



Memory Care Health Care Coordinator Job Description

Summary: Responsible for preparing and distributing medications, administering wound care treatments, assessing residents, processing physician orders, coordinating labs, ordering medical supplies, and contacting physicians as needed. Inventory is also a responsibility of the Health Unit Coordinator.

Qualifications:

- Educational requirements: Graduate of an accredited School of Nursing
- Licensure or certification requirements: Current license in the State of Wisconsin
- Interest in gerontology is desired
- Experience with electronic records is required
- Experience in nursing within the past five years
- Physical and emotional capacity, education and experience to respond to the needs of the community member
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 20 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 18 years of age

Specific Duties and Responsibilities:

- Station Location: Memory Care
- Conducts AM and PM report
- Confer with families as necessary on community member's health status
- Administer treatments and/or wound care as ordered by the physician or nursing staff
- Assess for medication reaction and report to physician
- Take and process orders from the physician offices
- Complete community member care plans/ISP's
- Contact physicians as necessary regarding health status, medications, and treatments- Act as a Physician Liaison
- Send weekly updates via email to Nursing staff, Administration, and Supervisors regarding community members who are out of the building (i.e. rehab or hospital)
- Order medications from the pharmacy
- Order diabetic supplies
- Assist lab and follow up on lab testing
- Ensure proper ordering/restocking of supplies
- Train medication passers
- Tidy the Med Room

General Duties and Responsibilities:

- Review documents of new community member to assess health needs



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- Maintain a record of community member medications, containing dosage and time in Eldermark
- Document medication errors
- Properly destroy unused medications with two staff members as witnesses and document
- Review blood pressure records weekly, and recheck blood pressure as needed
- Provide health monitoring and address any community member change of condition
- Provide general first aid
- Administer TB (PPD) test
- Check blood sugars as ordered or necessary and administer insulin
- Direct and supervise ancillary help
- Arrange for supportive home care and hospice services
- Assess mental state of community members and recommend as necessary motivational activity and/or psychiatric consultation
- Monitor nutritional intake of residents as needed
- Direct dietary staff as necessary to provide for nutritional needs of community members
- Document and file incident reports with the manager
- Monitor overall safety and report unsafe conditions to proper person and manager
- Ensure that each community member is comfortable in his or her room
- Attempt to resolve community members' issues by employing tact and compassion
- Act as a "shoulder" in times of community members' personal distress
- Transport community members in wheelchairs
- Assist and communicate with community member's families and visitors
- Document and monitor care provided to community members in Eldermark
- Maintain and keep Eldermark records up to date
- Maintain and keep community member paper charts up to date
- File records as needed
- Greet visitors and direct them to the right room
- Develop positive and relational bonds with community members by engaging them in conversation
- Follow up on community member and/or family member concerns and bring to attention of management as needed
- Respond to emergencies by following St. Monica's policies and procedures
- Complete 15 hours of required training according to state and federal regulation
- Perform other duties as assigned

Employee Signature _____ Date _____

St. Monica's Representative _____ Date _____