



JOB POSTING: RAI Co-ordinator Supervisor , Information Management

File #: 22-046 A	Status: Full Time	Posting Period: Open
Work Location: Providence Manor	Employee Group: Non-Union	Wage Rate: \$65,266.50 - \$76,791.00

Position Summary:

Reporting to the Director of Care and Manager of Information Management, RAI MDS Coordinator is responsible for ensuring effective use of Providence Manor LTC clinical documentation system and electronic resident Instrument- Minimum Data set 2.0 (RAI-MDS 2.0) system to support delivery of optimal care and service based on legislative requirements and Ministry of health and Long-term care.

Education & Experience:	Key Knowledge, Skills & Abilities:
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<p>Current regulated or licensed health care practitioner</p> <p>Recognized RAI credentials or equivalent</p> <p>Two years' clinical experience; supervisory and project leadership experience</p> <p>Prior experience working with RAI-MDS or similar systems</p>	<ul style="list-style-type: none"> • Establishes systems to ensure all standards and regulations, including the Ministry of Health and long term care (MOHLTC) and Providence Manor LTC policies and procedures, relevant standards of practice and inter RAI requirements (see CIHI User's Manual) are adhered to. • Assist RAI users to successfully code assessments and provide support for validation of RAI process by supervising documentation of regulated and unregulated staff involved wholly or partly in the ongoing use of RAI-MDS 2.) and any related or successor systems. • Develops and ensures the resident assessment schedule is current, completed and accessible to all RAI users. • Prepare learning plans and resource materials to support staff in the ongoing use of RAI-MDS 2.0. • Participate with team members in the development of processes that ensure data integrity, efficient data collection, timely assessment completion and data utilization. • Coordination and completion of the Resident Assessment Tracking forms, Resident Assessment Protocols (RAPs) and care plans by the interdisciplinary team. • Oversee the development and completion of the data submission process with strict adherence to critical deadlines. • Collaborate with Providence Care Centre Information Systems staff to generate RAI-MDS 2.0 reports and facilitates their use in operational and clinical decision-making • Provides input on staff performance to RAI MDS assessors, and nursing team for staff performance evaluation. • In charge of RAI assessors and RAI assistant/back up administrative scheduling component, coding and vacation request and attendance management. • Liase as required with attending physicians, external professional consultants involved in the resident's care. • Schedules and coordinates 6 weeks post admission and annual care conferences with the families, physicians and other members of the health care team. • Provides on call managerial coverage for a week every other month according to the on call rotation. • Deliver RAI-MDS 2.0 education and software training as required to designated staff during orientation, annual and ongoing basis. • Develops and leads the RAI process to ensure data accuracy, efficient data collection, assessment completion, Resident Assessment Protocols (RAPs), Care Planning and data utilization • Demonstrated leadership, mentoring, teaching and problem-solving abilities • Demonstrated organizational and time-management skills and proven ability to consistently meet critical deadlines • Strong oral, written and presentation communications skills
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Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: work@providencecare.ca.
 Contact Tim Huddle, Human Resources Consultant 613.544.4900 x 53460 for a complete list of duties, responsibilities or inquiries.
 We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.



- Ability to work in a collegial, consultative and collaborative fashion with interdisciplinary team members
- Consistent ability to show conscientious attention to detail
- Strong understanding of Data Quality and attention to detail in reporting
- Demonstrated expertise in the use of various computer software applications, including Medecare, and the willingness and ability to upgrade skills as required

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