

Department: Horace Nye Home
Classification: Competitive
Grade: Grade 8M/C

SPEC DISK BC
DOCUMENT 19

MDS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving the responsibility for overseeing and coordinating the Federal MDS (Minimum Data Set) and Care Planning process. The work requires maintaining high standards of nursing services in accordance with established nursing practices. Work is performed under the general supervision of the Director of Nursing with leeway allowed for exercise of independent judgement in instructing care planning. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Ensures that a tracking mechanism is in place for scheduling the completion of assessments (MDS and RUGs) and care planning, as required and indicated by the resident's condition;

Conducts or coordinates each resident assessment (MDS) according to the required schedule;

Delegates responsibility for completing sections of the MDS to staff of appropriate disciplines;

Ensures the completion of the RAP summary sheet by completing the designated sections and checking the completion of the triggered RAPs by responsible disciplines, completes additional RAPs as necessary;

Performs MDS comparisons at the completion of a quarterly review to identify changes from one assessment to another and document the changes as required;

Ensures that appropriate staff is aware of the criteria for a significant change and with the staff member makes a determination as to whether or not a significant change has occurred;

Establishes a communication system between clinical staff and the MDS Coordinator to ensure prompt notification to the Coordinator and vice-versa if a significant change is identified;

Coordinates screening for admissions and reviews Patient Review Instrument in consultation with the Director of Nursing;

Validates the completion of the MDS and signs as the RN Assessment Coordinator;

Submits completed MDS electronically to the appropriate authorities;

Coordinates Care Plan updates on resident progress regarding MDS and conducts regularly scheduled Care Plan reviews with the appropriate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of long term care nursing techniques and their relation to geriatric medical practices; thorough knowledge of material medical, dietetics, sanitation and personal hygiene and infection control techniques; ability to understand and carry out technical oral and written instructions; ability to secure the cooperation of others; communicates well, good observation; mental alertness; patience; emotional stability; cooperative pleasant personality, sympathetic attitude toward the sick; interest in continued self growth; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Candidates must have completed three (3) years of permanent competitive status as a Supervising Nurse at the Horace Nye Nursing Home.

OPEN COMPETITIVE:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and two (2) years of experience in professional staff nursing activities; or
- (b) Graduation from an regionally accredited three (3) year school of Professional Nursing (diploma program) and three (3) years of experience in professional staff nursing activities; or
- ©) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Nursing and four (4) years of experience in professional staff nursing activities; or
- (d) An equivalent combination of training and experience as defined by (a), (b) and ©) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a license issued by the New York State Education Department to practice as a Registered Professional Nurse and possession of a current, valid licence is required at the time of appointment. MDS Coordinator Certification preferred or be willing to obtain certification within six (6) months of appointment.

Adopted: 09/16/2010