










# CHARGE NURSE MEETING



CTSU Charge Nurse Meeting  
September 10, 2020

Time: 1700-1830

	TOPIC	PRESENTER
	<b>S.E.E.D. Presentations</b>	
	> S.E.E.D. Presentation: Professional Development	Danielle's Group
	> S.E.E.D. Presentation: Education	Amy's Group
	<b>Charge Nurse Meeting</b>	
	> Staffing and Feedback Escalation	Tasha
	> Making Assignments	Preetha
	> Transfer Times	Alex
	> Improving Work of Support Staff	Katie
	> Supporting Each Other As Charge Nurses	Amy
	> Charge Nurse Resources	Gabriel
	> Accountability	Danielle



**Staffing Grid for CTSU- Updated 5/17/2021**

See back for sitter coverage

<b><u>Number/ Acuity of patients</u></b>	<b>Days</b>			<b>Nights &amp; Weekends</b>		
	<b>RNs</b>	<b>Support Staff</b>	<b>Total Staff</b>	<b>RNs</b>	<b>Support Staff</b>	<b>Total staff</b>
13	5	3	8	5	2	7
12	5	3	8	5	2	7
11	5	2	7	4	2	6
10	4	2	6	4	2	6
9	4	1	5	4	1	5
8	4	1	5	3	1	4
7	3	1	4	3	1	4
6	2	1	3	2	1	3
5	2	1	3	2	0	2
4	2	0	2	2	0	2
3	2	0	2	2	0	2
<b>2 or less CALL MANAGER</b>						

Charge RN is responsible to make an accurate assessment of unit needs based on patient census and acuity, staff level of experience, and on admissions and discharges.





UNC  
HOSPITALS

### CTSU Charge Nurse Shift Duties

- **Patient assignment** – consider safety guidelines in respect to acuity, skill mix of unit, transplant precautions, name alerts, etc.
- **Patient throughput** – facilitate report and transfer to other areas in order to open up beds for OR/PACU cases
- **Rounding** – complete at least 1 & patient round per week; proactively round on & assist co-workers
- **Transports** – assist w/ transfers to procedures and other units
- **Quality & Safety measures** – safety huddle, ensure every patient has fall & skin scores in EPIC, advocate for removal of lines, review telemetry alarm limits at start of shift, validate *walks are completed per ambulation pathway*, Pyxis narcotic inventory every Sunday night, ensure HUC completes fire drill attendance sheet
- **Equipment** – complete code cart checklist, keep track of unit equipment (telemetry boxes, clippers, Dopplers, ultrasound, laptop, mobile printers, scanners, suction, vest machines, etc. )
- **Handoff** – charge report, update handoff tool, lead safety huddle
- **Staffing** – communicate with staffing office and page/call co-workers to cover holes for next shift and current week.
- **Conflict resolution/Problem Solving** – utilize resources if you cannot reach a resolution yourself (Nurse Manager, House Supervisor, Patient Relations, Adult Specialty Care Team)
- Delegate tasks as needed

#### Resources:

CTSU Scope of Service & Med. book  
House Supervisor  
Patient Logistics Center (PLC)  
Nurse Manager

H&V SharePoint & beside Pyxis  
Vocera or 347-1922 (pager)  
Vocera "PLC charge"  
974-1565 (phone) 216-2027 (pager)

#### Education:

ARRT/Code Documentation class  
Friday Night in the ER  
Dealing with Differences

Nurse Leader Academy (3 sessions)  
Yellow belt training



## Charge Nurse Resource Guide

H&V Leadership			Frequently Used Phone Numbers		
Name	Role	Contact Info	Department	Responsibility	Contact Info
Tasha Rose	CTSU NM	974-1565	House Supervisor	Patient or staff concerns	974-2415
Shelby Ballard	Interim CTSU CNIV	974-1567		Troubleshooting	347-1922
Danielle Ward	CTSU CNIV	974-1566	Patient Logistics Center (PLC)	Vocera "PLC Charge" or page	123-2329
			Staffing Office	Staffing	974-1800
Tracy Carroll	H&V Director	974-2407	Kreg bed - Brandon Martinez	Kreg service-1-866-760-KREG	750-3737
Kate DeAngelo	Admin. Specialist	974-2406	Bed Repair	Fix beds	843-0314
Katy Strauss	Chest Pain Coordinator	974-1559	Communications	Telephones, Vocera	974-2354
Hamid Dawson	Cardiac Surveillance Manager	974-1530	Environmental Services	Cleaning rooms, spills	966-0750
Caroline Ornelas	H&V Quality Coach (PIPS)	974-9103	Paul Shewalter	EVS manager	974-8721
Tiffany Ellis	H&V Quality Coach (ASCT)	974-1936	Food & Nutrition		974-1278
Jenni Hughes	CNES (NPPD)	974-7671	NFS Supervisor	Escalation	974-1278
Mary Kime	CNES (NPPD)	215-5396	Ruth Parker (Director)	Escalation	974-7891
			Catering	Bulk nourishment	966-8002
Jennifer Mack	Interim ASCT/VAT NM	974-1646	CCM - Julia Coleman	Care management/SW needs	974-5226
			Occupational Health	Employee illness, Flu shots	974-4480
			Teresa Valentine (WC)	Worker's Compensation claims	974-0966
William Whitaker	3 AND/ICCU NM	974-1556	HR-Kristine Campbell	Any HR questions	215-5834
Jennifer Huffman	3 AND/ICCU CNIV	974-1546	ISD	Computers, Scanners	966-4357
Benny Doyle	4 AND/ICCU CNIV	974-1546	Medical Engineering	Equipment w/ label	974-0180
			Nursing Employment	New hires, shadowing	974-1100
Linda Drogos	5 AND NM	974-1573	Anne Hornback	H&V Recruiter	974-6123
Brittany Hawkins	5 AND CNIV	974-1572	Patient Relations	Interpreters, Advance Dir.	974-8895
			Phillip Watkins (H&V)	call main # to report pt. concern	974-9385
Brooke McLaughlin	CICU NM	974-1531	Michele Squire (Manager)	Escalation	call main #
Marlee Gruper	CICU CNIV	974-1537	Plant Engineering	Maintenance & Repairs	974-0300
			Boomer Morast	Anderson building	call main #
Rebecca Michael	Interim CVTICU NM	974-1549	Errol Brown	Escalation, Room updates	email
Joshua Crump	CVTICU CNIV	974-1634	Print Shop	Pamphlets, D/C envelopes	966-1597
Sarah Latham	CVTICU CNIV	974-1634	Copy Center	Rock Star Awards	974-7437
Nicole Straub	Interim CVTICU CNIV	974-1634	Unit Fax #		974-1824
Dr. John Ikonmidis	CT Surgery Chief	216-0619	Dr. John Vavalle	Med. Director, CICU; SHP	216-1988
Dr. Jason Long	SRT Service Line Leader	216-2902	Dr. Kate McGinagle	ERAS Program Director	216-2840
Dr. Ben Haithcock	Assoc. Med. Director, CVTICU	216-1395	Dr. Mirnela Byku	Med. Director, VAD Program	216-3234
Dr. Mark Farber	SRV Service Line Leader	216-0978	Dr. Robert Isaak	Interim Med. Director, CVTICU	123-9643
Dr. Tommy Caranasos	SRS Service Line Leader; SHP	216-0950	Dr. Melina Kibbe	Surgery Chief	445-0369