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| Location: | US-IL-Chicago-60660 (USC) |
| Last Modified: | 11/15/2019 6:22:53 AM |

 Work History

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| Company Name: | CHICAGO LAKESHORE HOSPITAL | 12/14/2018 - 08/14/2019 |
| Job Title: | Staff Nurse | |
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| Company Name: | UPTOWN CARE CENTER | 08/14/2018 - 04/14/2019 |
| Job Title: | Unit Nurse Manager- Highly Skilled Floor | |
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| Company Name: | BEACON CARE CENTER | 12/14/2016 - 08/14/2018 |
| Job Title: | Staff Nurse and Special Projects | |
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| Company Name: | SILVERADO ORCHARD PARK | 11/14/2015 - 08/14/2016 |
| Job Title: | Director of Health Services | |
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| Company Name: | THE WESTWOOD MANOR | 06/14/2014 - 11/14/2015 |
| Job Title: | Director of Nursing | |
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| Company Name: | MARGARET MANOR NORTH | 01/14/2010 - 12/14/2013 |
| Job Title: | Director of Nursing | |
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| Company Name: | JACKSON SQUARE NURSING AND REHABILITATION CENTER | 04/14/2009 - 12/14/2009 |
| Job Title: | Assistant Director of Nursing and Nursing Supervisor | |
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| Company Name: | OAK PARK HEALTHCARE AND REHABILITATION CENTER | 09/14/2008 - 04/14/2009 |
| Job Title: | Director of Nursing | |
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| Company Name: | BRIAR PLACE NURSING AND REHABILITATION CENTER | 09/14/2007 - 09/14/2008 |
| Job Title: | Director of Nursing | |
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| Company Name: | OAK PARK HEALTHCARE CENTER | 12/14/2006 - 09/14/2007 |
| Job Title: | DIRECTOR OF NURSING | |
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 Education

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| School: | JOHNS HOPKINS UNIVERSITY - BALTIMORE, MARYLAND | Graduation Date: |  |
| Major: |  | | |
| Degree: | Master's Degree | | |
| School: | COLUMBIA UNION COLLEGE - TAKOMA PARK, MARYLAND | Graduation Date: |  |
| Major: |  | | |
| Degree: | Bachelor's Degree | | |
| School: | SAINT ALEXIS HOSPITAL SCHOOL OF NURSING - CLEVELAND, OHIO | Graduation Date: |  |
| Major: |  | | |
| Degree: | None | | |

 Additional Skills And Qualifications

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| Recent Job Title: | Staff Nurse | Recent Wage: | 0 per |
| Security Clearance: | No |  |  |

 Desired Position

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

 Resume

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| Donna J. Pleet, RN, MAS 6001 N. Winthrop Ave. #3W Chicago, IL 60660 (C) 773-320-0771 dpleet@outlook.com   OBJECTIVE TO FIND A CHALLENGING CAREER POSITION OFFERING AN OPPORTUNITY TO FULLY USE MY EDUCATION AND WORK EXPERIENCE, AND WHERE I CAN MAKE A DIFFERENCE AS PART OF A DYNAMIC MANAGEMENT TEAM.  SKILLS \* Highly Educated, with an Excellent Work Ethic \* Experienced with Personal Computers and Many Software Programs \* Experience Dealing with both Union and Non-Union Employee Matters, Including Union Negotiations \* Experience in Meeting and Maximizing MEDICARE, MEDICAID, and EXCEPTIONAL CARE Reimbursement \* Experience in Meeting JCAHO, CARF, and NCQA Accreditation \* Experienced in the Development and Oversight of Large Budgets \* Management Experience with both Medical and MIS Professionals \* Experienced in the Development and Implementation of Compensation Programs \* Experienced in the Development and Implementation of Continuous Quality Improvement Programs \* Excellent Verbal and Written Communication Skills \* Wide Range of Skills and Work Experiences   EDUCATION  JOHNS HOPKINS UNIVERSITY - BALTIMORE, MARYLAND Masters Degree in Administrative Sciences - Emphasis in Management of Human Resources (Hopkins' equivalent to an MBA)  COLUMBIA UNION COLLEGE - TAKOMA PARK, MARYLAND Bachelors Degree in Business Administration  SAINT ALEXIS HOSPITAL SCHOOL OF NURSING - CLEVELAND, OHIO Diploma in Registered Nursing    EXPERIENCE  CHICAGO LAKESHORE HOSPITAL 2/12/2018 to 8/25/2019 Staff Nurse working on the Detox Unit and floated to the Pediatric building and to the Intake department as necessary. Worked as Weekend Supervisor until I requested to return to a Staff Nurse position. Responsible for medication administration, admissions, discharges and documentation as appropriate and worked with the Medical Doctor, the Psychiatrist, PA, and the Nurse Practitioners. Also helped with new Nurse Orientation. Picked up extra shifts as requested.  EVEREST CARE CORPORATION (parent company for Beacon and Uptown):  UPTOWN CARE CENTER 8/2018 TO 4/2019 Unit Nurse Manager- Highly Skilled Floor Responsible for overseeing care to skilled, short and long term care Residents (including G tubes, tracheostomies, other ostomies). Responsible for determining proper location for all Residents as well as maintaining correct supplies, managing isolation and isolation clearance. Worked as Staff Nurse as needed. Reviewed documentation for reimbursement for all payor types. Facilitated discharge in conjunction with Social Services.  BEACON CARE CENTER 12/2016 TO 8/2018 Staff Nurse and Special Projects Responsible for delivering care to skilled, long term care, and Dementia Residents. Oversaw and directed Certified Nursing Assistants as they provided care to Residents of different ages and a wide range of clinical issues. Worked directly with Residents, their families and Physicians to provide the highest level and most comprehensive care possible. Worked as the Wound Care Nurse (full time for almost 2 months) while building was recruiting a permanent Wound Care Nurse. Managed the Psychotropic Medication Program and worked to reduce doses to the lowest, most therapeutic for each Resident. Special Project also included creating and updating Care Plans specific to Psychotropic medications. Also, managing and overseeing Infection Control (TB process for annual testing of staff) and appropriate use of isolation and antibiotics for Resident, as well as annual flu shots. Currently working as the MDS Nurse and Care Plan Coordinator. Worked as a Staff Nurse as a preference, but performed the Special Projects which were asked of me.  SILVERADO ORCHARD PARK 11/2015 TO 8/2016 Director of Health Services Responsible for the overall operation and management of the Health Services Department (Nursing Department) of this private pay Memory Care Community. Performed off site assessments of potential admissions, as well as on-going assessment of correct placement of current Residents. Responsible for the hiring, orientation and on-going training of new and current staff. Worked closely with Physicians and other Health Care Providers to provide both Residents and families with consistently high level care. Provided one-to-one education to families to help explain disease processes and introduce Hospice care as appropriate and necessary. Provided education to the LPNs to enhance their knowledge base and to help provide a higher level of professional care to the Residents. Held monthly education meetings for Health Services Staff and other departments as requested. Responsible for call 24 hours a day.    THE WESTWOOD MANOR 6/2014 TO 11/2015 Director of Nursing Responsible for the overall management and day to day management of the Nursing Department for this 115 bed Skilled/Psychiatric Nursing Facility. Responsible for the hiring and staffing needs for the Nursing Department. Assessed and approved potential admissions, as well as working with Physicians/Psychiatrists and outside providers to deliver consistently high quality, competent and compassionate care to all residents while working within insurance limitations. Provided one-to-one education to families and residents regarding care issues and helping them to understand what their individual insurance provides. Provided one to one education to new staff and newly licensed staff to enhance knowledge and thereby enhancing resident care. Worked as a staff nurse whenever there was an open shift which could not be filled. Responsible for call 24 hours a day. Implemented a Quality Improvement Program for the Nursing Department with an emphasis on Psychotropic medication management, consistent staffing, and infection control.   MARGARET MANOR NORTH 1/2010 TO 12/2013 Director of Nursing Responsible for the hiring and management of both professional Nursing staff and C.N.A.s for a 99 bed Intermediate level Psychiatric/Medical Nursing facility. Also managed and assessed all new and re-admissions for accuracy of admission and correction when necessary. Worked with the Medical Staff to manage resident care issues and provided one-to-one education to Staff Nurses to enhance knowledge base thus enhancing resident care and continuity. Also functioned as the Administrator in her absence.   JACKSON SQUARE NURSING AND REHABILITATION CENTER, CHICAGO, ILLINOIS 4/2009 to 12/2009 Assistant Director of Nursing and Nursing Supervisor Responsible for the hiring and management of the C.N.A. staff for a 230 bed skilled Nursing facility. Also managed and assessed all new and re-admissions for accuracy of admission and correction when necessary. Worked with the Medical Staff to manage resident care issues and provided one-to-one education to Staff Nurses to enhance knowledge base thus enhancing resident care and continuity. This facility provides a very high level of care including Wound care, Alzheimer care, IV therapy, Tube Feeding care and Physical Rehabilitation. Also functioned as the Director of Nursing in her absence. Responsible for identifying potential survey issues and provided guidance and direction to the Management Staff and Director of Nursing during survey preparation regarding potential survey issues.  OAK PARK HEALTHCARE AND REHABILITATION CENTER, OAK PARK. ILLINOIS 9/2008 TO 4/2009 Director of Nursing Responsible for the day-to-day management of the Nursing Department for a 204 bed Skilled Nursing facility. This facility provides a very high level of care including Wound care, Alzheimer care, Psychiatric care, as well as IV therapy, Tube feeding care and Physical Rehabilitation. Conduct assessments of all nursing documentation on all new admissions and re-admissions and ongoing care. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.     BRIAR PLACE NURSING AND REHABILITATION CENTER, INDIAN HEAD PARK, ILLINOIS 9/2007 to 9/2008 Director of Nursing Responsible for the day-to-day management of the Nursing Department for a 232 bed Skilled Nursing facility. This facility concentrates on providing care to psychiatric middle age residents. Also provides care including Wound care, Alzheimer care, Psychiatric care, as well as IV therapy to a medically complex elderly population. Responsibilities included conducting assessments of all nursing documentation on all new admissions and re-admissions and ongoing care. Determined appropriate residents and documentation for Medicare and Medicare re-imbursement. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.   OAK PARK HEALTHCARE CENTER, OAK PARK, ILLINOIS DIRECTOR OF NURSING 12/2006 to 9/2007 Responsible for the day-to-day management of the Nursing Department for a 204 bed Skilled Nursing facility. This facility provides a very high level of care including Wound care, Alzheimer care, Psychiatric care, as well as IV therapy, Tube feeding care and Physical Rehabilitation. Conduct assessments of all nursing documentation on all new admissions and re-admissions and ongoing care. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.   CONTINENTAL CARE NURSING AND REHABILITATION CENTER - CHICAGO, ILLINOIS ASSISTANT DIRECTOR OF NURSING 5/2005 TO 12/2006 Responsible for the assisting the day-to-day management of the Nursing Department for a 188 bed Skilled Nursing facility. This facility provides a very high level of care including Dialysis, Wound care, Alzheimer care, as well as IV therapy, Tube feeding care and Physical Rehabilitation. Conduct assessments of all nursing documentation on all new admissions and re-admissions. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.   GLENBRIDGE NURSING AND REHABILITATION CENTRE - NILES, ILLINOIS DIRECTOR OF NURSING 12/2004 TO 5/2005 Responsible for the day-to-day management of the Nursing Department for a 304 bed Skilled Nursing facility. This facility provides a very high level of care including Dialysis, Ventilator, Wound care, Alzheimer care, as well as IV therapy, Tube feeding care and physical rehabilitation. Responsible for the revision and management of the Skin Program. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.  THE METHODIST HOME - CHICAGO, ILLINOIS DIRECTOR OF NURSING 11/2003 TO 6/2004 Responsible for the day-to-day management of the Nursing Department for a Skilled Nursing facility. Also responsible for the determination of Medicare skilled services and appropriate referrals to Physical, Occupational and Speech Therapy Departments. Responsible for the revision and management of the Skin Program. Identified the proper placement of residents, both new and in-house and allocated appropriate resources for residents needing special services or isolation. Responsible for the recruitment, selection and retention of both licensed and non-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.  SHERIDAN SHORES NURSING AND REHABILITATION CENTER- CHICAGO, ILLINOIS DIRECTOR OF NURSING 9/2000 TO 11/2003 Responsible for the day-to-day management of the Nursing Department for a 180 bed skilled Medical Psychiatric facility. Also responsible for the determination of Medicare skilled services and appropriate referrals to Physical, Occupational and Speech Therapy Departments. Responsible for the revision and management of the Skin Program. Identified proper placement of new residents, as well as, residents needing isolation or developing a higher level of care. Responsible for the recruitment, selection, and retention of the professional nursing staff, as well as, non-professional nursing staff. Worked closely with the Medical Staff to coordinate and manage resident care issues.    THE IMPERIAL GROVE NURSING FACILITY-CHICAGO, ILLINOIS ASSISTANT DIRECTOR OF NURSING 11/1999 TO 9/2000 Responsible for the day-to-day management of the Respiratory Rehabilitation Care Unit, the Skilled Nursing Unit and the Alzheimer Unit. Obtained certification as an Alzheimer Program Manager and helped determine placement on the unit and helped families with the disease process and the resident's removal from the unit when they could no longer benefit from Alzheimer programming. Also responsible for the revision and management of the Skin Program and twice monthly skin rounds with the Medical Director.  Identified proper placement of new residents, as well as, residents needing isolation. Participated in the recruitment, selection and retention of the professional nursing staff. Worked with the Medical Staff to coordinate and manage resident care issues.  COMMUNITY CONVALESCENT AND REHABILITATION CENTER- NAPERVILLE, ILLINOIS DIRECTOR OF NURSING 3/1998 - 2/1999 Responsible for all management aspects at this 153 bed CARF and JCAHO accredited post-acute center. Also responsible for the development of the annual budget and coordinating resident care with the medical staff.  GATEWAY HEALTH PLAN - PITTSBURGH, PENNSYLVANIA MANAGER, UTILIZATION MANAGEMENT 1/1996 - 2/1997 Responsible for daily operations and appropriate delivery of medical care to participants in a 92,000-member HMO. Responsibilities included oversight of a twelve-person team of registered nurses and support personnel, development and management of a budget in excess of $1,000,000 and implementation of a total quality management concept within the department.   DATA MED CORPORATION-MINNEAPOLIS, MINNESOTA CLINICAL SUPPORT SPECIALIST 1/1994 - 1/1996 Responsible for conducting all aspects of training and telephone support services for comprehensive software package for the management of long-term care facilities, acute care centers and home care corporations. Duties included development of software based on client needs and working with programmers to facilitate program improvements. Training included travel to off-site locations as well as sessions at the corporate headquarters.    SAINT PAUL/RAMSEY MEDICAL CENTER-ST. PAUL, MINNESOTA QUALITY IMPROVEMENT COORDINATOR 11/1992 - 12/1993 Responsible for the monitoring and evaluation activity of the Medical Staff, and teaching Continuous Quality Improvement concepts. Duties included consulting with the various medical departments on identified quality improvement issues to improve patient care and participate in studies to identify practice patterns.    LEVINDALE HEBREW GERIATRIC CENTER AND HOSPITAL- BALTIMORE, MARYLAND 1/1988 - 12/1991 DIRECTOR OF QUALITY IMPROVEMENT, RISK MANAGEMENT AND INFECTION CONTROL 1/1989 - 12/1991 Responsible for all aspects of quality improvement, risk management and infection control for a 283 bed facility. Developed a computerized system for risk management and for tracking and establishing trends for infection control.   ASSOCIATE DIRECTOR FOR NURSING FOR HUMAN RESOURCES AND STAFFING ISSUES (ALSO AT LEVINDALE) 1/1988 - 1/1989 Responsible for recruiting, hiring, reviewing job descriptions and making staffing recommendations as well as recommending policy changes. Responsible for all personnel functions for the nursing department, for both union and non-union employees. Developed salary ranges and compensation studies.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN ADDITION: SEVERAL STAFF NURSING POSITIONS AT LARGE TEACHING HOSPITALS IN ILLINOIS, MARYLAND, AND OHIO. |