

JOB DESCRIPTION

Endoscopy Charge Nurse

Department: Endoscopy (ENDO)
Reports to: Chief Nursing Officer (CNO)

JOB SUMMARY

Under the direction and leadership of the CNO, and DOO, the Endoscopy Charge Nurse serves as a clinical and professional role model while fostering growth and development opportunities for staff. Responsibilities include but are not limited to:

- Administrates the day-to-day operation of the Endoscopy Unit
- Monitoring daily job performance of clinical staff members and physicians
- Participation in the evaluation process
- Effectively management of resources using a multidisciplinary approach
- Planning, directing, implementing, and improving clinical services
- Assisting with the development of policies, procedures with patients, and orientation protocols
- Follows and adheres to all hospital policies and protocols
- Builds and maintains professional relationships with patients, physicians, vendor representatives and visitors
- Assumes responsibility for own professional development and practice
- Demonstrates effective use of verbal, non-verbal and written communication skills.
- Develops competency professional goals to maintain and expand clinical and managerial competency
- Participates in departmental and hospital-wide committees
- Practice within Joint Commission, Title 22 and Centers for Medicare and Medicaid Services (CMS) regulations, HCAI and other regulatory bodies.
- Critical Thinking
 - Anticipates patient needs and staffing requirements
 - Remains calm in emergent situations
 - Prioritizes and multi task
 - Time management skills
 - Flexible in dealing with change
 - Follows chain of command
- Role Model
 - Has a positive can do attitude
 - Demonstrates caring and compassion
 - Uses diplomacy in difficult situations
 - Addresses complaints and concerns in a timely manner
 - Mentors employees with encouragement for growth

JOB DUTIES AND RESPONSIBILITIES

- Oversight of department staff members
 - Registered Nurses (RN)
 - Licensed Vocational Nurse (LVN)
 - Clinical Housekeepers
 - Certified Nursing Assistants (CNA)
 - Endoscopy Technicians
- Provide tentative staffing schedules 6 weeks in advance.
- Proactively plans for future staffing deficiencies
- Oversees completion of staff competencies
- Effectively communicates changes in patient status to Physician Assistants, Physicians and other departments as necessary
- Maintain nurse to patient ratio, matching patient's needs with competence of Nursing staff
- Maintains personnel and other direct expenses within unit budgetary expectations.
- Monitors productivity reports and addresses variances
- Develops and maintains effective relationships with hospital departments
- providing support services
- Demonstrates effective use of verbal, non-verbal and written communication skills.
- Monitors the progress of new employees throughout the orientation phase and assists in adapting the program as necessary to meet individual and unit needs
- Creates an environment and culture that enables delivery of high quality patient care
- Coordinate daily department flow to include assignments, breaks and other duties as needed to ensure quality patient care and efficiency of the department
- When making assignments:
 - Consider qualifications and competency of personnel
 - Consider patient needs and preferences
 - Provide consistent breaks and lunches according to labor laws
- Act as a clinical resource
- Knowledge of Unit equipment
- Daily communication huddle & communication binder, ensure all staff are provided communication
- Reviews next day schedule with CNO and DOO to ensure all staffing needs are met
- Ensure staff know and understand that flexing schedules is necessary and times will vary on a daily basis depending on the volume
- Develop and ensure new personnel follow an orientation process that includes all areas of Endoscopy
- Ensure department orientation forms are completed and submitted to HR in the appropriate time frame
- Complete 90 day and annual evaluations within the appropriate timeframes and due dates
 - Acknowledge and provide positive feedback to staff in real time or as soon as possible when appropriate
 - Addresses the need for performance improvement with staff

- Collaborates with Manager on review narrative
- Ensure time card edits are completed to include reviews of missed meals, missed punches and OT
- Ensure time cards are approved and submitted with the appropriate timeframe
- Ensures time card edits are completely timely
- Ensures cost containment process are in place to reduce waste and unused supplies
- Ensures charges are captured appropriately
- Participates in variance reporting to monitor financial performance
- Establishes protocols for department duties
 - Opening the department
 - Monitoring Outdates
 - Ordering of medications and supplies
 - Narcotic counts
 - Extra cleaning as needed
 - Closing the department
 - Other items as identified
- Provide direct patient care
- Cross train staff to other departments as possible
- Participates in departmental & hospital wide committee
- Develops and maintains professional relationships with all hospital departments
- Adheres to SGNA, AAMI and AORN recommended practices standards in collaboration with nursing staff, physicians, and other appropriate resources and monitors compliance.
- Other duties as assigned

Physical Requirements

For the purpose of the American Disability Act (ADA), this position has been assessed to identify essential and marginal functions. Tasks listed below are considered to be essential functions of the job. Reasonable accommodations may be made for individuals with qualifying disabilities in order to perform the essential function of the job.

1. Work Position

a. Sitting	5% or more
b. Standing	80% or more
c. Walking	15% or more

2. Body Movements

a. Lifting/Carrying up to 20lbs	Frequency, 10%
b. Bending and stooping	Frequency, 10%
c. Hand grip, wrist and digital dexterity	Frequency, 30%
d. Pushing and pulling	Frequency, 50%

JOB SPECIFICATIONS

Minimum Education:

- Graduate of an accredited School of Nursing **or**
- Bachelor Degree in Nursing preferred or field related to Healthcare

Minimum Experience:

- Five years previous experience in specified field of nursing
- Two years previous progressive management experience

Required Course(s)/Training:

- Basic Cardiac Life Support (BCLS)
- Advanced Cardiac Life Support (ACLS) within one year of hire
- Computer Skills

Required Certification/Registration:

- Current licensure as a Registered Nurse in the State of California

Employee Signature

Date