**The Role of Charge Nurse Training**

February 6 & 7, 2017 - OKC - OAHCP office  
August 30 & 31, 2017 - Tulsa - OSU-Tulsa  
Co-sponsors: OAHCP and PharmcareUSA

**Presented by: Terrie Gordon, RN**

*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-OAHCP Office-1201 N. Harvey-NEW OFFICE  
Tulsa - OSU-Tulsa - 700 N. Greenwood  
Conference Ctr. Entrance - Room 150

**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.oahcp.org  
*Class registration must be paid before class date*

**Make checks payable and mail to:**  
OAHCP - 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 ccook@oahcp.org. 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