

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHARGE NURSE**

**General Summary**

Under the supervision of a Health Center Administrator, oversees the nursing component of a department health center and directs all staff team members to ensure an even workflow. Assists with staffing decisions including hiring personnel and employee evaluations. Functions as a Health Center Nurse, providing comprehensive nursing services including assessment, teaching, counseling, and prevention services to individuals and families to promote health throughout the community. Participates in the operation of clinics and programs, maintains client and program activity records, and educates clients on a variety of health topics.

**Essential Functions**

1. Directs the nursing component of clinic operations including participating in the employment process, overseeing and participating in training, and assigning and scheduling work. Assigns priorities and coordinates the work to relieve bottlenecks and ensure an even flow of clinic services. Intercedes with difficult clients, resolves staff or client disputes, and assists with operational or procedural inquiries. Assists the Health Center Administrator with employee evaluations and recommends disciplinary action or termination when appropriate.
2. Maintains staff and providers schedules and works with office staff to schedule clients to the appropriate clinic.
3. In the absence of the Health Center Administrator, assumes responsibility for those tasks delegated by the administrator such as collecting and submitting timecards and distributing pay checks and direct deposit stubs.
4. In the absence of a medical provider, coordinates staff to provide life support measures, such as CPR, during emergency situations.
5. Interviews clients and conducts health assessments including conducting physical assessments, obtaining blood pressure, temperature, measurements, and other data and developing information on health and diet history and family health status.
6. Assesses various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Reviews lab results and specialist reports and refers to the appropriate physician in a timely manner.

7. Arranges for specialized testing, medical procedures, and specialists referrals. Completes necessary paperwork, contact specialist's office, hospitals, labs or other facilities to make appointments. Contacts client or caregiver to inform them of appointment and any special preparations needed. Completes paper work, mails copies to client or caregiver and refers to proper personnel to complete referral authorizations as needed. Verifies insurance information.
8. Obtains appropriate authorizations for care, communicating with clients and case managers regarding issues related to authorizations, benefits, medical treatment, and surgery schedules. Resolves problems with insurance providers.
9. Refers clients who have complicated health care needs for case management evaluation to ensure optimal outcome of care.
10. Review written prescriptions with client or caregiver, explaining purpose, side effects, dosage, and any special instructions. Dispenses sample medications when needed.
11. Assists physician with physical assessments and procedures as needed. Gives treatments, medications and injections and performs testing per physician orders. Instructs client or caregiver in the proper way to collect specimen in order to get to accurate results.
12. Triage calls or visits from clients and caregivers. Determines needs and initiates appropriate action such as intervention, appointment, after hour clinic referral, or answering client questions. May initiate appropriate action by using standing orders for over-the-counter medications or referring to provider or social worker, calling parents, and/or administering physician ordered medications, including controlled substances, after appropriate documents are obtained.
13. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care.
14. Reports cases of suspected abuse or neglect of children and adults to the proper authorities in accordance with department policy and state law. Works with Social workers regarding the psychological and social issues of the client.
15. Assesses the immunization status of clients. In accordance with written protocols and health committee policy, administers immunizations and documents immunization record.
16. In Women's Health Services, educates clients on contraceptive choices and conducts prenatal intake including obtaining medical histories and arranging for procedures such as ultrasound and genetics counseling. Performs non-stress tests for high-risk prenatal clients. Triage call from prenatal clients and initiates appropriate action.

17. Maintains client charts, ensuring proper documentation of clinic visits, diagnosis, treatments, and medications. Codes client's diagnosis for accurate billing.
18. Ensures that client records are kept secure and confidential and maintained consistent with Health Department policies and procedures and HIPAA standards. Educates clients and families on their rights as related to privacy of medical information.

### **Other Functions**

19. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### **Employment Qualifications**

**Education:** Graduation from an accredited school of nursing.

**Experience:** Three years of nursing experience including at least two years equivalent to a Health Center Nurse.

**Other Requirements:** Possession of a current license to practice as a Registered Nurse in the State of Michigan.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Lifting babies and small children to examination tables.
- Stooping and bending to examine clients.
- Restraining children while administering injections.
- Ability to lift, carry, and transport equipment and supplies.
- Ability to access office files.
- Ability to access information using a computer.

### **Working Conditions:**

- Works in office and clinic conditions.
- Often works under very disruptive conditions.
- Exposure to communicable diseases and blood and other bodily fluids.