**Policy Statement**

The Charge/Lead Nurse is responsible for patient assignments at the beginning of and during each shift. A Registered Nurse (RN) must supervise and evaluate the nursing care for each patient.

**(B) Purpose of Policy**

To ensure that patient care assignments are done with consideration of patient complexity and nursing staff competency.

**(C) Procedure**

1. Patients assignments are based upon:
   a. Nursing staff competency.
   b. Patient needs, medical orders, and charge nurse report.
   c. Staff required to meet the identified patient care needs.
   d. Consideration of infection control practices.
   e. Continuity of care.

2. The Charge/Lead RN is to indicate on the assignment sheet which RN is responsible for each patient. The assignment sheet will reflect the licensure of RNs and LPNs, and title of NAs.

3. The RN may delegate nursing tasks as allowed by the Ohio Board of Nursing but remains ultimately responsible for all tasks.

4. The Charge/Lead Nurse will act as a resource person for staff unless otherwise designated.

5. Assignment sheets shall be retained for 1 month.

---

**Approved by:**

Monetca Smith, MSN, RN  
AVP Patient Care Services/CNO  

---

**Review/Revision Date:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982</td>
<td>7/1990</td>
</tr>
<tr>
<td>1983</td>
<td>1995</td>
</tr>
<tr>
<td>1986</td>
<td>2003</td>
</tr>
<tr>
<td>1987</td>
<td>9/2006</td>
</tr>
<tr>
<td>1988</td>
<td>6/14/2012</td>
</tr>
<tr>
<td>1989</td>
<td>5.22.15</td>
</tr>
</tbody>
</table>

---

**Next Review Date:** 6/2021

---

Policies Superseded by This Policy:

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*