

NOVEMBER 10, 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: Responsible for scheduling, and timely and accurate completion of MDS assessments for Nursing Care Center (NCC) residents from admission to discharge in accordance with established policies/procedures, and State and Federal guidelines

PRIMARY RESPONSIBILITIES:

- Conceives and creates care plans based on a comprehensive resident assessment that is accomplished through resident and family interviews, physical assessment, observation, and input from the care team.
- Schedules, within established time frame, PPS/MDS assessments for residents admitted to the nursing care center.
- Leads the assessment coordination process to ensure accurate and timely completion of all the nursing sections of the MDS assessments.
- Compiles data for resident insurance updates for residents admitted with PPO and managed care payer sources.
- Communicates effectively with the Director of Therapy and Insurance Case Managers to maximize RUG level for reimbursement.
- Leads the MDS completion process by ensuring accurate and timely completion of all sections by responsible disciplines.
- Identifies and documents changes in residents' conditions which constitute a significant change in status for MDS purposes.
- Responsible for gathering accurate data for entry for -MDS assessments.
- Ensures documentation is in place to support MDS responses and educates staff when documentation is missing or is in need of more content.
- Responsible for the selection, orientation, development, evaluation, and discipline of all MDS staff.
- Assists with development of interdisciplinary plans of care for each resident on the nursing care center and attends Care Plan meetings when necessary.

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.

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.
- Exposure to communicable diseases.
- Occasional lifting up to 25 pounds.
- Sitting 60%, walks 20%, and stands 20%.