

Emily Turner, RN, BSN

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Qualifications

Program Development
Team Coordination
Strategic Planning
Clinical Experience
Diplomatic Leadership

Work History

April 2016-Present, Director of Medical Operations, Arapahoe House

I oversee all of the nursing, medical, and wellness services at Arapahoe House. To supplement the work of my MBA program, my CEO and COO have integrated mentorship for me in organizational management and leadership. I've been involved in the strategic and financial planning of our organization, continuing to build our medication assisted treatment program by maintaining some clinical patient-facing activities, and working on quality improvement efforts for our upcoming accreditation.

December 2014– April 2016, Nursing Coordinator, Arapahoe House

I coordinated the nursing care and clinic management of the Vivitrol program, a medication assisted treatment used adjunctively to traditional therapy. My work revolved around expanding this program through various contracts and community referral sources, and I quadrupled our monthly service rate within a year of obtaining this position. I also assumed some administrative duties and management of the nursing staff at Arapahoe House.

November 2013-December 2014, Adult Residential Nurse, Arapahoe House

In this position, I worked autonomously managing the nursing care of the adult residential unit. My duties included triaging and admitting patients, assessing medical needs, and medical crisis management and intervention. Additionally, I had daily duties including: medication administration, operating as an advocate and representative for medical/nursing treatment plan incorporation, and regular communication with Medical Director and Psychiatrist. This role required working as part of an interdisciplinary team as the medical and nursing representative, providing the opportunity to further develop leadership skills.

October 2011-November 2013, Organ Transplant Staff Nurse, University of Colorado Hospital

I worked at the bedside at as a staff nurse on the organ transplant unit caring for pre & post-op heart, lung, liver, kidney, and pancreas transplant patients, as well as living donors. I gained comprehensive assessment and general medical/surgical nursing skills. This role was the foundation of my clinical career, and provided the challenge of learning time management in a fast paced and high impact care environment, as well as the dynamics of working for a larger healthcare organization.

Education

August 2007-August 2011, Bachelor's of Science in Nursing, University of Northern Colorado
July 2016-July 2018, MBA in Healthcare Administration, University of Colorado Denver

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References

Dr. Donna Blake, Former Chief Medical Officer, Arapahoe House, 303.919.7811

Mike Butler, Current CEO, Arapahoe House, 303.888.2799

Aleah Horstman, Current COO, Arapahoe House, 303.589.7712

Arthur Schut, Former CEO, Arapahoe House, 303.929.8735

To Whom It May Concern,

I am writing to express my sincere interest in the Vice President of Integrated Health Services position at Colorado Coalition for the Homeless. As I'm preparing to graduate from the University of Colorado Denver with an MBA in Health Administration, I'm seeking a growth opportunity and desire to remain in a field serving patient care and innovation with an institution such as your own. I have been a Registered Nurse for approximately 6 ½ years, and most of my career has been spent in a behavioral health and substance use disorder setting. I did also work for two years as a RN on the organ transplant unit at University of Colorado Hospital. I was initially attracted to the patient care and service aspects of healthcare, and over the course of my career have discovered a passion for learning the business, operations, and management of the healthcare industry as a means of having a greater impact on patient's lives. This position sounds like an exciting opportunity to employ some of the course work from my MBA program.

In my current position as the Director of Medical Operations at Arapahoe House, I oversee all of the medical, nursing, and wellness operations. This includes responsibility for the financials of my programs, policy and procedure development, strategic planning, staff training, and the implementation of clinical excellence through evidence based practices. In addition, I have managed and coordinated data collection for several medication-assisted therapy grants, and served as the medical representative on Arapahoe House's QA/QI committee. I've spent the last 18 months receiving individualized leadership coaching from Arapahoe House's CEO, maintained a 3.9 GPA in my graduate program, and am eager to continuing growing and offer my contribution to your organization. I am a fast learner, have an aptitude for leadership, and believe I can be an asset to your team. Please consider my application, and I look forward to speaking with you.

Sincerely,

Emily Turner