

LAKEVIEW CHRISTIAN HOME



Job Title: **MINIMUM DATA SET COORDINATOR**

Reports to Health Service Supervisor and Nursing Staff Director

Job Goal: To complete the Comprehensive Assessment, which includes the M.D.S., R.A.P.S, RAP Summary Statement, and Care Plans.

Qualifications

Must be a graduate of a school of Nursing as a Registered Nurse or higher, have a New Mexico nursing license, or be in the process of transferring one to New Mexico. Must have at least one year of clinical nursing, computer literacy, exceptional assessment skills, and have good communication skills.

Performance Tasks

To have the MDS complete within fourteen days of admission.

In completing the MDS, will need to communicate with each ancillary department that is involved with the MDS for accuracy and consistency of information.

To complete assessments including MDS, R.A.P.S, and Care Plans.

To enter all pertinent information from the MDS in the computer.

Will make sure dates and signatures are completed and accurate.

To complete the Comprehensive Assessment in twenty-one days of admission and be presented to Health Care at the time.

To read and understand the (O.B.R.A) State and Federal regulations and keep updated and informed of any changes.

To attend Health Care as a member of the team, which is applicable to the residents' needs.

Will discuss with all three shifts the needs of the resident.

Salary: as per approved budget

Evaluation: This position will be evaluated annually in accordance with the Board of Directors performance review policy.