JOB DESCRIPTION

Policy and Procedure: Job Description: Charge Person/Nurse

Purpose: This is a PRN position that involves direct contact with psychiatric patients participating in clinical trials. Additionally, the charge person may have contact with Pharmaceutical companies, Contract Research Organizations (CROs), Institutional Review Boards, company organizations, and many Client's staff. Each employee will be oriented and trained in their responsibilities as the charge person caring for research subjects and representingClientwith affiliated organizations. Upon direct supervision and guidance of the Clinical Director, the charge person is responsible for supervising their shift to ensure that procedures are completed, medications are administered as ordered, and all task assigned to the shift are completed. In addition, the charge person will create a professional environment for staff and subjects.

The charge person demonstrates knowledge of the principles of growth and development appropriate to young adults through geriatric populations. Additionally, the charge person demonstrates competency in applying these principles when providing individualized care for specific research subjects.

Objectives:

At the completion of the six month probationary period, the charge person is expected to:

1. Present an understanding of treatment components and how the role of charge person fits into the delivery of services.
2. Demonstrate excellent communication and interpersonal skills as evidenced by collaboration with other members of the staff/supervisors, direct contact with research participants and good rapport with drug company/CRO.
3. Understand and observeClientstandard operating procedures and perform responsibilities in a competent and professional manner.

Major Responsibilities:

The charge person is responsible for the following duties. The research and psych techs will be able to complete many of the responsibilities as delegated by the charge person. The duties of the charge person include, but are not limited to:

- Ensure that the assignment sheet provided by the Clinical Director is being followed
- Ensure that narcotic accountability is completed on every shift worked
- Ensure that all medications are given and documented appropriately with end of shift MAR checks
- For New Admissions:
    - Review all documentation provided by the Dept. of Research Social Work – paying close attention to medical conditions the subject experiences, mediations the subject currently takes and verify what study this subject will be entering.
    - Discuss subject with the MD – (be prepared to provide the following information: referral source, study under consideration, medical

conditions, current meds, meds not in stock/substitution options) getting orders for medications to be given.
    - Assign a room and work with the unit staff to delegate the actual admission procedures.
    - Set up MAR (based on orders provided by MD) and set up pill box to match. Be sure to label front of pill box with subjects full name and initials on the bottom of each of the removable daily boxes. Label the blue bin (according to room assignment) with the subjects full name.
    - QA the admission packet done by the unit staff- to ensure appropriate forms were signed, including AT LEAST three "Release of Informations" – Shady Grove, Potomac Ridge and identified Emergency Contact as well as most recent hospital admission or outpt. Care provider (MD).
    - File the admission paperwork in the subject source binder or short stay book – if no binder has been created yet.
- Fill the pill boxes weekly (Wednesday Evening's) with non-study medications based on orders from the physician/MAR
- Ensure that the crash cart and all medical equipment is checked nightly
- Ensure that a progress note is written (using the SOAP format) for every subject on every shift worked – use the charting assignment sheet during the first half of the shift to distribute this responsibility among all staff working the shift.
- Participate in clinical research rounds with the Coordinators and MD weekly if applicable.
- Participate in daily medical walk rounds (M-F) with MD and coordinators if applicable.
- Conduct groups (in association with the social work team) every day and appropriately document in the "Group Meetings" book
- Ensure that the pantry and dining areas are cleaned after every meal and unplugs the hot box after meals are served
- Give verbal and written report at the end of every shift using the "Shift Report Book"
- Receive verbal report at the beginning of each shift – taking time to also review the written report notes that have occurred since your last shift worked.
- Ensure that all of the "Running Tasks" have been completed on your shift and sign off appropriately
- Provides clinical care/assessments for study subjects. Demonstrates proficiency with vital signs, phlebotomy, lab processing, and ECG acquisition and transmission, as well as any other clinical requirements as specified per protocol
- Monitors and communicates to investigator study participants test results, medication needs, and any other relevant events in a timely manner. When communicating with the MD at any time, be sure to have a good understanding of the clinical picture of the client. Specifically, when calling the MD, be able to accurately describe the situation about which you are calling – including the subject's name, study and day in study, medications recently taken, actions taken up to this point
- Demonstrate excellent attention to detail, complete and accurate documentation skills, and excellent communication skills
- Collect and manage study data as required by the study protocol, includingClientgenerated forms, sponsor generated source and case report forms (CRFs), study drug accountability and petty cash/subject stipend records
- Communicate frequently with clinical director, PI, sub-investigators, pharmaceutical company representatives and IRB

- For all Discharges:
  - Return all personal effects, including items in locker, have patient sign that items have been returned on the personal belongings worksheet in the source chart.
  - Ensure that original completed discharge summary has been given to the patient and the copy filed in the chart; if patient was active in protocol, this responsibility will likely be performed by the study coordinator, however, as charge you must ensure this is completed
  - Work with coordinator/ case manager to ensure that patients have medications and/or scripts, money owed, and follow-up care/ appointment in place.
  - Communicate with case manager to arrange transportation
  - Disassemble MAR, medication box and pill box if applicable. For short stay subjects, place MAR and all other paperwork in mailbox . For study participants file MAR in con med section of chart and leave chart on unit for the coordinator to retrieve.
  - Remove patient name from white census board and replace with "sanitize"; ensure room is cleaned prior to end of shift by custodial staff if available, otherwise any staff is responsible as delegated by charge

- Other duties as instructed by supervisors.

Qualifications:

- Experience working with the persons with chronic mental illnesses (schizophrenia, bipolar disorder, and depression) in acute care settings.
- BS in Psychology or related field, BSN, R.N. or Foreign MD preferred.
- Prior research experience is highly preferred but not required
- Computer proficiency required
- Candidates must be able to multitask, have meticulous attention for detail, strong organizational and interpersonal skills, ability to demonstrate knowledge and skill in techniques of good judgment, be a team player and be willing to work a flexible schedule.