MDS COORDINATOR

**Department:** Nursing

**Supervisor:** Director of Nursing

**Salary Range:**

**Shift:**

**FLSA Status:** Exempt

**QUALIFICATIONS**

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| **EDUCATION & CREDENTIALS:** | RN graduate from an accredited school of nursing required.  Current licensure as an RN in the State of Iowa by the Iowa Board of Nursing, without restrictions, is required. CPR certification required. Failure to maintain current license and certification without restrictions will result in termination. May not be a debarred provider. |
| **REGULATORY**  **COMPLIANCE**  **REQUIREMENTS:** | The MDS Coordinator is required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.  The MDS Coordinator must understand the nature of resident care and resident rights and comply with these requirements at all times.  A MDS Coordinator who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Director of Nursing within twenty-four (24) hours.  During the course of employment the MDS Coordinator is also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **CONTINUING EDUCATION REQUIREMENT:** | The MDS Coordinator is required to complete annual 12-hour in‑service training programs and all required CEU’s. Failure to complete the 12-hour in‑service training program, or any other requirement under internal policies, local, state or federal law may result in termination. |
| **WORK EXPERIENCE:** | Applicants with geriatric experience or certification are preferred. Experience and familiarity with computer functions including MDS software, Internet connection and downloading functions required. MDS certification preferred. |

**GENERAL JOB SUMMARY**

The MDS Coordinator is responsible for preparing statistical reports required by applicable legal, accrediting, and/or licensing regulations for health care facilities. The MDS Coordinator compiles information and data from health records and personal assessments for use in the evaluation of quality of care and utilization review. The MDS Coordinator confers with physicians, nurses and other health personnel to ensure complete, current and accurate medical records.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Ability to effectively plan, direct and coordinate MDS assessments and care plan conference services.

2. Ability to speak effectively before groups of residents, families or employees.

3. Ability to utilize and manage resources to attain results.

4. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

5. Display a high level of initiative, effort and commitment towards completing assessments efficiently.

6. Work with minimal supervision.

7. Demonstrate responsible behavior and attention to detail.

8. Align needs, priorities and goals of the facility.

9. Encourage and facilitate cooperation, trust, commitment and team spirit.

10. Complete health assessments on all residents at time of admission to establish initial care plan and then mini-assessments quarterly thereafter.

11. Track discharge and re-entry of residents to facility.

12. Perform full assessments annually, with any significant change of condition, and as further needed.

13. Analyze and code diagnoses, operations and procedures from health records by using appropriate classification systems and entering data into computer system to process, store and retrieve resident health information.

14. Monitor care plans for appropriate services to meet resident needs.

15. Assist with the development, implementation and evaluation of the care plans for each resident in accordance with other health care providers and physicians.

16. Organize, plan and lead care plan conferences quarterly for each resident, including family, physician and care plan team.

17. Develop, implement and coordinate quality management, utilization review and discharge planning by consulting with other health care providers on resident care problems and needs.

18. Thin charts of extraneous documentation each quarter according to established minimum standards for required documentation to be retained in resident’s active chart.

19. Organize time effectively to complete necessary tasks.

20. Willing to work flexible hours to meet requirements of the job.

21. Meet all submission timelines of reports/records/documentation as required by state and federal rules, regulations and laws for health care facilities.

22. Monitor accrediting/surveying/regulatory body criteria to maintain compliance.

23. Participate in continuing education to maintain credentials and increase expertise and knowledge in professional clinical nursing and administration.

24. Keep current in the field of nursing through attendance at meetings, conferences, conventions and workshops pertaining to all aspects of resident care and restoration/ rehabilitation; maintaining membership in professional organizations.

25. Ability and willingness to perform RN duties whenever and wherever required.

26. On-call for emergencies that other supervisory personnel cannot address.

27. Other Duties: (Fill in)

28. Other duties as assigned.

# PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT

**Lifting Requirements:** The MDS Coordinator may be called upon to lift equipment or supplies weighing up to 50 lbs. Occasionally may be required to assist with lifting residents. Push/pull requirements of 40 lbs. are common.

**Carrying Requirements:** The MDS Coordinator will frequently be required to carry objects including charts and equipment up to 15 lbs. The MDS Coordinator may occasionally be called upon to carry equipment up to 30 lbs. Carrying equipment in excess of 30 lbs. is not required.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions such as Hoyer lifts and gait belts. The MDS Coordinator must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. The MDS Coordinator must be familiar with and follow all facility safety policies.

**Sight Requirements:** The MDS Coordinator is required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Hearing Requirements:** The MDS Coordinator is required to have an average range of hearing, as corrected, in order to assess and respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** The MDS Coordinator is required to work with all other persons in the facility and the ability to get along with others and to socialize with others is essential. In addition, the MDS Coordinator is responsible for meeting and dealing with residents and their families requiring excellent communication and socialization skills.

**Other Physical Requirements:** While performing the duties of this job, the MDS Coordinator is frequently required to sit and stand; use hands to finger, handle or feel; to talk or listen. The MDS Coordinator may occasionally be called upon to perform twisting, bending, squatting, kneeling or crouching when assisting with a resident care needs. The MDS Coordinator is occasionally required to reach with hands and arms.

**Environment:**

* Exposure to general resident care environment.
* Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
* Exposure to moderate temperature variations.
* Exposure to pharmacological preparations, biologicals, and potential biohazard materials including blood and other bodily fluids and medical sharp objects.
* Exposure to office machinery and chemicals.
* Frequent work interruptions occur.
* Must work well independently and as a team member.
* Must be able to give clear and concise direction to staff and others.
* Extended or variable hours may be required.

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|  | Nvr  0% | Rare  1-5 | Seld  6-19 | Occas  20-33 | Freq  34-66 | Cont  67-100 |  |  | Nvr  0% | Rare  1-5 | Seld  6 -19 | Occas 20-33 | Freq 34-66 | Cont 67-100 |
| **LIFT** | | | | | | | **PHYSICAL ACTIVITIES** | | | | | | |
| 1 - 10 lbs. |  |  |  |  |  |  | Bend/Stoop |  |  |  | X |  |  |
| 11 - 20 |  |  |  |  |  |  | Twist |  |  |  | X |  |  |
| 21 - 35 |  |  |  |  |  |  | Crouch/Squat |  |  |  | X |  |  |
| 36 - 50 |  |  |  | X |  |  | Kneel |  |  |  | X |  |  |
| **CARRY** | | | | | | | Crawl |  |  |  | X |  |  |
| 1 - 10 lbs. |  |  |  |  |  |  | Walk-Level |  |  |  |  | X |  |
| 11 - 20 |  |  |  |  | X |  | Walk-Uneven |  | X |  |  |  |  |
| 21 - 35 |  |  |  | X |  |  | Climb Stairs |  | X |  |  |  |  |
| 36 - 50 |  |  |  |  |  |  | Climb Ladder | X |  |  |  |  |  |
| **PUSH** | | | | | | | Reach Over Shldr |  | X |  |  |  |  |
| 1 - 10 lbs. |  |  |  | X |  |  | Use Arms |  |  |  |  | X |  |
| 11 - 20 |  |  |  |  |  |  | Use Wrists |  |  |  |  | X |  |
| 21 - 35 |  |  |  |  |  |  | Use Hands |  |  |  |  | X |  |
| 36 - 50 |  |  |  |  |  |  | Grasping |  |  |  |  | X |  |
| **PULL** | | | | | | | Fingering |  |  |  |  | X |  |
| 1 - 10 lbs. |  |  |  | X |  |  | Foot Control | X |  |  |  |  |  |
| 11 - 20 |  |  |  |  |  |  | **ENVIRONMENT** | | | | | | |
| 21 - 35 |  |  |  |  |  |  | Inside |  |  |  |  |  | x |
| 36 - 50 |  |  |  |  | x |  | Outside |  |  |  |  |  |  |
| **HAZARDS** | | | | | | | Heat |  | | | | | |
| Blood Borne Pathogens | | | | Mechanical  | | | Cold |  | | | | | |
| Electrical  Radiant  | | | |  | Burns  | | Dusty |  | | | | | |
| Explosive  | |  |  |  | Other  | | Noisy |  | | | | | |
|  |  |  |  |  |  |  | Humid |  | | | | | |