

Crystal Garrett

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Authorized to work in the US for any employer

Work Experience

Director of Surgical Services

Self Regional Healthcare - Greenwood, SC

December 2020 to Present

- Promoted to Director of Surgical Services
- Responsible for Pre-Assessment, Preop, OR, PACU, and CSP
- Provide support to affiliated surgery center and Edgefield Campus
- I report directly to the VP of Surgical Services
- I have 8 managers that report directly to me
- Approximately 200 FTEs
- Multidisciplinary collaboration with surgeons, physicians, ancillary support staff, administration, etc.
- Budget management
- Vendor Contract Management

Manager of Surgical Services

Self Regional Healthcare - Greenwood, SC

August 2018 to December 2020

- I was offered the position of OR manager. I am currently working in this capacity, as well as that of Quality & PI Coordinator until that position is filled.
- Provide clinical direction and oversight of 13 operating rooms
- Recruitment and Retention - manage all employee positions from posting, to hiring, orientation, as well as termination
- Employee Interaction - dealing with difficult employees, counseling, conflict resolution
- Department Schedule - making the schedule to ensure department coverage
- Vendor Contracting - working with vendors to develop contracts for use in the operating room, including implants, equipment, and supplies
- Budget Management - Assist the AVP to develop a financial plan/budget. Ensure adherence to the budget.
- Monitor productivity and spend
- Multidisciplinary collaboration within the department with surgeons, anesthesiologists, nurses, surgical technologists, central sterile supply, etc.
- Multidisciplinary collaboration within the organization - various directors and VPs.

Quality & Performance Improvement Coordinator/Educator

Self Regional Healthcare

January 2017 to December 2020

- Managed OR metrics to include on time starts, turnover times, implant/supply utilization, etc.

- Data collection
- Generating reports
- Ensuring staff education - competencies, scheduling in-services, monthly meetings, morning huddles
- Orientation of new team members
- Ensuring compliance with regulatory standards - CMS, DNV, OSHA, AORN, etc.
- Ensuring compliance with organizational policies and procedures. Revise and implement new policies and procedures as needed.
- Assisted with the EPIC implementation, as well as provide ongoing EPIC education and auditing.

Manager of Surgical Services (Eastside Campus)

Bon Secours St. Francis Hospital System - Greenville, SC

September 2016 to February 2017

September 2016 to February 2017

Supervisor of Outpatient Surgery

Downtown Campus

November 2014 to September 2016

Registered Nurse

Self Regional Healthcare - Greenwood, SC

October 2013 to November 2014

Rotated among ICU, CCU, and CCU

- Floated to the tower depending on patient census
- Cared for critically ill patients. Managed IV drips and medications. Managed ventilators. Assisted with bedside procedures.

Registered Nurse (PRN)

October 2013 to November 2014

Clinical Coordinator

Downtown Campus

August 2011 to October 2013

Registered Nurse

February 2010 to August 2011

Patient Care Technician

Patient Care

July 2009 to February 2010

Nurse Externship

Once I

May 2009 to July 2009

obtained my RN, I worked in the main OR at the downtown campus - specialties include orthopedics, general, urology, vascular, neuro, gyn, plastics

- Moved to outpatient surgery at the downtown campus - specialties include orthopedics, sports medicine, plastics, eyes, urology, general
- As a surgical nurse, my primary specialty became orthopedics and sports medicine.
- Preoperative Services

- Bringing Patients into the pre-op holding area
- Conducting Patient Assessment
- Preparing Patients For Surgery
- Intraoperative Services -
 - Help prepare the surgical suite - Getting any equipment, supplies, and/or medications ready for the surgical procedure.
 - Bring patients to operating room - Confirming the patient, procedure, and surgeon.
 - Prepare patient for surgery - Shave the site if needed. Clean the site using the appropriate antimicrobial. Expose the surgical site and help drape without contaminating sterile the field.
 - Document throughout the surgery using ConnectCare (EPIC) - Document everything done to the patient including positioning, lines, drains, foley, dressings, etc.
 - Bring any supplies into the room that may be needed for surgery and apply them to the surgical field using sterile technique.
 - Experience in the role of surgical technologist.
- As Clinical Coordinator I managed the OR suites and collaborated with surgeons, as well as staff members, to ensure cases run efficiently.
 - I worked closely with Pre-op, PACU, Anesthesia, Central Processing, and surgeons to make sure cases are being done efficiently while still instilling the Bon Secours' qualities and values.
 - I provided clinical direction for surgical services.
 - When the hand center joined our group, I was a key person for making sure we had everything they needed - various instrument trays, positioning equipment, implants. I was actually onsite at the St. Francis Surgery Center as they got up and running.
- As Supervisor of Outpatient Surgery, my responsibilities increased from that of my previous position as clinical coordinator. I managed Pre-op, PACU, Central Processing, as well as the OR.
 - Recruitment and Retention - I managed all employee positions from posting, to hiring, as well as termination
 - Employee Interaction - dealing with difficult employees, counseling, conflict resolution
 - Department Schedule - making the schedule to ensure department coverage
 - Vendor Contracting - working with vendors to develop contracts for use in the operating room, including implants, equipment, and supplies
 - Budget Management - Assisted the director to develop a financial plan and adhere to the budget
 - Monitor productivity
 - Sports Medicine Committee
- * Point person in surgery for sports medicine
- * Work closely with Piedmont Orthopedic Associates
- As Manager of Surgical Services, I was promoted and moved to our Eastside campus. This position is aligned with that of a director. Responsibilities include that of a supervisor, as well as:
 - Oversight of Pre-op, PACU, and CSPD
 - More in depth budgeting - to include preparation and management
 - Several Various Committees
- * Peds
- * Shoulder Task Force
- * Ortho Council (Total Joints)
- * COEMIG
- * Breast Health Advisory Board
- * OB/GYN
- * Robotics
- * Quality Management/Process Improvement

Education

Masters of Science in Nursing in Administration

South University - Savannah, GA

October 2016

Bachelors of Science in Nursing in Nursing

Lander University - Greenwood, SC

December 2009

Nursing Licenses

RN

Skills

- Computer Skills: Microsoft Office: including Word, Works, Excel, Powerpoint Self Regional in Greenwood
- EPIC, AdminRx, McKesson, HSM, HEV, MedApproved St. Francis in Greenville
- ConnectCare, Epic, Quantros, Success Factors
- ICU Experience
- Contract Management
- Quality Management
- Critical Care Experience
- Robotics
- Process Improvement
- Financial Planning

Certifications and Licenses

BLS, ACLS

CNOR

Present