

Mescalero Care Center

Job Description

MDS Coordinator

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POSITION: MDS Coordinator

DEPARTMENT: Nursing

IMMEDIATE SUPERVISOR: Director of Nursing

POSITION SUMMARY:

As a member to the interdisciplinary team, the MDS Coordinator is responsible for maintaining and processing MDS Data, resident medical record and health information systems in accordance with current Federal and State regulations. MDS will coordinate delivery of services to managed care and Medicare/Medicaid residents in collaboration with the facility's team members. MDS Coordinator ensures that all documentation in the facility meets all federal and state regulations. MDS Coordinator monitors and documents the cost effectiveness of treatment provided, facilitates and coordinates the admission and discharge process.

MINIMUM QUALIFICATION STANDARDS:

Education: Graduate of an accredited school of nursing.

Certificate/Licenses: Current, active license as Registered Nurse in New Mexico.

Work Experience: Must have, as a minimum, two (2) year of MDS experience in a Skilled Nursing/
Long term care setting.

Freedom from illegal use of drugs and freedom from use and effects of use of drugs and alcohol in the workplace.

Persons who have been found guilty by a court of law of abusing, neglecting, or mistreating individuals in a health care related setting are ineligible for employment in this position.

Performance Requirements:

Conduct and document a thorough assessment of each resident's medical status upon admission and throughout the resident's course of treatment.

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Under the supervision of the Director of Nursing, assist in the implementation of the resident's treatment plan.

Provide routine nursing services for residents as directed by the Director of Nursing.

Comply with evaluation, treatment and documentation guidelines of consulate health care.

Provide innovative, responsible healthcare with the creation and implementation of new ideas and concepts that continually improve systems and processes to achieve superior results.

Monitors and documents the cost effectiveness of treatment provided, facilitates and coordinates the admission and discharge process, serves as the resident and family advocate and acts as a liaison to insurance and medical management professionals.

Coordinates the entire RAI process assuring the accuracy, timeliness, and completeness of the MDS, RAPS, and Interdisciplinary Care Plan.

Assist the Director of Nursing with ensuring that all documentation in the facility meets all federal and state, certification guidelines.

Coordinates delivery of services managed care and Medicare/Medicaid residents in collaboration with the facility's team members.

Demonstrates knowledge of and respect for the rights, dignity and individuality of each resident in all interactions. Demonstrates competency in the protection and promotion of resident rights. Able to act as role model for facility staff.

Demonstrates satisfactory level of interpersonal skill to interact with facility administration, community and government agencies, and interdisciplinary staff.

Able to understand and to follow written and/or verbal directions. Able to express self adequately in oral and/or written communication. Able to communicate effectively with staff members, other professional staff, consultants and residents in interdisciplinary care setting and to government agencies.

Current knowledge of state and federal laws and regulations that apply to MDS requirements of nursing in long-term care.

Carries out all duties in accord with the facility mission and philosophy.

Appreciates the importance of maintaining confidentiality of resident and facility information.

Demonstrates honesty and integrity at all times in the care and use of resident and facility property.

Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instructions in case of emergency.

Sufficient mobility and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.

Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and to begin work on time and to respond to facility needs 24 hours a day, 7 days a week.

Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.

Demonstrates ability to prioritize responsibilities and complete projects within allotted time.

Able to respond to change productively and to handle additional projects as delegated.

Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety to self and others.

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PERFORMANCE REQUIREMENTS:

Carries out all duties in accord with the facility missions and philosophy.

Demonstrates knowledge of and respect for the rights, dignity, and individuality of each resident in all interactions.

Demonstrates the understanding of the importance of confidentiality of residents and facility information.

Demonstrates honesty and integrity at all times in the care and use of resident and facility property.

Able to understand and to follow written and verbal directions. Able to effectively communicate with staff members and residents through verbal and/or written means.

Knowledge of geriatric and general chronic care nursing principles and professional standards of nursing practice and ability to apply to resident specific circumstances. Able to identify, implement and evaluate appropriate objectives and interventions for residents.

Demonstrated competency in clinical skills needed for facility resident population.

Working knowledge of laws and regulations that influence provision of care and services in nursing facilities.

Sufficient organizational and interpersonal skills to assign, motivate staff, elicit work output, improve quality and interact effectively with residents, families, interdisciplinary team members, administration, government officials, consultants and others in addition to staff.

Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written and oral instruction in case of emergency.

Sufficient mobility and strength to move freely through the building, to assure resident safety at all times and to assist transfer or otherwise move residents of facility out of danger in case of emergency.

Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and begin work on time and to report for duty on all shifts, weekends and holidays.

Working knowledge and ability to comply with facility policies for work place safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.

Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.

Able to respond to change productively and to handle additional tasks/projects as assigned.

Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self or others.

ESSENTIAL JOB FUNCTIONS:

NOTE: The essential functions of this job may be revised or updated as facility needs dictate.

Develops treatment plans appropriate for residents that comply accordingly to MDS guidelines. Tasked in completing various MDS paper works; submits them on time and make certain it meets with the current guidelines and regulations as these regulations may vary each year.

Assess how residents with skilled nursing along with long term healthcare facilities function and the necessary steps that need to be taken in order to support them. Have an understanding of some of the health care and medical needs of their residents.

Work collaboratively with other medical staff and run assessment care plan meetings. Work intensively with patient's information system. Responsible in educating and coordinating clinical members of the staff as to the proper use of its system. Should also perform some nursing tasks if needed.

Works with other health care institutions and paperwork like insurance and billing forms for the resident and families.

Communicates directly with residents, families, medical staff, nursing staff, interdisciplinary team members and Department Heads to coordinate care and services, improve organization and implementation of plans of care, to maintain quality of care, quality of life and a homelike environment for all residents.

Must know MDS 3.0, be comfortable in computerized environment, and work well with clinical staff to coordinate gathering of information/documentation.

MDS nurse will maintain current skills and knowledge through continuing education; apply information to job responsibilities.

PHYSICAL, PSYCHOLOGICAL AND ERGONOMIC REQUIREMENTS:

Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.

This job cannot be performed without exposure to the stresses associated with the intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to: shift rotation, weekend and holiday duty, unusual or impaired behavior by

residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.

Essential functions are carried out in a variety of positions including standing and sitting. To meet resident's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

ESSENTIAL PHYSICAL DEMANDS OF THE POSITION.

MOBILITY: Ability to move freely in all directions.

LIFTING: Able to lift up to 25 pounds.

CLIMBING/BALANCING: N/A

STANDING: Ability to stand up to 75% of day. Conducting classes, giving in-services or teaching care of residents.

SITTING: Ability to sit up to 25% of day. Charting and documentation, grading papers and regular office duties.

REACHING: Ability to reach in all directions to give medications and point to dry erase board for teaching.

HEARING: Ability to hear verbal communication.

SPEAKING: Ability to communicate verbally with residents, staff, outside sources on telephone.

VISION: Adequate vision to read, observe C.N.A. skills, and resident care.

COLOR VISION: Ability to see Biohazard labels and color codes of medication cassettes.

ESSENTIAL ENVIRONMENTAL DEMANDS OF THE POSITION

INSIDE/OUTSIDE: Inside 100% of the time.

COLD/HEAT: Controlled temperature.

WET/HUMIDITY: N/A

NOISE/VIBRATIONS: Voices, telephones, and call lights.

DRY/DUST: N/A

FUMES/ODORS/CHEMICAL EXPOSURE: Odors of body substances.

OTHER ENVIRONMENTAL HAZARDS: Handling needles, exposure to blood borne pathogens.

SOCIAL CONDITIONS: Ability to work with others, work alone and work under supervision.

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).