

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

MINIMUM DATA SET (MDS) COORDINATOR

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future professional positions located within the Department of Veterans Affairs, at the Wisconsin Veterans Home-King and the Wisconsin Veterans Home-Union Grove. This classification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statement of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at DVA at the Wisconsin Veterans Homes at King or Union Grove. These positions are responsible for coordinating the work of professionals who make up the MDS teams (a Social Worker, Nurse Clinician, Clinical Dietitian, and Activity Therapist, and may also include a physician, dentist, pharmacist, Occupational Therapist, Physical Therapist, Speech/Language Therapist, and/or a Respiratory Therapist, as appropriate for the specific member).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definitions of supervisor or management as defined in s.111.81(9) and (13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that spend the majority of time (more than 50%) performing duties at a Wisconsin Veterans Home which are more appropriately classed as a Nurse Clinician, Occupational Therapist, Physical Therapist, Therapist, Speech/Language Pathologist, or Dietitian-Clinical.
3. Positions that are not employed at the Department of Veterans Affairs and not located at either the Wisconsin Veterans Home at King or the Wisconsin Veterans Home at Union Grove.

4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

These professional positions provide the necessary coordination for the complex MDS process, insuring full, interdisciplinary participation in the MDS and care planning process while improving accuracy of the MDS. They will be responsible for monitoring the development of the MDS and individual Plans of Care, performing audits of any and all aspects of the MDS and Resident Assessment Protocols (RAPS). This involves auditing the process according to Utilization Guidelines specified in the State Operations Manual, ensuring the process is completed within state regulatory time frames.

The MDS positions coordinate activities of the care team, plan and schedule meetings, track input and attendance, and insure the outcome of the process is an accurate document for care planning, Quality Improvement, required reporting to the Bureau of Quality Assurance, and for reimbursement purposes. Additionally, the position's responsibilities will include training and inservice on the RAI (Resident Assessment Instrument) / care planning system to all Health Care Team members; acting as a resource to all bureaus involved in the RAI process; evaluation and follow up on Quality Indicator reports; and ensuring compliance with state statutes, federal VA regulations, and DVA and WVH policies and procedures.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience that would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. A federal requirement may include one year of professional related work such as in nursing, therapy, or clinical dietetics.

Special Requirement: Must have valid WI licensure or eligibility for licensure to practice the appropriate medical discipline (e.g., nursing, clinical dietetics and/or various therapies).

IV. ADMINISTRATIVE INFORMATION

This classification was created effective August 10, 2003 and announced in bulletin MRS-SC-165 as a result of new duties for positions identified by the Department of Veterans Affairs that are responsible for the Minimum Data Set process required by the federal government.

DMS
38200