

APRIL 28, 2016

TITLE: Registered Nurse Assessment Coordinator

DEPARTMENT: Nursing

SUPERVISOR: Administrator

SHIFT: 1st shift

Full time 40 hours/week

LOCATION: Normandie Ridge

Occasional weekend/holiday

BRIEF DESCRIPTION: Coordinates the scheduling and completion of all Minimum Data Sets (MDS) to ensure accurate capture of all services and care that is provided to the residents.

PRIMARY RESPONSIBILITIES:

- Oversees the scheduling of all admissions, significant changes and quarterly Resident Assessment forms; ensures the scheduling is completed in a timely manner.
- Ensures the accurate calculation of final RUGS categories and that they are communicated to all appropriate staff.
- Responsible for the selection, orientation, development, evaluation, and discipline of all MDS staff.
- Ensures the accurate and timely completion of the MDS and PPS by responsible disciplines.
- Ensures staffs' ability to identify changes in residents' conditions which would constitute a significant change for MDS purposes.
- Responsible for the accurate data entry of all MDS's, PPS's and related forms and the timely submission of same to appropriate agencies.
- Ensures the accuracy of validation reports and the timely submission to appropriate government agencies.
- Ensures documentation is available to support MDS and PPS responses.
- Assists with development of interdisciplinary plans of care for each resident.
- Functions as an advisor for the interdisciplinary team concerning MDS, PPS and care plan issues.
- Functions as a member of the management team of the Nursing Care Center.
- Attends training necessary to maintain a current understanding of state and federal regulations governing PPS/MDS, Medicare Part A and Medicaid and appropriately applies principles.
- Responsible for providing on going education and training of all disciplines so that all care provided to residents is appropriately captured.

QUALIFICATIONS:

- Must be a Registered Nurse currently licensed in the Commonwealth of Pennsylvania, with one year experience working with the elderly population.
- Must be able to follow/give accurate written/oral instructions and possess visual acuity to effectively prepare/read reports.
- Must possess proven supervisory and leadership skills.
- Must be able to communicate effectively with staff, residents, and visitors.
- Must be able to coordinate and organize own work and the work of others to effectively meet multiple job responsibilities and deadlines. Must be able to maintain accurate records and an organized filing system.
- Must have proficient computer skills to ensure accurate data entry, AOD and Microsoft Office experience helpful.

PHYSICAL DEMANDS:

- Works inside, around and with others in a well-lighted and ventilated nursing care center.
- Manual dexterity required to handle equipment and carry out procedures.
- Bends, stoops, kneels, pushes and pulls in performance of job responsibilities
- Occasional lifting up to 25 pounds.
- Sitting 60%, walks 20%, and stands 20%.