

Johnson Memorial Health Services

Job Description

Position: Scheduling Coordinator

Department: Long Term Care Nursing Administration

Reports To: Director of Older Adult Services, Assistant Director of Nurses

Days/Hours: 8 hour shifts Monday - Friday
Flexible: 7:00a.m. to 3:30p.m. or 6:00a.m. to 2:30 p.m.

Effective: June 2009

Reviewed: June 2010

Revised: August 2011

Revised: March 2012

JOB SUMMARY

To assist in maintaining an organized and efficient Long Term Care nursing department. To be responsible to complete and manage the nursing department schedule.

ESSENTIAL FUNCTIONS

1) Standards of Behavior

A) Appearance

- * Follow JMHS dress code including wearing name badge.

B) Attitude

- * Treat every resident, family and visitor as our guest and greet everyone.

C) Respect

- * Treat residents, families, visitors and co-workers with respect, dignity, courtesy and confidentiality.

D) Communication

- * Listen attentively to guests, residents and co-workers and respond in courteous, caring manner.
- * Accept advice.

E) Ownership/Accountability

- * Be responsible to hold self and others accountable to JMHS Standards of Behavior.
- * Volunteer for activities above and beyond job description.

2) Quality Resident Care

- * Develop and revise necessary computerized forms to meet regulations and promote efficiency.
- * Produce and update care plans from MDS information entered into the computer.
- * Enter and revise policies and procedures in computer and manage organized manuals.
- * Update and print resident lists as needed.
- * Order nursing supplies weekly and obtain as needed prn.
- * Order clerical supplies weekly.

- * Order stock meds weekly and obtain as needed prn.
- * Order incontinent products every two weeks.
- * Participate in quality assurance (Q.A.).
- * Print out information as requested.
- * Maintain current personnel data for preparation of the monthly schedule.
- * Maintain up to date master schedule in the computer and provide to new employees.
- * Assist in developing scheduling guidelines.
- * Monthly post sign for requesting personal days.
- * Complete filling personal day requests; enter changes into computer, print schedule and next months request sheet.
- * Regard each medical record as highly confidential.
- * Ensure medical records policies and procedures are carried out.
- * Enter new employee's names on all required forms.
- * Answer lights promptly and meet the resident's needs.
- * Promote orderliness in the nursing department and develop systems to maintain it.
- * File medical records in DON office and file for DON.
- * Order lab work for lab day.

3) Communication

- * Answer phone and relay messages.
- * Provide communication as to when requests are due and the schedule will be completed.

4) Documentation

- * Take minutes at all nursing meetings, type minutes and distribute within one week.
- * Assist with time card recording.

5) Health and Safety

- * Complete maintenance request forms as needed.
- * Participate in daily exercise program.
- * Follow infection control techniques to prevent the spread of infection.

6) Financial

- * Communicate need for supplies, equipment or facility.

7) Personal & Professional Responsibility

- * Maintain job classification requirements.
- * Attend all staff in-services and others relating to responsibilities.
- * Attend pertinent workshops and share information.
- * Be punctual.
- * Maintain good work attendance
- * Complete required annual online education.
- * Perform other duties as requested by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- * Organizational skills.
- * Command of verbal and written English language.
- * Is flexible.
- * Excellent computer skills.
- * Attention to details.
- * Shows initiative and makes good judgment.
- * Interest in gerontology.
- * Pleasant personality with an ability to interact with staff, resident and visitors with frequent interruptions.
- * Able to organize time and set priorities.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- * Knowledge of medical terminology.
- * Medical secretary training and/or experience.
- * Previous experience preferred.
- * LTC experience preferred.

SUPERVISORY RESPONSIBILITIES (if applicable):

- * None

MINIMUM PHYSICAL REQUIREMENTS (if any): (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.)

In an 8 hour workday, employee must:									
(Hours at full capacity for each activity)									
Position	None	1	2	3	4	5	6	7	8
Sit					X				
Stand	X								
Walk					X				

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		
Squat		X			
Crawl	X				
Climb (Height 8 ft)		X			
Reach above shoulder level			X		
Crouch	X				
Kneel	X				
Balance			X		
Push/Pull (# of lbs. 50)		X			

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		
11-24 lbs.		X			
25-34 lbs.		X			
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?		X	
Working on wet/damp surfaces?		X	
Operating moving equipment?		X	
Operating vehicles?		X	
Use of tools?	X		
Use of telephone?	X		
Use of keyboard/computer terminal?	X		
Working under time pressure?	X		
Working rapidly for long periods?	X		
Working alone?	X		
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		
Good color vision?	X		
Good hearing?	X		
Good speaking?	X		
Reading?	X		
Writing?	X		
Simple arithmetic?	X		
Mathematics?	X		
Weighing and /or measuring?	X		

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		
Outdoors		X	
At a desk or bench	X		
In a car or truck		X	
In an office	X		

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		
Chemicals/respiratory hazards?	X		
Noise?	X		
Dust, fumes & gases?	X		
Extreme heat or cold?	X		
Cramped areas?	X		
Working close to electrical current?	X		
Other hazards?	X		

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
	X	X			

MENTAL DEMANDS:

Does the employee's job require:		
Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are not intended to be an all-inclusive list of job duties, responsibilities, skills or abilities required to perform this job. Rather, they are intended to only describe the general nature of the position. Johnson Memorial Health Services reserves the right to modify job descriptions as necessary to meet the needs of the organization. JMHS is an Equal Opportunity Employer.

Employee signature: _____

Date: _____

Supervisor signature: _____

Date: _____