

Mindy Herrick

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Authorized to work in the US for any employer

Work Experience

RN

Spooner Health - Spooner, WI

February 2021 to Present

Staff Nurse on Med/Surg. Working COVID-19 Vaccine Clinics. Cross-trained in Infusion.

RN Regional Director of Operations

Spectrum Health Companies - Virginia

September 2019 to December 2020

RN Director of Operations, Overseeing 8 Assisted Living Facilities, On-Call for Nursing related questions, Assessments, Referrals, Admissions, Care Planning, Staff Training (RN, LPN and RA's), Working alongside Physicians and County Case Managers to ensure continuity of care, Providing education to clients and families, Assessing, Implementing and Planning. Analyzing OT, Revenue, Expenses. Working on Marketing and Hiring. Working alongside the Vice President in creating a plan to create a universal workflow between all facilities. Budgeting. Filling in a Site Nurse or Resident Assistant as needed. Reporting to Maintenance items that need to be fixed. Following through with disciplinary actions, write up and enforcing education. Medication training, ordering supplies and medications. Relaying appropriate information to the state and emergency staffing agencies including the National Guard. Drawing labs and INR's and reporting and processing orders. Implementing Infection Control and doing Audits. Following through with regulation changes, policy and procedures and metrics. Staff planning including sites that are overrun with COVID-19, helping create a plan, making sure they have appropriate PPE. Working extensive hours sometimes 60 + hours per week. Working on the road, out of a hotel, for numerous weeks at a time. Directing staff, RA, LPN, RN, on what to do in certain circumstances and on Policy and Procedures as related to situations that arise. Critical Thinking on the spot in an emergent situation. Supervision of over 500 employees, completing employee reviews, recommending promotions as necessary.

RN Home Care Manager

Mercy Hospital- Home Care

January 2016 to November 2017

Referral Processing, Triage Line, Scheduling, Care Plans, Assessing, Implementing, Evaluation and Planning. Staff Training, Staff Meetings- Managing 130 clients, working alongside County Case Managers to ensure their clients are getting the services they need, Prior-Auths. Providing education to clients and their families to help them understand the process in order to remain at home longer.

RN Director, Admission, Discharging

Diamond Willow Assisted Living

December 2014 to February 2016

Managing 30-40 Clients, Supervising 50 staff, Care plans, Assessing, Implementing and Evaluation, determining which services clients are needed and supplies in order to have give them the support they need. Triage on call for 6 communities total of 300 clients. Hiring, coaching and training staff. Provide education to clients and families.

RN/Director of Nursing/Administration, Admitting, Discharging

Superior View Assisted Living

September 2012 to December 2014

62-Day veal, Hiring/Termination of staff, Marketing, Human Resource, Public Relations, Teaching CPR/First Aid, Teaching Medication Administration, Activities, Scheduling, Assessing, Implementation, Evaluation, Planning, Care-Plans, Risk Management, Scheduling Appointments and Transportation, Hospice Cares, Yearly Staff Trainings, Staff Meetings, Making sure the 3 facilities are running smoothly, making sure the care of all residents are being met.

Registered Nurse, Care Coordinator

MSHO

April 2012 to September 2012

date entry, Assessing, Documenting, Implementing and Evaluating. Doing quarterly phone calls and updating medications, services and documenting any concerns or new issues the member may have. Working one on one with other RN Care Coordinators.

Registered Nurse

Essentia Health, Solvay Hospice House

July 2011 to April 2012

Assessing, Documenting, Implementing and Evaluating, Supervising staff members, passing medications, IV care, education teaching, delegating tasks and making sure the overall care of the patients are being met.

Licensed Practical Nurse, Working Under the RN

Essentia Health, Solvay Hospice House

September 2010 to July 2011

passing medications, patient personal cares, delegating tasks to the Nursing Assistant and reinforcing education.

Nursing Assistant

Essentia Health, Solvay Hospice House

November 2008 to September 2010

Working under the RN and LPN, personal care, light cooking, light housekeeping and making sure to report any unusual signs or symptoms to the RN.

Education

Associates in Nursing

Lake Superior College - Duluth, MN

May 2011

Diploma in Practical Nursing

Lake Superior College - Duluth, MN

May 2010

Skills

- Nursing
- Hospice Care
- EMR Systems
- Medication Administration
- Training & Development

Languages

- English - Expert

Certifications and Licenses

First Aid Certification CPR Certification

Assessments

Home health aide skills — Proficient

December 2020

Providing care to patients in a home setting

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Highly Proficient

December 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Management & leadership skills: Planning & execution — Proficient

December 2020

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Supervisory skills: Motivating & assessing employees — Expert

December 2020

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.