

MDS COORDINATOR RN

DEPARTMENT: Nursing RN
SUPERVISOR: Director of Nursing

FLSA STATUS: Non-Exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES

Conduct and coordinate the development and completion of the resident assessment in accordance with the requirements of the state and the policies and goals of this facility. Provide an ongoing objective evaluation of the important aspects of residents' care through daily review of resident charts, and identification of variations in care to provide data for use in the correction of potential problems and to meet the requirements of all regulatory agencies. Relates effectively with interdepartmental and intradepartmental personnel, medical staff, residents, resident's families, and outside agencies, including Medicare, Medicaid, and third party payers.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Conducts and coordinates the development and completion of the resident assessment (MDS) in accordance with current rules, regulations, and guidelines that govern the resident assessment, including the implementation of CAAs and Triggers, other assessment and the Care Plan.
2. Conducts or coordinates the interviewing of each resident for the resident's assessment.
3. Evaluates each resident's condition and pertinent medical data to determine any need for special assessment activities or a need to amend the Plan of Care.
4. Develops preliminary and comprehensive assessments of the nursing needs of each resident, utilizing the forms required by current rules or regulations and facility policies.
5. Ensures that appropriate health professionals are involved in the assessment.
6. Coordinates the development of a written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident, indicates the care to be given, goals to be accomplished, and which professional services is responsible for each element of care.
7. Ensures that the care plan includes measurable objectives and timetables to meet the resident's medical, nursing, and mental and psychological needs as identified in the resident's assessment.
8. Ensures that the initial resident assessment and a comprehensive care plan is completed within the required time frame of the resident's admission.
9. Develops the schedule for timely completion of the resident assessment and plan of care.
10. Assists the DON and relevant department supervisor in ensuring that all personnel involved in providing care to the resident are aware of the resident's care plan and that nursing personnel refer to the resident's care plan prior to administering daily care to the resident.
11. Ensures that admission, quarterly, significant change and annual resident assessments are completed and care plan review are made on a timely basis.

12. Ensures that a complete resident assessment is conducted within the required time frame if a significant change in the resident's condition.
13. Coordinates the review and revision of the resident's care plan by the interdisciplinary team after each quarterly reviews or other assessment, assuring that the care plan is evaluated and revised each time an assessment is done or when there is a change in the resident's status.
14. Ensures that each portion of the assessment is signed and dated by the person completing the portion of the MDS. Coordinator signs the MDS as completed and accurate then places it in the resident medical records.
15. Selects the correct Assessment Reference Date (ARD) and correct reasons for the assessment that capture all resources to ensure appropriate payment by Medicare/Medicaid systems.
16. Maintains and periodically update written policies and procedures that govern the development, use, and implementation of the resident assessment (MDS) and care plan.
17. Performs administrative duties such as completing medical forms, reports, evaluations, studies, etc., as necessary.
18. Develops, implements, and maintains an ongoing quality assurance program for the resident assessment/care plans.
19. Assists the resident and Discharge Planning Coordinator in completing the care plan portion of the resident's discharge plan.
20. Participates in surveys (inspections) made by authorized government agencies.
21. Be sensitive to resident families and respond in an appropriate professional manner.
22. Performs all the duties of the Charge Nurse as needed.
23. Ability to work on a computer and the software program of the facility.
24. Transmits the MDS to the proper authorities as established by the current rules and regulations.
25. Maintain confidentiality of all resident care information to assure resident rights are protected.
26. Attends required corporate MDS training. Obtains MDS competency.
27. Attends all required facility in-service programs.
28. Orients and trains staff on the required documentation for the MDS. Provide continued training as needed to ensure accuracy of the MDS.
29. Encourages involvement of the resident and family in the care plan meeting and/or progress.
30. Reviews Quality Indicator report monthly and makes recommendations for revisions or changes.
31. Understands the RUGs system and how the resident care impacts the RUG determination.
32. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- X 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

WORK AREA AND ENVIRONMENT

Office, nurses station, drug room, resident rooms, and throughout the facility

QUALIFICATIONS

Education: High school diploma or equivalent. Must be a graduate of a state approved school of professional nursing.

Experience: Clinical nursing experience with background in medical and nursing care practices and procedures preferred.

License/Registration: Holds a current, unencumbered licenses as a registered nurse in state.

Continuing Education: As required attend annual in-service programs. Participate in continuing education activities and obtain required contact hours.

Professional Memberships: Not required

Job Knowledge: Nursing policies and procedures; administration of medication, possible side effects, and treatment as prescribed; federal, state, and local laws and regulations relating to resident care; comprehensive knowledge of nursing practices; physical, psychological, social, and medical needs of residents; organizational structure and duties of employees under supervision of charge nurse. Ability to problem solve and demonstrate sound judgment by taking appropriate actions regarding questionable finding or concerns. Investigate and follow-through on orders or request for services, accidents/or prevention of accidents. Professional standards and the code of ethics must be adhered to at all times. Cooperative, willing to work, courteous. Ability to read, write, and follow written and oral instructions.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures; Nursing Standards of Practice; and Nurse Practice Act.

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.