

Charge Nurse Duties Checklist

Charge Nurse:

Date:

Shift:

INSTRUCTIONS

As a Charge Nurse, your responsibilities are pivotal in ensuring efficient operations and optimal patient care on your shift. Use this checklist to organize and prioritize your duties effectively. Check off each task as it is completed.

Task	Completion
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 crisis situations	
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

REFERENCES

- Deshaies, S. (2021, November 12). *Charge nurse career overview* | [nursejournal.org](https://nursejournal.org/registered-nursing/charge-nurse/). NurseJournal. <https://nursejournal.org/registered-nursing/charge-nurse/>
- Morris, G. (2021, July 28). *What does it take to become an effective charge nurse?* | [nursejournal.org](https://nursejournal.org/articles/what-does-it-take-to-become-an-effective-charge-nurse/). NurseJournal. <https://nursejournal.org/articles/what-does-it-take-to-become-an-effective-charge-nurse/>
- Nurse Sophie Consulting, LLC. (2020, December 6). *A charge nurse role: The ultimate guide*. Nurse Sophie Consulting, LLC. <https://www.nursesophieconsulting.com/a-charge-nurse-role-the-ultimate-guide/>

**This checklist serves as a reference. Additional duties specific to your healthcare facility may apply.*