

Rachel Seibert

North Liberty, IA

-Email me on Indeed: <http://www.indeed.com/r/Rachel-Seibert/f90fc3d70182de73>

I am an experienced, devoted team player and excellent leader. I learn new things quickly.

The only consistent thing is change!

Authorized to work in the US for any employer

Work Experience

Director of Nursing

Cottage Grove Place - Cedar Rapids, IA

August 2020 to Present

Management of nursing and care staff- approximately 60 employees.

Management of 50 residents including day to day needs, admission and evaluations. Working closely with families of all residents.

Policy and process planning in conjunction with the management team. Assist with marketing role and goals. Working with Executive director to assure operations run as planned.

Director of Nursing

Northbrook Manor - Cedar Rapids, IA

January 2020 to August 2020

Director of Nursing

Management of nursing and care staff- approximately 50 employees.

Management of 55 residents including day to day needs, admission and evaluations. Working closely with families of all residents.

Policy and process planning in conjunction with the management team. Assist with marketing role and goals. Working with Executive director to assure operations run as planned.

Administrator

UNITY POINT HOSPICE - Cedar Rapids, IA

June 2019 to January 2020

Responsible for running the entire Cedar Rapids hospice.

Director of Nursing

Prairie Hills Assisted Living - Cedar Rapids, IA

March 2018 to June 2019

Director of a Health and Wellness

Management of nursing and care staff- approximately 20 employees.

Management of 50 residents including day to day needs, admission and evaluations. Working closely with families of all residents.

Policy and process planning in conjunction with the management team. Assist with marketing role and goals. Working with Executive director to assure operations run as planned.

Director of Nursing

Keystone at Forevergreen - North Liberty, IA

March 2017 to March 2018

Director of a Health and Wellness

Management of nursing and care staff- approximately 35 employees.

Management of 50 residents including day to day needs, admission and evaluations. Working closely with families of all residents.

Policy and process planning in conjunction with the management team. Assist with marketing role and goals. Working with Executive director to assure operations run as planned.

RN Case Manager

Hospice Compassus

February 2015 to March 2017

- Manage patient caseload, coordinate care from all disciplines for caseload.
- Responsible for assuring all of patients and family's needs are met during the difficult end of life phase.
- Responsible for supervising HHA and developing plan of care for patients that will meet any and all of their needs.
- Assure that all documentation is done within company standards that meet and or exceed MCR and Medicaid guidelines.

Clinical Care Coordinator

Hospital Magnet committee

April 2014 to September 2014

- Responsible for providing quality, compassionate, research based patient care.
- Provide direct care to pulmonary patients, including tracheotomy and ventilator patients as well as a broad spectrum of medical patients.
- Primary nurse responsible for patient care management
- Have been and active member of several committees that have had a direct impact on improving patient care and outcomes; such as Nursing Partnership Council (NPC), IDEA committee (a partnership of administration and nursing to enhance communication), Safe Medication Administration Committee, Hospital Magnet committee.
- Educator during the orientation for new nursing staff during hospital wide orientation.
- Preceptor to a large number of nursing students for area community colleges, St. Ambrose University as well as orientation of new nursing staff.
- Responsible for supervision of clinical staff as well as customer service staff in the DME setting.
- Coordination of education to ensure competency and superior job performance for staff in the DME environment- including patient care/teaching in the home.
- Education of patients and their care providers as to the proper use and purpose of DME.
- Responsible for assisting with the coordination and compliance with upcoming ICD-10.
- Reviewing medical documentation to assure proper documentation prior to billing.
- Review and change process and procedures that will impact reimbursement from Medicare and other insurances.
- Care Coordinator role involved coordination of care with the providers and floor staffs as well as outside facilities during patients stay in the acute care setting. Responsibilities also include advocating for and education of patients and families on topics such as Palliative Care, Hospice, SNF, LTC and other options for transition to home such as with VNA. Key to this role is a vast understanding of outside agency offerings, Medicare guidelines and the communication and collaboration of the entire healthcare team from admission to safe and appropriate discharge of patients with proper services and follow up assured.

RN

Eastern Iowa Community College
December 2008 to May 2014

12/2008- 05/2014

- Responsible for direct clinical instruction and supervision of nursing students in the clinical setting.
- Demonstration, the observation and evaluation of nursing students in the learning/simulation lab setting at the college.
- Evaluation of the nursing student to assure proficiency so that they can safely assess patients, administer medications, perform patient cares and procedures in the clinical setting as students.
- Evaluation of student's paperwork to assure that they are able to demonstrate their understanding of the patient, the patient's diagnosis and the nursing process.
- Provide feedback and instruction to the student related to any areas that need improvement as well as reinforcement of the areas that student is proficient in.
- Supportive education in pre and post conferences to enhance the students learning.

Respiratory Care RN- Charge Nurse-Clinical Lead

Cogent Health Care (Cogent HMG)
April 2012 to April 2014

Adjunct Faculty- Clinical Instructor

St. Ambrose University
January 2012 to May 2012

RN

Genesis Medical Center - Davenport, IA
September 1997 to April 2012

Clinical Care Coordinator

Eastern Iowa Community College
December 2008 to November 2011

- Responsible for coordination of care between: patients, families, primary care physicians and hospitalist providing care during acute hospitalizations.
- Act as a liaison for hospitalist providers to assist in resolving issues that arise with patient, family and hospital staff to assure patient satisfaction and safe patient care.
- Monitor and assure that the hospitalist group has 100% compliance with patient safety outcomes, such as core measures and proper clinical documentation.
- Quality Improvement/Assurance
- Gather data and produce reports using Excel to report on measures such as discharge timeliness, core measure compliance and readmission rates.
- Participate in hospital committees which focus on safety, medication error reduction and staff competency.
- Active member of the discharge planning team during patient's hospitalizations in an effort to identify and resolve any barriers to discharge such as insurance issues.
- Educate and demonstrate the healthcare standards and regulations.

Education

BSN

St. Ambrose University
2011

ADN

Trinity College of Nursing
2004

Diploma in LPN

Clinton Community College
1997

Skills

- Nursing
- Word Processing
- Assisted Living
- Medication Administration
- Hospice Care
- Primary Care Experience
- EMR Systems
- Case Management
- Patient Care
- Experience Administering Injections
- Laboratory Experience
- Experience of 17 years as a direct patient care nurse.
- Experience of 2.0 years in Durable Medical Equipment (DME)- Charge Nurse/ Clinical lead.
- Experience of 6 years as a clinical nurse educator.
- Experience of 3 years as a Clinical Care Coordinator.
- Exceptionally good at assisting in the planning, implementation and evaluation of patient goals for discharge, and assuring that patient education is accurate.
- Review of medical documentation for accuracy in patient record and for billing.
- Exceptional written and verbal communication skills that are key when assisting in the coordination and management of patients.
- Self motivated with excellent organizational skills.
- Great interpersonal skills, team player and team builder.
- Supervisor of clinical and customer service staff.

Certifications and Licenses

RN License

BLS Certification

LPN