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DEVONSHIRE SENIORS COMMUNITY

Closing Date: June 30, 2021 at 0900H

POSITION AVAILABLE – MDS Coordinator

EMPLOYMENT OPPORTUNITY – Full -Time

WAGE RATE - Dependant on Qualified Experience

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.

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. Analyses 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.
4. Acts as a role model by demonstrating professionalism, empathy, trust, and respect in all interpersonal relationships, and recognizes personal impact on team dynamics.

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5. Ensures pertinent information obtained through investigative procedures (MDS 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. Document's 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. Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION:

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.

Current practicing registration with the applicable provincial registering body.

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

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: Strain on shoulder, neck and back, cuts/scrapes

Environmental: Draught, dust exposure, working alone situation.

Chemical: Equipment cleaners

Biological: Exposure to communicable diseases i.e., colds, influenza, GI, Covid-19

Radiation: None known



Physical Demands:

- May be required to sit for a long period of time.
- Normal speech, vision, hearing is necessary
- Must be physically able to lift to 25 lbs.
- Sitting 70%, Standing 5%, Walking 20%

Other:

- Demonstrates an awareness of accident and injury prevention
- Adheres to safe work practices and procedures
- Promotes and fosters our workplace Health and Safety Program for a safe environment for co-workers, Residents, families, Visitors, and volunteers
- Responsible for maintaining self-wellness and reduced absenteeism
- Promotes, encourages, and demonstrates excellent customer relations and consistently shows courtesy, caring, understanding, compassion and respect for Residents, Families, Visitors, co-workers and Volunteers

SKILLS AND ABILITIES:

- Ability to communicate fluently in English, both verbally and in writing.
 - Demonstrated organizational, communication skills required
 - Must be able to establish and maintain cooperation with all personnel and maintain harmonious relations with clients and families.
 - Physical ability to carry out the duties of the position
 - Must be able to work in many varied stressful situations
 - Must be able to work independently and as part of a team
 - Ability to operate related equipment.
 - Must have a Criminal Records check completed.
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- **The successful applicant for this job posting must provide satisfactory proof, or have such proof on file, that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, the [Employer] shall make reasonable attempts to accommodate the applicant to carry out their role where possible recognizing that the health and safety of other employees and residents will be a priority.**

APPLY TO

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A CURRENT AND CLEAR CRIMINAL RECORDS CHECK IS REQUIRED FOR ALL NEW EMPLOYEES