

# Lela Pinkard

## Seasoned Registered Nurse

Chattanooga, TN 37411

[lpinkard@gmail.com](mailto:lpinkard@gmail.com)

+1 615 750 2078

Preference PRN, per diem and or Travel Nursing positions and potential fulltime nursing career options which provide challenge and professional growth and the opportunity to utilize my clinical, managerial and training skillsets.

Willing to relocate to: Atlanta, GA - Nashville-Davidson, TN - Knoxville, TN

Authorized to work in the US for any employer

## Work Experience

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### PRN Registered Nurse

Post Acute Medical Hospital and

April 2021 to Present

Post Acute Medical Hospital \_ staff nurse, assessments, medication administration, treatments, patient and family education , update plan of care. Assess and monitor pain and provide PRN medication.

Brookhaven Psychiatric Hospital \_ Assess and monitor clients Behavioral patterns, offer prn medications, documentation of behaviors observed.

### Registered Nurse

Oklahoma Heart Institute - Tulsa, OK

October 2020 to February 2021

Staff nurse on cardiac telemetry unit- training and precepted for 4 months. No longer employed- position and work environment was not a good fit for me to grow professionally.

### Registered Nurse

Maxim Healthcare Services - Chattanooga, TN

March 2020 to August 2020

Private duty home care for clients in the home for 12 hour night shift. Physical assessment, vital signs, administration of tube feeding and respiratory treatments as needed. Complete documentation and care of provided during the shift. Patient and caregiver education.

### Registered Nurse

Supplemental Healthcare Staffing Agency - Knoxville, TN

October 2019 to January 2020

Travel Nurse Assignment with Supplemental Healthcare Agency. Current assignment at Parkwest Hospital in Cedar Bluff, TN (Knoxville). Assigned to a 16 bed Senior Behavioral Health Unit and floated to medical surgical and step down units as needed. Contract through January 25th of 2020.

### Registered Nurse Staff Nurse

Erlanger Health System - Chattanooga, TN

September 2018 to June 2019

Staff floor nurse -neurology and orthopedics floor-assessments,direct patient care, medication administration, patient and family education; admissions from ED and transfers from PACU; preparation of clients for surgical procedures, discharges of clients to lower level of care including home, SNF, and inpatient rehabilitation care.

### **NURSE MANAGER-Managed Two Homes**

STATE OF TENNESSEE- MIDDLE TENNESSEE HOMES - Nashville, TN

January 2016 to June 2016

for clients with developmental intellectual disabilities. Supervised four LPNs, provided training, staffing, on call nurse manager and also working in homes as a clinical nurse as needed. Took early retirement from this position as of June, 2016 to seek a position which would provide improved work/life/ balance and to continue to pursue BSN.

### **RN III Nurse Manager**

State of Tennessee Middle Tennessee Mental Health Institute - Nashville, TN

November 2010 to December 2015

RESPONSIBILITIES: Nurse Manager/ CHARGE NURSE FOR SUB-ACUTE UNIT-SUPERVISE (1) LPN AND (6) PACT'S MONITORING AND DOCUMENTATION OF CARE PROVIDED; FACILITATE STAFF MEETINGS; PERFORM YEARLY EVALUATIONS; WEEKLY AND ANNUAL PATIENT ASSESSMENTS; ALSO SERVED AS RELIEF SUPERVISOR RESPONSIBLE FOR (2) SUB-ACUTE UNITS. AS ACUTE CARE CHARGE NURSE- COMPLETION OF ADMISSION DOCUMENTATION AND INTERVIEWING OF CLIENTS; COMPLETION OF SHIFT ASSIGNMENT; PROVIDING SHIFT REPORT TO ONCOMING STAFF; EMERGENCY MEDICATION ADMINISTRATION;MONITORING AND DIRECTING PATIENT CARE PROVIDED BY (2-5) PACT'S. RELIEF SUPERVISOR AS NEEDED FOR ACUTE AND SUB-ACUTE ON 11P-7:30AM SHIFT- STAFFING, MONITORING CARE ON EACH OF THE (5) UNITS, OBTAINING ORDERED MEDICATIONS FROM NIGHT CLOSET; RESPONDING TO CODE BLUE EMERGENCY SITUATIONS; PATIENT TEACHING AND COMMUNICATING WITH MOD AND OTHER PERSONNEL- OPERATOR AND SECURITY AS NECESSARY.

### **RN III Supervisor/charge Nurse Position on Acute Care Unit**

STATE OF TENNESSEE- MOCCASIN BEND MENTAL HEALTH INSTITUTE - Moccasin, TN

April 2008 to November 2010

Moccasin, TN

April 2008 to November 2010

APRIL 2008-NOVEMBER 2010: TRANSFERRED TO NASHVILLE MIDDLE TN MENTAL HEALTH IN OF

### **Registered Staff Nurse- on Step Down Unit**

MEMORIAL HEALTHCARE SYSTEMS HOSPITAL

October 2007 to February 2008

RESPONSIBILITIES: OBTAINING AND GIVING SHIFT REPORT; SHIFT ASSESSMENT OF CLIENTS, COMPLETION OF ADMISSIONS AND EXECUTING MD/LAB ORDERS VIA MEDITECH SYSTEM DATA ENTRY; FAMILY AND PATIENT TEACHING; MONITORING HEART RATE VIA EKG; MEDICATION ADMINISTRATION; MONITORING I/O , COMMUNICATION OF CHANGE IN PATIENT'S CONDITION TO MD AND CHARGE NURSE- ASSISTING NURSING ASSISTANTS WITH DIRECT CARE OF CLIENT'S ADL'S' PAIN MANAGEMENT IVF, TPN AND BLOOD PRODUCT ADMINISTRATION.

### **Charge Nurse**

LIFE CARE OF REDBANK NURSING HOME

July 2007 to October 2007

RESPONSIBILITIES:RECEIVING AND GIVING SHIFT REPORT; ADMINISTRATION OF MEDICATIONS AS ORDERED; SUPERVISING CARE PROVIDED BY (2-3) NURSING ASSISTANTS; PROPER DOCUMENTATION OF CARE PROVIDED; COMPLETION OF AND DOCUMENTATION TO TRANSFER CLIENTS TO HOSPITAL AS NEEDED; WOUND CARE AND TUBE FEEDING, RESP TX.

### **Charge Nurse**

DIALYSIS CLINIC INC

March 2007 to June 2007

RESPONSIBILITIES: SETTING UP / TAKING DOWN DIALYSIS EQUIPMENT; PRE- POST ASSESSMENT AND MONITORING OF CLIENTS RECEIVING OUTPATIENT DIALYSIS TREATMENTS; ASSESSING PORTA CATHS, SHUNTS FOR ADMINISTRATION OF DIALYSIS TREATMENTS; PATIENT TEACHING AND INSTRUCTION AND CLOSE MONITORING OF CLIENT'S VS PRE-POST DIALYSIS.

### **Pre-service Nurse and Transition of Care Nurse/discharge Planner**

BLUE CROSS BLUE SHIELD OF TN

July 2002 to March 2007

RESPONSIBILITIES INCLUDED: DOCUMENTATION OF CLINICAL INFORMATION RECEIVED FROM HEALTHCARE PROVIDERS REQUESTING PRIOR AUTHORIZATION FOR HEALTHCARE SERVICES-VIA TELEPHONE, FAX, AND VOICE MAIL. USE OF MILLER MAN'S CARE GUIDELINES AND BLUE CROSS BLUE SHIELD POLICY GUIDELINES TO DETERMINE MEDICAL NECESSITY. FORWARDED QUESTIONABLE CASES TO MD TO REVIEW. AS TRANSITION OF CARE NURSE-MANAGED 30 CASES- OF MEDICAID CLIENTS WHO HAD UNDERGONE TOTAL HIP/TOTAL KNEE SURGERIES; PROVIDED PRE/POST TEACHING AND INSTRUCTION-F/U TO INSURE CLIENTS RECEIVED APPROPRIATE LEVEL OF CARE HH OR O/P PT; HIT AND OR I/P SNF OR I/P REHABILITATION AUTHORIZATION. ALSO PROVIDED STAY REVIEWS FOR NICU INFANTS AND EDUCATED MOTHERS REGARDING IMPORTANCE OF F/U WITH REQUIRED CHILDHOOD IMMUNIZATIONS.

### **Charge Nurse**

HCA-PARKRIDGE MEDICAL CENTER

October 1999 to February 2002

RESPONSIBILITIES: RECEIVE AND GIVE SHIFT REPORT TO ONCOMING STAFF; SUPERVISED (2) LON'S AND (4) NURSING ASSISTANCE AND MONITORED CARE PROVIDED BY THE NON-LICENSED STAFF; COMPLETION OF SHIFT PATIENT CARE ASSIGNMENTS; PRECEPTED NEWLY HIRED NURSING STAFF AND AGENCY STAFF TO UNIT; COMPLETION OF ADMISSION PROCESS VIA COMPUTER CHARTING USE OF MEDITECH; EXECUTION OF MD ORDERS; SHIFT ASSESSMENTS- INCLUDING FAMILY AND PATIENT TEACHING; IVF, TPN, AND BLOOD PRODUCT ADMINISTRATION; WOUND CARE AND ASSESSMENT OF WOUNDS; SERVED ON THE NURSING POLICY COMMITTEE REVISING NURSING POLICIES.PERFORMED IN-SERVICE ON PROPER BACK MECHANICS TO NURSING STAFF AS A CLASS ASSIGNMENT.

### **PRN Pool Nurse Staff**

HCA-PARKRIDGE MEDICAL CENTER

1999 to 2001

### **Staff Nurse**

All About Staffing Nursing Agency

1999 to 2001

### **RN STAFF NURSE PRN AGENCY**

Siskin Hospital for Physical Rehabilitation - Chattanooga, TN

January 2000 to December 2000

medication administration in rehab setting, assisting patients with ADL's, ambulating, transferring ,

### **Nurse**

Per Diem Agency Staff

January 2000 to December 2000

### **Charge Nurse Lead Nurse- Sub-acute Unit**

Erlanger Health System

January 1998 to January 2000

### **RN Staff Nurse**

Con-Tin-U-Care Agency - Chattanooga, TN

January 1998 to January 2000

### **Staff Nurse**

NHC Parkwood Nursing Home - Chattanooga, TN

January 1998 to January 2000

### **Charge Nurse, RN**

NHC- PARKWOOD NURSING HOME

July 1997 to October 1999

July 1997 to October 1999

RESPONSIBILITIES: RECEIVE AND GIVE REPORT TO ONCOMING STAFF; SUPERVISED (4) NURSING ASSISTANTS AND MADE PATIENT CARE ASSIGNMENTS; DOCUMENTATION OF CARE PROVIDED BY NON-LICENSED STAFF; ORIENTATION AND PRECEPTORSHIP OF NEWLY HIRED NURSES FOR 11P-7:00A SHIFT; PROVIDED HOSPICE AND COMFORT CARE AS ORDERED; MONITORED TUBE FEEDINGS; ASSESSED SKIN CONDITION AND WOUND CARE; TRACHEOSTOMY CARE AND RESPIRATORY TREATMENTS; COMPLETION OF INCIDENT REPORTS AND FALL REPORTS; WEEKLY NURSING ASSESSMENTS; FAMILY AND PATIENT COMMUNICATION AND TEACHING, END OF MONTH MEDICAL RECORDS RECONCILIATION. ALSO FLOATED TO ALZHEIMER'S UNIT AND ICF UNIT.

### **Charge Nurse**

LIFECARE OF CHATTANOOGA - Chattanooga, TN

January 1997 to June 1997

RESPONSIBILITIES: GIVING AND RECEIVING SHIFT REPORT; MAKING PATIENT CARE ASSIGNMENTS FOR (3-4) NURSE ASSISTANTS; DOCUMENTATION OF CARE PROVIDED BY NON-LICENSED STAFF; WEEKLY NURSING AND SKIN CARE ASSESSMENTS; MONITORING AND PROVIDING TUBE FEEDINGS AND ADMINISTRATION OF MEDICATIONS; BLOOD GLUCOSE MONITORING; WOUND CARE AS ORDERED AND RESPIRATORY TREATMENTS; END OF MONTH MEDICAL RECORDS RECONCILIATION; RECEIPT OF NARCOTICS FROM OUTSIDE PHARMACY-VERIFICATION OF NARCOTICS RECEIVED.

### **Nurse**

MEMORIAL HEALTH CARE SYSTEMS

June 1996 to December 1996

STAFF NURSE- ONCOLOGY FLOOR- RESPONSIBILITIES:

RECEIVED AND GAVE SHIFT REPORT TO ONCOMING STAFF; ADMISSIONS PROCESS; ENTERING LAB ORDERS INTO COMPUTER MEDITECH SYSTEM; ADMINISTRATION OF MEDICATIONS VIA IV, PO, PR; MAINTAINED AND INITIATED IV'S, TPN ADMINISTRATION, BLOOD PRODUCT ADMINISTRATION, AND

CHEMOTHERAPY DRUGS; PAIN MANAGEMENT- ASSESSMENT AND REASSESSMENT OF MEDICATION EFFECTIVENESS. PRE-POST/OP TEACHING TO FAMILY AND CLIENTS.MONITORING OF LABS AND REPORTING CHANGES IN CLIENT'S CONDITION TO MD ON CALL.

### **Nursing Assistant**

MEMORIAL HEALTH CARE SYSTEMS

April 1994 to December 1996

### **Nurse Assistant**

MEMORIAL HEALTH CARE SYSTEMS - Chattanooga, TN

April 1994 to June 1996

PERFORMED VITAL SIGNS, ASSISTED IN PREPARATION OF CLIENTS FOR PROCEDURES; EMPTIED FOLEY CATHETERS; I/O'S; ASSISTED CLIENTS WITH ADL'S AND UP TO

### **Nurse Technician**

MEMORIAL HEALTH CARE SYSTEMS

June 1995 to August 1995

### **Information Systems Records Clerk**

NON-CLINICAL EMPLOYMENT - Chattanooga, TN

August 1990 to November 1994

employed in Records Office the following duties: provided direct and telephone customer service to students and professors ; assisting students with registration process and providing information and guidance regarding degree and industrial certificate programs, continuing education classes and programs offered through the college; updating student contact information, evaluation of transfer credits, general clerical filing, review and auditing of degree requirements for graduation applicants; updating system issues with IT department and running various enrollment reports required by the state.

### **Service Representative (Night Emergency Operator)**

Electric Power Board Utility

March 1987 to February 1990

customer service via telephone -provided customers with information regarding service accounts, power outages; communicated with meter readers and linemen via 2 way radio concerning reconnecting/ disconnecting services; power outages and damages related to storms; entered data into system for request of service reconnections and made after hour billing arrangements for customers to have services reconnected.

### **Energy Utilization Clerk**

Electric Power Board Utility

August 1980 to February 1990

### **Data Posting Specialist**

Electric Power Board Utility

August 1984 to February 1987

worked in customer accounting department posting receipts of payments to accounts, EOM- mailing out End of Month statements to commercial customers; processing of residential and customer refunds; researching posting payment errors on microfiche and microfilm; microfilming, storage and retrieval of accounting documents, completion of Daily Cash Receipts

Report and forwarding to general accounting department of previous day's receipts. Customer

### **Clerical/data Entry**

Electric Power Board Utility  
August 1980 to August 1984

filing, customer service related responsibilities; educating customers on TVA Home Energy Conservation Program benefits and process of completing application for free home energy survey audit ; completed loan auditing in verification of information

### **Substitute Teacher**

Chattanooga Public City Schools  
August 1979 to August 1980

grades K-12 for city school system- classroom instruction and teaching as per lesson plan in absence of teacher. Provided interactive learning and engagement of students in understanding and learning lesson assignments as instructed by teacher.

## Education

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### **Master's in Leadership**

MIDDLE TENNESSEE STATE UNIVERSITY - Murfreesboro, TN  
January 2009 to December 2014

### **AAS in NURSING**

CHATTANOOGA STATE TECHNICAL COMMUNITY COLLEGE  
January 2009

### **B.S. in OFFICE ADMINISTRATION MANAGEMENT**

UNIVERSITY OF TENNESSEE AT CHATTANOOGA - Chattanooga, TN  
August 1993 to May 1996

## Nursing Licenses

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### **RN**

Expires: December 2020  
State: TN

## Skills

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- Charge Nurse (10+ years)
- Nurse Manager (8 years)
- RN
- Staff Nurse
- Hospital
- Med Surg
- Medical Surgical
- Medication Administration

- Tube Feeding
- Hospice Care
- Epic
- Cerner
- Pain Management
- Order Entry
- Vital Signs
- Alzheimer's Care
- Pediatric private duty care
- Travel Nursing
- Nursing
- EMR Systems
- Dialysis Experience
- Employee Orientation
- Acute care
- Hospital experience
- Computer literacy
- Microsoft Word
- Microsoft Outlook
- Dialysis
- English
- Microsoft Office
- Care plans
- Leadership
- Time management
- Nursing home experience
- Supervising experience
- Home care
- Management
- Sales
- Customer service
- Documentation review
- Windows
- NCQA standards
- Microsoft Excel
- Teaching
- Adult education
- Communication skills
- Computer skills
- Case management

- Discharge planning
- Behavioral health
- Research

## Certifications and Licenses

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**BLS Certification**

**ACLS Certification**

**ACLS Certification**

**ACLS Certification**

**Compact State Nurse License**

**CPR Certification**