



MDS RN

Position Title: MDS RN
Department: Health Center
Exempt Status: Non-Exempt
Supervisor: Director of Nursing

GENERAL SUMMARY

The MDS Nurse is an RN who is responsible for the overall supervision, coordination, maintenance and timely completion of the MDS, care plans and medical records for residents. MDS Nurse is responsible for the overall nursing care/service on the shift, including the accurate and timely administration of medications, treatments, documentation and emergency call, on an as needed basis.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Coordinates, conducts, and completes the MDS, resident care plans, nursing assessments and conferences on the computerized system.
2. Assures accuracy and completeness of entire medical record.
3. Assures and monitors that MDSs are completed within HCFA and Medicare guidelines.
4. Ensures MDS electronic submission occurs per State regulations.
5. Participates in family/resident care plan conferences.
6. Assures effective communication and training with other shifts and departments as it relates to medical record documentation.
7. Maintains complete and accurate current and discharged residents' medical records.
8. Sends correspondence to Providers relating to requested medical record information.
9. Maintains confidentiality of medical data.
10. Conducts quarterly/monthly audits of documentation.



Other Duties:

1. Serves as a charge nurse in order to meet the needs of the residents.
2. Responds to emergency calls as necessary.
3. Assures timeliness of physician visits.
4. Notifies physician and family of changes in residents condition.
5. Encourages rehabilitative techniques in order to restore residents independence.
6. Assists DON in developing and implementing medical records policies and procedures.
7. Attends in-service training and education sessions, as assigned.
8. Performs specific work duties and responsibilities assigned by supervisor.

HOSPITALITY FOCUS:

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services,



Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

QUALIFICATIONS:

RN currently licensed by State of California.
Current CPR certification.
In- depth experience and knowledge working with MDS computer software.
Experience with the MDS transmittal process and understanding of regulations impacting the MDS. Supervisory experience preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Frequent standing, stooping, bending, stretching, squatting; must be able to stand/walk for up to 70% of the work day; must be able to lift , transfer, turn and position residents weighing up to 125 lbs. unassisted, or with the assistance of one for a resident weighing over 125 lbs. May be subjected to offensive odors and combative behavior. Must be able to lift and carry up to 20 lbs. frequently, and 50 lbs. occasionally. May be exposed to communicable diseases including the HIV and HBV viruses. Must be able to work paying close attention to detail with frequent interruptions.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____