

## PROGRAM COORDINATOR (MDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Nursing-Ruth Taylor Institute, the incumbent of this position administers, directs, maintains, implements and coordinates the Federally-mandated Minimum Data Set (MDS) program for long-term care facilities to assess residents functional status. Responsibility includes the coordination of multi-disciplinary teams to promote and facilitate continuity and coordination of care between disciplines and ensure compliance with regulatory standards. In addition, the incumbent is responsible for managing and directing the activities for Medicare submissions and submission of Resident Assessment Instrument, and ensures that comprehensive care planning is done on all residents of the facility. The incumbent functions in a lead capacity over professional staff in relation to gathering MDS data and the development and implementation of comprehensive care plans. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates and schedules MDS data collection based on federally mandated time frames, or in response to resident events, to assess residents' functional status and develop comprehensive care plans;

Coordinates multi-disciplinary teams comprised of: Social Workers, Recreation Therapists, Dietitians, Physical Therapist, Nurses, and Physicians, to promote and facilitate continuity and coordination of care between disciplines, ensure compliance with MDS standards and policies, and develop and implement comprehensive care plans;

Initiates, directs and approves MDS assessments and coordinates and certifies their completion;

Coordinates, plans and schedules activities in care planning of residents;

Plans, organizes and directs data collection and updates based on federally mandated time-frames;

Coordinates and attends multi-disciplinary team care planning meetings to review MDS data and develop comprehensive care plans;

Develops and conducts educational programs to orient staff to the MDS and multi-disciplinary care planning process and provides on-going training as required;

Ensures that practice and documentation by all disciplines are consistent with regulatory requirements;

Recommends and develops systems for multi-disciplinary quality assurance and improvement care planning processes;

Prepares staff and participates in regulatory agency surveys;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Collaborates with department heads regarding the development of policies for multi-disciplinary team functions;

Coordinates the Medicare case mix demonstration projects;

Plans, coordinates and completes periodic update schedules, quality indicators and reports for analysis;

Participates in the development and presentation of in-service programs as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operations of a long-term care facility; thorough knowledge of Federal and State regulations for assessment of long-term care residents; thorough knowledge of medicare case-mix requirements; thorough knowledge of minimum data set requirements; good knowledge of administrative procedures; good knowledge of federal, state, local and professional policies, rules, regulations, and procedures as they relate to the nursing service of a skilled nursing facility; good knowledge of the care of long-term geriatric residents; good knowledge of automated systems; familiarity with health practices and procedures; ability to coordinate and direct the activities of multi-disciplinary staff; ability to maintain cooperative working relationships; ability to communicate effectively both orally and in writing; ability to identify problems and needs in order to formulate and implement appropriate care planning techniques; sound and mature judgment; objectivity; resourcefulness; initiative; tact; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* in Nursing and five years of professional nursing experience in a hospital or health care facility, two of which must have been in a long-term care facility, and one of which must have been in a leadership position.

SUBSTITUTION: A Master's Degree\* in Nursing may be substituted for either the Bachelor's Degree\* in Nursing or for one year of the general experience. A Master's Degree\* in Hospital or Health Administration may be substituted for one year of the general experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.