



Job Description
NURSING SERVICES COORDINATOR

Supervisor: Administrator

Job Qualifications: The Nursing Services Coordinator of a CBRF shall be at least 21 years of age and exhibit the capacity to professionally respond to the needs of the residents and manage the complexity of the CBRF.

An associate degree or higher from an accredited college in a health care related field, and at least 2 years' experience working in a health care related field having direct contact with one or more of the client groups identified under s. [DHS 83.02 \(16\)](#) and have successfully completed a dementia assessment training course approved by the department or the department's designee. Must be licensed by the state of WI as a Registered Nurse in good standings.

Role Summary

This role is established to provide professional clinical leadership within the organization on all issues relating to clinical excellence, including coordinating with Administration, Nursing Services, and other departments on all matters impacting upon the business.

The Nursing Services Coordinator shall assist in clinical system compliance supervision within daily operation of the CBRF's, including but not limited to, resident care and services, disciplinary follow-up, nursing systems, and regulatory duties as outlined in DHS.

Shall provide the supervision necessary to ensure the building provides residents with proper care and treatment, that their health and safety are protected and promoted, and that their rights are respected. They along with the Administrator assist in responsibility for a total health system delivery and audit program which will assure that safe and competent services are provided to all residents.

- **RN Duty List Completed Daily**
- **PP 086**

DHS 83 sections of responsibility include but are not limited to:

[DHS 83.12](#) Investigation, notification, and reporting requirements.

[DHS 83.16](#) Employee.

[DHS 83.17](#) Hiring and employment.

[DHS 83.18](#) Employee records.

Subchapter IV — Orientation and Training

[DHS 83.19](#) Orientation.

[DHS 83.20](#) Department-approved training.

[DHS 83.21](#) All employee training.

[DHS 83.22](#) Task specific training.

[DHS 83.23](#) Employee supervision.

[DHS 83.24](#) Exemptions.

[DHS 83.25](#) Continuing education.

[DHS 83.26](#) Documentation.

Subchapter V — Admission, Retention and Discharge



[DHS 83.27](#) Limitations on admissions and retentions.

[DHS 83.28](#) Admission procedures.

[DHS 83.29](#) Admission agreement.

[DHS 83.30](#) Family care information and referral.

[DHS 83.31](#) Discharge or transfer.

Subchapter VI — Resident Rights and Protections

[DHS 83.32](#) Rights of residents.

[DHS 83.33](#) Grievance procedure.

[DHS 83.34](#) Resident funds.

Subchapter VII — Resident Care and Services

[DHS 83.35](#) Assessment, individual service plan and evaluations.

[DHS 83.36](#) Staffing requirements.

[DHS 83.37](#) Medications.

[DHS 83.38](#) Program services.

[DHS 83.39](#) Infection control program.

[DHS 83.40](#) Oxygen storage.

[DHS 83.41](#) Food service.

[DHS 83.42](#) Resident records.

Key Responsibilities

- Coordination and execution review of Nursing department goals, company implementations, and refinement strategies.
- Coordination and review of nursing related systems and duties
- To provide leadership, advice and expertise on all clinical nurse issues in the building.
- To play a key role in the continuous development of care systems within the company.
- To assist in liaise with Primary Care Specialists.
- To liaise with the Administration, RHC's, RCC's and other key staff in the company.
- To be accountable for the delivery of clinical nurse expertise in the region, representing the company.
- To promote a style of leadership that develops and empowers staff, recognizing achievements and providing support and assistance.
- To represent the buildings interests and assist to ensure that the implications of the MCO's and the standards set by the IDT team are achieved.
- Maintain an awareness of professional development and education.
- Assist in coordination and recruitment of other nurses within the company.
- Assess competency of ability to complete duties in RHC, RCC and other licensed nurse roles.
- PRN & Quarterly: psychotropic review/report(s)
- IDT review and follow-up
- Missed medication reports
- System Audit (with Administration's file)
- Assist RHC and RCC's as needed with organization, tasks, and prioritization to meet deadlines and regulatory requirements.



- Resident assessment and reviews with admissions, sig. changes, ISP, and care conference reviews.
- Care conference assistance as needed
- Electronic Charting System Audits of service(s)

Key Result Areas

Operational Planning:

- Assist in implementation of change and improvement in services and systems including ascertaining and developing the competencies of employees with education.
- Complete and evaluate systems audits as directed by the COO, Medical Consultant and Administrator.
- Attend and participate in IDT meetings.
- Assist in regular performance reviews of the Resident Health Department teams.

Operational Delivery:

- To provide an effective, responsible nursing service.
- To ensure that the Company meets all the requirements of the regulations in matters relating to the delivery of its service provision.
- To ensure promotion of the Company's operational strategy.
- Develop team motivation to enhance performance and improve care provision in the supervision and training of employees through appraisal and education.
- To act as a role model of high quality care provision, to coach, guide and develop staff in delivering a high quality service.
- To liaise effectively with service providers and users, care givers, and other professionals as appropriate.
- To assist in ensuring that the policies and procedures are adhered to all times.

Operational Services:

- To ensure the effective management of staff and resources within the company related to clinical resources.
- Management and control of resources, including people, budgets (if necessary) and training.
- Ensure that the rights of the 'residents' are upheld and promoted at all times, assuring principles of choice, respect, dignity and privacy.
- Strive to ensure client satisfaction.
- Assist if necessary in undertaking of client assessments in accordance with company standards.
- Oversee management of ISP in line with the current assessed needs, prior to commencement of a care package, liaising with the allocated facility as needed.
- Has thorough knowledge of, and enforces DHS 83 regulations and all other requirements. Participates in the survey process, responding to any inquiries by regulatory agencies and consulting agencies to provide information and help as required.
- Acts as representative of the facility in the community or at professional meetings.



- Assists in supervising the functions, activities, and training of Resident Health Coordinators (RHC's) and Resident Care Coordinators (RCC's).
- Reviews the ISP (Individual Service Plan) requirements of each resident admitted to the facility and assists in planning care.

Physical Demands: See attached job function profile.

Tasks performed requiring Personal Protective Equipment:

- Wound care.
- Assessment of care of residents in isolation.
- Administration of medications, eye drops, injectable, and other topical medications as needed for education/training
- Employee and resident Tb and vaccinations as needed.
- Performing diagnostic tests such as accu checks or obtaining specimens for tests/cultures.

Equipment commonly utilized:

- Gait belts
- Mechanical lifts
- Oxygen tanks and concentrator
- Patient care equipment
- Blood pressure cuffs
- Stethoscopes
- Thermometers
- Pulse oximeter
- Computer
- Fax Machine

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.



Caring for residents with Dementia and Alzheimer’s can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.

_____ I have read and understand the essential job functions and physical requirements of the position. I hereby state I am able to complete the essential job functions outlined.

_____ I have read and understand the essential job duties and physical requirements of the position. If I believe I am not able to complete the essential functions I request this accommodation in order to accept the position (s). List accommodation below:

Accommodations reviewed and employer acceptance/denial of request on _____.

Signed by COO: _____ Date: _____

Employee Signature

Date

STRENGTH	N	S	O	F	C	Physical Demands
Push/pull light objects under 10 pounds				X		Frequency Code
Push/pull objects less than 20 pounds				X		
Push/pull more than 20 pounds				X		N = Never
Push/pull more than 50 pounds			X			S = Seldom/once or twice a week
Lift/carry light objects				X		O = Occasionally/at least once a day
Lift/carry objects less than 20 pounds				X		
Lift/carry objects more than 20 pounds				X		
Lift/carry objects more than 50 pounds			X			F = Frequently/several times a day
Lift/carry objects more than 100 pounds	X					C = Constantly/ongoing throughout the day
MOBILITY						
Walking				X		
Standing				X		
Squatting				X		Job Title:
Sit for prolonged periods			X			Nursing Services Coordinator, RN
Stand for prolonged periods				X		
Remain in uncomfortable position for long periods such as bending over tables or beds				X		
Climb stairs		X				



Reach above shoulders				X	
Bend				X	
Kneel				X	
Drive		X			
ENVIRONMENTAL CONDITIONS					
Exposure to blood, body tissue or fluids				X	
Exposure to hazardous waste materials other than blood, body tissues or fluids			X		
Exposure to excessively high temperatures	X				
Exposure to excessively low temperatures	X				
Exposure to sudden fluctuations in temperatures		X			
Exposure to seasonal conditions in outside weather			X		
Exposure to grease or oil	X				
Exposure to toxins, cytotoxins, or poisonous substances		X			
Exposure to dust				X	
Exposure to other hazardous materials such as chemicals			X		
Exposure to bodily injuries				X	
Exposure to loud or unpleasant noises				X	
Exposure to high humidity or wetness			X		
Exposure to electrical hazards	X				
Exposure to burns	X				
Exposure to electro-magnetic radiation	X				
Exposure to mechanical hazards			X		