**Tracy Polk**

teal923@sbcglobal.net

(205)999-0673

**Registered Nurse**

**Train the Trainer Certification**

**Bachelor of Science Health Care Administration**

**Nursing Home Administrator**

**United States Army 1995-1999**

**Experience E-Mar Software System**

**Alabama Board of Nursing RN Compact License # 1-172590 Expire 12/2022**

**Krucial Healthcare Staffing, Overland Park, KS 10/2020-05/2021**

**Registered Nurse, University Of Texas Hospital, Athens, Texas**

Functions as the primary RN on a 20 bed Med/Surg COVID 19 unit. Wear necessary PPE in and out of each patient’s room. Administer IV Remdesivir and other COVID 19 medications as ordered by the physician. Draw necessary blood from COVID positive patients as ordered. Educate patients on respiratory etiquette, use of inhalers, incentive spirometers and the benefit of proning. Work closely with respiratory therapy for oxygen usuage by nasal cannula, simple mask, non rebreather mask, high flow oxygen, CPAP as well as BIPAP. Keep physician up to date on patient’s condition. Notify family members of patient’s condition

**Favorite Healthcare Staffing, Overland Park, KS 03/2020-09/2020**

**Registered Nurse, Orange County Convention Center COVID 19 Swab site, Orlando, Fl**

Performed Nasopharyngeal as well as oral swabs to the community of Orange County and surrounding areas. Educated patients and their family members on signs and symptoms of Coronavirus and correct procedure for self swab. Screened patients for COVID 19 testing and informed of process. Adhered to strict guidelines of infection control by wearing proper Personal Protective Equipment, hand washing and sanitizing. Wearing face mask per site protocol. Used electronic devices (EMR) to print requisition for lab specimen. Overseen the hourly tally sheet of specimens completed. Collected blood samples and processed for antibody testing. Managed and trained 10 Certified Nursing Assistants in patient’s data collection and data input into EMR.

**East Alabama Medical Center, Opelika, AL 06/2019-03/2020**

**RN In House Contract to Med/Surg/Temetry**

Provides therapeutic care in a holistic systematic way, support clinical management of patient care delivery area, which produces quality patient care with optimal patient outcomes.  Utilizes guidelines, standards and research to support a care delivery system that produces quality patient care with optimal patient outcomes. Incorporates data and information to continually improve operations.  Communicates effectively and works cooperatively with others. Has respect for and appreciation of the contribution of all team members. Supports organization's mission and strategic plans.  Performs supervisory duties related to the Clinical Coordinator role.  Embraces organization's leadership traits and demonstrates supporting behaviors. Influences improvements in practice settings by maintaining current standards and assuming responsibility for self-development in life long learning. Provides direction and guidance to others regarding practice, serves as a resource, and mentor. Leadership skills demonstrated in decision-making and problem solving.

**ATC Healthcare Services Contracting Agency(PRN, PER DIEM 08/2015 - PRESENT**

100 Shadow Wood Park

Birmingham, AL 35224

205-870-7423

Performs Medical Surgical bedside nursing care in a hospital setting, performs many aspects of nursing care and effectively treat patients including performing assessments, maintained their physical and psychosocial health, and, pre and post op patient care. Develop plan of care for each individualized patient. Perform appropriate treatment and wound care as ordered by physician. Provide patient and family education. Prepared and administered medications including IV therapy and documented utilizing E-Mar system. Gave blood and blood products as ordered. Established strong relationships with physicians, served as preceptor, mentor and coach of new employees. Report patient condition to appropriate personnel during each shift and on oncoming staff.

Perform direct and individualized nursing care to the elderly population in a long term care rehab facility. Assess, plan, implement and evaluate the patient care plan. Prepare and administer medication and record using E-Mar system. Prepares equipment and assist physician exams and treatment of patient. Record all care information concisely and completely in a timely manner. Work closely with physical and occupational therapy to reinforce teaching and coordination of care.

School Nursing, administers nursing care under the guidelines of the school system. Participates in the implementation and evaluation of student care. Ensures the health, comfort and safety of students. Review and evaluate immunization record, supervise and train health room aid. Complete all computerized reports, records and documentation required including clinic records. Communicate regularly with principal, health service coordinator, school counselor, teachers, parents, food service workers and other staff regarding health service issues.

**Health and Training Specialist (Temporary) 05/2015-08/2015**

American Health Corporation, Oak Trace Care and Rehab

325 Selma Rd

Bessemer, AL 35020

205-428-9383

Performed new employee orientation, education and training within a long term care setting. Performed in-service training to meet healthcare needs and regulatory requirements. Performed background and reference checks, verified professional license and certifications, performed work history verification and reference check.

**Healthcare Administrator in Training 02/2015-04/2015**

American Health Corporation, Oak Trace Care and Rehab

325 Selma Rd

Bessemer, AL 35020

205-428-9383

Assisted in the development and update of written policies and procedures that governs the operation of a long term care facility. Assisted with and interpreted the facility's policies and procedures to employees, residents, family members, visitors and government agencies. I assisted in assuring that all employees, visitors and the general public followed established policies and took action to correct violations. Represented the facility at management level meetings within the facility and outside organizations. Participated in the facility's personnel process which included hiring, suspending, terminating employment, disciplinary and grievance hearings. Maintained an excellent relationship with staff. Assisted Department Directors in the planning, conducting, scheduling of in-service training classes, on-the-job training and orientation programs to assure the current policies and procedures are reviewed and updated as necessary. Met with Department Directors on a regularly scheduled basis, and conducts/participates in in-service classes and supervisory level training programs. Assisted the Administrator and Director of Nursing in pre-screening potential new residents. Assisted in human resource, quality care management, physical plant, environment operations, leadership and management, QAPI, safety food service, marketing, regulatory compliance and finance and budget.

**ATC Healthcare Services Contracting Agency 08/2014-01/2015**

2700 Rogers Drive Ste 100

Birmingham, AL 35209

205-870-7423

School Nursing, Administers nursing care under the guidelines of the school system. Participates in the implementation and evaluation of student care. Ensures the health, comfort and safety of students. Familiar with standard concepts, practices, and procedures within a particular field. Creates monthly reports, Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. .

**Comfort Care Home Health 06/2013-01/2014**

6267 Park south Drive

Bessemer, AL 35022

Ph; 205-425-2855

Perform patient care in the patient’s home. Participate in planning and implementing care, in accordance with the plan of care. Audit charts for any findings that need to be corrected. Provide care utilizing infection control measures that protect both staff and patient (OSHA). Provide effective communication to patient/family, team members, and other health care professionals as evidenced by clinical notes and case conferences. Works as a field nurse to provide one on one skilled nursing service to adult patients in a home setting following the physician's Plan of Care. Educate patients and caregivers of disease process. Ensures patient's needs are met in accordance

with professional standards of practice, policies and procedures and federal, state and local guidelines. Utilize strong assessment skills reporting changes to the physician in a timely manner. Ensure timely, complete and accurate charting of the daily nursing note electronically. Maintain strict confidentiality of patient and proprietary information. Identifying the patient's physical, psycho- social and environmental needs as evidenced by documentation, clinical record, case conference, communication notes, and evaluations. Promote Agency philosophy

and administrative policies to ensure quality of care.

**Baptist** **Home Health 04/2012-04/2013**

100 Centerview Dr

Vestavia Hills, AL 35216

205-979-3181

Perform patient care in the patient’s home. Participate in planning and implementing care, in accordance with the plan of care. Audit charts for any findings that need to be corrected. Provide care utilizing infection control measures that protect both staff and patient (OSHA). Provide effective communication to patient/family, team members, and other health care professionals as evidenced by clinical notes and case conferences. Works as a field nurse to provide one on one skilled nursing service to adult patients in a home setting following the physician's Plan of Care. Educate patients and caregivers of disease process. Ensures patient's needs are met in accordance with professional standards of practice, policies and procedures and federal, state and local guidelines. Utilize strong assessment skills reporting changes to the physician in a timely manner. Ensure timely, complete and accurate charting of the daily nursing note electronically. Maintain strict confidentiality of patient and proprietary information. Identifying the patient's physical, psycho- social and environmental needs as evidenced by documentation, clinical record, case conference, communication notes, and evaluations. Promote Agency philosophy and administrative policies to ensure quality of care.

**Interim Home Health 01/2011-03/2012**

6800 Park Ten

San Antonio, TX 78228-

Ph: (210)979-0208

Licensed Vocational Nurse

Perform patient care in the patient’s home. Participate in planning and implementing care in conjunction with other nursing staff, in accordance with the plan of care. Assist agency's Director of Nursing and Assisted Director of Nursing. Audit the patient's charts for any findings that need to be corrected. Provide care utilizing infection control measures that protect both staff and patient (OSHA). Provide effective communication to patient/family, team members, and other health care professionals as evidenced by clinical notes and case conferences. Works as a field nurse to provide one on one skilled nursing service to adult patients in a home setting following the physician's Plan of Care. Educate patients and caregivers of disease process. Ensures patient's needs are met in accordance with professional standards of practice, policies and procedures and federal, state and local guidelines. Utilize strong assessment skills reporting changes to the physician in a timely manner. Ensure timely, complete and accurate charting of the daily nursing note. Maintain strict confidentiality of patient and proprietary information. Under the direction of the physician, assist in identifying the patient's physical, psycho- social and environmental needs as evidenced by documentation, clinical record, case conference, communication notes, and evaluations. Demonstrate commitment, professional growth and competency. Promote Agency philosophy and administrative policies to ensure quality of care.

**Home Health Innovations 03/2008-04/2010**

530 Bandera Rd

San Antonio, TX -

Works as a field nurse to provide one on one skilled nursing service to adult patients in a home setting following the physician's Plan of Care. Educate patients and caregivers. Ensures patient's needs are met in accordance with professional standards of practice, policies and procedures and federal, state and local guidelines. Utilize strong assessment skills reporting changes to the RN in a timely manner. Ensure timely, complete and accurate charting of the daily nursing note. Maintain strict confidentiality of patient and proprietary information. Under the direction of the RN, assist in identifying the patient's physical, psycho- social and environmental needs as evidenced by documentation, clinical record, case conference, team report, and

evaluations. Participate in planning and implementing care in conjunction with the RN, in accordance with the POC. Assist Agency's DON and ADON Audit the patients charts for any findings that need to be corrected. Provide care utilizing infection control measures that protect both staff and patient (OSHA). Provide effective communication to patient/family, team members, and other health care professionals as evidenced by clinical notes, case conferences, communication notes, and evaluations. Demonstrate commitment, professional growth and competency. Promote Agency philosophy and administrative policies to ensure quality of care.

**Lead Clinical Research Coordinator 07/2006-03/2008**

Renal Associates –

215 East Quincy Street

San Antonio, TX 78229-

(210) 223-4444

Lead Clinical Research Coordinator

Work independently prioritizing tasks to meet strict guidelines and deadlines. Perform clinical research coordinator duties for assigned research protocols. Responsible for comprehensive management for clinical research studies in dialysis patients. Monitors study progress, schedule and perform follow up visits. Responsible for various clinical trial activities such as ensuring regulatory compliance, organizing and maintaining program and data quality assurance activities and ensuring clinical compliance. Organize, collect and prepare necessary data and information. Performs patient care responsibilities to include assessment, planning and intervention; develop procedures to facilitate patient flow. Meet regularly with Principal Investigator discussing feasibility and analyzing the ability to complete the trial and review study requirements. Took and monitored vital signs, obtained laboratory test as well as packed

and shipped them. Administered study related medication subcutaneous and intravenous.

**Night Shift Supervisor/Clinical Research Coordinator 08/2004-07/2006**

SCIREX Corporation

San Marcos, TX 08/2004 - 07/2006

1320 Wonder World Dr # 104

San Marcos, TX 78666-7558

Ph: (512) 754-6911

Night Shift Supervisor/Clinical Research Coordinator

Supervised employees including assisting in screening applications, making recommendations for hire, training, assigning duties to employees and assessing work performances. Prepared for and assist monitor teams. Evaluate protocol study forms for completeness, accuracy and compliance to protocol, performs consistency checks, editing for errors and gathering records, reports and other necessary material. Assess effectiveness of pain medication after bunion and wisdom tooth removal. Identify, consent, randomize and enroll patients in qualified studies. Monitor patients study process. Responsible for electronic and paper data entry and source documentation, adverse experience reporting and maintenance of regulatory files. Accurately record all necessary patient observations and related information and complete designated data

collection tools. Organize and maintain appropriate documentation and answers protocol related questions of patients. Knowledge of research ethics, regulations and computer data anagement skills. Knowledge of FDA regulations and medical terminology.

**Hematology/Oncology Clinic 06/1999-01/2005**

Brooke Army Medical Center - Fort Sam Houston, TX

3400 Roger Brooke Drive

Fort Sam Houston, TX 78234

Ph: (210) 916-4141

Provided responsible nursing care to approximately 700 patients monthly. Administered chemotherapy, biologic response modifiers, blood products and fluid resuscitation. Proficient in adult hematology/oncology and breast care. Excellent experience in radiation, chemotherapy treatments, central lines and venipuncture. Enters electronic orders. Obtain lab specimens peripherally and from central venous devices. Receives telephone inquiries from patients, family members and other professional staff. Assist with clinical research. Receive, educate and interview patients and family members on administration and side affect of chemotherapeutic agents. Implement and monitors performance improvement program and activities, clinic

specific. Assist Noncommissioned Officer in preparation of monthly reports. Served as clinic's infection control coordinator.

**Licensed Vocational Nurse/Active Duty Army Sergeant/E5/Hematology/Oncology Clinic**

United States Army - Fort Sam Houston – 10/1995 to 1999 Army Reserve 06/1999 – 04/2001

Fort Sam Houston, TX 78234

Ph: (210) 221-1886

Licensed Vocational Nurse/Active Duty Army Sergeant/E5/Hematology/Oncology Clinic

Served as clinic's assistant Noncommissioned Officer in charge of the Hematology/Oncology Clinic at Brooke Army Medical Center. Trained and evaluated three enlisted soldiers and three civilian personnel, resolved problems, managed an annual consumable budget, ordered and maintained supplies, collected and submitted administrative data for monthly and quarterly reports, submitted timecards for civilian personnel, reviewed and updated standard operating procedures, organized work on call schedule. Administered chemotherapy, obtained blood samples, ordered and interpreted lab values.

CERTIFICATIONS

**LPN 1994**

**RN OCT 2018**

**CPR**

**Train the trainer**