**Alexis Kolby Quarles**

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**Profile**

Currently working full time at Hardeman County Correctional Facility as the Clinical Nurse Supervisor (Director of Nursing, Registered Nurse). I am a graduate of Jackson State Community College in Jackson, Tennessee, with an Associate's Degree in Science of Nursing. I have three years of correctional experience, five years of hospital experience, and five years of retail experience, with three of those being in management. Strengths include time management, accountability, flexibility, adaptability, effective communication, active listening, critical thinking and organizational skills.

**Education**

**Jackson State Community College** Jackson, TN

*Associate of Science: Nursing* August 2015 – May 2017

**Recent Work Experience**

**Hardeman County Correctional Facility**  Whiteville, TN

*Clinical Nurse Supervisor – DON, RN*  September 2020 – Current

* Report directly to the Warden/Facility Administrator or Health Service Administrator for daily clinical operations within the medical department
* Manage and supervise daily nursing/clinical activities
* Supervise nursing and non-licensed health care providers in the performance of their duties and evaluate as prescribed by the facility and corporate policy. This includes, but is not limited to, training new employees; evaluating performance and preparing written performance appraisals; listening to complaints and effectively resolving disputes or problems; taking corrective or disciplinary action; developing work schedules for subordinates; and approving leave requests
* Provide direct patient care as indicated within scope of licensure; apply appropriate nursing skills in the care and treatment of inmates/residents
* Provide for adequate staffing at the facility; fill in as needed during periods of short staffing; may perform nursing duties including, but not limited to, executing physician’s orders, assisting physicians in examinations or treatment, dispensing and administering medications, treating emergencies and screening patients for referrals, and performing intakes
* Perform triage, physical assessments, direct emergency care and procedures as needed and call the Licensed Independent Provider for treatment orders
* Coordinate and assist COVID-19 vaccine clinics for staff and inmates, document the vaccinations in the appropriate databases; such as TennIIS and the "Q-Drive" for the Tennessee Department of Corrections partner of the facility
* Coordinate and document the testing for COVID-19 in inmates for parole and flattening sentences for the Probation Officers
* Attend meetings with the administrative staff of the facility to see that the inmates are receiving appropriate and timely care from our medical clinic
* Assist the Tennessee Department of Corrections' auditors with auditing at the facility; assist the Health Service Administrator with drafting Corrective Action Plans during and after the annual and quarterly medical audits

*Registered Nurse*  May 2018 – Current

* Work closely with QA Manager to follow policy and procedures to keep inmate medical files in compliance with the policies from Tennessee Department of Corrections
* Travel to other correctional facilities with Tennessee Department of Corrections' audit teams for annual and quarterly audits
* Take on call status for Health Services Administrator and Director of Nursing when they are unavailable
* Collaborate with administrative staff at the facility to solve any medical/security issues when needed
* Respond to medical and/or fire emergencies on the prison compound
* Coordinate and oversee inmate diabetic clinics three times a day
* Oversee and treat inmates during “Nurse Sick Call” daily
* Assist the Medical Director, Nurse Practitioner, Telehealth Doctor, and Mental Health Advanced Nurse Practitioner with clinics

**Jackson-Madison County General Hospital**  Jackson, TN

*Registered Nurse* June 2017 – September 2018

* Provide excellent patient care and comfort
* Assess and monitor patients in multiple stages of disease processes
* Administer medications PO, IV, IM, SQ, peg tube, PICC line, etc.
* Effectively collaborate with multidisciplinary team members to fulfill patient and family needs

**Jackson-Madison County General Hospital** Jackson, TN

*Physical Therapy Technician* May 2013 – April 2016

*Physical Therapy Wound-Care Technician*

* Assist the Physical Therapist to safely ambulate and transfer patients
* Provide excellent patient care and comfort
* Assist the Physical Therapist with changing sterile wound dressings
* Monitor wound progression daily or as ordered by the provider

**Best Buy Mobile** Jackson, TN

*Lead Sales Associate/Key Holder* August 2013 – December 2016

* Open and close store
* Provide excellent customer care
* Make employee schedules