

MDS COORDINATOR

Position Overview

- **Summary:** The MDS Coordinator is responsible for assuring the function of the interdisciplinary team. The position is responsible for assuring completion of each resident's MD and Care Plan. This includes assessment of the resident's health care needs and communication and implementation of the plan of care to direct care staff.
- **Reports to:** DON
- **Job Classification:**
 - Hourly/ Salary: Hourly

Responsibilities

- **Essential Functions:**
 - Tracks and schedules required resident assessments per state and federal requirements.
 - Completes all Minimum Data Sets (MDS) assessments and Care Area Assessment Summaries (CAAs).
 - Checks the facility's census daily and completes Discharge and Re-entry Tracking forms as needed.
 - Monitors documentation in the facility to ensure consistency and compliance with state and federal requirements.

- Participates in the facility quality of care committees and meetings:
 - a. Pain Care Committee
 - b. Restraints Committee
 - c. Safety Committee
 - d. Medical Director's meeting
 - e. Quality Assurance Committee
 - f. Nutrition at Risk meeting
 - g. Standup meeting
- Keeps care plan team members informed of resident assessment scheduling changes and status updates.
- Writes all chronic nursing care plans for all residents in the facility, may monitor/ delegate acute nursing care plans
- Updates/ reviews care plan with nursing copy of changes in communication log.
- Updates copy of care conference in communication book.
- Monitors all the facility's resident assessments and care plans to ensure that they:
 - a. Are completed in a timely manner

- b. Are completed appropriately
- c. Meet state and federal regulations
- d. Meet standards of practice and clinical guidelines
- Schedules and leads Care Plan Conferences
- Reviews the daily 24- Hour Reports and telephone orders on each unit for significant changes in resident conditions that might alter assessments and care plans
- Completes resident assessments to capture the highest possible Patient Driven Payment Model (PDPM) score
- Prints monthly Case Mix reports and Quality Indicator/ Quality Measure reports, and distributes copies to the Director of Nursing and the Quality Assurance Director
- Prints monthly Center for Medicare and Medicaid Services (CMS) reports and informs staff members of regulatory updates and changes
- Transmits all completed MDS assessments to the state in compliance with state and federal regulations
- Educates and trains staff members about the assessment process
- Completes or ensures that the Unit Nurses complete special care quarterly assessments such as:
 - Pain care
 - Restraints
 - Falls
 - Hydration
 - Psychotropic Medication
 - Skin Breakdown
 - Urinary Catheter Use
 - Wandering Risk
 - Weight Loss
- Maintains and updates the facility Fall Log and after any fall:
 - a. Enters the fall in the Falls Log with its time, date and location
 - b. Completes a fall risk assessment which includes a full medication review
 - c. Works with the care plan team to add new interventions to the resident's fall risk care plan
 - d. Informs the Unit Nurse of the new interventions
- Ability to work as an RN, rounding with physicians as needed for optimum staffing

Qualifications

- **Required**
 - Must be a Registered Nurse
 - Graduate of an accredited school of nursing
 - Current Montana License or reciprocal compact license
 - 2 years of experience in nursing with one (1) year being in long-term care
 - Has had one (1) year of successful nursing supervisory experience or has completed a course in management principals

Professional Expectations- Shared Values

LEADERSHIP BEHAVIORS:

- Demonstrates respect for the nursing profession and its boundaries by maintaining accountability, integrity and quality patient care.
- Communication: practices active listening, assertiveness and clarity. Utilizes thoughtful communication to help residents feel heard and understood.
- Trustworthy and reliable- holding themselves to high ethical standards.
- Is accountable and takes responsibility for their successes and failures.

HUMAN RESOURCE MANAGEMENT/ Professional Development:

- Stay current with nursing practices and continue professional development through education and training.
- Keep nursing license current.

RELATIONSHIPS: Demonstrates professionalism in all interactions at work.

- Maintains effective communication with all Nursing and other departments of the nursing home, hospital and clinics.
- Can manage the unexpected.
- Consistently has a positive attitude and is easy to approach.
- Uses communication and listening skills that show respect, support and caring for others.

DEDICATION: Provides quality care and service excellence consistent with the NEMHS Mission, Vision, Values and Customer Service Standards.

- Leads by focusing on the organization vision, mission, values and customer service standards.
- Promotes a sense of pride both at work and away from work.
- Participates openly in team discussions.
- Shares what they know. Teaches when needed.
- Is flexible.

INTEGRITY: Maintains a strong ethical stand regarding resident, patient, employee and customer privacy and confidentiality. Does not allow prejudice or favoritism to affect how customers are treated (race, sex, ability to pay, sexual orientation, disease, marital status, family name, address, etc.).

- Defends the nursing home's image and that of its' employees when either slandered or discredited.
- Identifies ethical issues and assures actions are taken to resolve them.
- Personal treatment of others is not affected by prejudice or favoritism.
- Consistent in words and actions.
- Respects and accepts others.
- Works in an honest and consistent way to gain the trust of others.

ACCOUNTABILITY: Has a personal feeling of responsibility for teamwork. Understands the whole nursing home is a team, not only individual departments or shifts.

- Can see what needs to be done and does it, regardless of who's responsibility it should be.
- Quickly responds to assist others to meet work demands without being asked and without complaints.
- Reads and follows policies and procedures.
- Gives constructive feedback.
- Accepts feedback gracefully and uses it to improve own work.
- Accepts responsibilities of job and performs assigned duties.
- Works to eliminate we/ they attitudes.

DEFINING THE VISION/ MISSION- Leadership Results:

- High levels of Resident Satisfaction

Working Conditions

Physical/ Sensory Demands

O= Occasionally, represents 1 to 35% or 1 to 2 hours of an 8- hour workday

F= Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C= Continuously, represents 67 to 100% or 6 to 8 hours of an 8- hour workday

- Bending/Stooping/Crouching: O
- Carrying 25 pounds or less: F
- Carrying 25 to 50 pounds: O
- Carrying over 50 pounds: O
- Climbing: O
- Crawling/Kneeling: O
- Lifting 25 pounds or less: F
- Lifting 25 to 50 pounds: O
- Lifting over 50 pounds: O
- Pulling/Pushing 25 pounds or less: F
- Pulling/Pushing 25 to 50 pounds: O
- Pulling/Pushing over 50 pounds: O
- Reaching at shoulder height: O
- Reaching above shoulder height: O
- Reaching below shoulder height: O
- Repetitive Movement: C
- Sitting/Standing: C
- Twisting/Turning: O
- Walking: F

Physical Exposures

- Bright Lighting: Yes
- Dim Lighting: Yes
- Cold: No

- Heat: No
- Harmful Physical Agents: No
- Hazardous Substances: Yes
- Infectious Diseases: Yes
- Ionizing/Non-Ionizing Radiation: No
- Mechanical Hazards: Yes
- Noise: Yes
- Unprotected Heights: No

ATTESTATION:

- I understand that the nursing home strives to maintain a workplace that is free from unlawful harassment. This includes any behavior that infringes on rights based on any status or activity protected by state or federal workplace law or regulations.
- I acknowledge that I am responsible in all my interactions to create an promote an environment that is professional, collegial, and exemplifies outstanding resident care.
- I understand that regular and predictable attendance is an essential function of my position. Further, I understand that the nursing home recognizes that a reasonable amount of absences, either bona fide sickness or emergency situations, is often beyond the control of an employee.
- I acknowledge that I am responsible for ensuring the confidentiality of the PHI. I understand that my individual ID and password for any system withing the nursing home shall never be shared with anyone under any circumstances. I understand that I am responsible for any access to PHI made under my individual ID and password.
- I understand if I violate any nursing home policy to include, but not limited to the COD of Conduct, Harassment Prevention, Workplace Violence Prevention and HIPAA Security Policies, I will be subject to corrective action up to and including termination of my employment.

EMPLOYEE: _____ Date: _____

SUPERVISOR: _____ Date: _____

NEMHS has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. If the duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.

