

# Amber Allen

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## Work Experience

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### **Nurse Executive**

Surgery Center of Blue Valley

October 2015 to June 2021

Kansas City Foot Specialist- Surgery Center of Blue Valley

Charged with the overall accountability and comprehensive decision-making authority in overseeing business operations. Primary responsibilities include making major corporate decisions, managing the overall operations and resources of a company, acting as the main point of communication. Execute processes for hiring staff, monitoring patient relations, budget preparation, implementing new medical treatments, overseeing insurance processes, and addressing critical situations.

- Assessing risks to the company and ensuring they are monitored and minimized
- Setting strategic goals and making sure they are measurable and describable
- Evaluating the work of other providers within the company
- Assists in the coordination of all aspects of the performance improvement program; complying with PI activities as it relates to regulatory compliance and lead teams in performance improvement initiative
- Helps coordinate, develop, and evaluate the clinic and ASC overall quality improvement program. As well as coordination of internal performance improvement activities, leads and serves as a model for identifying opportunities for improvement throughout the organization, managing activities necessary to ensure appropriate utilization of the hospital and its resources while maintaining optimal achievable standards of patient care
- Identifies trends, prioritize, and recommend improvements
- Human Resources department including the employee benefit programs, compensation, system employment services, policy administration, computer information systems and employee relations.
- Directs HIM functions. Monitors health information management system and sets the healthcare system's standards for data quality and ethical practice. internal consultant on health information management issues including release of information, confidentiality, information security, information storage and retrieval, and record retention.
- Functions as the Director of Infection Control. Responsible for supporting the facility's systems for preventing, identifying, reporting, investigating, and controlling infections and communicable diseases for all residents, staff, visitors, and others in the facility.
- Functions as the director of the organization's EH&S programs and procedures to safeguard employees and the environment. Confirms compliance of all facilities with EH&S regulations and company requirements.
- Responsible for managing insurance contracts and patient stays relative to the initial, concurrent and discharge interface with patient health plans, and interfacing with the Accounts Receivable team.
- Provide efficient and effective perioperative nursing care to the patient as the circulating nurse for the facility
- Maintain surgical services in accordance with competency standards. Maintain current and in-depth knowledge of sterile techniques

- Assure quality of care by establishing and implementing philosophies and standards of care; ensure adherence to state board of nursing regulations and standards.
- Establish a team environment within clinic to foster information sharing and support clinical staff in all areas of expertise
- Ensure that Clinic's achieve established outcomes by completing program audits and develop on-going system improvement initiatives
- Develop and implement standard operating procedures that are in alignment with all federal and state regulations
- Responsible for fiscal budget oversight
- Establish and maintain quality working relationships internal and with external organizations

## **Director**

NURSING SERVICES - Kansas City, KS

September 2013 to October 2015

Responsible for the planning, implementation, and administration of programs and services in the facility. Managed personnel administration, training, supervision, evaluation, and coordination of healthcare staff. Directed fiscal operations, including accounting, planning budgets, and authorizing expenditures.

- Reviewing and analyzing facility activities and data to aid planning and to improve service utilization.
- Created a collaborative and efficient work environment with attention to quality standards and policies
- Steady development of managerial and administrative skills to foster an atmosphere that is patient centered while effectively managing costs
- Remained knowledgeable of changes in nursing administration to ensure efficient implementation where applicable
- Point Click Care super user. Responsible for training all new hires and serves as a resource for seasoned nurses.

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## **Nursing Supervisor**

General Motors - Kansas City, MO

June 2012 to May 2013

Provided management and supervisory coverage of company medical department through knowledge of nursing procedures and policies while exercising independent judgement and interpretation in the absence of the medical director. Managed internal budget by monitoring cost through oversight of purchasing, inventory, and training courses. Worked collaboratively with Plant Medical Director to manage internal site issues.

- Performed monthly audits for home plant, implemented, and monitored corrective actions
- Directed the maintenance of medical records; effectively monitored documentation in the electronic medical record of hourly and salary employees certifying that all records met recordkeeping requirements outlined by OSHA
- Trained, developed, and evaluated staff to determine work assignments and procedures to be followed by nurses, medical assistants, and other medical personnel
- Executed the maintenance of the equipment and supplies of the department.
- Participated in the hiring, selection, and onboarding of new employees

### **CAREER HIGHLIGHTS**

- > Identified process improvement opportunities and presented viable solutions and recommendation to streamline costs while increasing productivity throughout the department
- > Developed plant wide tracking tool for scheduling of surveillance exams.

- Created policies and procedures to increase production in department.

### **Plant (RN) Nurse**

Sara Lee - Kansas City, KS

September 2011 to June 2012

Established the Health Services Department for the plant, participating in the conception, implementation, and administration of emergency and episodic treatment of occupational and non-occupational injuries and illnesses. Worked with medical directives to provide on-site nursing care for occupational injuries, illnesses, limited treatment advice to assist employees with personal medical conditions. Effectively communicated with local healthcare providers to explain employee job duties, restricted work available to expedite safe return to work.

- Administered plant related health policies and training programs
- Performed and coordinated respiratory physicals, fit testing, hearing tests, post-accident, probable cause, and random drug tests
- Provide First Aid/CPR/AED/Blood Borne Pathogen training to first responders and maintain accurate OSHA logs
- Acted as Transitional Program Administrator and Hearing Conversation Administrator
- Maintained equipment, materials, purchasing, inventory, and vendor relations for healthcare department

#### **CAREER HIGHLIGHTS**

- Established the Health Services Department from ideation and conception, to development and administration
- Created and implemented occupational and safety policies to foster a secure environment for employees
- Ideated and produced Emergency Responder Manual and kits
- Served as Wellness Program Administrator, providing health consultation and information to support all company health efforts
- Functioned as Ergonomic Coach, visiting plant locations to evaluate working conditions to provide effective ergo solutions

#### **REGISTERED NURSE EXPERIENCE**

### **SEXUAL ASSAULT NURSE EXAMINER (SANE Nurse)**

Truman Medical Center - Kansas City, MO

April 2009 to April 2012

Effectively delivered timely, non-judgmental, compassionate, trauma informed care to sexual assault victims. Collected evidence performed speculum exams, obtain sexual assault histories. Provided necessary support, crisis intervention, and educated on STD's, treatment options, and follow-ups. Administered prophylactic medications, provided follow up instructions for medical and psychosocial needs. Attended annual continuing education opportunities pertaining to the care of the patient who had been sexually assaulted.

### **Registered Nurse (RN)**

EMERGENCY DEPARTMENT - Kansas City, MO

March 2009 to April 2012

Delivered exceptional patient care in a fast-paced, Level 1 trauma center. Adept in making quick and accurate assessments working collaboratively with doctors and staff. Effectively treated medical and surgical emergencies by initiating life-saving interventions and administering emergency medications. Performed

peripheral and femoral lab draws, EKG interpretations and provided care to trauma, burn, behavioral health, substance abuse, and stroke victims.

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## REGISTERED NURSE EXPERIENCE

### **RN**

PROGRESSIVE CARE - Kansas City, KS

March 2008 to July 2011

HCA Agency)

Utilized the Nursing Process in accordance with the state Nurse Practice Act and hospitals policies and procedures, demonstrate critical thinking skills, and delegate patient care priorities. Assessed, planned, implemented, and evaluated patient care plans. Collaborated with other medical personnel disciplines to initiate patient education plans, teach how to manage injury/illness and post-treatment home care needs. Facilities trained in and worked at include Research Medical Center, Lees Summit Medical Center, and Center Point Medical Center.

### **RN- Team Leader**

PROGRESSIVE CARE - Independence, MO

July 2006 to July 2008

Perform duties within the scope of the Missouri Nurse Practice Act and established organizational and regulatory requirements. Interacted with interdisciplinary team involvement, committees, program evaluations, research, education, and supervision of nursing personnel.

### **RN Telemetry Team Leader**

Centerpointe Medical Center - Independence, MO

July 2006 to July 2008

HCA) Formerly Medical Center of Independence

Provided direct supervision of assigned personnel delivering care, assigned shifts, managed workflow, and consulted with physicians and team members regarding changes in patient's condition. Performed efficient and accurate assessments and evaluations to create and revise patient plan of care approximately. Functioned as a super user for Meditech for new and seasoned nurses.

## Education

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### **Master of Nursing in Family Nurse Practitioner**

Walden University

2021

### **Bachelor of Science in Nursing**

Missouri State University

2006

## Skills

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- Nursing

- Information Security

## Certifications and Licenses

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### **RN**

#### **BLS Certification**