WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: MDS Coordinator

EXEMPT STATUS: Exempt

REPORTS TO: Director of Nursing

GENERAL SUMMARY

The MDS Nurse is an RN or LPN who is responsible for the overall supervision, coordination, maintenance and timely completion of the MDS, care plans and medical records for residents.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Coordinates, conducts, and completes the MDS, resident care plans in a timely manner.
2. Assures accuracy and completeness of entire medical record, with specific regard to necessary documentation and language.
3. Assures and monitors that MDSs are completed within HCFA and Medicare guidelines.
4. Ensures MDS electronic submission occurs per State regulations.
5. Coordinates and actively participates in family/resident care plan conferences.
6. Responsible for the coordination and supervision of the restorative nursing aide program.
7. Communicates with floor staff as it relates to needed cross-departmental team members.
8. Confer with the Director of Nursing, Administrator, and Admissions team, on the evaluation of prospective residents to assure that only those residents whose medical and psychosocial needs can be met through the facility or through community resources are admitted and retained by the facility.
9. Maintains professional competence through participation in programs of continuing education. Attends in-service training and education sessions, as assigned.
10. Attends all assigned meetings to insure coordination of resident services, including daily

stand-up and stand-down, weekly risk meeting, QAPI, Medicare meeting, triple check, etc.

11. Complete all quarterly assessments in accordance with the MDS schedule.

12. Serves as part of the "on call" rotation for, but not limited to, fielding call-off's and filling holes in schedule, address clinical needs of residents in licensed care areas, field call from floor/families/residents, communicate pertinent information to administrator and /or executive director and work floor as nurse/CNA if needed.

Other Duties:

13. Serves as a staff nurse when staffing levels necessitate in order to meet the needs of the residents.

14. Responds to emergency calls as necessary.

15. Attend resident functions.

16. Performs specific work duties and responsibilities assigned by supervisor.

17. Making rounds with physicians in the absence of DON and ADON.

QUALIFICATIONS:

RN and/or LPN currently licensed by State of Indiana. Current CPR certification. In-depth experience and knowledge working with MDS computer software. Experience with the MDS transmittal process and understanding of regulations impacting the MDS. Supervisory experience preferred. Ability to effectively communicate with family, etc.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 70% of the work day; must be able to lift , transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions.

CONFIDENTIALITY:

Works with confidential data whose disclosure would be contrary to the best interests of the facility and professional ethics. Actively promotes resident confidentiality and rights.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.