

MDS Coordinator

Job Description

Job Title: MDS Coordinator

Reports to: Administrator

Position Summary: Works in collaboration with the Interdisciplinary Team to assess the needs of the resident;

Major Duties and Critical Tasks:

1. Look at the Communication Tab daily and Care Plan behaviors etc
2. Run ADT report daily and enter all entries and discharges
3. Open all MDS, Care Plans and Assessments Monthly and send out MDS Calendar to team prior to the last week of the month
4. Have all diagnosis on new admissions into the system within 24 hours, If they admit on Friday, these need to be entered on Monday
5. Have a base line care plan in the system within 24 hours of admission
6. Ensure the Social Worker is printing out the base line care plan and that they are having the resident or family sign and it is uploaded into the resident's chart
7. Check the dashboard daily for all new antibiotics and make sure these are care planned and diagnosis is updated under diagnosis tab
8. Check the dashboard daily for all new antianxiety, depression and psych meds and make sure they have the appropriate diagnosis and update the diagnosis tab. If they do not have the appropriate diagnosis, work with the IDT team to get the appropriate diagnosis or medication is changed
9. Attend Care Plan meetings and fill out the Care Conference Assessment and ensure the comprehensive care plan is brought by Social Worker and resident/family is signing and this is uploaded into the resident's documents
10. Ensure diagnosis list is updated prior to doing each quarterly or annual MDS
11. Ensure all teams are doing their parts of the MDS and Care Plans in a timely manner
12. DA124's are being completed. The Hospital should start it, verify this has been done upon admission and complete once the admission MDS is completed (this should be day 7 or 8 after they admit)
13. Update and keep updated the 672 and 802 reports
14. Attend Med A meetings and help to ensure Med A resident's do not go over their 100 days
15. Look at and do any revisions that need to be made from Healthmax quarterly reports and Casper reports, generate an additional MDS for day 46 if QM's have been hit
16. Run a biweekly report on all antianxiety, depression and psych medications to make sure nothing has fallen through the cracks with diagnosis
17. Ensure all certs and recerts are signed by the MD appropriately
18. Ensure all fall interventions are in the care plan with what the IDT team decides to use for the intervention
19. Ensure all wound care is documented in the care plan to match the wound report
20. Ensure all HIPPS and diagnosis are correct for Triple Check and ensure each skilled resident has a cert

Required Education and Experience:

Minimum 1 year experience Licensed Practical Nurse

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Working Environment/Physical and Sensory Requirements:

1. Works in office areas as well as throughout the facility.
2. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling.
3. Must be able to read, write, and speak the English language.
4. Must be able to assist in the transfer residents in emergency evacuations.
5. Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances.
6. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.
7. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility.
8. May be involved in community/civic health matters/ projects.

Receipt and Acknowledgment:

I acknowledge and understand that:

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours, and work requirements may be altered at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, and the rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature/Date

Facility Signature/Date