

**POSITION JOB DESCRIPTION**

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**Position Title:** Resident Assessment Coordinator/Educator    **Job Class Code:** 4627    **Position Code:** 504627

**Department:** TCU and IRU Units    **Grade Code:** 013    **FLSA Status:** Exempt

**I. Minimum Requirements**

**Education:** RN Graduate of a school of nursing.

**Experience:** Three years experience in long term care, preferred. Prior experience as resident assessment coordinator preferred.

**Certifications/  
Licensure:**

Current license from Kentucky Board of Nursing.

**II. Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, talk or hear, and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**III. Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is exposed to contagious disease and blood/body fluids which requires standard precautions. Subject to potential injuries such as punctures and muscle strains. The noise level in the work environment is usually moderate.

**IV. Position Overview**

The role of the RN Resident Assessment Coordinator is to assess and/or coordinate assessment of all residents and to complete the MDS and IRF-PAI forms in accordance with State/Federal regulations and facility policies. Responsible for triggers, protocols and care plans associated with the MDS per each resident. Responsible for staff education as related to regulations and staff's knowledge of accurate and thorough assessment scoring in the medical record. In addition, the Resident Assessment Coordinator performs a variety of tasks to improve the quality of nursing care for all patients through education. Specific tasks include: develop course/program curriculum, conduct unit-based needs assessments, plan, deliver, and evaluate unit-based education programs once identified/selected based on need, facilitate staff professional development, participate in applicable committees, councils, and work teams, assist with problem-solving and critical thinking, and serve as expert resource for other nurses and as a role model for expert

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at care. Routinely has access and knowledge of confidential, sensitive information requiring discretion and independent judgment.

### **V. Core Technical Competencies**

1. Performs accurate and timely assessments of all residents/patients to generate the MDS and IRF-PAI documents for CMS.
2. Complete and/or coordinate completion of the MDS and IRF-PAI for each resident/patient in accordance with State/Federal regulations and facility policies.
3. Per MDS 3.0, interviews every resident bedside per CMS regulations.
4. Review, sign and date all forms within proper time frames.
5. Maintain assessment log for timely completion and transmission of required assessments.
6. Coordinates with Medical Records, Coding and business office regularly to ensure communication for correct billing.
7. Able to identify and perform needed staff education (either individualized or departmental level) based upon review of patient/resident's chart during MDS/IRF-PAI data gathering.
8. Calculate triggers and uses CAA's for initiation of care plans.
9. Implement each resident's care plan through action and education of all staff involved.
10. Coordinate and/or assist with coordination of weekly interdisciplinary care conferences and morning meetings.
11. Conducts chart reviews as instructed.
12. Establishes an in-service calendar and coordinates/conducts all required in-service presentations.
13. Assist with all other floor nursing duties on a daily basis as required by DON.

### **VI. Core Behavioral Competencies**

- A. Communicates in a positive, compassionate and professional manner with patients, staff and visitors.
- B. Demonstrates a willingness to assume additional responsibilities.
- C. Delivers quality service in a professional, compassionate manner with respect for the dignity of all.
- D. Shows sensitivity and respect for individuals, co-workers, patients and families.
- E. Is thorough in accomplishing a task through concern for all the areas affecting outcomes, no matter how small. Expresses concern that work be done correctly and thoroughly.

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- F. Adapts easily to change, sees the value of differing positions and adapts own positions and strategies in response to new information or changes in a situation.
- G. Gathers information in order to define problems, diagnose issues and look beyond the surface.
- H. Solves problems and meets objectives before being asked or required to do so. Is a self starter rather than passively complying with instructions or work orders.
- I. Takes responsibility for decisions and remains accountable to St. Claire.
- J. Establishes a rapport with people easily. Develops and maintains a network of contacts who can provide information, help and access to others. Establishes a climate of trust, confidence and mutual respect.
- K. Maintains stable performance and emotional control when faced with opposition, pressure, or hostility from others and/or stressful conditions.
- L. Discovers and meets internal and external customers' needs in a manner that provides satisfaction for the customer. Anticipates future needs of internal/external customers.
- M. Knows personal skill limits and takes steps to acquire new skills.
- N. Develops cooperation and teamwork while working as a part of a group. Works toward solutions which benefit the involved parties.
- O. Demonstrates an understanding of the link between own job responsibilities and the overall goals and needs of St. Claire. Performs own job with the broader goals in mind.

### **VII. Core Position Competencies**

- A. Complies with safety and emergency policy and procedure.
- B. Adheres to all Infection Control policies, practices and procedures.
- C. Supports and adheres to all policies and procedures and practices of St. Claire Medical Center and the department as outlined in the employee handbook, department policy and procedure manual, and the St. Claire policy and procedure manual.
- D. Maintains confidentiality when interacting with patients, families and the public.
- E. Greets patient, family, visitors and other personnel appropriately.

This position description has been developed for the purposes of outlining the majority of the job responsibilities and performance expectations of the job, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

As the employee in this position, I have read and understand the duties and performance expectations of me as outlined in this position description. I also understand that I am responsible for other duties which may be added or changed from time to time as designated by my supervisor.

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Employee Signature

Date