



DEPARTMENT: Nursing
JOB TITLE: RAI/MDS Coordinator
REPORTS TO: Director of Care
FULL TIME = 75 Hours bi-weekly

JOB SUMMARY:

Under the general supervision of the Nursing Manager, the MDS RAI Coordinator holds the instrumental role of data analyst, educator and facilitator in relation to MDS InterRAI resident assessments and oversees the MDS InterRAI process for all residents' assessments from admission to discharge as well as provides direct support to all interdisciplinary team members involved in completing the RAI process. This involves support in resident background demographic information collection, MDS assessments at admission, quarterly, at significant change and when correction assessments are needed to be completed, including RAPs/CAPs review and development or review of resident care plans. Is responsible for adherence to guidelines for regional and national data quality, reporting and submission. The MDS Coordinator will ensure a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Educates and supports interdisciplinary team members in the process, timelines, accurate data entry, coding updates, and validation of RAI outputs used for resident care planning. Analysis errors and ensures ongoing coding competency assessments. Based on the assessments, the MDS RAI Coordinator ensures the development and/or revision of the resident's individualized documented care plans.
2. Collaborates with members of the interdisciplinary team to ensure effective, consistent, and comprehensive care planning and delivery based on accurate RAI data, including educating and mentoring staff on the relationship of RAI data to resident care planning.
3. Ensures RAI timelines are met with accurate data collected and submitted to required provincial and/or national organizations. Coordinates the completion of MDS assessment on all residents within established timelines.
4. Acts as a role model by demonstrating professionalism, empathy, trust and respect in all interpersonal relationships, and recognizes personal impact on team dynamics.

5. Ensures pertinent information obtained through investigative procedures (MOS InterRAI) by members of the interdisciplinary care team and provides guidance to members of the interdisciplinary team to incorporate findings into the resident's individualized care plans.
6. Documents assessments, records of observation, care provision and resident responses according to professional standards and PPSL policies and procedures.
7. Contributes to quality of care and safety assurance and improvement by participating in PPSL site committees.
8. Participates in quality improvement performance measurement initiatives and processes.
9. Participates and attends in-service and other educational programs as required to maintain current clinical competence and knowledge.
10. Assists with orientation of staff and peers. Provides incidental or ad hoc input into staff performance
11. Facilitates audits of RAI assessments for content accuracy
12. Performs other related duties as assigned.

HEALTH AND SAFETY RESPONSIBILITIES:

Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices. Involved in all aspects of the Health and Safety Program including:

- Uses safe work procedures,
- Promotes health and safety policy and awareness,
- Makes safety suggestions.
- Reads OHS minutes posted.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, and accident or equipment damage to supervisor immediately and completes required reports.
- Corrects and/or reports unsafe conditions. Sets a good example.



QUALIFICATIONS:

Graduate from an approved nursing program and one (1) to two (2) years recent related experience or an equivalent combination of education, training and experience.

Ability to lead training and education with Adult learners

Current practicing registration with the applicable provincial registering body.

Completed AIS Continuing Competency annually by years end with a score of 90% or higher.

Working Knowledge of: Project Management Principles, Industry Knowledge, Principles of Adult Education, Facilitation, Problem Solving, Continuous Quality Improvement Principles, Data Analysis, Microsoft Word, Excel, Outlook.

SKILLS AND ABILITIES:

Ability to communicate fluently in English, both verbally and in writing.

Problem Solving: Applies problem solving process demonstrating critical thinking and decision-making skills with systems analysis.

Teamwork and Collaboration: Demonstrates ability to work together with others toward shared goals and desired outcomes.

Professionalism: Demonstrates ability to effectively establish professional working relationships with residents and their families as well as members of the care team aiming for excellence in residents' care.

Communication: Demonstrates ability to communicate effectively with residents, families, the public, medical staff and other members of the interdisciplinary team. Ability to intervene effectively to resolve conflict and manage stress and work pressure.

Equipment: Demonstrates applicable computer skills.

EQUIPMENT USED:

Computer, facsimile and photocopier

PHYSICAL DEMANDS:

The MDS RAI Coordinator's position requires a significant amount of standing and sitting. In an average day the employee spends 1 to 2 hours standing or walking. Must be able to manage stressful work situations with dexterity.

HEALTH AND SAFETY RISKS - ENVIRONMENT

Physical: Environmental: Chemical: Biological: Radiation:

Strain on shoulder, neck and back, cuts/scrapes Draught, dust exposure, working alone situation. Equipment cleaners

Exposure to communicable diseases i.e. colds, influenza, GI

If interested Please send resume to: vswartz@parkplaceseniorsliving.com