

Johnson Memorial Health Services

Job Description

Position: Clinical Care Coordinator
Department: Long Term Care Nursing
Reports To: Director of Older Adult services, Assistant Director of Nursing
Days/Hours: Monday – Friday 8 hour shifts for 80 hours per pay period
Effective: June 2022
Reviewed:
Revised: 02/2023

JOB SUMMARY

Our Clinical Care Coordinator is responsible for assessing comprehensive needs of each of our residents to develop an appropriate plan of care. This involves comprehensive assessments, care conferences, Doctor's rounds, coordinating resident's appointments, weekly wound assessments, Restorative Nursing RN, and collaborating with the MDS coordinator with the admission process and the written care plans.

ESSENTIAL FUNCTIONS

- Plans, organizes, directs, evaluates, and implements the nursing plan of care for assigned residents for all shifts in collaboration with the MDS Coordinator.
- Coordinates and participates with the Social Worker for the quarterly, annual, and prn care conferences for all the residents.
- Directs & supervises the admission and discharge of residents in collaboration with the MDS Coordinator.
- Serves as the main point of contact & proactively communicates with family members concerning any changes in resident conditions.
- Ensures care plan is implemented and evaluates effectiveness of plan regularly in collaboration with the MDS Coordinator.
- Will perform weekly wound assessment and document for all the residents that have wounds.
- Assist CNA's and LPN/RNs on the floor as needed. This could include weekends and holidays, depending on staffing levels.
- Keeps providers informed of resident conditions & effectiveness of medications used and will perform Doctor rounds when scheduled for all the residents.
- Participates in the Interdisciplinary Care Center Team
- Expectation to serve on QA/QI sub-committee or task forces.
- Active & integral participant of the MDH State Survey Process.
- Uses the EMR accurately & efficiently.
- Functions as the facility Restorative Nursing RN and holds monthly Restorative meetings.
- RN On-Call Rotation
- MDS back-up for MDS Coordinator (vacations and time off)
- Pharmacy prior authorization management including
- Practices correct infection control procedures.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- * Ability to organize, plan, implement, supervise, direct, and evaluate nursing activities independently.
- * Demonstrates excellence in clinical skills and understanding of the Nursing process.
- * Must be available to work weekends, holidays, and rotating shifts as needed to ensure 24-hour nursing needs are met.
- * Must have computer skills, including, but not limited to Word, Excel, and PowerPoint, experience with electronic health records a plus.
- * Knowledge of Medicare
- * Good oral and communication skills
- * Knowledge of gerontology and assessment skills.
- * Good problem-solving skills.
- * Knowledge of current state and federal regulations.
- * Ability to organize time and priorities.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- *Current RN licensure in Minnesota.
- * Medicare experience desired.
- * CPR certification.
- * Experience in LTC preferred.
- *MDS Certification

SUPERVISORY RESPONSIBILITIES (if applicable):

- * LPNs/TMAs
- * Nursing Assistants
- * Rehab Aides
- * Social Services

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:					
<u>Activity:</u>	Not at All	Occasionally	Frequently	Continuously	<u>Comments</u>
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			

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 intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.