



## **MASONIC VILLAGE POSITION DESCRIPTION**

Position Title: RN-Assessment Coordinator – HC (Exempt) FLSA Status: Exempt

Department: Nursing Department

Supervisor Title: Director of Nursing

### **I. POSITION OBJECTIVE**

Completion of resident assessments, coordination of care plan and completion of all associated documentation required by state and federal regulations governing the resident assessment process. Collaborate with ID team to coordinate resident care and care plans. Attend trainings to build understanding and capacity to undertake QAPI work. Look for and share with leadership ideas for improvement in the organization.

### **II. ORGANIZATIONAL COMPETENCIES**

#### **Serving Others**

- Listens to their customers to identify and clarify their needs.
- Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
- Maintains a beneficial working relationships with all of our customers through continued communication.
- \*Customer is defined as resident, families, co-workers and vendors.

#### **Teamwork**

- Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages' goals.
- Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
- Provides timely, constructive, and respectful feedback to the team and team goal(s).
- Assists co-workers in the completion of tasks.

#### **Trust and Respect**

- Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.

- Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
- Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

#### **Personal Accountability**

- Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
- Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

#### **Personal Responsibility**

- Takes ownership of his/her actions and words.
- Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
- Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
- Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
- Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
- Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

### **III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Reviews computerized MDS schedule and completes assessments in timely manner per RAI guidelines affixing initials to communicate completion. Schedules MDS assessments in a timely manner. Using the computer system, communicates the schedule and any other necessary information to interdisciplinary team members. Creates initial care plan meeting agenda for staff to schedule family meetings.
2. Demonstrates current knowledge of OSHA, federal, state and local regulations including OBRA; demonstrates the ability to apply and enforce them in areas of responsibility.
3. Demonstrates the ability to accurately assess residents according to RAI guidelines and the nursing process.
4. Demonstrates the ability to accurately complete and document the MDS, (OBRA, PPS) CAAS, according to RAI guidelines. Demonstrates the ability to develop resident specific care plans according to Masonic Village' policies and procedures. Keeps resident care plans individualized an updated appropriately.
5. Knowledgeable of Medicaid and Medicare A RUG criteria. Sets assessment reference dates as needed to optimize the Case Mix Index.

6. Strives to complete and enter into the computer all required resident assessments and tracking forms required by regulations in a timely fashion, electronically or manually sign; print and place in appropriate medical record. Reports completion or signature non-compliance to the appropriate supervisor.
7. Is familiar with all current state and federal regulations related to resident assessment and care planning process and assumes responsibility for maintaining current knowledge and skills with respect to assessment process, state and federal regulations, reimbursements related to the RAI process, and technology. Maintains knowledge of facility procedures and nursing process.
8. Attends unit stand up meetings to discuss changes in condition and significant events. Attends continuing education programs. Attends unit staff meetings when needed to provide education. Leads grand rounds meetings
9. Assists in developing and updating of procedures related to the resident assessment process; participates in quality assurance programs, assists in staff education related to documentation and RAI process; participates in Interdisciplinary Care Plan meetings when necessary.
10. Practices fiscal responsibility in the use of supplies, equipment and time management.
11. Maintain to be knowledgeable and current with MDS changes, federal and state regulations and RAI process rule.
12. Establishes and maintains collaborative communications with residents, their responsible parties, the Director of Nursing, other health care professionals and facility departments.
13. Performs direct resident care during emergent situations.
14. Participates in the maintenance of a clean and safe environment.

#### **IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. Graduation from an accredited school of nursing as a Licensed Practical Nurse or Registered Nurse.
2. Current LPN or RN licensure by the PA State Board of Nursing.
3. CPR certification (prior to or upon employment).
4. Basic computer knowledge required.

#### **VI. PHYSICAL JOB REQUIREMENTS**

See PHYSICAL JOB REQUIREMENTS CHECKLIST IN HUMAN RESOURCES

**VII. APPROVAL FOR POSITION DESCRIPTION**

\_\_\_\_\_  
Name (Please Print)

Department Director \_\_\_\_\_

Title

\_\_\_\_\_  
Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*