

# Kathy Smith

## **Nursing Administration**

Puyallup, WA 98374

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Accomplished and driven healthcare professional with extensive experience of over sixteen years managing the day-to-day operations of the Nursing department. My areas of expertise include formulation and implementation of departmental policies, developing curricula for nursing students, ensuring the provision of appropriate teaching and training, evaluating students' performance, leadership, and devising strategies to ensure smooth execution of departmental operations.

Authorized to work in the US for any employer

## Work Experience

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### **Director of Nursing and Clinical Services**

Kindred Healthcare - Seattle, WA

August 2021 to Present

Directs and coordinates functions and activities of nursing department and assigned clinical operation departments. Consults with and advises Administrator on the general operation of the hospital. Develops nursing and clinical department's goals, objectives, standards of performance, policies and procedures. Organizes nursing and clinical departments according to administrative and nursing service guidelines; ensures compliance with legal, organizational, and medical staff standards. Has authority and responsibility for establishing, directing, and implementing the Standards of Nursing Practice and the clinical operations and financial matters related to all nursing and clinical care areas and functions.

### **Campus Director of Nursing**

West Coast University - Dallas, TX

September 2018 to Present

Responsible for overseeing academic/clinical issues, implementing educational programs, allocating resources, monitoring expenses, and evaluating academic performance. Developing and directing plans of care that comply with federal, state and local regulations, and collaborating with other health care professionals to improve the quality, safety, and efficiency of care delivery.

### **ATI Live Reviewer**

Ascend Learning - Minneapolis, MN

February 2018 to June 2019

Held accountable for conducting and providing guidance for NCLEX readiness in graduating practical nurses at various academic institutions.

### **Nursing Department Chair**

Herzing University - Minneapolis, MN

September 2014 to September 2017

Responsible for reporting to doctors and managers, monitoring team performance, allocating resources, assigning nurses to patients, handling records, hiring and training personnel, and scheduling shifts.

- Increased NCLEX pass rates from 64% to 80% in one year, with an ongoing increase to a two year 100% passing rate

### **Nursing Administrative Supervisor**

Fairview Ridges Hospital & Veterans Administration - Apple Valley, MN

June 2011 to September 2014

Fairview Ridges Hospital, Burnsville, M 2011 - 2013  
Veterans Administration, Minneapolis, MN 2013 - 2014

Responsible for recruiting staff, budgeting, implementing customer service standards, ensuring a high level of patient care, maintaining a safe and clean work environment, and managing inventories.

### **Nursing Faculty/Dean**

Rasmussen College - Minneapolis, MN

November 2009 to February 2012

Responsible for overseeing the financial management of the faculty, community interaction, promoting the organization, supervising staff and students, mentoring new teachers, and monitoring student attendance.

- Increased NCLEX pass rates from 72% to 93% in one year
- National system leads for ATI curriculum integration throughout the nursing programs at various sites
- Demonstrated effective and efficient human and financial resource management, with a faculty retention rate of 85%

### **Emergency Room Nurse**

Regions Hospital - Saint Paul, MN

June 2006 to September 2009

## Education

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### **Doctorate in Health Administration**

University of Phoenix - Phoenix, AZ

2017

### **Master's Degree in Nursing**

University of Phoenix - Phoenix, AZ

2010

### **Bachelor's Degree in Nursing**

University of Phoenix - Phoenix, AZ

2008

### **Associate Degree in Nursing**

Prince George Community College - Largo, MD

2005

## Nursing Licenses

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### **RN**

#### Skills

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- Well versed with managing operations of the Nursing department, developing goals and objectives, and planning measures to achieve them (10+ years)
- Cross-Functional Team Leadership
- Strategic/ Analytical Thinking
- Robust Communication Skills
- Exceptional Customer Service
- Operations Management
- Patient Care
- Nursing Aide Skills
- Critical Thinking
- Problem Solving
- Active Listening
- First Aid
- Attention to Detail
- Program Management
- Management
- Microsoft Office
- Case Management
- Employee Evaluation
- Budgeting
- Medication Administration
- Curriculum Development
- Financial Management

#### Military Service

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**Branch: Army**

Rank: Specialist

February 1994 to June 2003

#### Assessments

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**Clinical judgment — Proficient**

December 2021

Assessing a patient's condition and implementing the appropriate medical intervention

Full results: [Proficient](#)

## **Protecting patient privacy — Expert**

December 2021

Understanding privacy rules and regulations associated with patient records

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.