|  |  |
| --- | --- |
| Name: |   Shelley Shipley |
| Phone: |   618-550-4212 |
| Email: |   shelleyshipley2@gmail.com |
| Location: |   US-IL-O Fallon-62269 () |
| Last Modified: |   5/28/2019 8:02:48 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Middle Tennessee Mental Health Facility Forensic Psychiatric Facility | 01/01/1900 - Present |
| Job Title: |   Registered Nurse III |
|  |
| Company Name: |   Amedisys Home Health | 01/01/1900 - Present |
| Job Title: |   Director of Operations |
|  |
| Company Name: |   Amedysis Home Health Care | 01/01/2011 - Present |
| Job Title: |    |
|  |
| Company Name: |   Alton Mental Health Forensic and Civil Psychiatric Hospital | 01/01/2015 - 01/31/2018 |
| Job Title: |   Director of Nursing |
|  |
| Company Name: |   Wexford Health Sources, Inc | 01/01/2011 - 01/01/2015 |
| Job Title: |   Director of Nursing |
|  |
| Company Name: |   Heartland Homecare and Hospice | 01/01/2010 - 01/01/2011 |
| Job Title: |   Director of Professional Services |
|  |
| Company Name: |   Ameren Controlled Insurance Program | 01/01/2006 - 12/31/2010 |
| Job Title: |   On Site, Clinical/Occupational Nurse Manager |
|  |
| Company Name: |   Eldercare | 03/01/2010 - 07/31/2010 |
| Job Title: |   Assistant Director of Nursing |
|  |
| Company Name: |   St. Anthony's Medical Center | 01/01/2006 - 12/31/2007 |
| Job Title: |   Emergency Room Department/Trauma Nurse/PRN |
|  |
| Company Name: |   Kenneth Hall Regional Hospital E. | 01/01/2003 - 01/01/2006 |
| Job Title: |   Trauma Nurse |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |   Southern Illinois University Edwardsville, Il | Graduation Date: |  |
| Major: |    |
| Degree: |   Bachelor's Degree |

 Additional Skills And Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Recent Job Title: |    Registered Nurse III | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

|  |
| --- |
| Shelley Shipley1500 C. Booth RdClarksville,TN618-550-4212shelleyshipley2@gmail.comCAREER SUMMARYA senior Healthcare Executive with twenty-six years of progressive leadership and managementexperience. A proven leader with an intense focus in building positive physician/clientrelationships, quality management, customer satisfaction, productivity enhancement and costreductions. Nursing Services Programs that guides the delivery of a quality healthcare programs withthe ability to initiate positive change are key strengths.PROFESSIONAL EXPERIENCE/ACHIEVEMENTSOctober 201-PresentMiddle Tennessee Mental Health FacilityForensic Psychiatric FacilityRegistered Nurse IIIRsponsible for the unit activity, oversee staff-registered nurses and psychiatric technicians,operations of the unit on the night shift. Provide guidance , ensure accountability, performevaluations, responsible for overall care delivered to forensic psychiatric patients. Ensure policyand procedure is clearly defined and adhered to for Middle Tennessee Mental Health . Maintain safetyfor patients and staff at all times. Collaborate with ancillary departments, nursing leadership andsupervisors. Participate in staff retention initiatives, safety committee, extra patient programssuch as comfort rooms, reduction in restraint/seclusion episodes. Administration/knowledge ofpsychotropic medications and potential side effects.Jan to Present: Director of OperationsAmedisys Home HealthReason for Leaving: Relocation to TennesseeResponsible for overall organization and financial management of the care center, and for directionof care center operations and functions according to approved policies, procedures and standards.Ensures the enhancement of business development, and continuous improvement of care centerefficiencies and fiscal success. Directly supervises Clinical Managers, Business Office Managers,Clerical, All skilled clinicians (ot, cota, pt , pta, behavioral health nurses, medical nursing, allother office personnel, Indirectly supervises Account Executives and Care Transition Coordinators).Ensures compliance with all State, Federal and Accrediting bodies. Analyze all availablereimbursement data, identifies trends and initiates all corrective action plans. Participates instaff recruitment, hiring, assignment, evaluation and guidance to ensure employment of an adequatenumber of staff through use of required and expected standards. Coaches, directs, and encouragesstaff through use of formal and informal means. Assists and coordinates with the Area Vice Presidentof Operation for facility operations. Quality Assurance Improvement Initiatives, RetentionInitiatives and staff development.Also function as Certified Behavioral Health Nurse. Take care of patient with psychiatric diagnosisto include Schizophrenia, Associative Personality Disorder, Depression, Bi-Polar, Anxiety, PTSD andDementia. Administration/knowledge of psychotropic medications and potential adverse side effects.Teaching patients long term management techniques, coping skills, problem solving and suicideprevention techniques.2015-Jan 2018Alton Mental Health Forensic and Civil Psychiatric HospitalDirector of NursingAMHC is a 125-bed forensic and civil psychiatric facility. Director of Nursing under administrativedirection of Medical Director/Hospital Administrator. I am responsible for managing all aspects ofthe nursing services department and staff. Provide day to day working knowledge of facilityoperations for nursing and support services. I provide guidance and direction to the Clinical NurseManagers, RN's and all paraprofessionals for forensic and civil living units. It is myresponsibility to oversee all discipline, evaluations, participate in Union Labor Management,utilization management, strategic planning, manage all staffing needs for the facility, advise andconsult for the interdisciplinary team of senior management at the facility. Analyze, develop andevaluate healthcare policy and procedure, establishes annual goals and objectives, participates anddevelops quality assurance programs involving the nursing departments to provide and monitorimplemented processes. Assist in all training and staff development and infection control/preventionprogram, communicating with all state governed agencies for reporting processes. Monitor allrestraint/seclusion, secure safety in workplace. Develop and monitor budget and staffing plans forreview by Central Office with focus on overtime, EET time, staffing, supplies and commodities andany other needed equipment for facility. Actively participate Governing Body, AdministrativeExecutive Committee, Violence Prevention, Infection Control, Environmental Committee, Developcompetencies/skills for direct care staff. Administrative oversight for active treatment andengagement of patients, review of all court mandated documentation, medical/court trips. Activelyinvolved in all Joint Commission Surveys and other Accrediting Bodies for the State of Illinois.Provide oversight of internal investigations involving all direct care staff. I can function in theabsence of the hospital administrator. Also function as Certified Behavioral Health Nurse. Take careof patient with psychiatric diagnosis to include Schizophrenia, Associative Personality Disorder,Depression, Bi-Polar, Anxiety, PTSD and Dementia. Administration/knowledge of psychotropicmedications and potential adverse side effects. Teaching patients long term management techniques,coping skills, problem solving and suicide prevention techniques.Reason for Leaving: Budgetary2011-2015 Wexford Health Sources, Inc Pinckneyville/E. St. Louis, IlIllinois Department of Corrections/Director of NursingPinckneyville CC is a 2700 capacity medium security facility, union, NCCHC GOLD STANDARD, AmbulatoryCare Center with collaboration for UIC Hospital Health System. Du Quoin Boot Camp is a 200-bedsecurity facility governed by Pinckneyville Correctional Facility. Report directly RegionalAdministrator and Senior Nursing Executive. Responsible for the oversight of 22+ reports, 9departments including Medical/Surgical Infirmary, Emergency Department, Optometrist, PhysicalTherapy, Dentistry, Outpatient Chronic Clinics, Medical Records, Pharmacy and Mental HealthServices.Restructured pharmacy department, focusing on non-formulary/formulary, stocklevels, controlled substance ordering cycles, and surplus levels. Improved chargecapture, reduced pharmacy costs and overall budget while recapturing lost revenue.Decreased labor costs with decrease of overtime and increase of parttime/prn staff, resulting in cost savings annually.Decreased hospital costs by with increased utilization managementreview while decreasing overall LOS in outside hospital visits.Decreased employee injury by enforcing reporting policies and procedures, compliance with 24 hourinvestigation time, supervisor follow-up with-in 24 hours, on site emergent care and follow-upprocedures.Increasing employee satisfaction thereby reducing staff turnover.Restructured Emergency Response Team/Mass Casualty Response, focused on competencies andresponse time.Responsible for payroll, scheduling, ensuring audit results, maintaining staffing module,training/in-services, orientation of new staff, performance evaluations, personnel records,hiring/terminations, discipline, approval of pto, supplies and commodities, quarterlyreconciliation, competencies/skills, weekly utilization review calls, weekly staffing/regionalconference calls, grievances, inventories, infection control, pharmacy and control of medication,union collaboration. Close working relationship with Wardens, correctional staff, mental HealthServices and all other departments of ensure state, local, and facility regulations are met andstandards of care. Develops and Reviews policy and procedures, actively participates in GoverningBody, Nursing Department Meeting, Mental Health Meetings, Crisis Training. NCCHC Certified, involvedin CMS accrediting survey and NCCHC survey.Reason for Leaving: Advancement Opportunity at Forensic Facility2011-Current Amedysis Home Health Care O'fallon, IlPer DiemDirect Patient Care Registered Nurse- Assessment, Evaluation, Implementation and Education ondisease processes. Monitor patient progress towards goals, perform wound care, iv infusion, allaspects of nursing care in the home setting. Collaborate with all parties for interdisciplinary careapproach to ensure patient and physician goals are maximized to the highest potential.2010-2011 Heartland Homecare and Hospice St. Louis, MoDirector of Professional ServicesReports to the Senior/Regional Administrator/CNO with an average daily census of 175 and 15 FTE'swith an overall budget of 1.5 million.Reduce outsource of services/outside vendors for contract for services thereby reducing costs.Reduce supply and commodities by enforcing compliance program/monitoring.Introduced new provider contracts for IV infusion therapy and Wound therapythereby increasing profit revenue in a year.Survey results of 99.6% compliance, maintained accreditation for Medicare/Medicaid.Decreased travel/mileage expenses for 2 regions by restructuringmaps and service area, hiring local staff in service area to increase cost savings ontransportation andexpenses.Maintained all training records, performance evaluations, discipline, hiring/termination ofemployeesperformed all supervisory functions over nursing, therapy, and office staff.Audit for quality assurance, performed field supervision, weekly budget calls, caseconference weeklywith interdisciplinary team, and participated in weekly marketing calls.Collaborate with Medical Coding Specialist for maximum reimbursement as well as maintaining aMedicare base population.Ensuring client satisfaction and standards of care for all services. Twenty-four hour on-call.Reason for Leaving: Downsizing Closure of St. Louis Branch3/2010-7/2010 Eldercare of Alton Alton, IlAssistant Director of NursingReports to Senior Nursing Home Administrator/Director of Nursing in a 250 bed Medicare/Medicaidcertified facility with 65 FTE's. Interim Assistant director of nursing-contract.Restructured and Implemented safety and training programs for employee and residents toincrease safety in theWorkplace and resident home environment.Audit and Review of Nursing documentation, ensuring compliance with Medicare guidelines, MARS,Treatment Plans,Nursing department competencies/training.Maintained employee retention by increasing nursing education/skills.Monitored pharmacy and narcotic counts/medication administration.Maintained employee personnel records/training/licensure, absenteeism/tardiness, and pto.Ensured infection control program compliance.Collaborated with Social Work, MDS Coordinators, Therapy, Ombudsman, Home pharmacy Company,Pharmacists andRegistered Dieticians, and family members of residents.Ensured compliance with state and local regulations.Reason for Leaving: Interim Administrative Assignment2006-2010 Ameren Controlled Insurance Program St. Louis, MoCorporate Claims Management-TPAOn Site, Clinical/Occupational Nurse ManagerReports to Director of Operations/Project Manager for a 1700 employee base, 10 FTE's an overallbudget of $5 million. Key responsibility of initiating and maintaining on site emergency carefacilities, client/physician's relationship, OSHA documentation, substance abuse managementprograms, workmen compensation and case management.Million-man worked hours with no recordable injuries.5 New provider contracts with local community physicians and facilities decreasing costsin a 2-year time span.Maintained all Osha logs, company reports, injury reports, investigational reports and allrequiredDocumentation on biohazard waste disposal. Initiated and revised all emergency protocols andprocedures.Performed all competencies for healthcare employees, maintained all personnel records.Maintained all recordsduring all power outages, on-site testing for outages, provided consistent and continuouscoverage for outages.Performed fit for duty, respiratory fit tests, employee physicals, maintaining all medicalequipment andemergency response equipment and supplies.Initiated health checks and wellness programs, infection control program, flu shot programsfor plant employees as well as contract employees thereby reducing absenteeism. Consulted andcollaborated withCase Managers for continuity of care/reduce loss work time. Performed all pre-employment, random,cause for suspicion alcohol and drug tests, chain of custody documentation, breathalyzer equipment,confirmation results and adherence to security regulations.Accommodation and Award for rescue of contracted employee in confined space.Interdisciplinary approach to the management of the work place injuries, coordination of care withsafetySupervisors, claims adjusters, private physicians and occupational physicians.Reason for Leaving: Completion of Contracted EPA AssignmentTRAUMA NURSECare of patients ranging from non-urgent to Level 1 Trauma. Quality management andencouragement of growth skills, competencies, and educational goals. Ensuring educationfor disease process, complications and management.2006-2007 St. Anthony's Medical Center St. Louis, MoEmergency Room Department/Trauma Nurse/PRN2006-2007 Forest Park Hospital St. Louis, MoCharge Nurse/Trauma NurseScheduling, Interdisciplinary Team, Care CoordinationFull Time/Nights- Facility Closed2003-2006 Kenneth Hall Regional Hospital E. St. Louis, IlTrauma Nurse, Triage, Scheduling, Fast Track1994-2003 Gentiva Health Pharmaceutical Company St. Louis, MoInfusion Specialist/PICC Line InsertionHome Health Care, 24-hour call,Wound Care, Ostomy, Infusion therapy, Disease Processes1993-2003 Barnes Hospital St. Louis, MoOncology/Radiation, Chemotherapy NurseExtensive Research Protocol Treatments, Wound Care, Access devices, Chemo Outpatient ClinicEDUCATION1993 Bachelors of Science in NursingSouthern Illinois University Edwardsville, IlCERTIFICATIONSPHTLS, ACLS, CPR, TNCC, TNS, INFUSION SPECIALIST, MTS, PICC LINE INSERTION, CHEMO CERTIFIED, OASISCERTIFICATION, CCHP, OSHA DOCUMENTATION/LOGS, WORKMEN COMPENSATION DOCUMENTATION, FEMA, OIG RULE 50,INVESTIGATIVE SKILLS, CPI, CERTIFIED STATE EMPLOYEE |