

# Mila Lyman

Agoura Hills, CA 91301

[milamlyman@yahoo.com](mailto:milamlyman@yahoo.com)

+1 818 991 9913

## Work Experience

---

### **Manager of Surgical Services**

Los Robles Hospital and Medical Center - Thousand Oaks, CA

May 2021 to Present

Manage 25 clinical, sterile processing and ancillary employees.

Oversee the daily surgical and staffing schedule.

Promote patient safety by utilizing evidence-based practices in delivery of care across all perioperative areas.

Collaborates with surgeons, anesthesia group and staff in optimizing patient outcomes and delivery of care.

Performs initial and annual training, competencies and evaluations for all employees.

### **OR RN PRN**

Santa Barbara Surgery Center - Los Angeles, CA

March 2021 to May 2021

### **OR RN PRN**

Saxon Surgical Center - Thousand Oaks, CA

February 2021 to April 2021

### **OR RN PRN**

Medely - Los Angeles, CA

November 2020 to April 2021

### **Director of Nursing**

January 2020 to October 2020

Manage 25 clinical, sterile processing and ancillary employees.

Oversee the daily surgical and staffing schedule.

Coordinates with physician's office in scheduling high profile and athletic patients.

Promote patient safety by utilizing evidence-based practices in delivery of care across all perioperative areas.

Launched the MAKO total joint outpatient program.

Organized all staff in-services, education and cadaver labs.

Collaborates with surgeons, anesthesia group and staff in optimizing patient outcomes and delivery of care.

Performs initial and annual training, competencies and evaluations for all employees.

## **Director of Nursing**

Specialty Surgical Center - Beverly Hills, CA  
March 2018 to December 2019

Manages staff for two ASC's total of 90 employees and approximately 1550 cases per month.

Manages staffing for all clinical staff and sterile processing.

Promotes safety by adhering to evidence based practices and standards of care that allows for the delivery of safe quality patient care.

Work alongside Administrator and Business Office Manager in managing budget, capital expenditures and overall annual budget.

Reports quality measures to CMS and Qualitynet.

Presents monthly administrative reports for monthly Governing Board and Medical Executive Meetings.

Participates in physician recruitment.

Implements and maintains policy and procedures, performance improvement program and infection program.

Risk Management Officer and Infection Control Officer.

Performs initial and annual training, competencies and evaluations for all employees.

Promotes effective communication in the perioperative department with staff, physicians, patients/family and other supportive departments.

Create auditing tools that assist in the evaluation of processes, nursing interventions and patient outcomes.

Provides staff with the necessary education and in-services to deliver high quality care.

## **Clinical Supervisor**

Valley Presbyterian Hospital - Van Nuys, CA  
January 2017 to March 2018

Manage and facilitates surgical schedule.

Coordinates monthly, daily, and on-call staffing for surgery department.

Collaborated with surgeons and anesthesiologist in providing safe and optimal patient outcomes.

Arranges patient flow into surgery from various departments within the hospital.

Provided quality leadership to a diverse surgical team.

Work in partnership with administration on standards of practice and safe patient care initiatives.

Provides and environment which is conducive for learning for both current and new staff members.

## **Per Diem Staff Nurse**

Prime Surgery Center - Encino, CA  
October 2015 to July 2016

Circulate Orthopedic, GYN, Plastics, and General cases.

Supported Anesthesia and Surgeons in delivering safe quality patient care.

Initiated surgical verification process utilizing the comprehensive surgical safety checklist.

Assessed patient's needs prior to surgery.

Discussed patient's medical concerns and potential risks with entire surgical team.

### **Part-Time Staff Nurse then GI Charge Nurse**

Channel Islands Surgery Center - Oxnard, CA

September 2014 to September 2015

Circulate ENT, Orthopedic, General, Podiatry, Plastics, Ophthalmology, GI cases.

Administer conscious sedation for GI procedures. Staffing for GI department.

Assisted with BRAVO procedures, esophageal dilations, and biopsies.

### **Per Diem Staff Nurse**

Los Robles Surgicenter - Thousand Oaks, CA

September 2014 to March 2015

Circulate ENT, Orthopedic, General, Podiatry, Plastic, and GYN cases.

Assisted both surgeon and anesthesiologist in providing quality patient care.

Assesses the physical and psychological health status of patients requiring surgical intervention.

Maintain attention to detail with documentation of activities during surgical procedure regarding use of supplies, equipment and medications.

Verification of surgical site; appropriateness of operative consent; identification of patient and allergies.

### **Clinical Coordinator/Charge Nurse**

Motion Picture and Television Fund - Woodland Hills, CA

March 2010 to May 2014

Provided sound leadership for a diverse staff.

Managed staffing needs for Pre-op, Intra-op, PACU and CNA's.

Responsible for ordering and acquiring necessary medical equipment, supplies and tissue for various specialties.

Managed department budget for capital equipment, staffing, inventory, and pharmacy.

Oversaw the flow of surgery and adjusted as necessary to the schedule to ensure efficient flow and patient care needs.

Worked closely with Central Supply/processing to coordinate incoming instruments and supplies.

Coordinated with various surgeons and anesthesiologist to have the appropriate equipment/supplies they needed for optimal patient outcomes.

Communicated with patients and families to ensure they receive quality patient care.

Maintained a safe and comfortable environment for staff and patients.

Cross trained in circulating, scrub, pre-op and PACU.

Reported data on block booking utilization, average length of procedures and surgical volumes.

Medical Plaza Orthopedic Surgery Center/Surgery Center of the Pacific-Santa Monica, CA

### **Staff Nurse**

OR and PACU

2000 to 2010

Provided compassionate nursing care to individuals and families from diverse socio-economic and

cultural backgrounds in preparation for surgery.

Offered direct patient care to the perioperative patient within a one operating room facility.

Responsible for over 100 cases a month. Oversaw and administered patient medication/dosage.

Assisted the Director of Surgical Services in planning, implementing, and performing chart audit for quality assurance, complete chart compliance, and monthly Infection Control log surveys.

Scrub and circulated on Arthroscopy of shoulders, elbows, wrists, knees, ankles, hand and foot procedures, ACL reconstructions, Bankart procedures, minor pinning, plates and screws. Collaborated in managing airway of surgical patients, positioning, assisting anesthesiologists and with surgeon's specific needs.

Recovered patients with different types of anesthesia: MAC, general, Bier blocks, epidurals and local, epidural steroid blocks.

Proficient in the use of Dyonics arthroscopy systems, battery power, mini driver, Syntheses small and large fragment sets, Syntheses power.

### **Staff Nurse Per Diem**

OR and PACU - Santa Monica, CA

2005 to 2006

Provided direct patient care to individuals for various surgical procedures.

Scrub and circulate on Orthopedic, Podiatry, ENT, Plastics, General and GYN cases.

Management of surgical patient within the O.R. suite, assisted in airway management, positioning and overall patient related needs.

### **Staff Nurse**

Saint John's Health Center - Santa Monica, CA

1998 to 1999

OR)

Scrub and circulate on Orthopedic, ENT, Plastics, and GYN, Oncology, Urology, General, Neurological and Vascular cases.

Offered perioperative care to surgical patients within a 200-bed hospital.

Management of surgical patient in regards to airway, positioning, assisting surgeons and anesthesiologist specific needs.

Proficient in the use of Midas Rex, Maxi and Mini drivers, CO2 insufflating machine, Dyonics and Stryker arthroscopy camera, light cord and shaver systems, compact air drivers, and Argon beam and Neoprobes.

### **Staff Nurse**

Pacific Fertility Medical Center - Los Angeles, CA

1997 to 1998

Performed Immunoglobulin infusions, scheduling of egg retrievals and transfers.

Assisted in egg retrievals and transfers, recovered patients post procedure.

Assessed and coordinated patient needs and provided customized fertility plans and patient education. Equipment supply coordinator and management of clinical staff.

Proficient in use of ultrasound machine, Horizon infusion pumps, and ultrasound guided egg retrieval.

## Education

---

### **BSN**

Glendale Community College

## Nursing Licenses

---

**RN**

**RN**

**RN**

**RN**

**RN**

## Skills

---

- Experience of 24 years in the perioperative setting in both Acute Care and Ambulatory Surgery Centers.  
Knowledgeable in perioperative standards of patient care, CMS, HIPPA and AAAHC requirements.  
CNOR certified and an AORN member since 2012.  
Ability to manage others and exceptional organizational skills.  
Proficient in technical and practical problem solving.  
Committed to surgical excellence and the philosophy of "the patient comes first."  
BSN graduate in November 2016.  
Graduated Summa Cum Laude  
Member of Sigma Theta Tau Honor Society

## Certifications and Licenses

---

**BLS Certification**

**ACLS Certification**

**BLS Certification**

**ACLS Certification**

**BLS Certification**

**ACLS Certification**

**BLS Certification**