

## JOB DESCRIPTION

### CARE PLAN COORDINATOR

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

#### JOB DESCRIPTION

Professionally responsible for coordination of the timeliness, quality, and accuracy of the resident assessment process. This includes gathering appropriate information, completion of the MDS, RAPs, care plan, readmission, and discharge tracking forms. Reports to the Director of Nursing. As Care Plan Coordinator, you are delegated the administrative authority, responsibility, and accountability necessary to carry out your assigned duties.

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

#### DUTIES AND RESPONSIBILITIES:

##### 1. Administrative Functions:

- ▶ Perform administrative duties such as completing medical forms, reports, evaluations, studies, etc. as directed.
- ▶ Develop, implement, and maintain an ongoing quality improvement program for the resident assessment/care plans.
- ▶ Assist the resident and Discharge Planning Coordinator in completing the care plan portion of the resident's discharge plan.
- ▶ Participate in facility surveys (inspections) made by authorized government agencies.
- ▶ Other duties as assigned by the Director of Nursing.
- ▶ Serve as a member of the following or obtain information from (the coordinator should be included as a member – often they are not included, but instead serve in an isolated position):
  - Quality Assurance Committee
  - Safety and Environmental Committee
  - Physical/Chemical/Fall Restraint Committee
  - Weight Committee

##### 2. Care Plan and Assessment Functions:

- ▶ Conduct and coordinate the completion of the resident assessment process (MDS and RAPs) in accordance with current rules, regulations, and guidelines.
- ▶ Coordinate the comprehensive assessment process utilizing the forms required by current regulations and facility guidelines.

## CARE PLAN COORDINATOR JOB DESCRIPTION (CONTINUED)

- ▶ Ensure that the appropriate health care team members are involved in the assessment process and understand the importance of the timelines and accuracy of their input.
- ▶ Assist the department directors and supervisors in maintaining good rapport and morale between and within departments to ensure that a team effort is achieved in developing and implementing a comprehensive assessment and plan of care.
- ▶ Assist the nursing staff in encouraging the resident and his/her family to participate in the development and review of the resident's plan of care.
- ▶ Contact and assist in scheduling participation by outside members of the care plan team, including the resident's representative and/or other interested family members.
- ▶ Coordinate the development of a written plan of care, (initial and comprehensive for each resident), that identifies the problems/needs of the resident, indicates the care to be given, goals to be accomplished, and which professional service is responsible for each element of care.
- ▶ Ensure that the care plan or the care plan update includes measurable objectives and timetables to meet the resident's medical, nursing, mental, and psychosocial needs as identified in the resident's assessment.
- ▶ Ensure that quarterly, annual, significant change assessments, and care plan reviews are completed, signed, encoded, and locked within the appropriate time frames.
- ▶ Ensure that medical and nursing care is administered in accordance with the resident's wishes, including the implementation of advance directives which are reviewed at least annually through the assessment process.
- ▶ Ensure that nursing staff are aware of and honor the resident's refusal of treatment requests in accordance with facility guidelines governing advance directives.
- ▶ Report and investigate all allegations of resident abuse and/or misappropriation of resident property.
- ▶ Ensure that a written record is made of any resident's complaints or grievances with a full accounting of any actions taken and the current status of the complaint.

### 3. Specific Duties:

- ▶ Direct or assist with pre-admission screenings to determine resident care needs.
- ▶ Estimate length of stay and calculate costs.
- ▶ Develop and utilize screens and standards of care to assist in the pre-admission process.
- ▶ Coordinate the interdisciplinary process for completion of the RAI.
- ▶ Understand mandated guidelines for completion of the RAI.
- ▶ Review shift reports and incident reports to monitor resident activities for areas related to care planning.

## CARE PLAN COORDINATOR JOB DESCRIPTION (CONTINUED)

- ▶ Educate all staff members about the RAI and resident care planning process as needed.
- ▶ Educate referral sources and physicians about the RAI and care planning process.
- ▶ Maintain current knowledge of federal and state regulations as they pertain to resident care and facility operations.

## KNOWLEDGE, SKILLS AND ABILITIES

- ▶ Must possess the ability to make independent decisions when circumstances warrant such action
- ▶ Must be knowledgeable of nursing and medical practices and procedures, as well as laws, regulations, and guidelines relative to long-term care
- ▶ Must possess leadership and supervisory ability along with the willingness to work harmoniously with other disciplines
- ▶ Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, guidelines and procedures, etc., that are necessary for providing quality care
- ▶ Must have patience, tact, and cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents
- ▶ Must be willing to seek out new methods and principles and be willing to incorporate them into existing nursing practices
- ▶ Must be able to relate information concerning a resident's condition
- ▶ Must maintain cordial relationships with associates, staff, physicians, residents, families, and interested community groups
- ▶ Must ensure the best clinical practices are followed
- ▶ Must demonstrate excellent organizational skills
- ▶ Must demonstrate ability to meet deadlines and follow complex scheduling requirements

## MINIMUM QUALIFICATIONS

Must possess, as a minimum, a Professional Nursing Degree (RN) or (LPN), from an accredited college, or program.

Must possess a current, active license to practice as a Registered Nurse or Licensed Practical Nurse.

## CARE PLAN COORDINATOR JOB DESCRIPTION (CONTINUED)

### ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Care Plan Coordinator and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the hepatitis B vaccination. I understand that my employment is at-will and thereby understand that my employment can be terminated at-will, either by the facility or myself and that such termination can be made with or without notice.

Signature: \_\_\_\_\_  
Care Plan Coordinator

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