



## **NURSING SERVICES - POSITION DESCRIPTION**

**POSITION TITLE:** Charge Nurse

**JOB CATEGORY:** Nursing

**QUALIFICATIONS:**

Bachelor Degree in Nursing/ Diploma in Nursing with appropriate years of experience as per Minister's Cabinet Decree # 10 (1975) and/or Decree # 9 (1975).

Maintains valid registration in Country of Origin and in UAE.

**ACCOUNTABLE TO:** Director of Nursing

**REPORTS TO:** Immediate Supervisor

**ORGANIZATIONAL RELATIONSHIP:**

Collaborates with multidisciplinary healthcare team members.

**1. POSITION SUMMARY**

1.1 To supervise and manage nursing services and personnel on assigned unit/ward to ensure quality client care.

**2. KNOWLEDGE, SKILLS, ABILITIES**

- 2.1 Knowledge of current and established professional nursing concepts, principles and practices.
- 2.2 Expertise in clinical area of practice.
- 2.3 Administrative, management and leadership skills required to effectively organize and direct staff and services.
- 2.4 Skills to assess staff performance, needs and motivation.
- 2.5 Understanding of the diverse cultural customs and religious beliefs of the clients.
- 2.6 Ability to communicate effectively in English.
- 2.7 Arabic language is desirable.

**3. RESPONSIBILITIES**

- 3.1 Ensures nursing is practiced in accordance with professional values and moral principles and maintains confidentiality as appropriate.
- 3.2 Ensures performance of nursing practice is in line with the facility, Federal Department of Nursing (FDON) and Ministry of Health (MOH) policies, procedures and standards.

- 3.3 Manages nursing care in response to client's needs supported by nursing knowledge, research and reflective practice.
- 3.4 Plans and coordinates unit/ward activities.
- 3.5 Establishes and implements nursing goals, policies, procedures, and nursing standards of care specific to that unit/ward.
- 3.6 Serves as a resource person on clinical nursing practice issues specific to the unit/ward.
- 3.7 Monitors and evaluates unit/ward operations and services through organized Continuous Quality Improvement Initiatives to improve client care.
- 3.8 Collaborates with the health team members to ensure high quality client care.
- 3.9 Ensures client and family members receive health education to achieve satisfying and productive patterns of living.
- 3.10 Prepares the duty rota and annual leave rota for the staff on the assigned unit/ward.
- 3.11 Ensures unit equipment and instruments are maintained in good working order.
- 3.12 Monitors stock levels of consumables for reordering.
- 3.13 Completes performance appraisals for nursing staff of all grades working in the unit. Constructively discusses their performance, counsels and advises them on professional development and to enhance standards of nursing practice.
- 3.14 Conducts regular unit/ward meeting with the nursing personnel.
- 3.15 Participates in Nursing Continuous Quality Improvement initiatives, in-service education programs, unit meetings, and committee functions as assigned.
- 3.16 Promotes a nursing perspective when collaborating with the multidisciplinary team and acts as a client advocate to ensure high quality client care.
- 3.17 Orientates and trains the newly employed staff and the new nurse graduates.
- 3.18 Investigates and evaluates reports of unusual occurrences and takes timely and appropriate action, including completion of necessary documentation, and notification of the concerned staff.
- 3.19 Prepares and submits statistical data, monthly activity and annual reports to the Deputy/ Assistant Director of Nursing.
- 3.20 Acts as a nursing supervisor in her/his absence.
- 3.21 Initiates emergency, safety practices and fire safety measures as necessary.
- 3.22 Maintains appropriate MOH Nursing Competencies in line with Federal Department of Nursing Competency Guidelines and continues personal professional development.
- 3.23 Performs other job-related duties as assigned.

***I have read and understood my Position Description. I understand that these responsibilities may be modified to meet arising needs in the health facility.***

**Signature:** \_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_  
**Employee**

**Facility Name:**

**Approved by:**

**Signature:**

**Review Date:** 3 years

**Published by:** Federal Department of Nursing

**Place of Publication:** Abu Dhabi, UAE