Jenny R. Olson

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**Work Experience**

Azura Memory Care

1/07/2021 – 2/09/2021

Executive Director / Registered Nurse

* Interviewed, hired, trained staff, completed onboarding
* Scheduled staff. Worked with staffing companies for shift coverages.
* Payroll
* Staff rewards
* Conducted in-services
* Completed monthly budget spreadsheet, reported expenditures
* Monitored and ordered supplies / authorized food orders
* Updated resident care plans and all required documentation
* Assessments
* Ordered medications and oxygen / pharmacy contact
* Physician and family contact
* Performed state required training
* Collaborated with maintenance and Director for building needs
* On call 24 /7. Assisted on floor as needed.

Optimal Health and Wellness – Appleton, WI

10/2019 – present

Senior Registered Nurse

* Staff training
* Provided education to patients on biopsies, injections, treatments
* Processed lab orders and labs, performed blood draws, and sent to outside lab
* Set up and assist with injections
* Set up and assist with biopsies, send biopsies to outside lab
* Monitored patients pre-procedure, intra-procedure, and post-procedure
* Developed and maintained patient charts, hard copy and through charting system
* Maintained medication stock supply, completed weekly outdates and orders
* Completed monthly outdates on lab supplies, ordered lab supplies, performed monthly cleaning of centrifuges, maintained cleaning log
* Contact for oxygen ordering
* Completed monthly outdates of sterilizing supplies, ordered sterilizing supplies, performed monthly cleaning of sterilizer, maintained cleaning log
* Roomed patients and obtained history and progress updates
* Processed provider orders for therapies and imaging, contacted patients and facilities to coordinate care
* Provided IV fluids to symptomatic patients

Heartland Hospice - De Pere, WI

06/2019 to 09/2019

Registered Nurse Case Manager

* Admitted and discharged patients from hospice care
* Symptom management and comfort care, at end of life.
* Medication, DME, and supply management and ordering
* Collaborated with patients, physicians, families, and facilities
* Ongoing documentation of patient status
* Order entry
* Provided education to patient's, families, and facilities
* Participated in monthly meetings with interdisciplinary team
* Management and adjustment of scheduled visits to meet patient’s needs
* Notified physician, family, and coroner of deaths

Miravida Living – Oshkosh, WI

03/2019 to 06/2019

Registered Nurse Staff Nurse

* Patient admissions and discharges
* Medications and treatment administration
* Order processing
* Collaborated with therapy department throughout patient recovery process
* Performed wound care
* Management of pain and other symptoms
* Maintained narcotic log
* Ongoing documentation of patient’s status, including Medicare documentation
* Patient and family education
* Management of labs
* Oversaw CNAs
* Communicated with providers regarding change of condition, updates, orders, death

Lakeland Care – Green Bay, WI

11/2018 to 03/2019

Registered Nurse Care Manager

* Assessment of client needs through home visits and communication with family and caregivers
* Documentation of proof of necessity for requested DME and services
* Collaboration with DME providers, pharmacies, therapies, and facilities
* Development and update of patient Plan of Care
* Collaborate closely with staff social workers
* Attend client care plan meetings and perform phone visits

Miravida Living – Oshkosh, WI

08/2018 to 11/2018

Registered Nurse Staff Nurse

* Patient admissions and discharges
* Medications and treatment administration
* Order processing
* Collaborated with therapy department throughout patient recovery process
* Performed wound care
* Management of pain and other symptoms
* Maintained narcotic log
* Ongoing documentation of patient’s status, including Medicare documentation
* Patient and family education
* Management of labs
* Oversaw CNAs
* Communicated with providers regarding change of condition, updates, orders, death

St Vincent Hospital - Green Bay, WI

04/2018 to 12/2018

Registered Nurse Labor and Delivery

* Monitored labor board for impending deliveries
* Communicated with staff regarding deliveries and patient coverage
* Coached mother, father, and family through labor, delivery, and post-partum process
* Prepared equipment for deliveries
* Implemented policies and procedures based on medical history of mother and presenting newborn, including labs and assessment frequency
* Admitted newborn, activated orders, and notified Pediatrician on call
* Administered newborn medications
* Assisted with breast feeding or bottle feeding and newborn cares
* Ongoing assessment of mothers and newborns
* Assisted NICU staff when needed
* Collaborated with social worker and lactation as needed
* Assisted pediatricians in performing newborn procedures
* Performed newborn testing according to policies
* Communicated with physicians for change in patient status
* Accepted newborns during C-sections and assist neonatologists with initial assessments
* Provided newborn education to mother, father, and families
* Updated charge nurse on patient’s status and any concerns
* Monitored mothers in preterm labor and other complications / External Fetal Monitoring

Weston Oral Surgery - Weston, WI

07/2010 to 03/2018

Registered Nurse Oral Surgery

* Supported and monitored patient's pre-op, intra-op and post-op
* Started IV
* Telemetry interpretation
* Medication preparation for surgical cases
* Assisted surgeon and surgical tech during cases
* Coached patients and families
* Medication and supply ordering
* Maintained clinic documentation and logs
* Hospital surgery scheduling and set up of pre-op exams for patients
* Collaborated with physicians and nurses to achieve best patient outcomes
* Assisted surgeon with consultations
* Prior authorizations
* Instrument sterilization

Good Samaritan Hospital - Merrill, WI

01/2009 to 06/2010

Registered Nurse Operating Room

* Prepared carts with surgery cases according to preference cards
* Sterile set up of OR cases
* Ensured consents, H & Ps, and other forms were completed in pre- op
* Ensured correct labs were drawn in pre-op and within normal ranges
* Ensured pre-op antibiotics were given
* Correct surgical site verification
* Provided education to patients and families
* Performed Time Outs
* Assisted surgeons and surgical techs during surgeries
* Performed sterile scrubbing of patients
* Intra-op documentation
* Sponge and instrument counts
* Specimen handling
* Surgery room tear down post-op
* Assisted PACU nurses with recoveries
* Float to pre-op as needed
* Provided report to nurses at patient hand off

St Vincent Hospital - Green Bay, WI

05/2007 to 09/2008

Registered Nurse OB / GYN Oncology

* Provided education to patients and families throughout hospitalization
* Implemented policies and procedures based on medical history of mother and presenting newborn, including labs and assessment frequency
* Assisted with breastfeeding and bottle feedings and newborn cares
* Ongoing assessments
* Collaborated with social worker and lactation consultant as needed
* Assisted pediatricians in performing newborn procedures
* Performed newborn testing according to policies
* Communicated with physician for change in patient status
* Ongoing pain and symptom management
* Monitored and recovered GYN / Oncology patients

Scandia Village Good Samaritan Health Center - Sister Bay, WI

09/2004 to 04/2007

Occasional Staff Nurse / progressed to Assisted Living Manager

* Ongoing resident assessments
* Medication management and monitoring
* Wound care
* Performed lab draws and processed labs to be sent to outside lab
* Processed and implemented orders
* Management of CNAs / Medication Techs
* Collaborated with social worker, dietary, DON, activities department, therapy, pastoral care to achieve holistic care of residents
* Communicated with physicians and families regarding change in resident status
* Pain management
* Encouragement of residents
* Management of Assisted Living budget
* Scheduled Assisted Living staff
* Hired Assisted Living staff
* Participated in management meetings / held Assisted Living staff meetings
* Monitored for changes in Assisted Living residents and potential need for transfers to skilled nursing facility department
* Performed admission assessments to Assisted Living

**Education**

Moraine Park Technical College - West Bend, WI

August 2000 to December 2003

Received Associate Degree Nursing

**Licenses and Certifications**

Registered Nurse – Expires 02/28/2022

DAANCE Anesthesia Provider Course - 2011

BLS - Issued 02/22/2019, Expires 02/2021

References available upon request