



## ***“The Role of Charge Nurse” Training***

**May 14 & 15, 2019 – OKC – Care Providers  
Oklahoma office – (CN5)**

**October 1 & 2, 2019 - Tulsa - OSU-Tulsa –  
Conference Center entrance – Room 153  
(CN6)**

**Presented by: Terrie Gordon, RN**

**Co-sponsors: Pharmcare Oklahoma &  
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.

### ***Administration of the Nursing Department***

*Charge Nurse Duties*

*Policies & Procedures*

*Staffing Ratios*

*Supplies*

*Management Plan*

*Pharmacy/Dietary Recommendations*

### **Meeting Location:**

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

**Tulsa - OSU-Tulsa - 700 N. Greenwood  
Conference Ctr. Entrance - Room 153**

### ***Regulations***

*F-Tags*

*Survey Process*

### **Meeting Time:**

**Check-in: 8:30 a.m. - 9:00 a.m.**

**Class: 9:00 a.m. to 4:00 p.m.**

### ***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*

### **Registration:**

\$250 per person member

\$350 per person non-member

Lite Lunch provided

Register on-line at: [www.careoklahoma.com](http://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](mailto:connie@careoklahoma.com). Refunds will not be issued for no shows.