

# Jennifer Macynski

## **RN**

Bossier City, LA 71111

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Are you looking for an employee who gives 110%? You found her.

I believe my work experience has prepared me for both clinical and administrative positions. I have a true passion for healthcare. I also have a passion for teaching. I enjoy mentoring others to ensure the care team as a whole is providing quality, professional, and compassionate care.

As a nurse, I am able to handle many tasks at one time, pay attention to detail in a high pressure environment, communicate clearly with others, and use critical thinking to troubleshoot problems.

As an administrator and instructor, I am able to manage the day to day operations of a program and create presentations that are informative and interesting.

I would appreciate the opportunity to tell you more about how my work experience and skills have prepared me for this role. What I lack in hands on work experience, I make up for by learning quickly and taking the initiative to learn more about all aspects of a position. My phone number is 469-514-4738 and my direct email is [jmacynski@live.com](mailto:jmacynski@live.com).

Authorized to work in the US for any employer

## Work Experience

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### **DON**

Highland Place - Shreveport, LA

May 2021 to April 2022

Responsibilities include overseeing day to day operations of large sized long term care facility, QAPI, interview, hiring, & orientation of new employees, review charts & oversee nursing staff to ensure compliance with current Medicare and state guidelines, education of nursing staff through monthly inservice, QM ratings, oversee infection control, nutrition, skin, & fall programs and ensure patient care is being given in compliance with facility and state standards.

### **Director of Nursing**

The Bradford - Shreveport, LA

May 2020 to March 2021

Responsibilities include overseeing day to day operations of large sized long term care facility, QAPI, interview, hiring, & orientation of new employees, review charts & oversee nursing staff to ensure compliance with current Medicare and state guidelines, education of nursing staff through monthly inservice, QM ratings, oversee infection control, nutrition, skin, & fall programs and ensure patient care is being given in compliance with facility and state standards.

### **Director of Nursing (DON)**

Carthage Healthcare Center - Carthage, TX

January 2018 to May 2020

Responsibilities include overseeing day to day operations of medium sized long term care facility, QAPI, interview, hiring, & orientation of new employees, review charts & oversee nursing staff to ensure

compliance with current Medicare and state guidelines, education of nursing staff through monthly inservice, QM ratings, oversee infection control, nutrition, skin, & fall programs and ensure patient care is being given in compliance with facility and state standards. I also oversaw the facilities transition to EMR.

### **Director of Nursing**

Archway Home Health - Lewisville, TX

October 2015 to October 2017

Responsibilities include overseeing day to day operations of small home health company, QAPI, perform staff competencies, interview, hiring, and orientation of new employees, review charts to ensure compliance with current Medicare and CHAPS guidelines, education of nursing staff through monthly inservice and yearly skills fair, review and formulate new policy and procedure, and ensure patient care is being given in compliance with agency standards. I also have experience as a RN CM for census of 60-80 patients. As a RN case manager I did Oasis assessments, including SOC, recerts, ROC, and DC. I supervised care provided by LVNs and HHA. I was responsible for overseeing Pt care provided by the care team and ensured the pt's plan of care was individualized and fit the pt's specific needs. I have experience with infusions, wound care, and wound vacs as well.

### **CNA Coordinator/Instructor**

Bossier Parish Community College - Bossier City, LA

2013 to August 2015

#### Responsibilities

Ensuring program is in compliance with all licensing requirements as outlined by the Louisiana Department of Health and Hospitals. Interpret and communicate new or revised policies to staff and students.

- Recruitment and selection of prospective students
- Deliver new student program & clinical orientation
- Maintain financial budget for program
- Work with the Dean for developing grant proposals
- Evaluate clinical sites and obtain site agreements to review with management
- Review curriculum, instructors, and clinical sites meet program requirements
- Formulate and deliver lectures, assignments, and class activities
- Create and revise tests to ensure student competency
- Compliance with state guidelines for student's licensure
- Ensure paperwork complies with state and program guidelines
- Evaluate and update changes to current program guidelines
- Assist instructors with curriculum and delivered training to new instructors
- Troubleshoot & resolve problems employee relations issues with co-workers and students
- Work with military and college programs that assist with prospective scholarships
- Organize & deliver graduation commencement ceremony
- Hire and train new instructors & evaluate their performance each course
- Graded students assignments, presentations, and tests. Formulated students grades in theory, lab, medical terminology, and clinical. Formulated students final grades.
- Created a fun, interesting, and informative learning environment for students. Ensured each lecture included audio, visual, and hands on activities to fit each student's learning needs. Provided after class tutorials.
- Utilize Microsoft Office to create forms for program

#### Accomplishments

I created the current program handbook.

#### Skills Used

Computer skills: use of Windows & Microsoft Office

#### **RN**

Willis Knighton - Bossier City, LA  
2011 to August 2015

#### Responsibilities

- Performed tasks within a registered nurse's scope of practice for medical-surgical unit
- Document patient care promptly using both electronic and paper charting
- Perform unit tasks in addition to a patient workload of 3-6 patients
- Performed detailed admission assessments and discharge summaries
- Provided patient education to clients related to the medical field
- Participated in teamwork to ensure client safety and satisfaction
- Ensured all federal, state, and hospital guidelines were met during patient care
- Preceptor to new employees
- Experienced charge nurse: giving patient assignments, completing unit paperwork, and addressing patient complaints.
- Experienced in wound care, wound vacs, colostomy care, urostomy care, Foley catheters, IV infusions, administering oral, SQ, IV, and IM medications, drainage tubes, chest tubes, trachs, NG tubes, PEG tubes, compression wraps, O2 administration, applying/maintaining various types of traction, med-surg care, post-op care, and assist in rapid response team/codes.

#### Skills Used

BCLS

#### Education

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#### **Associate**

Southern Arkansas University

#### Nursing Licenses

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#### **RN**

#### Skills

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- Computer skills (5 years)
- RN
- Skilled Nursing
- Home Health
- Rehab
- Nursing Home

## Certifications and Licenses

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### **Nurse's License: compact state**

January 2016 to July 2022

Class: RN, State: TX. Compact state

### **BLS for Healthcare Providers**

March 2019 to Present

### **Train the Trainer**

Present

Issued by Louisiana Department of Health and Hospitals.