

JUNE 27, 2017

TITLE: Registered Nurse Assessment Coordinator

DEPARTMENT: Nursing

SUPERVISOR: Director of Nursing

SHIFT: 8:00am - 4:30pm

Full time; 40 hours/week

LOCATION: RiverWoods

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.

QUALIFICATIONS:

- Must be a Registered Nurse currently licensed in the Commonwealth of Pennsylvania, with one year experience working with the elderly population.
- Able to follow/give accurate written/oral instructions and possess visual acuity to effectively prepare/read reports.
- Possesses proven supervisory/leadership skills. 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%.