

Alicia Ponce

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To obtain a position as a Registered Nurse.

Work Experience

Medical Surge Registry Nurse

NM Palos Hospital

November 2008 to Present

- Provide safe and efficient care to a multitude of patient populations.
- Educate patients and families on various aspects of their care.
- Implement their plan of care and include patient and family members on decision making.
- Delegate duties to other members of the Interdisciplinary team.

Lead Nurse Associate

Medical Oncology University of Chicago

January 2017 to June 2022

- Manage physician practice, including coordination of clinic schedule, nurse navigation, maintaining relationships with referring physicians.
- Oversee RN/MA team – hiring, onboarding, and ensuring competency
- Collaborated with other leadership team members to establish processes and review efficient processes
- Review practice standards to uphold safety and EBPs
- Coach and develop a team of many different disciplines
- Assists the physician with a wide range of activities necessary to manage clinical research patients.
- Provided nursing care to hematology/oncology patients, including port access, lab draws, injections, and wound care.
- Educate patient and families about chemotherapy regimens and side effects.
- Coordinate and schedule referrals to appropriate specialists.
- Refer patients and families to integrative support services when indicated.
- Obtain prior authorizations for radiology and medical care.
- Triage patient phone calls and in basket messages to ensure patients are receiving appropriate care.
- Precept and orient new staff.
- Reports daily data for team huddles and MDI board.

Clinical Nurse

Radiation Oncology Northwestern Memorial Hospital

June 2011 to March 2017

- Managed physician practice, including coordination of clinic activities, nurse navigation and managing relationships with referring physicians.
- Provided nursing care to radiation oncology patients, medication teaching, wound care healing, and post-radiation nutritional needs.
- Educated patient and families about chemotherapy/radiation side effects

- Coordinated and schedule referrals to other appropriate specialists
- Referred patients and families to integrative support services when indicated.
- Communicated with other care providers to ensure care is within NCCN guidelines
- Precept and orient new staff, radiation therapy students, and nursing students
- Reported monthly data for QA
- Member of Magnet Champion Committee
- Member of Financial Committee

Clinical Coordinator

Stem Cell Transplant Northwestern Memorial Hospital
August 2008 to May 2011

- Facilitated unit operations on a shift basis according to policy, procedure, and regulatory requirements.
- Coordinated unit based staffing assignments on a shift to shift basis to achieve high quality and cost effective care.
- Championed new initiatives and help aid in unit/departmental and hospital wide committees.
- Implemented appropriate action plans to provide safe, quality, and efficient care.
- Monitored the implementation of new initiatives (Hand Hygiene, Patient Satisfaction, and Falls Prevention Program) and perform monthly regulatory reviews.
- Provided input to the manager on budgetary issues, particularly staff and cost containment strategies.
- Oriented staff to the Clinical Coordinator role and charge role.
- Contributed to staff unit orientation and staff competencies.
- Communicated with staff regularly to assess staff concerns and developmental needs of the unit.
- Assumed responsibility for staff scheduling and payroll.

Staff Nurse

IDT
July 2002 to July 2008

- Assess, plan, implement, and evaluate patient care.
- Include collaborative and patient teaching roles.
- Delegate duties to other IDT members.
- Administer chemotherapy agents and education to patients, staff, and multiple nursing units.
- Precept and orient new staff members and new graduate nurses.
- Perform charge nurse duties such as staff assignment, triaging patients to the appropriate oncology unit, and troubleshooting staff, patient, and family issues.

Education

Bachelors of Science in Nursing

Saint Xavier University
May 2002

Skills

- Nursing
- Vital Signs
- EMR Systems

- Hospital Experience
- Medication Administration
- Cerner
- Epic

Certifications and Licenses

BLS Certification

Oncology Certified Nurse

CPR Certification

AHA Certification