awareness and Reassigns Workload as Necessary

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
- 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.

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Reference Sources –

Ohio Nurses Association. The Role of the Registered Nurse as Charge Nurse. <http://ohnurses.org/role-registered-nurse-charge-nurse>

Institute for Healthcare Improvement. SBAR Tool: Situation-Background-Assessment-Recommendation. <http://www.ihl.org/resources/Pages/Tools/SBARToolkit.aspx>