

LATOYA M. MILLER, BSN, RN

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OBJECTIVE

A highly skilled nursing professional with qualifications in management and expertise in the operating room and Neurosurgery services. A proficient circulator in the following services: Neurosurgery, Orthopedics, Urology, Cardiovascular, General Surgery, Plastics, ENT, Ophthalmology, OMFS, OB-GYN, and Robotics at a level one trauma center. Compassionate and dedicated Registered Nurse seeking to leverage nursing experience. Registered nurse with six years of experience in an acute Neurosurgical clinic setting providing nursing care to a diverse population. Superior critical thinking and organization abilities. Outstanding skills in functioning independently or a team member.

SKILLS & ABILITIES

Management, excellent communication and listening skills, excellent interpersonal skills, delegation of responsibilities, cheerleader to push patient experience, resolve conflict, cost-conscious, critical thinker, familiar w/Strata, Kronos, Workday, Obiee, budget and strategic planning, excellent time management skills, timely completion of assignments/reports, prompt arrival to work

EXPERIENCE

MANAGER OF CLINIC OPERATIONS (NEUROSURGERY CLINIC) OCHSNER

MARCH 29, 2020-PRESENT

Improve patient care. Hiring, onboarding, and training new employees. Budget and strategic planning. Develop system and protocols to optimize day to day functioning. Oversee staff and patient scheduling. Directing and enforcing policy. Monitor inventory and order supplies and equipment. Complete initial, mid-year, and annual performance evaluations. Ensure the clinic is following all Federal healthcare mandates and regulations. Liaison between healthcare professionals and patients about treatment plans. Oversee the purchasing, maintenance, and repair of clinic equipment. Managing internal/external communication and answering queries about the clinic. Conflict resolutions, daily.

STAFF NURSE (RN-NEUROSURGERY CLINIC)

UNIVERSITY NEUROSURGERY CLINIC/LSU

FEBRUARY 16, 2015-MARCH 28, 2020

Scheduling new patient appointments. Scheduling hospitals follow up. Triage referrals from the internal and external referral que. Triage patient calls to discuss symptoms change, surgery questions, post-op changes and concerns. Relay imaging results and updated treatment plans. Prepare tumor board packets. Maintained the surgical calendar from June 2016-October 2018 until a Nurse Practitioner was hired to fulfill this duty. Posting of surgical cases at WK-P, Ochsner, Highland, WK-S, WKN, and WK-Bossier. Faxing of operative orders. Reschedule surgical cases under the direct supervision of the MD. Maintained the MD surgical

calendar by posting cases and updating to reflect changes. Direct communication with authorization team to ensure surgeries were authorized prior to surgery. Obtain surgical disc for upcoming procedure. Scribe in clinic for MD. Rescheduling clinic appointment when the MD is out. Print clinic packets. Prep pre-op folders. Schedule post-op appointments. Prepare review packets. FMLA paperwork. Key in orders for pre-cl imaging/referrals per MD treatment plan.

Clinic Nurse Supervisor (Operating Room)

University Health/LSU

October 2013-February 14,2015

Duties include all those listed below plus: maintain the cleanliness and sterility of the operating room suites at Kings Hwy, FWCC, and ACC. Managed twenty-two clinical assistants. Completed the daily schedule, performance review, and time and attendance audits. Maintained the temperature and humidity logs at Kings Hwy, FWCC, and ACC. Ensuring case carts for the next day are received at ACC and FWCC the day prior to surgery.

Supervisor A (Operating room)

LSU

September 2011-October 2013

Duties include all those listed below with the addition of worked to decrease the operating room staff turnover times from 30-35 minutes to 20minutes max. Reported all findings to the charge nurse and director

Staff RN (Operating Room-Lunch relief)

LSU

September 2011-September 2009

Duties include all those listed below with the following additions: pulled preference cards for surgery procedures. Relieved circulator and scrub tech for lunch. Pulled case carts. Served as charge nurse on this shift. Collaborated with multidisciplinary team members to provide quality patient care throughout the intra-op phase. Assisted w/departmental goals by limited use of supplies, maintaining equipment, completing continuing education course on time, and attending in-service as needed.

Staff RN (Operating Room)

LSU

September 2009

Assist in the care of patient undergoing surgical intervention. Anticipate the needs of the surgeon and surgical teams. Completed orientation on 6/6/2008. Completed competencies assistance with intervention, the parameters and procedures for surgical instruments, proper use of equipment, and began using ORN standards to properly position patients, roles of the surgical team, and assist in the surgical procedure as necessary. Successfully completed orientation in the following surgical

	<p>specialties; Neurosurgery, Orthopedics, General Surgery, Urology, ENT, Plastics, GYN, Cardiovascular, Vascular, OMFS, and ophthalmology and robotics. Under direct supervision of the surgeon and scrub tech assisted in surgical procedures by scrubbing in, gowning and gloving, passing instrumentations, and holding retractors. Under direct supervision of the RN circulator completed all necessary documentation for surgical procedures using the EHR or paper chart during down time.</p>
EDUCATION	<p>UNIVERSITY OF LOUISIANA AT MONROE, MONROE, LA BACHELOR OF SCIENCE IN NURSING AUGUST 2002-MAY 2007</p> <p>Haughton High School HAUGHTON, LA HIGHSCHOOL DIPLOMA AUGUST 1998-MAY 2002</p>
LICENSE INFORMATION	<p>Registered Nurse STATE OF LA MAY 2007-PRESENT</p>
PROFESSIONAL MEMBERSHIP	<p>Association of Operating Room Nurses Epic Super User (when we went live for EHR)</p>
REFERENCES	<p>Available upon request</p>