



“The Role of Charge Nurse” Training

**February 6 & 7, 2018 – OKC – OAHCP office
RESCHEDULED TO MARCH 20 & 21, 2018-
OKC**

August 7 & 8, 2018 - Tulsa - OSU-Tulsa

Presented by: Terrie Gordon, RN

**Co-sponsors: PharmcareUSA & Care
Providers Oklahoma**

Do you know your role as a Charge Nurse?

Join us for this 2-day training to gain knowledge and instruction on the duties you will be held accountable for as a Charge Nurse in the Long Term Care field.

Meeting Location:

**OKC-Care Providers Oklahoma office
1201 N. Harvey**

**Tulsa - OSU-Tulsa - 700 N. Greenwood
Conference Ctr. Entrance - Room 250**

Meeting Time:

**Check-in: 8:30 a.m. - 9:00 a.m.
Class: 9:00 a.m. to 4:00 p.m.**

Registration:

**\$250 per person member
\$350 per person non-member
Lite Lunch provided**

Register on-line: www.careoklahoma.com

Class registration must be paid before class date

Make checks payable and mail to:

CPO - 1201 N. Harvey, OKC, OK 73103

Deadline to Register and Pay:

3 business days prior to class

Cancellation Policy: Cancellations received before 10 days of class date will receive full refund; cancellations received within 10 days of class date will receive refund minus: \$45 member / \$90 non-member. Cancellations MUST BE EMAILED to connie@careoklahoma.com. Refunds will not be issued for no shows.

Administration of the Nursing Department

***Charge Nurse Duties
Policies & Procedures
Staffing Ratios
Supplies
Management Plan
Pharmacy/Dietary Recommendations***

Regulations

***F-Tags
Survey Process***

Systems

***Chart order & process (importance)
Wound System & Technique
Incident/Accident System including reporting to State
Restorative Care System
Admission Paperwork/Discharge process
Transfer Process
Restraints Regulations & Paperwork
Weights/Nutrition/Process
Medication Pass
Treatment book System
Pain System
ADL Process including bathing & refusal
Documenting in the Nurses Notes
Physician rounds
Immunization Process
QAPI/QA
Infection Control System including FSBS
Writing Telephone orders
Lab process
Nursing Assessments
Physician and Family Notification
Care Plans***