

# RAFAEL LEE

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## SUMMARY OF QUALIFICATIONS AND CORE COMPETENCIES

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- 5 years nursing experience
- 8 years Exceptional patient and records management
- 5 years Training and facilitation
- 5 years Qualitative and quantitative leadership, administrative direction and supervision
- 4 years Special events coordination and logistics management

## PROFESSIONAL EXPERIENCE

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**REGISTERED NURSE (MEDICAL/SURG TELE FLOAT POOL)** 2019 November – present  
**Aya Healthcare (Travel RN)** San Diego, California

**Key Highlights:** fulfilling competent nursing practices to adequately complete treatments, assessments, and establishing a trustworthy rapport with patients to achieve desired health goals. Completed task mostly on Cardiovascular Med/Surg tele floor, Neurovascular, Orthopedics, and general med/surg

- Monitored patients' vital signs, telemetry heart rhythms, neurosensory & musculoskeletal condition
- Administered medication via IV/PO/SQ/IM.
- Established IV access to take blood samples and administer blood and blood products
- Monitored and recorded input and output in patients with renal failure, gastroenteric, and cardiac conditions.
- Pain management
- Completing provider orders and collaborating recommendations to improve patient outcomes

**ASSISTANT DIRECTOR OF NURSING** 2020 May – December 2020  
**Pruitt Health – Palmyra** Albany, Georgia

**Key Highlights:** Assist the Director of Health Services in planning, organizing, develop, and directing the day-to-day functions of the Nursing Services Department in accordance with current federal, state, and local regulations of 250 bed skilled nursing and acute rehabilitation center.

- Function in leadership capacity in the absence of the DHS
- Supervised 160 medical personnel and assisted supervise 230 employees in the absence of Health Administrator
- Instrumental in completing documents and attentively meeting state surveyor's needs during 5 inspection which resulted in unsubstantiated claims.
- Implemented a falls precautions team and initiative that decreased the number of facility falls 10% by quarterly evaluation.
- Promoted a high level of partner morale and fostered an environment that created and enhanced teamwork.

**REGISTERED NURSE (MED SURG/ TELE ORTHO/ER HOLD FLOAT POOL)** 2019 January – December 2019  
**Accountable Healthcare Staffing (Travel RN)** Macon, Georgia

**Key Highlights:** Applies nursing judgment through a thorough, systematic approach of applying the nursing process to include quick assessments, identifying problems, implementing treatments, and reassessing patients for improving and worsening conditions

- Consults and coordinates with health care team members to assess, plan, implement and evaluate patient care plan

- Change dressings, inserts catheters, starts IVs
- Prepares and administers (orally, subcutaneously, through an IV) and records prescribed medications. Reports adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse
- Records patients' medical information and vital signs
- Monitors and adjusts specialized equipment used on patients, and interprets and records electronic displays
- Initiates corrective action whenever the patient displays adverse symptomatology

**REGISTERED NURSE (MED/SURG TELE/ LTAC)**

2018 May – December 2018

**Integrated Staffing Solutions**

Dallas, Texas

**Key Highlights:** Travel to various hospitals and provide care to patients in Medical Surgical Units as well as Long Term Acute Care Facilities.

- support patient health outcomes by providing direct care to patients as well as administering medication or treatments
- conduct patient interviews prior to beginning treatment and administer medical tests to evaluate overall health or help doctors arrive at a specific diagnosis
- provide reports to doctors and permanent medical staff to support care activities between visits and may consult and update medical records and care plans
- quickly respond to changing patient circumstances to increase health outcomes

**REGISTERED NURSE (MED/SURG; MED/SURG TELE)**

2018 January – 2018 May

**Grandview Medical Center**

Birmingham, Alabama

- Conducts an individualized patient assessment, prioritizing the data collection based on the adult or elderly patient's immediate condition or needs within time frame specified by client facility's policies, procedures or protocols.
- Conducts ongoing assessments as determined by the adult or elderly patient's condition and/or the client facility's policies, procedures or protocols and prioritizes care accordingly.
- Develops plan of care that is individualized for the adult or elderly patient reflecting collaboration with other members of the healthcare team.
- Performs appropriate treatments as ordered by physician in an accurate and timely manner.
- Performs therapeutic nursing interventions as established by individualized plan of care for the adult or elderly patient and his/her family.
- Provides individualized patient/family education customized to the adult or elderly patient and his/her family.
- Documents patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.
- Initiates emergency resuscitative measures according to adult resuscitation protocols.
- Maintains confidentiality in matters related to patient, family and client facility staff.
- Provides care in a non-judgmental, non-discriminatory manner that is sensitive to the adult or elderly patient's and family's diversity, preserving their autonomy, dignity and rights.
- Reports patient condition to appropriate personnel during each shift.

**REGISTERED NURSE (ALF/SNF)**

2016 November- 2018 May

**Greenbriar at the Altamont**

Birmingham, Alabama

**Key Highlights:** Provide care to 40 assisted living facility residents and skilled nursing residents while maintaining safety per state regulated policy and procedures. Analyze care provided to residents and coordinated care per shift. Verified and administered medications prescribed by the resident's provider via multiple routes. Updated medical administration record, completed incident and injury reports, change of condition status for patient returning from the hospital, and perform resident's monthly

health assessments.

- Administer medication to 40 residents and monitor & document therapeutic effects
- Provide resident comfort
- Collect lab samples to rule out or confirm health complications
- Coach and train staff as necessary

### **MEDICAL RECORDS ANALYST III**

2014 December- 2015 December

#### **Phoebe Putney Memorial Hospital**

Albany, Georgia

**Key Highlights:** Quality reviewed 153,493 medical records documents, data processed, and release medical records to walk-in patients and attorneys. Worked with quality review team, release of information team, backlog team, multiple Phoebe locations, and worked on special projects to meet deadlines.

- Uploaded 184,083 documents into patient's legal medical records.
- Analyzed 153,493 patient documents
- Completed a backlog of 13 month old Radiology and Pain Management documents to current
- Prepped and scanned over 12,000 charts for quality review, deficiencies, and data entry faults
- Health information management coordinator

### **HEALTH CARE ADVOCATE**

2013 July- 2014 January

#### **Desert Oasis Healthcare**

Palm Springs, California

**Key Highlights:** Coordinated the process of ensuring approximately 1100 members are compliant with Medicare requirements. Work diligently with various case management coordinators and established a rapport with patients to improve their quality of care and obtain the medical assistance needed.

- Efficiently received and delivered over 1854 phone calls to coordinate patient care to the highest standards
- Scheduled 253 preventative care appointments for patients for the continuity of care.
- Ordered 190 medical records from various medical facilities for providers to conduct continuity of care at Skilled Nursing Facilities.

### **HOSPITAL CORPSMAN**

2007 April- 2013 April

#### **United States Navy**

Indian Head, Maryland

**Key Highlights:** Coordinated and ensured over 3000 beneficiaries were compliant with preventive health measures according to Healthcare Effectiveness Data and Information Set (HEDIS) guidelines. Verified and accounted for 1300 medical records and 1600 electronic records and assigned and monitored daily tasks and operations to ensure clinic goals were met while supervising ten personnel. Maintained 422 service records and 275 DD 214 retains, necessary to sustain military regulated requirements. Scheduled 87 personnel for separation classes, generated 52 DD 214, and submitted travel claims to ensure successful transitions of personnel into the civilian sector. Documented and administered 300 influenza vaccinations resulting in 100% compliance and administered 2400 immunizations to 1200 marines contributing to 95% medical readiness for Battalion prior to deployment. Served as sole medical provider rendering care to 25 patients ensuring their timely return to service. Maintained and verified 1200 medical records ensuring 100% accountability. Tracked and reported 32 medically evacuated patients through five echelons of care globally ensuring 100% answerability to Commanding Officer. Recorded and completed 300 post deployment health assessments resulting in 100% compliance.

- Developed a local database to track patients' progress and updates according to HEDIS methodologies improving the population health by 20%.
- Efficiently registered 822 patients into the Relay Health System placing the Naval Branch Health
- Clinic Indian Head number one in national navy rankings.
- Scheduled over 3800 appointments for patients for the continuity of care.

- Conducted annual mandatory and advancement training for 13 people, organized 12 command functions, and wrote 3 performance evaluations
- Managed safety program correcting over 20 fire and safety hazards increasing the office safety rating from 45% to 87%.
- Calculated over 90,000 dollars on final pay worksheets ensuring personnel receive final entitlements.
- Balanced annual supply budget of 30,000 dollars and ordered over 3,000 dollars' worth of fundamental supplies to optimize workplace operations.
- Facilitated 11 classes on current drug policies and sexual harassment to ensure full compliance.

## EDUCATION

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Master's Degree Nursing, *University of Phoenix*, December 2020

Associates Degree Nursing, Nursing- *Herzing University*, December 2018

M.S., Healthcare Administration/ Health Informatics- *University of Phoenix*, December 2014

B.S., Healthcare Administration- *University of Phoenix*, May 2013

## CERTIFICATIONS

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| ▪ Advanced Cardiovascular Life Support (ACLS) | January 2021- current |
| ▪ Basic Life Support (BLS)                    | April 2007- current   |
| ▪ NIH Stroke Scale                            | January 2021- current |