

Sample Director of Nursing

Summary of Qualifications

As Director of Nursing, I am responsible for maintaining regulatory compliance, managing Quality & Risk Management and addressing staffing issues. A benefit of my extensive background as a staff nurse has provided insight into how and where to allocate performance improvement processes. Among the projects I have successfully undertaken to improve operational efficiencies was to customize Provation™ Medical Software, which enabled transitioning to digital documentation. These experiences have made me well-equipped to direct the staff and operations of medical facilities.

Licenses + Certifications

New York State Registered Nurse Licensure
New Jersey State Registered Nurse Licensure (currently inactive)
ANCC Certified Medical-Surgical, ACLS and BLS Certified

Significant Accomplishments

- Took an active role in developing and rolling out an Ambulatory Surgery Center specializing in gastroenterology
- Developed Staff Orientation program
- Developed Annual In-Service and Training Day program

Professional Experience

Advanced Endoscopy Center

2007 – present

Director of Nursing

(promoted from Nurse Manager in 2012)

- Acting Administrator when Facility Administrator is unavailable
- Oversee daily clinical operations and staff (nurses and technicians) handling annual case volume of 14K
- Recruit, interview, hire and train employees
- Manage staff scheduling, assigning and monitoring work
- Maintain center compliance with accrediting and regulatory agency guidelines (AAAH, DOH, CMS)
- Ensure that facility is always prepared for regulatory agency audits
- Oversee Risk Management, Continuous Quality Improvement and Safety Programs
- Monitor performance improvement processes and perform Performance Improvement studies
- Serve on Quality, Safety and Infection Control Committees and as on-site Infection Control Specialist and Electronic Medical Record resource
- Create policies in accordance with accrediting and regulatory agency guidelines
- Develop annual budget with other senior administrators
- Manage contract services vendors
- As Staff Nurse, delivered direct care to patients in pre-procedure, intra-procedure and post-procedure areas in ambulatory endoscopy setting

White Plains Hospital Center

1997 – 2007

Assistant Nurse Manager

(Promoted from Staff Nurse in 2006)

- Collaborated with Nurse Manager to run 24-hour Medical-Surgical Unit
- Staff scheduling
- Acted as unit resource for patient issues
- Acted as charge nurse as needed
- Provided nursing care for patients pre and post-op, including anesthesia assessment and hemodynamic monitoring and medical patients
- Served as preceptor for professional and non-professional staff
- Participated in Clinical ladder Program level IV, Bariatric Team, and Nursing Policy and Procedure Committee

Education

Jacksonville University

2007

B.S in Nursing

Westchester Community College

1996

Associates' Degree Applied Science in Nursing

Professional Affiliations

Association for Professionals in Infection Control and Epidemiology (APIC)

Society for Gastroenterology Nurses and Associates