



## **JOB DESCRIPTION**

### **POSITION: CLINICAL COORDINATOR**

The Clinical Coordinator is a part of the Three Links nursing management team and is responsible for the clinical integrity of residents on your unit. The Clinical Coordinator works closely with Director of Nursing to assure high quality clinical programs and to maintain regulatory compliance within the facility. As part of the nursing management team, the Clinical Coordinator is able to foster teamwork in the nursing department and actively contributes to the successful accomplishment of the facility's goals and mission.

#### **Reports To: Director of Nursing**

#### **Qualifications:**

- Long Term Care Experience
- Demonstrated leadership abilities
- Must be compassionate, patient and kind, calm and empathetic
- Demonstrates ability to effectively deal with dementia residents
- Strong clinical assessment skills and knowledge
- Strong organizational skills
- Ability to effectively coordinate the Interdisciplinary team
- Strong verbal and written communication skills
- Ability to communicate effectively and work closely with families
- Demonstrate ability to interact effectively with internal and external customers
- Demonstrate flexibility
- Ability to function independently
- Ability to inspire enthusiasm and "best practices" with staff
- Ability to support management decisions
- Ability to generate the employee's support through positive representation of facility's mission, and active contribution to facility's goals and objectives
- RN license, long term care experience required
- CPR and Heimlich trained
- Possesses a calm, patient and empathetic interaction with residents
- Knowledgeable of computer skills is necessary

#### **Functions/Responsibilities of Pathways Management:**

- Maintain clinical integrity and regulatory compliance on the unit
- Coordination of the Interdisciplinary team and approach to care on Unit
- Managing the admission and discharge process to include the coordination of admission orders and discharge planning this includes recap of resident stay after discharge and ensure completion of admission process
- Works closely with Admissions Directors /Social Services and to ensure appropriate resident placement
- Accountable for the completion and compliance of the whole RAI process: to include initiating the MDS and care planning process in conjunction with the Interdisciplinary team
- Facilitates initial, significant change, discharge and special conferences
- Assist with Organizing resident care conference schedule with Case Management Nurse
- Responsible for completing the evaluations of nursing staff on Unit

- Coordinates Restorative Nursing on Unit
- Monitors Medicare and MDS documentation to assure completion and timeliness
- Identifies areas in unit that need further follow-up or investigation and delegate necessary follow up
- Nutritionally At Risk coordination for Unit
- Monitors resident incidents and follow up as needed to promote safety and makes necessary recommendations
- Monitors wounds with appropriate wound management
- Oversees daily concerns, status changes, and intervene with appropriate suggestions
- Assists with NP and MD visits, calls and orders daily
- Identify and assist with training needs of staff
- Liaison and support to families
- Oversees the counseling/discipline process of the nursing staff
- Provides coaching, redirection and supervision of staff on the unit
- Conducts staff meeting on unit as needed
- Maintain communication/reporting structure
- Provides direct supervision of the Team Leader – oversees TMA as needed
- Participates in various meetings and work groups as appropriate
- Provides support and direction to all nursing staff on Unit
- Provide ongoing training and education as needed
- Assist in Quality Improvement projects and evaluation
- Coordinates all aspects of pain management and psychotropic med monitoring on unit including DISCUS
- Tracks assessments / completes all assessments for residents on Unit
- Oversees and Promotes Culture Change
- Oversight and assessment of residents to promote skin integrity
- Responsible for pain identification and management for residents in accordance to facilities policy
- Count narcotics/check fridge temp daily in Medroom
- Responsible for in conjunction with the DON to make recommendations as to hiring, firing, advancement, promotion or any other change of status of employees
- Other duties as assigned

**Physical/Mental Requirements:**

Promote Safe Patient Handling; safely transfer residents weighing up to 150 pounds with or without help on an occasional basis. Occasionally pushes or pulls residents 300-600 feet with weight resistance equivalent to 35 pounds. Occasionally twists, stoops, bends, squats, kneels. Occasionally lifts and carries equipment and supplies weighing up to 35 pounds. Frequently climbs stairs. Frequently reaches above or at shoulder level. 100% of shift is indoors – 40% shift is sitting, and 20% is standing, 40% walking.

Must be able to clearly communicate in English orally and in writing with residents and staff. Must be able to read small print in typed and written material. Must use PCC medical record.

Possesses necessary skills to continuously comprehend and communicate with residents, co-workers, and to respond to emergency alarms.

- Identifies residents, call lights, unusual occurrences on unit, at a distance of 125 feet
- Concentrates with frequent interruptions and remembers multiple messages, information and task assignments to perform a variety of tasks related to nursing during an eight hour or longer period of time

This description is intended to be a general statement about this job and not to be considered a detailed assignment. It may be modified by Three Links Care Center to adjust for necessary changes.