

**DEKALB COUNTY REHAB & NURSING CENTER  
COMPLIANCE NURSE COORDINATOR  
JOB DESCRIPTION**

**JOB OBJECTIVES:**

Ensure resident quality of life is at highest practicable level through coordination of clinical performance and quality data.

Support staff to enable provision of highest quality of care available within fiscal means of the facility.

Ensure optimal health for the community via use of current infection control practices.

Provide optimal safety for staff and residents through emergency preparedness and staff training.

Ensure fiscal reimbursement is at maximum level for services provided to residents.

Ensure compliance with regulatory agencies.

**JOB STANDARD:**

1. Reports to: Administrator and Director of Nursing
2. Must have current state of Illinois license as a registered professional nurse.
3. Must have working knowledge of professional nursing theories, policies, & standards of practice.
4. Requires 2 years clinical nursing experience in long term care.
5. Requires management or supervisory nursing experience.
6. Requires knowledge of gerontological and restorative nursing skills.
7. Requires working knowledge of Federal & State Medicare/Medicaid, HIPAA, and compliance Regulations, the RAI process & reimbursement systems.
8. Attend and complete orientation class.
9. Must have physical exam and 2 tuberculin skin tests (chest x-ray if positive reactor) within 10 days of beginning employment.
10. Must be able to safely perform the essential job functions with or without reasonable accommodations.
11. Must be neat, well groomed, and adhere to dress code of facility.
12. Requires ability to communicate effectively both orally and in writing with residents, families, the public and other staff of the Nursing Home.
13. Requires the ability to read and write English and document observations.
14. Requires ability to analyze & interpret data.
15. Requires organizational and decision making ability.
16. Requires flexibility and good time management skills.

17. Requires ability to establish and maintain a working relationship with professional & non-professional personnel, residents, families and the general public.
18. Must meet facility in-service requirements.
19. Must have current cardiopulmonary resuscitation certification.
20. Must act as a role model for all staff.
21. Must have on-going education.
22. Must be able to cope with stressful situations.
23. Must have ability to teach, supervise, motivate and organize.
24. Ability to facilitate group interaction and compromise within the group.
25. Must have excellent critical thinking skills.
26. Have sense of humor and perspective.
27. Ability to plan and/or participate in workshops, seminars, and other continuous educational programs as required.
28. Understands and able to complete RAI process.
29. To continuously provide quality care to all residents. Treat all residents with dignity and respect. Know, follow and maintain Resident Rights.
30. Promotes Restorative Nursing Principles and Practices to assist residents in regaining lost abilities and to maximize their strengths. Promotes an atmosphere of independence.
31. Requires an ability to have a positive attitude towards the residents and the responsibilities of the job.
32. Must control anger and frustration.
33. Must know and follow existing lines of communication and authority.
34. Maintain confidentiality of all residents, departments and organizational information.
35. Follow all safety, security, infection control, Universal Precautions and Hazardous Material Policies and Procedures. Performs all tasks to assure resident and personal safety and the protection of co-workers and Nursing Home property.
36. Assists with evaluation of staff. Initiates disciplinary action as needed.
37. Establishes, reviews and updates care plan policies and procedures to maintain compliance with federal and state guidelines and accepted standards of nursing practices. Assists all other departments in developing, reviewing, and revising care plan guidelines for their department. Assures all medical records related to the care plan process are in compliance with same.

38. Reviews state and federal rules and regulations to assure compliance of documentation and nursing interventions with same. Assists in preparing nursing home for surveys by Illinois Department of Public Health.

39. Carries out other duties as assigned by administration.

### **JOB RESPONSIBILITIES AND TASKS**

- 1. New employee orientation of HIPAA and compliance regulations.**
- 2. HIPAA and corporate compliance officer**
- 3. Staff Education**
- 4. Quality Assurance Program**
- 5. Assists with policy development**
- 6. MDS/RAI Compliance**
- 7. Assists with regulatory surveys**
- 8. Assists with Medicare Appeal process**
- 9. Other duties as needed**

#### **Staff Education:**

Provides new employee orientation of HIPAA and corporate compliance regulations.  
Coordinates on-going staff training for HIPAA, corporate compliance, and quality measures.

#### **Quality Assurance Program**

Administers the QA/QI process.

Monitors quality indicators.

Monitors MDS data, evaluates outcomes, identifies systemic care issues, develops remediation processes, evaluates program effectiveness.

Strengthens and supports staff to improve quality.

#### **Policy Development**

Assists with establishment of policy & procedure.

Reviews federal and state guidelines for changes in regulatory requirements.

Reviews policy and procedures to maintain compliance.

#### **MDS/RAI Compliance**

Monitors data accuracy.

Evaluates and coordinates remediation of inaccurate data.

Monitors resident care needs, services, and data entry for fiscal management.

#### **Emergency Preparedness**

Participates in emergency procedures as set forth in policy and procedures.

#### **Nursing Department Support**

Assists with resident admissions and participates in admission on call committee.

#### **Miscellaneous Duties**

Assists with facility events, including major social events for residents, open houses, tours, public events, emergency situations, etc.

Other miscellaneous duties as assigned.

## **PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

### **A) Physical**

#### **1. Strength**

- a. Ability to transfer, lift, move, turn and assist a resident to or from a bed, wheelchair, cardiac chair, lounge chair, hoist lift, toilet, commode, tub, shower and Swedish tub and occasionally from the floor. This requires varying degrees of pushing, pulling, lifting and turning due to the differences in resident weights which could be over 100 pounds. Ability to transfer, lift, push, move equipment such as digital scale, furniture, linen barrels, shower chair, wheelchair, cardiac chair, etc. up and down halls with resident in it, Swedish tub with resident in it (Done occasionally as needed).
- b. Ability to push/pull/guide medication cart, emergency cart, treatment cart up and down halls, in and out of rooms, etc. (Done occasionally).
- c. Lifts and carries residents charts, blood pressure equipment, tube feeding pump and supplies, glucometers, suction machines, portable whirlpool, oxygen tanks and oxygen concentrators, etc. without assistance (Done occasionally).
- d. Requires ability to turn, lift and position residents with or without assistance to render care and treatments (Done occasionally).

#### **2. Manual Dexterity**

- a. Must be able to perform simple manipulative tasks such as the equipment listed above (#1. Strength) as well as thermometers, blood pressure equipment, a writing instrument, safety pins, buttons, velcro, snaps, buckles, tie strings, clasps, and zippers. Occasionally perform difficult manipulative tasks. (Done occasionally)
- b. Must be able to use glucometer machine, pour and administer medications, give injections, draw blood, start IV's, change dressings, render first aid and treatments, give ostomy care, urological care, enteral feedings, respiratory care. Must be able to use clamps, tweezers, scissors, etc. (Done rarely).

#### **3. Coordination**

- a. Ability to safely assist a resident with ADL's, transfers and ambulation requiring good hand/eye coordination, steadiness and the ability to move about in tight spaces, between objects, equipment and furniture.
- b. Requires fine motor coordination to complete specialized tasks as described above (#2). (Done occasionally).

#### **4. Mobility**

Must be able to continuously stand and walk; frequently squat, bend to floor, reach over the shoulder, kneel, twist, sit, stand and may be in uncomfortable positions for prolonged periods of time. (Done continuously).

#### **5. Speech**

Must be able to continuously articulate clearly and precisely.

#### **6. Emotional Stability**

Must be able to continuously deal effectively with stress created by residents, multiple tasks,

noises, interruptions and work cooperatively as part of the health care team while maintaining a pleasant demeanor.

## B) Sensory

1. Vision – Must have ability to identify a resident within a distance of 20 feet. Must be able to observe and assess residents for change in condition. Must have ability to read small print, computerized print, digital screens, watches, gauges, thermometers, syringes, written material, pharmacy labels, forms and similar equipment. Must be able to detect subtle differences in color for resident assessment. Must be able to distinguish colors for warning lights, signs and labels. (Done occasionally).
2. Hearing
  - a. Must be able to hear continuously, hear normal sounds and voice patterns with some background noise. Must be able to receive verbal instructions and converse with residents, co-workers, families and visitors. Must be able to respond to audible emergency signals, alarms, call-light indicators and be able to answer and use the phone. (Done continuously).
  - b. Must be able to distinguish sounds with a stethoscope. Must be able to hear and understand voice pages. Must be able to hear telephone conversation. Must be able to differentiate alarms, such as feeding and IV pumps, safety alarms, glucometer, etc. (Done occasionally).
3. Smell

Must be able to differentiate between normal and abnormal body odors and discharges. Must be able to detect the odor of smoke, gas, spoiled food, soiled linen, etc. (Done continuously).
4. Tactile

Must have tactile sensation to palpate pulses, feel skin temperature, palpate veins and to make resident assessment. (Done occasionally).

## C) Cognitive

1. Concentration

Ability to concentrate on multi-step tasks with constant interruptions. Requires ability to assess and complete multitude of tasks through out the shift. Tasks may overlap. Must be able to prioritize over long periods of time. (Done continuously).
2. Attention Span

Attend to a function from 5 minutes to over a 7 day period of time. (Done continuously).
3. Conceptualization

Must be able to problem solve, assess, formulate, implement and evaluate plans of care. Must be able to understand and relate specific ideas and concepts, i.e. policy and procedures. (Done continuously).
4. Memory

Must be able to remember a range from simple to very complex tasks and assignments. Tasks may range from a few minutes to long periods of time. (Done continuously).

## **WORK SETTING / ENVIRONMENT:**

1. Work is generally performed indoors. The Nursing Home is well lighted and clean with some exposure to dust. Heat and air conditioning are controlled by the buildings central systems. May be working in rooms without windows and confining areas.
2. There are constant exposures to blood, body tissues, and fluids with occasional exposure to hazardous and infectious diseases.
3. Exposure to loud or unpleasant voices and bodily injury on a regular basis.
4. Constant stress of working with residents, families, and staff, combined with the residents and family members who may be disoriented, irrational, highly agitated or given to abrupt mood swings.
5. Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment.
6. Frequent exposure to unpleasant odors as related to care of incontinent residents.
7. Occasional exposure to chemical compounds of medications and treatments and disinfectants and chemical related to use of copy machine.

## **EQUIPMENT USED**

Adaptive device, air mattress, calculator, call/intercom system, cardiac chair, canes, coffee maker, commode, computer, copy machine, electric bed, electric wheelchair, electric time clock, electronic thermometer, electronic scale, EZ stand, fax machine, fire extinguisher, food carts/trays, furniture dolly, gait belt, gel cushions, geriatric chair, gloves (latex, plastic, rubber, vinyl), glucometer, hairdryer, Hoyer lift, Hoyer scale, ice machine, ice packs, isolation apparel, keyless entry system, linen barrels, linen carts, mattress overlay, medication carts, microwave oven, nail clipper, oxygen equipment, paper cutter, pencil, pen, pill crusher, printer, radio, razor (electric), razor (manual), refrigerator, safety monitor, scissors, secure care system, sliding board, soap dispensers, stapler, step ladder, sterilizer, suction machine, swedish tub, switches, tables, telephone, television, thermometer (oral/rectal), treatment cart, tub lift, vaporizer, various pumps, various small hand tools, video equipment, walker, wheelchair, 3-hole punch.

## **EMPLOYEE RESPONSIBILITIES IN EMERGENCY**

Expected to direct subordinates on assigned nursing unit to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with a possible evacuation of residents.

Revised: 9/15