


<b>Job Title</b>	Charge Nurse				
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### 1.0 Organisational Relationships:

- 1.1 Reports to : The concerned head Nurse
- 1.2 Responsible for : Nursing Management of assigned area/ward on 12- hour basis.
- 1.3 Liaises with: Nursing Staff, Medical and Paramedical , Support Services, and Patient Services.

### 2.0 Job Summary:


Responsible for the assessment, implementation and evaluation of care assigned shift. Acts as a facilitator /preceptor to less experienced staff, including pre and post registration nursing students .Assesses unit needs and available resources for current and oncoming shifts , reviews patient history and medication records and exchanges information for continuity of care (shift to shift). Coordinates admission/transfer/ discharges for continuing outpatient services or home health services.

### 3.0 Duties and Responsibilities:

The employee will:


- 3.1 Assist in the creation of a pleasant unit atmosphere and a clean safe environment
- 3.2 Participate in direct patient care works as a team member and promote highest standards of evidence – based practice.
- 3.3 Direct support staff as appropriate in the provision of care of the patient providing supervision as necessary.
- 3.4 Assist with identifying and reporting accidents and incidents.
- 3.5 Assign and coordinate patient care and related duties.
- 3.6 Collaborate with Head Nurse to obtain necessary human and material resources.

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- 3.7 Recognise others needs for assistance and intervene as necessary
- 3.8 Make decisions and convey appropriately to team members.
- 3.9 Assist in safeguarding the welfare and safety of patients and other staff by being aware of:
  - Health & Safety at Work
  - Fire Prevention and Management
  - Infection Control Procedures
- 3.10 Demonstrate effective communication by defining rationale for assignments, reporting problems or concerns to the Head Nurse and serving as liaison with other departments.
- 3.11 Coordinate patient admission/ discharge/transfer arrangements. Arrange for continuing out patient services and arrange for home care referral as needed.
- 3.12 Triage patient problems as necessary.
- 3.13 Participate fully in multi-disciplinary patient rounds and advise as necessary.
- 3.14 Maintain awareness of patient condition and staff workloads.
- 3.15 Complete and exchange of information between the on coming and off going nursing staff by communicating patient care needs and unusual events.
- 3.16 Ensure patient/staff confidentiality .
- 3.17 Maintain patient records accurately and promptly in accordance with Policies and Procedures.
- 3.18 Assist in maintaining safe custody of drugs in accordance with hospital policy and procedures.
- 3.19 Assist in establishing and monitoring protocols and pathways.
- 3.20 Develop an awareness of budgeting, exercising care and economy in the ordering and use of supplies and equipment.
- 3.21 Act as a facilitator in the supervision and teaching of less experienced staff.
- 3.22 Facilitate the orientation programme for new members of staff.
- 3.23 Work as a preceptor/mentor in the support and development of students and junior staff
- 3.24 Assist in monitoring staff performance and participates in stall review.
- 3.25 Keep up to date with relevant clinical and professional developments in nursing

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- 3.26 Assist in promoting nursing practice in line with relevant research development and findings
- 3.27 Be aware of the role of the nurse in handling complaints, according to Total Quality management (TQM) policy and procedure.
- 3.28 Contribute to the setting of standards and monitoring of measurable standards of care and be accountable for maintaining standards.
- 3.29 Uphold quality initiatives that improve “customer care” and enhances the interface between staff, patients, families and visitors.
- 3.30 Participate in a programme of clinical supervision.
- 3.31 Assist in the service training for ward staff and contribute to teaching and training of staff in accordance with Saudization plans.
- 3.32 Follow all hospital related policies and procedures.
- 3.34 Ensure self-motivation for personal continuing education.
- 3.35 Perform other applicable tasks and duties assigned within the realm of the employee’s knowledge, skills and abilities.

#### 4.0 Education/Licensure:


4.1 Essential: *Western:* Registered nurse (RN) Diploma  
in Nursing,

*Non-Western:* BSN, with current license from  
country of origin.

4.2 Desirable: Working towards a degree in Nursing.

4.3 Desirable: Any post Diploma education.

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**5.0 Professional Experience:**

5.1 Essential: Minimum of six (6) years post registration experience of which one (1) year at least must be spent in the relevant specialty

5.3 Desirable: Evidence of skills leadership.

**6.0 Specialised Knowledge:**

6.1 Essential: Knowledge relating to the specialty and licensure.

**7.0 Personal Qualities:**

7.1 Essential: Professional, friendly and warm demeanour

7.2 Essential: Ability to change focus given added demands and or new responsibilities.

**8.0 Likely Minimum Age:** Twenty-five (25) years.

**9.0 Conditions:**

9.1 This job description will become effective on the date signed by the Director of Human Resources.

9.2 This job description is subject to periodic review and may be changed at any time in consultation with the employee.

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