Job Title: MDS Coordinator	**Reports To:** Director of Nursing
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

The MDS Coordinator works in collaboration with the interdisciplinary team to complete timely and accurate assessments of all residents. This position requires attention to detail to assure assessments reflect resident needs and capture services to optimize reimbursement. This position is responsible for creating and maintaining an accurate comprehensive care plan for each resident in the Facility.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility, and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents and staff members is the number one priority of their Facility.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Follow established standards of nursing practice and implement facility policies and procedures.
- Maintain MDS schedule to meet both Medicare and OBRA requirements. Keep all disciplines informed of schedule and schedule changes.
- Timely and accurate completion of MDS assessments. Assessments consist of resident, family, and staff interviews, physical assessments, and medical record review.
- Timely submission of MDS assessments to the QIES system.
- Completion of Baseline Care Plans upon admission. Development and timely updates of resident comprehensive care plan.
- Review admission chart for completion.
- Audit skilled charts for completion of required documentation.
- Gather information and facilitate Medicare meeting. Communicate discharge plans to interdisciplinary team.
- Attend SNF care conferences. Assist Social Services to facilitate appropriate discharge and arrange services as needed.
- Rotate on call schedule with administrative nurses.
- Follow established standards of nursing practice and implement facility policies and procedures.
- Interpret existing policies and procedures to CNAs, residents, families, and physicians.
  Identify resident problems, emergency situations and respond appropriately.
- Identify safety hazards and take appropriate action.
- Follow, supervise, and evaluate the implementation of the Resident's Rights Program.
- Attend staff meetings, in-service programs, and committee meetings as assigned.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.

- Perform and document comprehensive assessments of each resident.
- Actively and effectively pursue a program of medication reduction and monitor the programs progress. Work with all nursing staff to accomplish and maintain this goal.
- Document resident care response, and/or lack of response to care.
- Report changes in resident's condition to his/her physician, responsible party, Director of Nursing, and/or the Administrator.
- Follow facility admission procedures and communicate resident's admission to other departments, physicians, and ancillary services.
- Knowledgeably and competently perform basic nursing skills.
- Follow facility discharge and transfer procedures. Coordinate discharge and transfers with other departments, physicians, and ancillary services providers.
- Participate in resident care conferences as assigned.
- Provide direct resident care and give ongoing instructions to CNA's related to resident care.
- Listen to residents, families, and/or physician concerns and initiate corrective action and/or report concerns to appropriate supervisory staff.
- Monitor and report, when necessary, resident weight changes, skin conditions, abnormal lab and x-ray results, medication errors, medications not available, and other pertinent information affecting the well-being of residents to physicians, responsible parties, and the Director of Nursing.
- Consistently work cooperatively with facility administration, nursing personnel, ancillary personnel, all facility departments, and consultants.
- Comply with established infection control and universal precaution practices. Follow facility Fire Safety and Disaster policies and procedures and monitor facility staff for the same.
- Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
- Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Assume accountability for all information contained in the Employee Personnel Handbook and all Policy and Procedure Manuals.
- May be asked to participate in the facility education programs and coordinate student activities with the Director of Nursing.
- Complete reports for facility committees as assigned.
- Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicate activities essential to the performance of this position include: ruling, hearing, seeing, smelling, speaking, reading, and writing.

EDUCATION & EXPERIENCE REQUIREMENTS

- Graduate of an accredited Registered Nurse or LPN program.
- Licensure/Certification in the state in which the facility is located required.
- CPR certification.

PHYSICAL REQUIREMENTS

- Ability to lift up to 100 pounds and sometimes more with assistance. An individual in this position will be expected to use, assist, and demonstrate devices for handling or lifting residents. This position requires regular movements such as: grasping, crouching, fingering, kneeling, reaching, lifting, pulling, pushing, repetitive movement, standing, and stooping.

- An individual in this position may be exposed to inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Consistently demonstrate dependability, responsibility, and set a positive example for all other staff.
- Proven track record of collaborative leadership in diverse teams.
- Passionate about excellent resident care, compliant processes, and methodologies and a willingness to continually learn.
- Must be able to explain complicated information in a way that is easy for anyone to understand.
- Excellent decision making and conflict-resolution skills.
- Effective written and verbal communication skills, both professional and interpersonal.
- The ability to work both independently and within a team.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.
- Advanced critical thinking and problem-solving skills, in addition to superior computer skills.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME