

# Monica Clarke

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Objective: Seeking position in the health care industry that offers opportunity to utilize years of specialized experience in surgery, quality management, healthcare consultant and leadership.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Registered Nurse OR Circulator**

Supplemental Health Care - Multiple cities across the United States

March 2022 to Present

- Verified, explained, and implemented surgical permits, history and physical, and surgeon's orders.
- Performed pre-operative assessment per hospital policy.
- Distributed medications, inserted Foley catheters, and cleaned patients to prepare them for surgical procedures.
- Educated patient and families.
- Assisted in patient positioning.
- Assured patient safety and comfort.
- Documented care given via Horizon and currently Epic applications.
- Circulated for Ortho, Plastic, General, GYN, Urology, and ENT cases.

### **COVID-19 Vaccinator**

AMN Healthcare - United States

January 2022 to Present

Administration of Vaccines, Vaccine Handling, and Observation of patient post immunization. Responsible for delivery of care and coordination in relation to screening, immunization, and education of COVID-19 Immunizations. Assessment and immunization of pediatric to adult aged patients, utilizing appropriate PPE. Check-in, vaccination, and result management workflows.

### **Covid Compliance Officer**

Medix - Medix

September 2021 to Present

- Enforcement of COVID-19 regulations or guidance where necessary.
- Maintain the performance and progress reports on Covid-19 compliance work and statistical data
- Liaison reference for clients and staff leadership and development

### **Covid Nurse**

Medix - Atlanta, GA

February 2021 to Present

- Covid screening,
- PCR testing, and

- rapid machine QC, calibration, and testing. (Assignment at production studio.)

### **Quality Management Specialist-Surgical**

Dekalb Medical-Emory - Decatur, GA

March 2016 to October 2019

- Implemented the quality management and quality improvement for specialized facility.
- Conducted clinical data abstraction.
- Established actions plans and conducted metric benchmarking.
- Successfully implemented systems to improve operating room start and turnover times.
- Conducted presentations for staff in-service and monthly board of director's meetings.
- Displayed proficiency in PowerPoint and Excel.
- Coordinated incentive bonuses for perioperative team and physician investor distributions.
- Collaborated with financial and human resource teams to improve services.
- Consulted with perioperative managers for the implementations of action plans for process improvement.
- Drafted annual legal management agreements and collaborated with the legal team.
- Audited charts for physician's post-procedure notes.
- Monitored surgical staff for efficiency and compliance protocol.
- Reviewed patient surveys from NRS.
- Accomplished notable improvement in metric outcomes within the first six months of hire.

### **Supply Coding/CDM Analyst, Registered Nurse**

MedAssets Net Revenue - Alpharetta, GA

October 2014 to September 2015

- Assisted in the development and integrity of compliance supply.
- Evaluated and provided operational improvements in business processes related to billing-charge master and clinical coding integrity.
- Performed and analyzed proprietary content using coding, billing and other regulatory resources as needed.
- Assisted the compliance management and content supply help desk.
- Assisted in the maintenance of supply content within compliance technology products.

### **Registered Nurse/OR Circulator**

Wellstar Kennestone Surgery - Marietta, GA

October 2012 to September 2014

- Verified, explained, and implemented surgical permits, history and physical, and surgeon's orders.
- Performed pre-operative assessment per hospital policy.
- Distributed medications, inserted Foley catheters, and cleaned patients to prepare them for surgical procedures.
- Educated patient and families.
- Assisted in patient positioning.
- Assured patient safety and comfort.
- Documented care given via Horizon and currently Epic applications.
- Circulated for Plastic, General, Vascular, GYN, Urology, Neuro, and Thoracic cases.

### **Registered Nurse/OR Circulator**

Wellstar Windy Hill Outpatient Surgery - Marietta, GA

March 2009 to October 2012

- Verified, explained and implemented surgical permits, history and physical, and surgeon's orders.
- Performed pre-operative assessment per hospital policy.
- Distributed medications, inserted Foley catheters and cleaned patients to prepare them for surgical procedures.
- Educated patient and families.
- Assisted in patient positioning.
- Assured patient safety and comfort.
- Executed patient discharge.
- Documented care given via Horizon application.
- Surgical representative for Press Ganey customer service surveys.
- Analyzed patient surveys for performance improvement initiatives.
- Supervised and assisted staff as needed.
- Served as Vice-President of the facility nursing counsel.
- Scrubbed and circulated for ENT, Plastic, Ortho, Podiatry, and Urology cases.

### **Registered Nurse/Clinical Consultant**

MedAssets Net Revenue - Alpharetta, GA

October 2005 to November 2008

- Analyzed client electronic medical records and performed process mapping.
- Implemented an analysis of hospital supplies, CPT and HPCS codes to ensure current standards were met.
- Formulated MS Excel spreadsheets for client's question reports.
- Scheduled interviews with clients as needed.
- Performed quality assurance reviews of client data performed.
- Submitted requisitions for revision of database.
- Collaborated and reviewed client data with pharmacy and ancillary team members.
- Presented Power Point presentations.
- Coordinated CPR classes for staff.
- Coordinated exercise support group.

## Education

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### **Bachelor of Science in Nursing**

Jacksonville State University - Jacksonville, AL

2009

### **Associate of Science in Nursing**

Calhoun Community College - Calhoun, AL

2002

Fort Sam Houston Academy of Health Sciences - San Antonio, TX

1989

## Skills

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- Compliance Management
- Quality Management

- Medical Coding
- Medical Records
- Epic
- Microsoft Powerpoint
- Microsoft Excel
- Computer graphics
- Quality Assurance
- EMR Systems
- Microsoft Office
- Microsoft Outlook
- Communication skills
- Computer literacy
- Computer skills
- Management
- Time management
- Organizational skills
- Microsoft Word

## Certifications and Licenses

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### **RN**

### **BLS Certification**

### **Compact State Nurse License**

### **CPR Certification**