

Amy Kutzler

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UNSURPASSED NURSING STAFF LEADERSHIP

Exceptional nursing supervisor with extensive administrative and leadership skills. Successfully managed in diverse arenas including inpatient and outpatient care. Developed new programs that improved patient safety and the employee orientation process. Strong problem-solving skills and demonstrated ability to work effectively with individuals at all levels with differing backgrounds. Core competencies include:

- Staff Management • Nursing Instruction • Disaster Plan Development
- Patient Assessment • Development of and Treatment Hospital UR Process • Clinical Supervision

Work Experience

Assistant Director of Nursing

The Bay at Burlington - Burlington, WI
Present

Assist the Director of Nursing in directing and supervising the day-to-day activities of the facility in accordance with local, state, and federal guidelines and regulations. As Assistant Director of Nursing, this position is delegated the administrative authority, responsibility, and accountability necessary for carrying out the assigned duties. This position also requires me to Lead all staff in education and infection control.

Clinical Coordinator

Village at Manor Park - West Allis, WI
March 2019 to March 2019

Responsible for managing daily floor operations of a complex SNF including clinical quality and competency based on regulatory and evidence based practice, staff education and professional development and clinical resource support in collaboration with directors, providers and clinical staff. Direct oversight includes the licensed nursing staff and unlicensed assistive clinical care staff.

Registered Nurse Supervisor

Mercy Walworth - Lake Geneva, WI
October 2014 to June 2018

Circulate, scrub, and assist on a variety of cases, including trauma cases, ENT, General, OB, GYN, and Orthopedics.

Transitioned from OPS and PACU to the OR. Ensured OR readiness by maintaining stringent quality standards and safety precautions. Assessed, planned, implemented, evaluated, and coordinated the total care of patients.

Continuously monitored, analyzed, and helped improved the performance of clinical activities.

Educated and trained staff and students. Completed AORN peri Operative Course.

Nursing Supervisor

Aspirus Grand View - Ironwood, MI

December 2013 to July 2014

Efficiently plan and implement the daily routine of all hospital nurses. Supervise staff and workload to maximize

efficiency and ensure patient excellence. Provide utilization review compliance with each new admit.

Worked all

units of the hospital, ICU, ER, Recovery, OB and Medical Surgical. Supervised all hospital staff providing a wide

range of services from licensed to unlicensed personal. Developed employee orientation tracking process.

Registered Nurse

Avanti Health and Rehab - Minocqua, WI

October 2012 to October 2013

Participate in the development and implementation of an individualized patient care plan for the resident with allied health team members. Implemented total nursing care plan through assessment, planning and evaluation.

Administer prescribed medications and treatments according to policy and procedures, evaluate treatment

effectiveness on a counting basis. Function as a charge nurse by serving as a resource person to staff, answer

questions, problem solve, and make decisions relevant to resident care. Developed infection control policy and served as the leader of the IMPACT team.

Executive Assistant

Hydro-Thermal - Waukesha, WI

2007 to 2008

Supporting the President and all VP staff. Manage Presidents inbox, travel arrangements, coordinate calendar, minute taking, and all day to day tasks. Manages, maintains and trains all employees to the Success Factors

Program. Prepare and edit correspondence, communications, presentations and other documents, file and retrieve documents and reference materials, conduct research, assemble and analyze data to prepare reports and documents, manage and maintain executives schedules, appointments and travel arrangements, arrange

and coordinate meetings and events, record, transcribe and distribute minutes of meetings, respond to and

distribute incoming communications, answer and manage incoming calls, interact with external clients, co-ordinate

project-based work, review operating practices and implement improvements where necessary.

Education

ADN in Nursing

Bryant & Stratton - Milwaukee, WI

August 2012

Pre-Law

UW Parkside - Kenosha, WI

June 2003

Skills

- Patient care
- Documenting
- Leadership skills
- RN
- Skilled Nursing
- Nursing Home
- Rehab

Additional Information

Skills

* Highly skilled in assessing, planning, implementing, documenting, coordinating, and managing patient care in keeping with facility and hospital standards

* In-depth knowledge of communicating and collaborating with patients, family members, physicians and other health care professionals in achieving quality in patient care

* Through understanding of assessing patients to recognize suitable nursing interventions

* Able to handle serious situations in an opportune and safe manner

* Substantial knowledge of administering medications and treatments as prescribed by a physician

* Able to make the most of leadership skills to efficiently direct other nursing staff

* Technically sound in all psychomotor interventions when administering care to patients