

# Julianne Grace

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Authorized to work in the US for any employer

## Work Experience

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### **PRN Staff Nurse**

Life Care Centers of America - Pueblo, CO

July 2017 to January 2020

### **CNA program Instructor**

AIM Academy - Pueblo, CO

March 2016 to November 2017

Taught Pearson View accredited CNA classes and clinicals for CNAs, specialized in parent CNA program for special needs families. (Company closed)

### **Procedure Nurse**

Southern Colorado Family Medicine - Pueblo, CO

February 2015 to January 2016

#### Responsibilities

Assisted physicians In all Procedure clinics Including set up Clean up And sending any pathology if needed.

Removed sutures, staples , and casts. Performed wound care, Blood glucose testing, Hemoglobin A1c testing, Hematocrit testing, Influenza and strep Rapid testing, Performed Urinalysis testing, Pregnancy testing,

Obtained Straight catheter samples, and occult blood testing. Set up Of all minor surgery trays Along with assisting And dressing Needed wounds After procedures Along with getting consent before treatment.

Performed Pediatric adolescent and adult immunizations. Performed EKGs, Non stress tests on pregnant Females, Stress test On adults Using a treadmill, Obtained fetal heart tones Using a Doppler, and performed hearing tympanograms. Stocked all rooms, Inputted All Medicaid Vaccination information Into VIS of Colorado

Medicaid site. Started IVs, suctioned trachs, and performed Pulmonary function testing Along with calling in All new prescriptions and refills to various pharmacies. Responsible For setting up All over night Pulse ox s Polysomnogram Radiology testing Referrals To specialist And specialized testing Along with getting the prior authorizations for these. Coordinated care With many Companies And state agencies Along with durable medical equipment companies And prosthetic Companies. Responsible For coding patient visits And updating all medical history As well as Performing Medication regimen reviews.

Left facility due to patella fracture. This was a union position, and they could not hold my position after 4wks.so

I resigned my position after my surgery.

### **Vice-president/Technician**

T&J On The Spot Results - Pueblo, CO

October 2009 to July 2014

Responsible for Pre-employment screenings, DNA/Paternity testing, Ran over 40 different background checks for various clients & businesses. Perform Hair Follicle drug testing, Instant on-site urine drug screens, steroid, and ETOH screens. Gave classroom lectures to students on the use and effects of drug and alcohol use. Created Drug and alcohol work place policies. Ran DOT consortiums for DOT companies. I obtained certifications from Omega labs, Medtox labs, and have my DOT certification for collections from Alpha Pro

Solutions along with completion of training and certification from DNA Diagnostic Centers of America. This company is also a Quest preferred collection site. I also perform Wipe & Spray testing for employees and private clients.

## **PRN**

Pueblo Care and Rehab

April 2012 to July 2012

Medication/Treatment Nurse

Administered medication and performed treatments on long term and rehabilitating patients. Also did trach care and replacement, wound vac changes, injections, blood glucose monitoring, catheter changes, suctioning, respiratory treatments, and various other procedures as ordered. Documented on all patients as necessary, performed weekly and monthly physical assessments with documentation, took orders from physicians, ordered medications, and supervised CNA's on my hall daily.

## **Cigna traveling nurse**

Dependable Staffing - Phoenix, AZ

October 2011 to March 2012

Traveled to various Cigna facilities and filled in for staff nurses in all clinics as needed for various time frames.

Worked in Pediatrics, Family practice, Urgent care, Internal medicine, Endocrinology, ENT, HIV/Hepatitis clinic, and Surgical post-op. Performed basic patient care as instructed by the individual clinic physicians.

(Moved back to Colorado)

## **Health and Wellness Director**

Wynwood Assisted Living - Pueblo, CO

May 2011 to September 2011

\*Managed the day-to-day healthcare operations of this 64 Apartment Assisted Living community ensuring resident's healthcare needs were met. Ensured residents were treated with respect and dignity and ensured quality care as resident's healthcare needs changed by providing Personalized Service plans for each individual with quarterly or change in condition family/resident meetings. Responsible for the direct supervision of care giving and coordination of health care needs within the community. Performed pre-move in assessments on residents in their homes, skilled facilities, and hospitals to determine if our facility was able to meet all of the residents needs. Provided training, supervision, and monitoring of associates. Performed 90 day assessments for skin integrity, medication monitoring, psychotropic updates, and fall triggers/prevention.

Monitored and audited charts, medication carts, and medication/treatment room, ordered all medications, destruction of all expired medications, and checked off all medication administrators on an annual basis along with holding Monthly in-services for all employees. Followed all lab/test requests and results working closely with all physicians in the community. Monitored Coumadin flow sheets. Provided in-house triage for all residents and was on call 24hrs daily for Emergencies and family concerns.

(Husband offered job in Arizona)

## **Assistant Director of Nursing**

ABC Home Health Care

July 2006 to September 2008

\*Responsible for all new referral intakes and assigning staff to these cases \*Responsible for the infection control log and its' tracking and trending \*Monitored all Coumadin patients with a log and followed up with the physicians \*Responsible for the incident report log, patient complaint log, staff complaint log, and the follow up and trending of these logs on a quarterly basis.

\*Reviewed all incoming lab results and followed up on them appropriately with field staff and physicians

\*Responsible for the Drug Regimen Review of each new patient and the daily med changes in the chart and the computer. Monitored interactions, updated physicians, and kept information current in the charts and the patient's homes.

\*Responsible for obtaining any patient information on any subject for the RN case managers to take to patient for teaching and kept updated records of this in the charts.

\*Took call on the weekends every third week and was on call every Wed and Thurs. of the week for emergencies.

\*In charge of OSHA, were the Safety Officer, monitored staff injuries, and was responsible for all continuing education for field staff nurses and therapists.

\*Ordered all patient supplies and kept a log of all checked out and received items.

\*Checked out all equipment to field staff along with ordering this equipment also.

\*Kept log on all discharged patients

\*Updated physicians on Physician Oversight billing quarterly \*Created a Robin Rice procedure book for all field staff nurses.

\*Monitored and oversaw all Synagis babies \*Responsible for all PPD injections for staff and monitored these with a log book.

\*I also worked in the field for a year as a nurse specializing in preterm infants, special needs children and infants, abuse cases, and high risk OB patients.

## **Clinical nurse/OB nurse-Diabetes Educator**

Dr. Michael Ramos - Pueblo, CO

January 2002 to October 2005

\*Responsible for total patient care

\*Put patients in rooms, took vitals, administered injections and immunizations \*Performed ear irrigations, EKGs', suture, staple, and cast removals \*Administered nebulizer treatments, pulse-ox readings on infants and adults \*Assisted in minor surgeries, colposcopies, pap smears, and various biopsies \*Called in new prescriptions and all refills, sterilized equipment, ordered all injectable and medical supplies \*Kept up with all

OSHA requirements and logs \*Kept crash cart up to date monthly \*Ordered all vaccinations from the State of Colorado and kept up to date immunization records on all Medicaid children \*Performed limited OB ultrasounds for FHT and CRL, basic cervical checks for dilation, and fetal heart tone monitoring. Also checked fundal heights \*Drew all labs, ran urine dips, performed blood glucose monitoring, and scheduled all out-patient procedures and surgeries \*Obtained prior-authorizations on all required procedures \*Educated patients on diabetes and trained them on self-administration and monitoring of their insulin along with teaching on diet, exercise, and essential lab work monitoring \*Notified patients of all lab results by phone and took all triage questions

(I was involved in an auto accident and was unable to work for three months)

## **LPN, OB nurse, Diabetes Educator**

Dr. Jennifer Nielsen - Pueblo, CO

June 1998 to October 2001

\*Responsible for the completion of all paperwork, referrals, coding of super bills, ordering of all injectable, back office supplies, and pediatric immunization administration and tracking with the state of Colorado.

\*Administered and documented a wide range of injections and immunizations \*Drew all Obstetrical lab work

\*Responsible for diabetes education and teaching/training on a wide variety of diabetes equipment and insulin therapies \*Pre-certified and obtained prior-authorizations for all out-patient procedures and surgeries.

\*Scheduling of all out-patient and in-patient procedures and surgeries \*Completed all New OB paperwork and pre-certified them for delivery and any post delivery surgeries \*Called in all new prescriptions and all refills on medications \*Assisted in all minor in-office surgeries and procedures.

\*Responsible for all out-going labs and biopsies \*Completed all SSI Disability forms and Tumor registries

\*Stocked all patient rooms, took patients into rooms, obtained vitals (including blood glucose monitoring and urinalysis) \*Performed nebulizer treatments, sterile and non-sterile dressing changes, bleeding times, Doppler for fetal heart tones, assisted in cervical biopsies and circumcisions \*Stocked and cleaned minor surgery room daily \*Responsible for suture, staple, and cast removals

(Dr. Nielsen moved to Fort Bragg, N.C. due to her husband being stationed at the Army base there and she returned to medical school to finish her OB/GYN residency.)

## **Office nurse/Diabetes Educator**

Dr. Daniel Grossman / Dr. James Pagel - Pueblo, CO

December 1994 to March 1998

\*Responsible for the completion of all paperwork, treatments, injections and immunizations \*Responsible for all

CPT coding of charges on super bills \*Called in all new prescriptions and refills for medications \*Completed all

SSI disability forms \*Drew all lab work, sterilized all instruments, washed patient gowns, stocked and cleaned all patient rooms daily \*Ordered all injectable and back-office supplies for all three doctors

\*Assisted in all minor surgeries and was trained and certified to assist and guide during sigmoidoscopies

\*Responsible for suture, staple, and cast removals \*Educated patients on all aspects of diabetes and trained patients on self- administration of insulin

(Dr. Pagel was also a Sleep disorder physician. In this aspect of my job were the following duties.)

\*Created a filing system, obtained all referrals, filled out all new patient paperwork, scheduled all testing and lab work, pre-certified all DME, sleep-studies, and MSLT testing.

\*Set up all oxygen, C-pap, Bi-pap, and medication regimens for these patients.

(Dr. Pagel let family practice to pursue Directing the Sleep lab at Parkview Hospital. Dr. Grossman left soon after to take a job back East. I returned to college at this time.)

## **Emergency Room Paramedic**

Memorial Hospital Colorado Springs - Colorado Springs, CO

August 1989 to November 1994

\*Responsibilities included basic assessment of all in-coming trauma patients, treatment by protocol until a physician became available \*Started IVs', took vitals, assisted in suture and stapling, medication administration, variety of injections, assisted in casting, performed EKGs' and blood glucose testing

\*Administered oxygen and nebulizer treatments \*Inserted Foley and straight catheters \*Charting and patient follow-up to the floor. Stabilizing trauma patients until surgery.  
(Left job to take a position closer to home.)

## Education

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### **license in Licensed Practical Nursing in Nursing**

Pueblo Community College - Pueblo, CO

1998 to 1999

### **Bachelor's in Emergency Medicine**

New York University - New York, NY

January 1987 to May 1990

### **High school diploma in General Studies**

Central High School - Pueblo, CO

1984 to 1987

## Skills

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- IV Therapy
- Critical Care
- Home Health
- Hospital
- Med Surg
- Medical Surgical
- Operating Room
- Staff Nurse
- Wound Care
- Teaching Experience
- Trach Experience
- Medication Administration
- Triage
- Experience Administering Injections
- EMR Systems
- Infection Control Training

## Certifications and Licenses

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### **Licensed Practical Nurse**

### **BLS Certification**

### **ACLS Certification**

## Additional Information

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IV Certified