

**Health Care Systems Corporation/
Renaissance Health Care Group
POSITION DESCRIPTION
Corporate MDS/Utilization Management Consultant**

Purpose of Your Job Position

The primary purpose of your job position is to provide leadership to our client skilled nursing facilities in the management of the Minimum Data Set (MDS) and utilization management processes in accordance with current federal, state and local standards, guidelines and regulations, our established policies and procedures, to assure compliance with regulatory agencies and generally accepted clinical standards. Part-time and independent contractor applicants will also be considered in filling the needs of this position.

Delegation of Authority

You are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

Reporting Relationship

Reports directly to the Chief Clinical Officer of the Health Care Group.

Evaluation of Performance

This position will be evaluated based on the Job Description on at least an annual basis.

At-Will Employment

The employment relationship between you and this company is based upon the mutual consent of both parties. As such, either party can terminate the employment relationship for any reason at any time, with or without cause or advance notice. This is a full statement on this issue, and this agreement can be amended only with the written consent of both parties.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Essential Job Functions

- Keep abreast of current federal and state regulations, as well as professional standards, and make recommendations on changes in policies and procedures to the manager
- Train individuals to develop a comprehensive care plan for facilities residents in coordination with the MDS that accurately addresses the needs of the resident
- Coordinate, management and monitor of the written plan of care (preliminary and comprehensive) for each resident that identifies the problems/needs of the resident and the goals to be accomplished for each problem/need identified and approached for each
- Assist the DON with the coordination, management and monitoring of the review of nurse's notes to determine if the care plan is being followed
- Monitor resident status changes to ensure appropriate timely nursing or clinical team involvement
- Responsible for facilitating, preparing, implementing appropriate procedures to meet the needs ethically of the annual EDS audit as required by client facilities
- Plans and schedules MDS meetings and timely completion of each resident's MDS
- Assure MDS|RAI and support documentation are accurate representations of the resident and meet regulatory and auditor expectations
- Oversee training for of non-nursing components of the MDS, Care Plan and RAPS are accurate representations of the resident and meet regulatory and auditor expectations
- Perform regular audits of documentation to assure accuracy and they meet regulatory expectations
- Assist the DON and Medical Director of client facilities in development and implementation of policies and procedures for the identification and treatment of the medical needs of the resident
- Assist the DON of client facilities with the assurance of the quality and accuracy of clinical documentation
- Assist the DON with monitoring the discharge planning process
- Perform administrative requirements, such as completing necessary forms, reports, etc., and submitting such to the Administrator as required.
- Provide information to resident/families and to Medicare/Medicaid and other financial assistance programs available to the resident
- Maintain a quality working relationship with the medical profession and other health related facilities and organizations
- Work with the facilities consultants as necessary and implement recommended changes as required
- Make written and oral reports/recommendations to the Manager concerning the operation of the nursing service department

- Participate in surveys (inspections) made by authorized government agencies as required by clients
- Others as deemed necessary and appropriate, or as may be directed by the Company

Committee Functions

- As directed

Personnel Functions

- Maintain an excellent working relationship with other department supervisors and coordinate nursing services to assure that daily services can be performed without interruption
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility

Staff Development

- Orients and trains corporate staff to assure compliance with regulatory bodies and assure required skill levels are maintained for all associates involved in the RAI/MDS processes
- Assist support services in developing, implementing, and conducting in-service training programs that relate to nursing services
- Attend and participate in continuing educational programs designed to keep you abreast of changes in your profession, as well as to maintain your license on a current status

Safety and Sanitation

- Follows established departmental policies and procedures of all clients' facilities, including appropriate dress codes
- Participates in and conducts all fire safety and disaster preparedness drills in a safe and professional manner
- Follows established infection control procedures when isolation precautions become necessary
- Follows the procedure for reporting hazardous conditions or equipment while working in clients' facilities
- Reports any exposure to blood/body fluids while working in clients' facilities

Budget and Planning Functions

- Maintain current written record of business related expenditures, including travel and assure that adequate financial records are submitted to Corporate Office Administrator upon request or as necessary

Residents Rights

- Maintain the confidentiality of all pertinent resident care information to assure resident rights are protected

- Assure that residents rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times

Miscellaneous

- Be prepared to handle emergencies as they come up (i.e., rescheduling work assignments and work schedules, etc.)
- Work with the facilities consultants as necessary and implement recommended changes as required

Working Conditions

- Works in office areas as well as throughout client facilities
- Sits, stands, bends, lifts and moves intermittently during working hours
- Is subject to frequent interruptions
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances
- Works beyond normal working hours, on weekends, and in other positions temporarily, when necessary
- Is subject to falls, burns from equipment, odors, etc., occasionally
- May be exposed to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses
- Communicates with the medical staff, nursing services, and other positions temporarily, when necessary

Education

- Must be a licensed Nurse in the State of Indiana
- Must possess requirements as outlined by State and federal regulations

Experience

Must possess requirements as outlined by State and regulations

Specific Requirements

- Must be a licensed Nurse in the State of Indiana with an RN signing off completion of MDS
- Experience in geriatric nursing
- Knowledge and training in all aspects the MDS, RAI and RAPS process
- Knowledge and training in all aspects of LTC nursing
- Preparation, training, and skills in management and supervision
- Thorough understanding of the principles of safe effective nursing practices
- Must be knowledgeable in Regulatory expectations of LTC
- Must be knowledgeable in LTC reimbursement

- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing nursing practices
- Must have patience, tact, cheerful disposition and enthusiasm, as well as being willing to handle residents based on whatever maturity level in which they are currently functioning
- Must be able to relate information concerning a resident's condition
- Must adhere to professional code of ethics (such as NASW Code of Ethics)

**Physical and Sensory Requirements
(With or Without the Use of Mechanical Devices)**

- Must be able to move intermittently throughout the workday
- Must be able to speak and write the English language in an understandable manner
- Must be able to cope with the mental and emotional stress of the position
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies
- Must be in good general health and demonstrate emotional stability
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility
- Must be able to assist in the evacuation of residents

Acknowledgment

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Facility needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that this job description is not all inclusive and that the company reserves the right to revise and/or change job requirements and responsibilities as needed.

I further acknowledge that this description is not a contract, in whole or in part, and that I am an employee at will. As such, I understand that my employment can be terminated at will by the facility or myself and that termination can be made with or without notice.

Date

Employee Signature

Date

Supervisor Signature