JOB DESCRIPTION

TITLE: MDS Coordinator and Staff Developer

MISSION: To assist in directing and coordinating nursing care of the residents of Meadowbrook, to effectively provide supervision of all CNA staff, and to provide education and training programs for the development and improvement of skills and knowledge for all facility personnel in accordance with the mission and vision of Meadowbrook Village Christian Retirement Community.

Key Result Area: Time Utilization:
1. MDS assessment and transmittal 25%
2. Staff management and development 25%
3. Delivery of care 10%
4. Human resource management 10%
5. Regulatory compliance & quality improvement 10%
6. Quality assurance & resident/family/client/guest relations 10%
7. Professional development 5%
8. Other duties as assigned 5%

Position Requirements
Education/Experience
- Current California LVN or RN license
- BA/BS degree or equivalent combination education, training, and related professional experience
- At least 3 years of professional managerial experience in a related field

Skills/Knowledge/Ability
- Proficiency and ability to effectively use Windows OS, MS Word, MS Excel, MS Internet Explorer or equivalent software
- Willingness and ability to become proficient in other software as needed
- Ability to communicate in a professional manner both verbally and in writing with customers, co-workers, and vendors
- Demonstrate leadership, interpersonal, motivational, time-management, and organizational, and problem-solving skills
- Ability to follow written and verbal direction in English
- Willingness and ability to maintain appropriate level of confidentiality and privacy
- Willingness and ability to direct and oversee the work of others
- Ability to effectively prioritize and handle multiple items/tasks as required
- Willingness and ability to respond effectively to emergency and/or crisis situations

**Authority**
- Reports to Administrator and Director of Nursing

**Objectives & Activities**
- **MDS Assessment and Transmittal**
  - Develops and coordinates MDS for all residents
  - Evaluates and plans total resident care; assures nursing Care Plans are established for each resident and modified as needed
  - Enters all MDS into computer on day of completion and ensures timely transmittal of all MDS documents
  - Completes RAPS/Care Plans based on MDS assessment
  - Provides quarterly updates to family or responsible parties of long-term residents and initiates Family Care Conferences/IDT meetings for each quarterly assessment
  - Reports status to DON and Administrator; works with DON, Administrator, and IDT to determine priority actions
  - Maintains up-to-date knowledge of MDS/PPS requirements

- **Regulatory Compliance and Quality Improvement**
  - Follows established policies and procedures and understands and complies with all regulatory standards set forth by governing entities
  - Ensures timely completion of all required reports and forms
  - Maintains resident/family/client confidentiality and privacy in accordance with HIPPA regulations; maintains an accurate assessment to ensure the most appropriate reimbursement rate according to PPS regulations
  - Participates in developing, reviewing, and updating policies and procedures annually and as needed so that they are reflective of current regulations, standard professional practices and corporate philosophy
  - Assists in the development and collecting of the QI indicators and reports results as appropriate
  - Completes incident investigations and collects relevant data as part of QA process
- Maintains program with approved status with DHS, OSHA; i.e., Infection Control Standards and CPR status.
- Maintains records of educational profile for each employee in both health center and residential health services.
- Verifies CNA status of new hires with certification unit in Sacramento, California.
- Coordinates and maintains quality assurance processes with nursing consultant and other profession specialists.

- Delivery of Care
  - Ensures appropriate quality of care is provided to all residents/clients according to their individual needs
  - Ensures proper reporting and documentation is completed as required
  - Responds to resident/client needs and requests promptly, appropriately, and respectfully at all times
  - Participates in risk management functions in the facility and is involved with assessing, evaluating, and monitoring facility environment and services to ensure safe and secure operations for residents, staff, vendors, and visitors
  - Works with Administrator/DON to develop and improve systems that identify risks, including incident reporting, reviewing loss histories and methods for gathering data
  - Works with Administrator/DON to develop and improve systems for staff training, engineering controls, and claim management that reduces the frequency, severity or unpredictability of accidental losses
  - Interfaces with Utilization Case Manager for HMOs to provide information related to patient care that results in continued coverage for patient

- Resident/family/client/guest relations
  - Reports issues of security, health, and/or safety to appropriate supervisor as soon as practicable
  - Ensures resident rights are preserved
  - Fosters appropriate communication and relations between resident, family, client, guest, and staff

- Staff Management and Development
  - Provides supportive “coaching,” including candid and timely performance evaluations of CNAs. Uses recognition, praise and other appropriate methods to recognize excellent performance.
  - Orients all new hires to the facility which includes Policy & Procedures and Job Descriptions.
  - Assists in organizing staff physicals, TB screen tests and Hepatitis
  - Organizes/conducts in-service and training including but not limited to all required dementia in-services, CPR classes, elder
abuse in-services, etc. Maintains and records current in-service education.
  o Prepares course outline and current curriculum of training and in-services for approval of DHS and submit program for approval prior to due date.

- **Human Resource Management**
  o Performs formal evaluations of direct reports annually, at a minimum.
  o Acts as Lead Supervisor for CNA’s on all shifts.
  o Coordinates responsibilities of CNA’s with licensed nurses and lead CNA’s on all shifts.
  o Recruits, employs, and supervises the training of qualified CNA’s and terminates employees as necessary.
  o Monitors and coaches the performance of direct reports towards their short and long term goals.
  o Maintains responsibility for ensuring that C.N.A. staffing schedules are completed for each month.
  o Monitors the duties and skills of the CNA’s.

- **Quality Assurance and Resident Satisfaction**
  o Initiates, participates on quality improvement processes.
  o Places resident/customer satisfaction as a top priority.
  o Reviews C.N.A. bedside skills; evaluate application and maintain competency log/record.
  o Conducts CNA skills assessment/quality assurance study on all CNAs.

- **Professional Development**
  o Attends staff meetings as required
  o Attends appropriate training, workshops, and seminars as required

- **Other Duties as Assigned**
  o Responds to organizational demands as needed, including performing duties of Director of Nursing in his/her absence
  o Reviews mail, responds to miscellaneous correspondence and phone calls
  o Other duties as assigned.