

POSITION: RN ASSESMENT COORDINATOR

DEPARTMENT: NURSING

REPORTS TO: ADMINISTRATOR

DATE: _____

GENERAL DESCRIPTION

Responsible to assess and/or coordinate assessment of all residents and to complete the MDS forms in accordance with State and Federal regulations and facility policies. Responsible for triggers, protocols and care plans associated with the MDS per each resident.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain current RN licensure.
2. Perform assessment of all residents to generate the MDS.
3. Complete and/or coordinate completion of the MDS for each resident in accordance with State and Federal regulations and facility policies.
4. Review, sign and date all forms within proper time frames.
5. Calculate triggers and use resident assessment protocols for initiation of care plan.
6. Implement each resident's care plan through action and education of all staff involved.
7. Coordinate and/or assist with coordination of weekly interdisciplinary care conferences.
8. Supervises Medical Record Services and Ward Clerk.
9. Implements Restorative Nursing programs for the residents and ensures nursing staff is trained through therapy.

QUALIFICATIONS:

1. High School diploma
2. Current RN licensure
3. 1 year Long Term Care experience preferred
4. Pass physical examination

KNOWLEDGE AND SKILLS:

1. Knowledge of RN duties and responsibilities
2. Ability to coordinate a team effort in Interdisciplinary care conferences
3. Ability to understand and comply with residents' rights
4. Ability to effectively deal with geriatric population.
5. Ability to perform thorough and accurate assessments of all residents.
6. Ability to correctly complete the necessary forms in accordance with State and Federal regulations and facility policies.

OTHER DUTIES

1. Assist with all other nursing duties (ADL, medications, treatments, and staffing) as may be needed on a PRN basis.
2. Attend annual in service as well as other mandatory staff meetings
3. Be a role model to nursing staff
4. Assists with answering call bells.
5. Posses and portray a positive attitude toward residents, families and staff.