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| 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, MAS6001 N. Winthrop Ave. #3W Chicago, IL 60660(C) 773-320-0771dpleet@outlook.comOBJECTIVETO FIND A CHALLENGING CAREER POSITION OFFERING AN OPPORTUNITY TO FULLY USE MY EDUCATION AND WORKEXPERIENCE, 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 UnionNegotiations\* 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 ExperiencesEDUCATIONJOHNS HOPKINS UNIVERSITY - BALTIMORE, MARYLANDMasters Degree in Administrative Sciences - Emphasis in Management of Human Resources (Hopkins'equivalent to an MBA)COLUMBIA UNION COLLEGE - TAKOMA PARK, MARYLANDBachelors Degree in Business AdministrationSAINT ALEXIS HOSPITAL SCHOOL OF NURSING - CLEVELAND, OHIODiploma in Registered NursingEXPERIENCECHICAGO LAKESHORE HOSPITAL2/12/2018 to 8/25/2019Staff Nurse working on the Detox Unit and floated to the Pediatric building and to the Intakedepartment as necessary. Worked as Weekend Supervisor until I requested to return to a Staff Nurseposition. Responsible for medication administration, admissions, discharges and documentation asappropriate 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 CENTER8/2018 TO 4/2019Unit Nurse Manager- Highly Skilled FloorResponsible 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 aswell as maintaining correct supplies, managing isolation and isolation clearance. Worked as StaffNurse as needed. Reviewed documentation for reimbursement for all payor types. Facilitated dischargein conjunction with Social Services.BEACON CARE CENTER12/2016 TO 8/2018Staff Nurse and Special ProjectsResponsible for delivering care to skilled, long term care, and Dementia Residents. Oversaw anddirected Certified Nursing Assistants as they provided care to Residents of different ages and awide range of clinical issues. Worked directly with Residents, their families and Physicians toprovide the highest level and most comprehensive care possible. Worked as the Wound Care Nurse (fulltime for almost 2 months) while building was recruiting a permanent Wound Care Nurse. Managed thePsychotropic Medication Program and worked to reduce doses to the lowest, most therapeutic for eachResident. Special Project also included creating and updating Care Plans specific to Psychotropicmedications. Also, managing and overseeing Infection Control (TB process for annual testing ofstaff) 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 apreference, but performed the Special Projects which were asked of me.SILVERADO ORCHARD PARK11/2015 TO 8/2016Director of Health ServicesResponsible for the overall operation and management of the Health Services Department (NursingDepartment) of this private pay Memory Care Community. Performed off site assessments of potentialadmissions, as well as on-going assessment of correct placement of current Residents. Responsiblefor the hiring, orientation and on-going training of new and current staff. Worked closely withPhysicians and other Health Care Providers to provide both Residents and families with consistentlyhigh level care. Provided one-to-one education to families to help explain disease processes andintroduce Hospice care as appropriate and necessary. Provided education to the LPNs to enhance theirknowledge base and to help provide a higher level of professional care to the Residents. Heldmonthly education meetings for Health Services Staff and other departments as requested. Responsiblefor call 24 hours a day.THE WESTWOOD MANOR6/2014 TO 11/2015Director of NursingResponsible for the overall management and day to day management of the Nursing Department for this115 bed Skilled/Psychiatric Nursing Facility. Responsible for the hiring and staffing needs for theNursing Department. Assessed and approved potential admissions, as well as working withPhysicians/Psychiatrists and outside providers to deliver consistently high quality, competent andcompassionate care to all residents while working within insurance limitations. Provided one-to-oneeducation to families and residents regarding care issues and helping them to understand what theirindividual insurance provides. Provided one to one education to new staff and newly licensed staffto enhance knowledge and thereby enhancing resident care. Worked as a staff nurse whenever there wasan open shift which could not be filled. Responsible for call 24 hours a day. Implemented a QualityImprovement Program for the Nursing Department with an emphasis on Psychotropic medicationmanagement, consistent staffing, and infection control.MARGARET MANOR NORTH1/2010 TO 12/2013Director of NursingResponsible for the hiring and management of both professional Nursing staff and C.N.A.s for a 99bed Intermediate level Psychiatric/Medical Nursing facility. Also managed and assessed all new andre-admissions for accuracy of admission and correction when necessary. Worked with the Medical Staffto manage resident care issues and provided one-to-one education to Staff Nurses to enhanceknowledge base thus enhancing resident care and continuity. Also functioned as the Administrator inher absence.JACKSON SQUARE NURSING AND REHABILITATION CENTER, CHICAGO, ILLINOIS4/2009 to 12/2009Assistant Director of Nursing and Nursing SupervisorResponsible for the hiring and management of the C.N.A. staff for a 230 bed skilled Nursingfacility. Also managed and assessed all new and re-admissions for accuracy of admission andcorrection when necessary. Worked with the Medical Staff to manage resident care issues and providedone-to-one education to Staff Nurses to enhance knowledge base thus enhancing resident care andcontinuity. 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 ofNursing in her absence. Responsible for identifying potential survey issues and provided guidanceand direction to the Management Staff and Director of Nursing during survey preparation regardingpotential survey issues.OAK PARK HEALTHCARE AND REHABILITATION CENTER, OAK PARK. ILLINOIS9/2008 TO 4/2009Director of NursingResponsible for the day-to-day management of the Nursing Department for a 204 bed Skilled Nursingfacility. 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. Conductassessments 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 appropriateresources 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 MedicalStaff to coordinate and manage resident care issues.BRIAR PLACE NURSING AND REHABILITATION CENTER, INDIAN HEAD PARK, ILLINOIS9/2007 to 9/2008Director of NursingResponsible for the day-to-day management of the Nursing Department for a 232 bed Skilled Nursingfacility. This facility concentrates on providing care to psychiatric middle age residents. Alsoprovides care including Wound care, Alzheimer care, Psychiatric care, as well as IV therapy to amedically complex elderly population. Responsibilities included conducting assessments of allnursing documentation on all new admissions and re-admissions and ongoing care. Determinedappropriate residents and documentation for Medicare and Medicare re-imbursement. Identified theproper placement of residents, both new and in-house and allocated appropriate resources forresidents needing special services or isolation. Responsible for the recruitment, selection andretention of both licensed and non-licensed nursing staff. Worked with the Medical Staff tocoordinate and manage resident care issues.OAK PARK HEALTHCARE CENTER, OAK PARK, ILLINOISDIRECTOR OF NURSING12/2006 to 9/2007Responsible for the day-to-day management of the Nursing Department for a 204 bed Skilled Nursingfacility. 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. Conductassessments 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 appropriateresources 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 MedicalStaff to coordinate and manage resident care issues.CONTINENTAL CARE NURSING AND REHABILITATION CENTER - CHICAGO, ILLINOISASSISTANT DIRECTOR OF NURSING5/2005 TO 12/2006Responsible for the assisting the day-to-day management of the Nursing Department for a 188 bedSkilled Nursing facility. This facility provides a very high level of care including Dialysis, Woundcare, Alzheimer care, as well as IV therapy, Tube feeding care and Physical Rehabilitation. Conductassessments of all nursing documentation on all new admissions and re-admissions. Identified theproper placement of residents, both new and in-house and allocated appropriate resources forresidents needing special services or isolation. Responsible for the recruitment, selection andretention of both licensed and non-licensed nursing staff. Worked with the Medical Staff tocoordinate and manage resident care issues.GLENBRIDGE NURSING AND REHABILITATION CENTRE - NILES, ILLINOISDIRECTOR OF NURSING12/2004 TO 5/2005Responsible for the day-to-day management of the Nursing Department for a 304 bed Skilled Nursingfacility. This facility provides a very high level of care including Dialysis, Ventilator, Woundcare, 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 ofresidents, both new and in-house and allocated appropriate resources for residents needing specialservices or isolation. Responsible for the recruitment, selection and retention of both licensed andnon-licensed nursing staff. Worked with the Medical Staff to coordinate and manage resident careissues.THE METHODIST HOME - CHICAGO, ILLINOISDIRECTOR OF NURSING11/2003 TO 6/2004Responsible 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 toPhysical, Occupational and Speech Therapy Departments. Responsible for the revision and managementof the Skin Program. Identified the proper placement of residents, both new and in-house andallocated appropriate resources for residents needing special services or isolation. Responsible forthe recruitment, selection and retention of both licensed and non-licensed nursing staff. Workedwith the Medical Staff to coordinate and manage resident care issues.SHERIDAN SHORES NURSING AND REHABILITATION CENTER- CHICAGO, ILLINOISDIRECTOR OF NURSING9/2000 TO 11/2003Responsible for the day-to-day management of the Nursing Department for a 180 bed skilled MedicalPsychiatric facility. Also responsible for the determination of Medicare skilled services andappropriate referrals to Physical, Occupational and Speech Therapy Departments. Responsible for therevision and management of the Skin Program. Identified proper placement of new residents, as wellas, residents needing isolation or developing a higher level of care. Responsible for therecruitment, selection, and retention of the professional nursing staff, as well as,non-professional nursing staff. Worked closely with the Medical Staff to coordinate and manageresident care issues.THE IMPERIAL GROVE NURSING FACILITY-CHICAGO, ILLINOISASSISTANT DIRECTOR OF NURSING11/1999 TO 9/2000Responsible for the day-to-day management of the Respiratory Rehabilitation Care Unit, the SkilledNursing Unit and the Alzheimer Unit. Obtained certification as an Alzheimer Program Manager andhelped determine placement on the unit and helped families with the disease process and theresident's removal from the unit when they could no longer benefit from Alzheimer programming. Alsoresponsible for the revision and management of the Skin Program and twice monthly skin rounds withthe Medical Director.Identified proper placement of new residents, as well as, residents needing isolation. Participatedin the recruitment, selection and retention of the professional nursing staff. Worked with theMedical Staff to coordinate and manage resident care issues.COMMUNITY CONVALESCENT AND REHABILITATION CENTER- NAPERVILLE, ILLINOISDIRECTOR OF NURSING3/1998 - 2/1999Responsible 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 themedical staff.GATEWAY HEALTH PLAN - PITTSBURGH, PENNSYLVANIAMANAGER, UTILIZATION MANAGEMENT1/1996 - 2/1997Responsible for daily operations and appropriate delivery of medical care to participants in a92,000-member HMO. Responsibilities included oversight of a twelve-person team of registered nursesand support personnel, development and management of a budget in excess of $1,000,000 andimplementation of a total quality management concept within the department.DATA MED CORPORATION-MINNEAPOLIS, MINNESOTACLINICAL SUPPORT SPECIALIST1/1994 - 1/1996Responsible for conducting all aspects of training and telephone support services for comprehensivesoftware package for the management of long-term care facilities, acute care centers and home carecorporations. Duties included development of software based on client needs and working withprogrammers to facilitate program improvements. Training included travel to off-site locations aswell as sessions at the corporate headquarters.SAINT PAUL/RAMSEY MEDICAL CENTER-ST. PAUL, MINNESOTAQUALITY IMPROVEMENT COORDINATOR11/1992 - 12/1993Responsible for the monitoring and evaluation activity of the Medical Staff, and teaching ContinuousQuality Improvement concepts. Duties included consulting with the various medical departments onidentified quality improvement issues to improve patient care and participate in studies to identifypractice patterns.LEVINDALE HEBREW GERIATRIC CENTER AND HOSPITAL- BALTIMORE, MARYLAND1/1988 - 12/1991DIRECTOR OF QUALITY IMPROVEMENT, RISK MANAGEMENT AND INFECTION CONTROL1/1989 - 12/1991Responsible for all aspects of quality improvement, risk management and infection control for a 283bed facility. Developed a computerized system for risk management and for tracking and establishingtrends for infection control.ASSOCIATE DIRECTOR FOR NURSING FOR HUMAN RESOURCES AND STAFFING ISSUES(ALSO AT LEVINDALE)1/1988 - 1/1989Responsible for recruiting, hiring, reviewing job descriptions and making staffing recommendationsas well as recommending policy changes. Responsible for all personnel functions for the nursingdepartment, for both union and non-union employees. Developed salary ranges and compensationstudies.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IN ADDITION: SEVERAL STAFF NURSING POSITIONS AT LARGE TEACHING HOSPITALS IN ILLINOIS, MARYLAND, ANDOHIO. |