

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: MDS Nurse (2 positions)

OPENING DATE: 11-04-09

CLOSING DATE: 11-18-09

DEPARTMENT: Martha T. Berry Medical Care Facility

SALARY RANGE: \$52,486.60 to \$59,643.86

CURRENT HOURS AND STARTING TIME: Full-time (40 hours per week) position; the starting time for this position currently is 8:00 a.m.

F. L. S. A. STATUS: Exempt

APPOINTING AUTHORITY: Administrator

GENERAL RESPONSIBILITIES:

The employee in this classification, under the direct supervision of the Unit Manager or assigned supervisor, coordinates the development and completion of the resident assessments, in accordance with current Federal, State, and local standards, guidelines and regulations that govern the Facility, as well as corporate compliance requirements and established Facility policies and procedures; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Coordinates the development and completion of resident assessments (MDS), in accordance with current Federal, State, and local standards, guidelines and regulations that govern the Facility, as well as corporate compliance requirements and established Facility policies and procedures.
- Completes resident assessments on admission, quarterly, annually, or upon change of condition, Resident Assessment Profiles (RAPS), Triggers; initiates and updates care plans.
- Collaborates with the Unit Manager on residents who are re-admitted for a change of condition or upon significant change; initiates the MDS and works with the Unit Manager to make the changes on the care plan.
- Maintains and periodically updates written policies and procedures that govern the development, use, and implementation of the resident assessment (MDS) and care plan.

ESSENTIAL FUNCTIONS (continued):

- Conducts or coordinates the interviewing of each resident and/or family for the resident's assessment.
- Works with the Interdisciplinary Care Plan Team during Resident Care Conference to develop a comprehensive resident assessment and care plan for each resident.
- Consults with the resident's physicians in providing the resident's care, treatment and rehabilitation.
- Performs administrative duties such as completing medical forms, reports, evaluations and charting as necessary.
- Assists the Unit Manager in reviewing resident charts and identifying discrepancies noted concerning physician's orders, diet changes, charting error, for appropriate follow through; makes periodic checks to ensure that prescribed treatments are being properly administered and to evaluate the resident's physical and emotional status.
- Assists and supervises the scheduling of the resident/care plan meeting, (RCC) and review tickler file after every transmission.
- Observes staff providing direct care to residents to ensure compliance with the resident's care plan and wishes, reports and documents concerns.
- Develops, implements, and maintains the Facility's on-going quality assurance program for resident assessment/care plans.
- Provides leadership to Facility nursing staff; is responsible for observing the practice of other lesser skilled licensed or unlicensed nursing staff.
- Participates in the development and revisions to the Nursing Department Policy Procedure Manual based on current literature and/or best practice.
- Serves on, participates in and attends various Facility committees.
- Performs computer/data processing including entering data and transmitting to the state and correction of MDS errors according to the validation report.
- Participates in employee performance evaluation by providing input and making recommendations to the Unit Manager concerning nursing staff.
- Participates in the in-servicing of staff, training programs and workshops.
- Participates and initiates documentation for Code of Conduct violations.
- Chairperson of weekly meetings on Medicare residents to assess care level, and possible use of grace days

ESSENTIAL FUNCTIONS (continued):

- Bends, stoops, reaches and stands long periods of time while providing direct nursing services.
- Lifts, moves and carries equipment and supplies that weigh up to 50 pounds; pushes and pulls equipment and supplies that weigh up to 100 pounds.
- Manual dexterity for administering injections and other nursing procedures.

ADDITIONAL FUNCTIONS:

- May require reassignment by the Facility to provide direct nursing services in order to maintain appropriate levels of professional staff.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A nursing diploma or an Associate Degree in Nursing from an accredited school of nursing.
- A Bachelor Degree in Nursing from an accredited college or university is preferred.
- Be licensed by the Michigan Board of Nursing to practice as a Registered Nurse, and must maintain licensure.
- A minimum of one (1) year of nursing experience.
- A minimum of one (1) year of MDS experience and MDS certification is preferred.
- Successful completion of the probationary period for the position of MDS Nurse.

ADDITIONAL QUALIFICATIONS:

- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.
- Ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures, that are necessary for providing sound nursing decisions.
- Knowledge of nursing principles and methods; familiarity with organization, functions, policies, regulations and procedures of hospital and long-term/medical care facilities.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to use good professional judgment for the welfare and safety of residents and employees; acts as a resident advocate.
- Knowledge in Quality Indicator Data Profiles.
- Knowledge of skilled Medicare regulations related to reimbursement.
- Knowledge of applicable computer applications.
- Must be able to read, write, speak, and understand the English language.
- Ability to make independent decisions when circumstances warrant action.
- Ability to establish and maintain effective working relationship with residents, residents' families, Facility staff, health professionals, physicians, consultants, and governmental agencies.
- Ability to maintain the confidentiality of the resident care.
- Ability to conduct oneself with tact and courtesy.

For current, internal Macomb County employees interested in applying for this position, including full-time, part-time and temporary hires, please complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER