

NATIONAL INSTITUTES OF HEALTH  
WARREN GRANT MAGNUSON CLINICAL CENTER  
NURSING AND PATIENT CARE SERVICES

POLICY: Administrative Responsibility and Coverage for Nursing and Patient Care Services

Nursing and Patient Care Services (NPCS) has nursing administrative direction 24 hours a day, 7 days a week.

The Chief, NPCS is administratively responsible for NPCS Monday through Friday when on site and is available on-call at all other times.

Each Service Chief has on-call administrative responsibility for their respective areas Monday through Friday when on site and is available on-call at all other times.

The Nurse Manager provides administrative supervision and support for their respective nursing units and personnel Monday through Friday when on site and is available on-call at all other times. A Nurse Administrative Coordinator is available on site / on-call to manage clinical and administrative operations on the “off-shifts”, weekends and holidays.

If one of the above is absent, written delegation of authority will be communicated.

PURPOSE: To define the scope and accountability for Nursing Practice and Administration.

ADDENDUM (1) Responsibilities and Related Duties to be Carried Out by the Charge Nurse/Nurse Coordinator as Delegated by the Nurse Manager

REFERENCES: Nursing Administrative Position Descriptions  
Nursing and Patient Care Services Organizational Chart

Approved:

\_\_\_\_\_/s/\_\_\_\_\_  
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Chief, Nursing & Patient Care Services

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Addendum to Policy: Administrative Responsibility and Coverage for the Nursing and Patient Care Services

Addendum (1) Responsibilities and Related Duties to be Carried Out by the Charge Nurse/Nurse Coordinator as Delegated by the Nurse Manager

1. Assess unit needs and available resources for current and oncoming shift(s) based on: patient acuity, patient volume, individual and family needs, special clinical procedures or interventions pending, and unit/service/department based committee meetings, projects, educational programs, patient care related conferences, and unit specific tasks.
  - a. Assess available and needed human and material resources.
  - b. Coordinate admissions and transfers.
  - c. Coordinate tasks associated with unit combinations.
  - d. Open and close unit.
  - e. Ensure security of controlled substances per NPCPS policy.
  - f. Ensure code cart is checked per NPCPS policy.
  - g. Assist with identifying and reporting occurrences.
  
2. Match available unit resources to assessed need based on clinical ladder, patient and family needs, primary nursing and staff learning needs.
  - a. Assign and coordinate patient care and related duties.
  - b. Recognize other's needs for assistance and intervene as necessary.
  - c. Collaborate with Nurse Manager/ Nursing Administrative Coordinator to obtain necessary human and material resources (e.g., float nurse).
  - d. Direct activities of and/or communicate needs to ancillary staff, e.g., unit clerk, messenger & escort, patient care technician, housekeeping, monitor techs.
  - e. Identify patients who need to have Primary and/or Associate Nurse.
  - F. Support attendance at Multidisciplinary Rounds, Patient Care Conferences, and inservices.
  - g. Assist with staffing coverage for meeting and class attendance while meeting patient care needs.
  - h. Facilitate orientation of float nurse to the unit.
  - i. Precept new Charge Nurse to basic responsibilities.
  
3. Recognize a change in the assessed unit needs or a mismatch between needs and available resources. Take appropriate action based on re-evaluation of needs and resources.
  - a. Maintain awareness of patients' conditions and staff workload.
  - b. Coordinate unplanned admissions and transfers.
  - c. Triage patient problems as necessary.
  - d. Adjust assignments as needed.
  - e. Collaborate with Nurse Manager / Nursing Administrative Coordinator to reallocate human and material resources as needed (including floating between units).
  - f. Implement unit responsibilities related to disaster plan and utility emergency.
  
4. Demonstrate effective communication by defining rationale for assignments, reporting problems or concerns to the Nurse Manager or Nursing Administrative Coordinator, and serving as liaison with other departments.
  - a. Serve as resources for other staff.

- b. Complete an exchange of information between the oncoming and offgoing Nurse Coordinators by communicating patient care needs and unusual events. This constitutes a transfer of nursing responsibility at the change of shift.
- c. Communicate patient care needs and unusual events to Nurse Manager or Nursing Administrative Coordinator.
- d. Serves as liaison for unit to interdisciplinary team members and other departments to meet patient care and unit needs.