

# Crystal King

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## Work Experience

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### **Vaccine Specialist**

Primary Care Partners - Grand Junction, CO

November 2016 to Present

#### Duties/Responsibilities:

- Monitor levels of PCP central supply vaccines, when indicated order directly from vaccine companies to maintain supply while ensuring to stay within the PCP budget of, \$70,000 weekly
- Upon vaccine arrival, unpack them, check them in via correct paper pathways, place them in units all while maintaining proper cold chain
- Ensure that all units for PCP central supply, WCPA and WCPA- Fruita are adequately cooling, monitor log tag readers for any major changes in temp
- Be available by phone in case of vaccine emergency afterhours, to ensure safety and viability of vaccines
- In case of a vaccine temp excursion: understand and implement the proper vaccine transport for both privately purchased vaccines and VFC vaccines.
- Upon receipt of orders from the PCPs 6 offices, fill orders of vaccines from CS, charge them out to the requesting office, and deliver them to their units
- Act as a liaison for PCP and meet with vaccine company reps
- Negotiate contract pricing for vaccines for PCP
- Document monthly prices of each vaccine and send to PCP billing to ensure proper charges
- Monthly update every lot number for all practices in PCP in the general lot number database
- Answer vaccine related questions for all PCP offices
- Help navigate and implement any vaccine schedule change
- Educate staff on new vaccines
- Delegate adult vaccine related questions and issues to the Adult vaccine staff
- Stay up to date with ACIP recommendations
- Attend Immunization task force meetings
- Have the knowledge of vaccine needs and aid practices with development of emergency plans, and/ or implementation.
- Manage WCPA, and WCPA-Fruita offices' VFC including but not limited to: Yearly vaccine management plan updates, yearly certification courses, Site visit compliance, remedy to any excursions, ordering of vaccines and inventory of vaccines monthly and keeping the practices up to date with new VFC standards and ensuring they are implemented properly
- Download and reconfigure LOG TAG data monitors weekly and maintain records for three years
- During Flu season, coordinate, run and attend each flu clinic for WCPA
- Provide any and all information needed for insurance claims related to a vaccine loss, which may include but not be limited to: Purchasing reports, lot numbers, vaccine total value
- Return expired vaccines to manufactures, track and allocate funds from returns to proper PCP offices.

- Help resolve any billing issues between manufacture companies and PCP billing
- Provide information and assistance to Vaccine back up coordinator

### **LPN (Licensed Practical Nurse)**

Western Colorado Pediatric Associates - Grand Junction, CO  
May 2014 to Present

- Obtain and chart vitals
- Utilize an Electronic Health record and Eagle Dream software to review metrics and update patient's medical information
- Anticipate provider's needs in advance to keep provider on schedule while keeping provider informed of daily schedule
- Provide patient instruction and education materials
- Arrange referrals to internal and out-of-office providers
- Review, prepare, administer, dispense and chart medications, injections, immunizations at provider direction
- Provide phone calls to patients, labs, external offices, with results and patient care info.
- Prepare and assist providers with specialized minor procedures
- Clean and supply exam rooms, procedure rooms, nursing station and dirty utility room

### **Licensed Practical Nurse**

Irwin County Detention Center - Ocilla, GA  
September 2013 to March 2014

- Documents in an accurate and timely manner to provide comprehensive offender medical records;
- Provides standardized patient education within established nursing guidelines;
- Transcribes medical orders and reports at change of shifts;
- Preserves confidentiality;
- Provides physical care and treatments, administers medications, collaborates on treatment plans, employs infection control measures, provides referral to appropriate Clinical Services staff for new arrivals, crisis intervention, interviews and triages offenders, and performs instruction and orientation;
- Assists physicians, physician assistants, and nurse practitioners with minor medical and surgical procedures;
- Ensures ordering and restocking of medications and supplies;
- May occasionally be required to participate in restraining an offender primarily for medical reasons;
- Delivering PO, IM, IV, SQ, SL medications to offenders in medication lines, infirmaries, and PRN;
- Observes and reports the physical and emotional condition of offenders including the effectiveness of medications and treatments during sick call
- Promotes and is accountable for safety and security of the clinical environment through conscientious observations and sensitive item/contraband control including counting syringes, needles, narcotics, instruments, and key control;
- Operates a variety of clinical equipment dictated by the type of equipment available in the assigned work unit;
- Informs supervisor of any violations of security or safety through the report writing process;

## Education

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### **Some college in Nursing**

Wiregrass Georgia Technical College - Ocilla, GA  
January 2011 to August 2013

## Skills

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- Pricing
- Negotiation
- Purchasing
- Supply chain
- Process improvement
- Logistics
- Infection control
- Experience administering injections
- EMR systems

## Certifications and Licenses

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**LPN**

## Additional Information

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CPR/First Aide

Certified mental health first aide