

Tracy Farrow

LPN

Montrose, CO 81403

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LPN with 21 years healthcare experience in LTC and Short term rehab.

Authorized to work in the US for any employer

Work Experience

LPN (Licensed Practical Nurse)

Colorow Care Center - Olathe, CO

February 2019 to Present

LPN with assigned 26 Elders and multiple CNA staff to oversee. Proficient in PCC charting. Daily duties of passing medications, vital signs, data entry, continually assessing patients, end of life care, dressing changes, tube feed care, giving injections, accurate charting, and beyond. Keeping my patients comfortable, safe, and loved.

Scheduling Coordinator

Park Ridge Living Center - Rochester, NY

June 2010 to September 2018

Responsibilities: Staff a 120 bed/5 building facility; keep records of all nursing licenses, C.N.A. certifications and CPR/BLS certifications, check expiring records monthly and renew expiring C.N.A. certifications, send expiring nurses reminder e-mails, scheduling and attending meetings and taking minutes, transcribe and distribute minutes, create master schedules in four week block time frames, answer multiple phone lines, receive call-ins and find coverage for units without using an outside agency, receive and approve or deny many time exchanges and vacation requests, work closely with nurse managers to achieve a budget friendly yet fully staffed facility, maintain the position control and schedule interviews for open positions, work closely with recruiter in human resources to verify our open positions and find the right candidates for our needs, keeping track of employee attendance and sending out a biweekly report to all managers, entering all education minutes from in-services and mandatory readings and meetings into computer system, printing monthly report for QIE for education compliance, acts as administrative support to DON, creating and composing quarterly newsletter for the Wegman Cottages, creating flyers/posters for various events.

C.N.A.

NurseFinders - Rochester, NY

July 2013 to March 2015

Rochester, NY- C.N.A. 7/2013-03/2015

Responsibilities: working primarily at Lakeside Besmirch nursing home, caring for the elderly in a long term as well as acute setting including activities of daily living, feeding, tracking inputs and outputs, reporting any changes in mental or physical status to the nurse, answering call lights in a timely fashion, helping to maintain a healthy and meaningful life to patients while creating a bond between caregiver and patient.

Joint Breakfast Co-Coordinator

Park Ridge Living Center - Rochester, NY
June 2010 to June 2010

Responsibilities: Gathering all total joint replacement patients from floor to dining room, serving food, providing meaningful conversations with patients, ensuring patients are in therapy right after breakfast. Worked in conjunction with Anna Moraller.

Unity Secretary

Park Ridge Living Center - Rochester, NY
October 2006 to June 2010

Responsibilities: Answering phones, taking messages, scheduling various tests, maintaining the laboratory requisitions, composing and deconstructing patient charts, filing, copying charts for stat transfers to the emergency department, faxing and transcribing orders, helping visitors with directions, answering call lights in a timely fashion, entering admissions and discharges into the computer via Vista Keane and Cerner systems, member of the Operation Performance Implementation team in an effort to reduce time of admission from hospital to transfer to Transitional Care Unit.

Back-Up Scheduling Coordinator

Park Ridge Living Center - Rochester, NY
October 2006 to June 2010

Responsibilities: Served as the relief for the scheduling coordinator while she was on vacation, on disability, or if she called in sick, staffed units and filled in staff if there were call-ins.

C.N.A.

Park Ridge Living Center - Rochester, NY
January 1999 to October 2006

Responsibilities: Caring for the elderly in a long-term care setting, including activities of daily living, feeding, tracking inputs and outputs, reporting any changes in patient's mental or physical status, using the chain of command to report any findings, answering call lights in a timely fashion, helping to maintain a healthy and meaningful life to patients while creating a bond between caregiver and patient.

Education

Licensed Practical Nursing in LPN

FLCC - Rochester, NY
July 2017 to July 2018

Associate in Liberal Arts & Sciences

MCC - Rochester, NY
September 2000 to December 2003

Spencerport High School - Spencerport, NY
June 1997

Skills

- Computer, organization, multi-tasking, artistic, enthusiastic, eager to learn, creative, patience, strong willed, hard working. (10+ years)
- Patient Care
- Front Desk
- Cerner
- Epic
- Nursing
- Medication Administration
- Experience Administering Injections

Certifications and Licenses

C.N.A. NY

February 1999 to October 2019

EMT NY

March 2015 to March 2018

LPN CO

March 2019

BLS CPR

November 2017 to November 2019

Additional Information

Skills:

Computer, organization, multi-tasking, artistic, enthusiastic, eager to learn, creative, patience, strong willed, hard working.