State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 9, 2026	NURSING SERVICES	NURSING	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
REGISTERED NURSE	MDS COORDINATOR	573-620-8165-002

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC – YOUNTVILLE	MONDAY-FRIDAY 8:00am – 4:30pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	Yes	E	R17

The Minimum Data Set (MDS) Nurse will be a qualified Registered Nurse (RN) who meets the legal requirements to practice as a professional RN in California.

Under general supervision of the Supervising Registered Nurse, the MDS Nurse assures compliance with all regulatory requirements and appropriate utilization of resources. Duties will include but are not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
30%	Responsible for coordinating the completion of Resident Assessment Instrument (RAI)/MDS and ensure accuracy and completion of other assessment tools i.e. fall risk assessment, bowel and bladder assessment, pain assessment, potential for dehydration assessment, skin risk assessment, smoking assessment, self-administration of medication assessment, side rail rationale screen, and others like resident/family education according to Omnibus Budget Reconciliation Act (OBRA) regulations. Coordinate quality assessments and improvement activities for all resident stays and other RAI/MDS, as assigned. Participate in Nursing Care Committees (i.e. Skin/NAR/Fall Committee meeting, Psychotropic meetings, Triple Check meetings, etc.) and Quality Assurance and Performance Improvement Program (QAPI) to improve patient care outcome.
25%	Collaborate with the unit's Supervising Registered Nurse (SRN) and notify the Nurse Evaluator/Utilization Review (UR) nurse to determine appropriateness of coverage of resident's stay. Review and sign off the completed MDS. Write the Care Area Assessment (CAA) documentation. Ensure that all triggered CAAs are done and care plans if decided to proceed. Review, update, and accelerate care plan as appropriate. Generate and analyze the quality measures (QM)/quality indicator (QI) reports as assigned. Review and update care plans in collaboration with the unit SRN according to what is triggered in the QI/QM reports. May be required to fill in for other Registered Nurses on the unit.
15%	Review all quarterly assessments on psychotropics, falls, restraints, bowel and bladder, skin and smoking assessment if appropriate and updates them before Interdisciplinary Team (IDT) meetings. Follow up with the recommendation of the IDT after the care conference.
15%	Coordinate with appropriate disciplines, functional assessments of the resident and ensure MDS completion within prescribed days per Centers for Medicare Services (CMS) regulations and the

	facility's policy and procedure. Transmit completed forms to CMS per guidelines. Responsible for making corrections to the MDS as needed per Final Validation Report.
10%	Schedule and facilitate care plan conferences for the following types of assessments: resident's admission, quarterly, annual review, significant change of condition, entry/discharge, Medicare Part A stays, and other Medicare required Assessments. Responsible for completion of the IDT notes for the care plan conferences**.** Responsible for producing monthly calendar for due dates of each resident's assessments, MDS Assessments Reference Dates, Completion dates and care conference dates. Update the calendar as needed and disseminate the information to the members of the IDT, the unit SRN and the unit charge nurses. Participate in Infection Control, and Health and Safety Programs.
NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	**Not Required**	**Less than 25%**	**25% to 49%**	**50% to 74%**	**75% or More**
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					**X**
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					**X**
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					**X**
WALKING: Within the department to various units.			**x**		**X**
SITTING: Work station; meetings; training.				**x**	
STANDING: Copy documents; review records.				**X**	
BALANCING:			**x**		
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					**X**
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					**X**
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					**X**
LIFTING UP TO 10 LBS:					**X**
LIFTING 10-25 LBS:			**X**		

LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: Answer telephone; use a mouse; retrieve documents from printer.			x		
CARRYING: Transport documents.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.		X			
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.				X	
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**