MDS/REHAB NURSE COORDINATOR  
(Pine Haven Home)

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 and the nursing rehab program. 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 judgment in instructing, care planning, scheduling and assigning duties to nursing and rehab staff. Direct and indirect supervision is exercised over Head Nurse I, Registered Professional Nurses, Licensed Practical Nurses and other appropriate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

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

4. 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.

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

6. 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.

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

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

9. Validates the completion of the MDS and signs as the RN Assessment Coordinator.

10. Submits completed MDS electronically to the appropriate authorities.

11. Responsible for the development, implementation, monitoring and supervision of the rehabilitation nursing program for the facility.

12. Acts as the liaison between formalized therapy and nursing.

13. Promotes a rehabilitation nursing philosophy to all facility departments.

14. Works with and uses specialized therapy services (PT, OT, and Speech) as necessary to bring residents to their highest functional level.

15. Oversees and coordinates nursing rehab program and monitors nursing rehab staff (ensuring proper documentation and therapy measures/techniques) on daily rounds.

16. Coordinates Care Plan updates on resident progress regarding MDS and nursing rehab program, conduct regularly scheduled Care Plan reviews with the appropriate staff.

17. Is required to be available for periodic weekend shift assignments.
18. Responsible to print, analyze and distribute the quality indicator and quality measure reports monthly.

19. Reviews state and federal data reports, complaints, prior years surveys and other indicators to develop a monthly work-plan for the quality assurance program.

20. Serves as liaison with HMOs. Responsible for obtaining preadmission authorization and maintaining continuity of payment.

21. Processes demand bills per state and federal regulations.

22. Completes Medicare re-certifications as necessary.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES & 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; good knowledge and experience in clinical unit management procedures; ability to supervise the administration of all prescribed therapeutic measures; ability to understand and carry out technical oral and written instructions; ability to secure the cooperation of others; ability to supervise and plan the work 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: EITHER:

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 accredited three (3) year school of professional nursing (diploma program) and three (3) years of experience in professional staff nursing activities; OR

C. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Nursing and four (4) years of experience in professional staff nursing activities.

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 license is required at the time of appointment.

Amended & Adopted: May 13, 2008 – Columbia County Civil Service - Competitive
Pine Haven Home Date: June 5, 2003
Adopted: 9/9/03 Columbia County Civil Service - Competitive