

Champaign County Job Description

Job Title: Medicare Resident Assessment Instrument (RAI) Specialist

Department: Nursing Home

Reports to: Director of Nursing

FLSA Status: Non-Exempt

Prepared Date: January, 2006

SUMMARY Coordinates the timely completion of the MDS (Minimum Data Set) and care plan process for residents whose payer source is Medicare Part A to maximize the level of service delivered to the residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Guarantees the timely and accurate completion of resident assessments and the development of progressive care plans for skilled care residents.

Maintains the facility assessment calendar, coordinates the completion of all skilled assessments, care plans, and RAPs within State and Federal regulations, and leads the care team in the completion of the Minimum Data Set.

Checks and resolves Medicare MDS errors.

Serves as the facility liaison with contract therapy provider with regard to Medicare A assessment information.

Maintains facility records of Medicare use, maintains facility resource manuals for skilled assessments, and ensures the timely completion and submittal of assessments, care plans, and RAPs.

Constructs, maintains, and distributes IDT schedule for all new admissions. Screens re-admissions for significant change assessment requirements. Attends Medicare IDT meetings.

Completes a review of all psychotropic medication orders to ensure their therapeutic use.

Attends daily census meetings.

Participates in floor coverage and acts as Charge Nurse when needed.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES This position does not exercise supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Graduation from an accredited school of Practical Nursing and a current license to practice as a Licensed Practical Nurse in the State of Illinois. One to three years' experience in hospital or long-term care preferred.

LANGUAGE SKILLS Must have the ability to communicate in English both orally and in writing so as to complete required documentation, and must respect the principles of Resident Rights, confidentiality, EEO and ADA.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Current license to practice as a Licensed Practical Nurse in the State of Illinois.

PHYSICAL DEMANDS 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. While performing the duties of this job, the employee is frequently required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and smell. The employee is occasionally required to lift up to 50 pounds and to push or pull up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

NOTE: This document contains wording of a description of a general class of positions within the Champaign County Salary Administration Program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.