

Valley View Rehab and Nursing Center

JOB DESCRIPTION

- TITLE:** Registered Nurse Assessment Coordinator (RNAC) Supervisor
- RESPONSIBLE TO:** Administrator
- RESPONSIBLE FOR:** The RNAC will coordinate the scheduling and completion of the overall resident minimum data set assessment process (MDS): Initial, PPS, quarterly, comprehensive, and significant change of status assessments per RAI guidelines. The RNAC will coordinate the scheduling of the care plan meetings and ensure completion, updates, and review of care plan is completed timely per RAI guidelines. Will provide/oversee in-servicing to staff for understanding case mix and accurate documentation for MDS to ensure accurate acuity level for all residents which determines their RUG level.
- EDUCATION:** Registered Nurse. Must be a graduate of an accredited program currently registered with the state agency for Nursing licensure and certification. Must be licensed in the state in state of PA. Two years RNAC experience, RAC certification preferred.

QUALIFICATIONS:

1. Experience in long-term care.
2. Experience in care planning and the MDS instrument.
3. Ability to work with the general public.
4. Demonstrates leadership and management ability.
5. Is of good emotional, mental and physical health, having sound judgement and high professional standards.
6. Maintains a neat, well-groomed and professional appearance.
7. Must be willing to work in the facility with the staff of each shift if need arises.
8. Must demonstrate the ability to function as a cooperative team member with all disciplines in the facility.
9. Satisfactory work and personal related references.
10. Knowledge of medical terminology and nursing practice.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and directs the care planning process.
2. Works closely with interdisciplinary team in care planning process.
3. Monitor and co-ordinate in the development of a plan of care for each resident that identifies the Focus/needs of the resident, indicates the care to be given, outcomes to be accomplished/achieved, interventions/tasks to achieve outcome, and identify which discipline is responsible for intervention.

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4. Invite the resident/POA to participate in the development and review of his/her (residents) plan of care.
5. Ensure completion of care plans and assessments per RAI guidelines. Ensure revisions/updates are timely and appropriate.
6. Maintain an adequate liaison with families and residents. Schedule plan of care meetings in Outlook calendar.
7. Monitor levels of care and acuity changes, completing appropriate documentation for all payer sources.
8. Establish and maintain tracking system for RAI and acuity processes.
9. Develop and implement appropriate plans of action to correct identified deficiencies.
10. Perform administrative requirements such as completing necessary forms, reports, etc., and submitting to the Director of Nursing and/or Administrator as required.
11. Communicate revised plans and changes to facility management to maintain awareness.
12. Attend daily stand-up meeting.
13. Develop and participate in programs designed for in-service education, on-the-job training and orientation classes for newly assigned personnel.
14. Participate and assist in departmental studies and projects as assigned or that may become necessary.
15. Attend and participate in workshops, seminars, etc., to keep abreast of current changes in the health care field, as well as, to maintain a professional status.
16. Maintain the CONFIDENTIALITY of all resident care information.
17. Is responsible for initiating and assuring completion of Minimum Data Sets for all residents per RAI guidelines, and scheduling the MDSs in Outlook Calendar.
18. Coordinates interdisciplinary team in Minimum Data Set completion and monitors completed MDS per RAI guidelines.
19. Is responsible for transmission of MDS per RAI guidelines.
20. Monitors the Case Mix Index and reimbursement factors.
21. Assists in developing follow-up procedures to RAI and acuities.
22. Generates MNOMNCs and ABNs as per CMS guidelines including notification of resident or responsible party, ensuring timely completion.
23. Submit requested documentation to QIO when appeal requested.
24. Communicates, makes referrals to Therapy and/or Dietitian based upon assessment needs.
25. Provides updated Medicare A/B lists to IDT and units daily during work week after meeting with DOR.
26. Coordinates/oversees the clinical documentation system (PCC/POC)
27. Oversee Medicare documentation & educate staff as needed to ensure compliance.

WORKING CONDITIONS:

1. Works in well-lighted/ventilated office area (s), as well as, throughout the facility.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Interacts with physicians, residents, personnel, visitors, government agencies/ personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, personnel, visitors, etc.

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6. Communicates with medical staff, nursing personnel and other department supervisors.
7. Is willing to work beyond normal working hours and on weekends, holidays and other shifts when necessary.
8. Is involved in community/civic health matters/projects as appropriate.
9. Attends and participates in continuing educational programs.
10. May be exposed to slipping/tripping hazards, hot, sharp, dangerous equipment, and malodors throughout the work day.
11. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B viruses.

SPECIFIC QUALIFICATIONS:

1. Must be able to read, write and speak the English language in an understandable manner.
2. Must possess the ability to make independent decisions when circumstances warrant such action in a timely manner.
3. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
4. Must be knowledgeable of quality assessment and assurance procedures.
5. Must possess leadership and supervisory ability and the willingness to work harmoniously with professional and non-professional personnel.
6. Must possess the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., of the Quality Assessment and Assurance Program that are necessary for providing quality care.
7. Must have patience, tact, cheerful disposition and enthusiasm, as well as, be willing to handle difficult residents and staff.
8. Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
9. Must possess the ability to plan and carry out programs in repair, new construction and equipment installation.
10. Knowledgeable of nursing and medical practices and procedures, as well as, laws, regulations and guidelines that pertain to long-term care.
11. Function independently, have flexibility, personal integrity and the ability to work effectively with residents, personnel and support agencies.

PHYSICAL REQUIREMENTS:

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with the residents, personnel and support agencies.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
8. Must be able to lift a minimum of fifty (50) pounds.

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9. Must be willing to perform tasks that may involve exposure to the resident's blood/body fluids.
10. Must be in good general health and demonstrate emotional stability.

RESIDENT AND STAFF SAFETY:

Employees are responsible for actively participating in Valley View Rehab and Nursing Center resident and staff safety improvement. Employees have the responsibility to: Identify processes or systems that could potentially lead to errors and adverse events. Know and follow organizational and department policies and procedures applicable to assigned duties. Avoid taking shortcuts or encouraging others in the organization to shortcut established policies and procedures as a means of facilitating resident care. Use sound judgement and awareness of potential hazards before taking action. Participate in required departmental and organizational resident and staff safety programs. Promptly report serious events and incidents in accordance with established facility policy and procedure. Assume responsibility for one's own professional development and education to improve individual performance and facility resident safety. Work safely, as a condition of continued employment.

HIPAA Privacy Requirements

The Employee acknowledges and agrees that while performing job responsibilities for Valley View Rehab and Nursing Center, the employee may create, receive, or review certain Resident Protected Health Information (PHI), as such term is defined in the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereon (The "HIPAA Privacy Rule"). The Employee further agrees to use and/or disclose PHI only as permitted or required to do their job, to use all reasonable efforts to maintain the security of the PHI, and to prevent the unauthorized use and/or disclosure of the PHI. Employee also understands and agrees to maintain PHI as confidential, and not divulge such information to any unauthorized third party for which PHI was not intended.

ACKNOWLEDGEMENT:

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of RNAC Supervisor and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses.

Date

Signature – RNAC Supervisor

Date

Signature – Administrator