



**POSITION TITLE:** MDS/RESIDENT ASSESSMENTS INSTRUMENT (RAI)/CARE PLAN COORDINATOR

**SUPERVISED BY:** Extended Care Director of Nursing

**POSITION SUMMARY:**

The MDS/RAI/Care Plan Coordinator will work with the RAI Assistant to ensure compliancy with regulations, lead interdisciplinary team meetings and update care plans.

**POSITION QUALIFICATIONS:**

- Current Idaho Professional Nursing License (RN)
- RAI process trained.
- Previous Minimum Data Set (MDS) experience in long term care facility required
- Computer proficiency in Microsoft Office (Word/Outlook) and keyboarding skill at 30 wpm.
- Operate office equipment, computer, fax, telephone and copier
- Excellent written and verbal communication skills

**SCHEDULE:**

- Monday through Friday normally, occasional late day if need arises.
- 32-40 hours per week.

**ESSENTIAL JOB DUTIES/REQUIREMENTS**

- Responsible for reviewing clinical records, including medications used, for the last ninety days in preparation for the interdisciplinary meeting. Uses data gathered to complete sections B, C, D, G, H, I, J, L, M, O, P, Q, U and V of MDS form.
- Conducts direct observation/interview with resident.
- Lead interdisciplinary team meeting and record discussion on appropriate report.
- Responsible for communicating information from interdisciplinary meeting to other assigned disciplines.
- Responsible for checking MDS information, V Rap Trigger Summary and Nursing Narrative RAP for completeness.
- Responsible for updating/reviewing care plans by the seventh day after the interdisciplinary meeting.
- Participates in family/resident conference as directed by supervisor.
- MDS/RAI Assistant duties include face/background information and Medicare questionnaire.
- Works with RAI Assistant to review assessment dates for both PPS, private pay and Medicaid residents to meet assessment deadlines and to be compliant as required by regulations.
- Responsible for monitoring QA information (care planning, clinical records) related to MDS. Reviews items identified in QI reports for correctness and supporting documentation for items assigned by DNS.
- Responsible for oversight of accuracy of care plans from physician's orders, restraint reviews, psychotropic review, fall prevention protocol, behavior interventions, pressure ulcer prevention, skin treatments, special car unit, drug administration, monitoring drug responses and any other change in the resident's condition.
- Responsible for identification of residents experiencing significant change, notifies interdisciplinary team members of significant change assessments and time lines.
- Assumes role of charge nurse or med nurse when assigned by DNS.

## NON ESSENTIAL JOB DUTIES/REQUIREMENTS:

- Must be willing to assist in other areas as the need arises.
- Attend all staff meetings.
- Participates occasionally in resident activities, in-house, as well as out of the facility.
- Stocks supplies.
- Cleans equipment.
- Other duties as assigned.

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH OF THE ESSENTIAL DUTIES SATISFACTORILY. THE REQUIREMENTS LISTED ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

## PHYSICAL DEMANDS:

	Not Required	Rarely (<1%)	Occasionally (1% to 33%)	Frequently (34% to 66%)	Continuously (67% to 100%)
Lift up to: 0-5 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand hours per day _____ OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk hours per day _____ OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hours per day _____ OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arm Use (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arm Reaching Shoulder or Below (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arm Reaching Shoulder or Above (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive (to/from work (YES) (NO)); at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull _____ lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping / Handling (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation / Fingering (RT) (LT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with Moving Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Sensory:
  - All Sensory Skills (speech, vision, smell, touch and hearing) required and corrected to near normal range.
  - Good mental, cognitive and physical health necessary to meet demands of the position.
- Environment:
  - Time spent Indoors - \_\_\_\_\_%; Outdoors- \_\_\_\_\_%
  - Temperature and Humidity – normal indoors; outdoors extremely variable
  - Atmosphere Conditions - ( ) odors, ( ) dust, ( ) mists, ( ) fumes, ( ) gases
- Hazards:
  - Mechanical related to equipment:  
(Fill in with details specific to job)
    - Hazards are listed in MSDS which are available online or by request.
    - Your Job responsibilities may put you at risk for exposure to blood borne pathogens: ( ) yes ( ) no
- Machines or tools operated:
  - Fill in with details specific to the job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand that this job description is intended to convey information essential to my understanding the scope of the position; this is not intended to be an exhaustive list of all responsibilities, skills, efforts, duties or working conditions associated with the position. I acknowledge that I have read the complete job description and that I can perform all functions, skills, and requirements that are stated herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_