

Charge Nurse Duties Checklist

Charge nurse's full name: _____

Date: _____ Shift and time: _____

Use this checklist to organize and prioritize your duties effectively. Check off each task as it is completed.

Task	Completed?
Coordinate and oversee patient admissions and discharges.	
Assign and delegate tasks to nursing staff.	
Ensure adequate staffing levels for the shift.	
Conduct rounds to assess patient status and needs.	
Address patient and family concerns and complaints.	
Provide guidance and support to nursing staff.	
Collaborate with other healthcare team members.	
Participate in patient care conferences and meetings.	
Monitor and maintain patient safety.	
Handle emergencies and crises.	
Administer medications and treatments as needed.	
Document patient care activities and outcomes.	
Review and update patient care plans.	
Evaluate nursing staff performance and provide feedback.	
Facilitate staff education and training.	
Ensure compliance with regulatory standards and protocols.	
Foster a positive work environment.	
Maintain confidentiality of patient information.	
Collaborate with management to address operational issues.	
Complete administrative tasks, such as reports and scheduling.	

Remarks