SUBJECT/TITLE: Charge Nurse in the Radiology Department

PURPOSE:
1. To coordinate quality patient care in the Radiology Department.
2. Resource for decision making
3. Promote efficient utilization of resources
4. Facilitate communication within the Radiology Department and outlying areas.

DEFINITION:

BACKGROUND:

POLICY:
A Radiology nurse will be assigned as the charge nurse on a rotating basis by the NM.

RESPONSIBILITIES FOR CHARGE ROLE:

1) The charge nurse will assume charge nurse responsibilities until the end of his/her shift. He/she may re-assign the role on a temporary basis to accommodate conflicts (meals, meetings, etc.)

2) The charge nurse will assume responsibility at 0730 and will carry the appropriate beeper (#3802) until 1530.

3) He/she will be assigned to work in the diagnostic area to facilitate increased flexibility for problem solving.

4) Staffing requirements between INR and Diagnostic should be assessed frequently throughout the day and appropriate fluctuations in assignments delegated.

5) Notification of the charge nurses’ beeper number will be given to individual hospital clinics and floors. These areas will be calling the charge nurse initially to communicate specific needs from our department.

6) A collaborative and supportive approach is essential to coordinate sedation recoveries from CT and MRI.
7) The charge nurse will portray the role of a resource person and problem solver to various situations that might occur with nursing, radiology technologists, patients, hospital clinics or floors, and physicians. Appropriate follow-up should be dealt with the NM as a resource.

8) Ordering and obtaining an adequate supply of medications stored in the CT and MRI will need to be performed by the charge nurse.

9) Assure appropriate orientation to new personnel, non-regular unit staff, and students participating in a patient care rotation.

10) The charge nurse pager will be carried by one of the evening nurses and the weekend option nurse to facilitate communication.

11) In the absence of the Nurse Manager, charge nurse compensation will be provided to the assigned nurse due to the increase responsibilities of supervising staff (RNs and NAs), facilitating work assignment charges as needed, and filling or covering vacancies due to unexpected absences.
Written: 12/91
Revised: 3/92, 8/95, 9/98, 12/00, 7/07