# Michelle Heck

1310 E Highway 3

Guymon, OK 73942

(719) 680-3694 heckmichelle76@gmail.com

## Employment History

October 5,2020 - Present **Seaboard Foods** Guymon, OK

Nurse Care Manager

Responsible for staff performance reviews

Novel Coronavirus Policy development

Developed and implemented a medical management system to assist employees with underlying health conditions

Facilitate and monitor patient outreach and education to improve overall health and care of employees

Conduct an initial and ongoing patient assessment and develop a plan of care

Assist employees in achieving optimal clinical outcomes

Educate patients on disease processes and ways to manage disease progression as independently as possible

Developed, implemented, and maintained an internal contact tracing process for infectious diseases (i.e. COVID-19)

Keep operational and corporate leadership abreast of any novel coronavirus developments related to the production plant, change in guidance, or regulations

November 2018 – October 2020 **Miners Colfax Medical Center** Raton, NM

Nurse Supervisor / Informatics Nurse

Manager OB/GYN, Surgery, Pulmonology, and Primary Care Clinics

Responsible for staff performance reviews

Policy development

Developed and maintain the facility Chronic Care Management Program

Developing a Diabetes Self-management Education Program

Train physicians on the EMR system

Patient portal improvement project

Systems improvement implementation & staff training

Clinical and informatics lead for HRSA grant program to deliver prenatal care to underserved areas

Covid-19 policy development

Promoting interoperability attestation submission responsibility

November 2018 - October 2020 **Trinidad State Junior College**  Trinidad, CO

Adjunct Nursing Instructor

Responsible for instruction of theory and practice in the classroom, lab, simulation, and acute care setting

Work in conjunction with the Nursing Program Director and the other nursing to achieve a comprehensive

program including hybrid learning

July 2018 - November 2018 **Worldwide Travel Staffing** KS & CO

Travel RN

Forensic Psych Unit Experience - Osawatomie, KS

Adolescents and Geriatric Psych Units - Pueblo, CO

January 2018 - July 2018 **Colorado Dept. Of Corrections**  Model, CO

Nurse Supervisor

Responsible for payroll, scheduling, and Performance Management Plans

Accountable for completion of shift responsibilities for 8-16 hours per day; point person for daily operations and decisions in a correctional setting

Assigns nursing staff, coordinates staff orientation

Assists in hiring, participates in promotional examinations and disciplinary recommendations

Continuous Quality Improvement

Communications Management

July 2015 – January 2018 **Prowers County Public Health** Lamar, CO

Nurse Home Visitor Supervisor (2017 - 2018)

Oversee the recruitment and hiring of all Nurse Home Visitors and administrative support staff

Assess and develop strategies to address knowledge/skill gaps of Nurse Home Visitors and support staff

Manage operation including annual leave, performance review, and disciplinary action

Prepare and monitor annual report and renewal grant for the program

Administer $625,000 Nurse Family Partnership budget to ensure appropriate use of funds

Nurse Home Visitor (2015 - 2017)

Provide educational information related to pregnancy, infancy & childhood

Assist in connecting clients with community resources

Provide direction about how to set career and educational goals to support self-efficacy

Monitor infant/child growth and development

August 2015 – May 2016 **AIM Home Health** Trinidad, CO

Adult & Pediatric Home Health Nurse (PRN)

Initiate the admission for the Agency

Develop and implements the nursing care plans

Provide skilled nursing care , coordinates and supervises the care given by the LPN or Home Health Aide

Chart services rendered to the patient, evaluate the effectiveness of his/her nursing services to the individual and family

Consults with the attending physician concerning alterations of the plan of treatment

September 2015 – May 2016 **School Nurse Consultant** Aguilar and La Veta, CO

School Nurse (PT)

Assist in the development of Individual Education Plans

Communicate medical needs with parents

Connect parents with providers and community resources

Perform hearing and vision screening exams

 Ensure that students are up to date with state-required immunizations

September 2013 – July 2015 **United Health Care**  Albuquerque, NM

Case Manager RN

Coordinate medical and behavioral health needs for members

Behavioral health subject matter expert

High risk care coordination/ Pediatric s / Nursing facility repatriation

February 2013 – September 2013 **Supplemental Healthcare**  Buffalo, NY

Travel RN

Learn a new EMR system every three months

Quickly learn nursing routines for various acute care settings urology, neurological /trauma, & med/surg

General nursing duties as assigned

January 2012 – February 2013 **Miners Colfax Medical Center**  Raton, NM

Charge Nurse - RN

Perform health assessment

Perform treatments/dressing changes as ordered

Quickly assess and respond appropriately to codes/emergency medical situations

Administer medications as prescribed

November 2009 – December 2011 **Correct Care Solutions** New Century, KS

LPN

Ability to work in high stress situations

Perform health assessment/medical screenings

High behavioral health population

Provide professional nursing care at sick call in a facility with an average census of 800

Quickly assess and respond appropriately to codes/emergency medical situations

Administer medications as prescribed

August 2009 – February 2010 **Interim Healthcare** Leawood, KS

LPN

Perform tracheostomy care, suctioning, and internal pulmonary percussion

Medication and TPN administration via G-tube

Ventilator monitoring and maintenance

Total patient care for adult and pediatric clients

## Education/Licenses/Certifications

**Western Governors University** – Salt Lake City, UT

Master of Science in Nursing Leadership & Management Student
(Projected Graduation Date Fall 2022)

**Mid-America Nazarene University,** Olathe, KS

Bachelor of Science in Nursing – December 2011

Registered Nurse – December 2011

**Johnson County Community College**, Overland Park, KS

Associate of Liberal Arts Degree, - May 2010

Licensed Practical Nurse - June 2009

## Certifications

Vocational teaching credential through the Colorado Community College and Occupational Education System

## Other Skills

Advanced Word, Excel, & PowerPoint Skills

Project Management Skills

Typing: 60 W.P.M