

# Dawn McCormick

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#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Educational Specialist**

Future Care/LTC - Landover, MD

February 2018 to Present

- Responsible for planning, implementing and evaluating educational activities for all personnel to improve the knowledge and skills necessary for patient care.
- Conduct and supervise the onboarding/orientation process for all new employees joining the organization; conduct weekly clinical in-service and other educational programs.
- Ensure all education meets the expectations of the Department of Nursing and other regulatory standards such as CMS and OSHA.
- Review and analyze federal and state regulations, to maintain compliance with government regulations (CMS) including waste, fraud and abuse.
- Analyze processes to identify instances to improve operations and ensure lower costs for the facility.
- Reinforce the meal-break policy with the organization; monitoring and promoting necessary breaks taken by the clinical staff.
- Maintain and audit training files for all new employees joining the organization.
- Developed a cell phone policy for the organization to protect any HIPPA violation by clinicians.
- Assisted with writing corrective actions for other departments in the organization.
- Developed staffing matrix for nursing department in order meet the organizations objectives to optimize quality performance.
- Evaluated and updated the human resource policy related to nurses receiving gifts from patient's families, potential new employees and vendors.
- Identify factors that affect staff's ability to fulfill their job responsibilities and collaborates with management to affect appropriate change in systems.
- Serves as a new employee resource and promote and cultivates positive relationships within the organization.
- Adheres to national education practice standards and stays abreast of and incorporates current research into education practice.

### **Staff Development Director**

Regency Care of Arlington/LTC - Arlington, VA

May 2017 to January 2018

- Analyzed ways to resolve fraud, waste and abuse in the long- term care environment.
- Reviewed and analyzed federal and state regulations regarding quality care; evaluated the effects on existing processes and provided recommendations to maintain operational compliance with governmental regulations and industry requirements.

- Directed new employee orientation for the entire facility; supervising the on-boarding process of new employees.
- Conducted mandatory in-services for all staff and created on-line educational materials.
- Planned, implemented and evaluated educational activities for nursing personnel to improve the knowledge and skills necessary for patient care; created on-line educational materials for the nursing department.
- Possess knowledge of hiring practices and regulations.
- Developed human resource policies regarding the use of personal emergency time for clinicians and consequences of overuse of emergency personal time.
- Created attendance policies for hourly employees to reduce the number of callouts and staffing deficiencies.
- Developed human resource programs for nursing staff that demonstrated excellent professional behavior and workplace productivity.
- Conducted evaluations on clinical staff after 90 days of employment
- Developed staffing matrix to optimize performance and meet the facilities' needs.
- Provided oversight of corrective actions for nursing staff that misused leave benefits, were habitually late for their shifts and used unapproved overtime.
- Developed a human resource file checklist to ensure human resource document compliance in personnel files.
- Evaluated human resource policies for the organization regarding holiday work schedule and pay.
- Oversaw all utilization review activities and coordinated with Quality Assurance to implement corrective actions. Hired personnel and developed policies and guidelines to improve employee retention.
- Managed infection control surveillance, outbreak control and prevention of communicable diseases.
- Worked interim as a unit manager, coordinating scheduling conflicts, employee corrections and maintaining a therapeutic environment on the rehabilitation unit.
- Planned and implemented job fairs and other marketing events for the organization.

### **Director of Nursing**

Capitol View Home Health - Washington, DC  
March 2016 to September 2016

- Managed the administrative and organizational operations for nursing services.
- Analyzed ways to resolve fraud, waste and abuse in the home care environment.
- Assisted with planning, coordinating, leading and evaluating home health services using ICD-10, HCPS and CPT guidelines.
- Conducted organizational analyses in order to update staffing plans and optimize nursing performance.
- Assisted with interviews and hired selected home health care personnel.
- Develop and implement human resource policies and guidelines for obtaining input from service personnel and providing professional input to related administrative systems.
- Oversaw all utilization review activities and coordinated with the Quality Improvement department to implement corrective action plans.
- Kept the department up to date with new clinical information and practices; conducted staff development activities including orientation, in-service education and continuing education.
- Interviewed and corresponded with physicians to correct errors or omissions and to investigate questionable claims.

### **Program Chair**

Nursing and Allied Health Sciences - Springfield, VA  
November 2014 to October 2015

- Directed the department on matters relating to teaching, advising students, curriculum development, program revisions, clinical site management, textbook selection, student learning outcomes assessment, and other matters as assigned.
- Assigned faculty loads in accordance with school policy and monitored faculty interactions with students in classroom, lab, and clinical learning environment.
- Managed human resource files to ensure proper documentation compliance.
- Taught various courses in the Medical assisting program which included Physiology, Anatomy, coding ICD-10 and various other courses.
- Maintained evidence of faculty qualification, including ongoing validation of current licensure or privilege to practice nursing and medical assisting in Virginia
- Arranged for the procurement and inventory of supplies and instructional materials to ensure program compliance with the board of nursing and other state and federal regulations.
- Coordinated program agreements with outside entities and maintained meaningful working relationships with clinical agencies that provided clinical experiences for students.
- Reviewed projected course offering for the program and evaluated the curriculum on a quarterly basis; recommended needed revisions to the Dean of Academic Affairs

### **Director of Nursing**

RCM of Washington - Washington, DC

February 2014 to October 2014

- Led and supervised a nursing team of 35 License Practical Nurses and Registered Nurses; determined department staffing; conducted employee performance evaluations; and proposed compensation changes.
- Provided leadership to assure compliance with local, state and federal regulations, and nursing practice standards and developed organizational staffing plans to meet patient needs.
- Analyzed ways to resolve fraud, waste and abuse in the long-term care environment.
- Developed plan of actions for state survey processes.
- Developed and implemented human resource policies to ensure staff retention, patient safety and improve the delivery of quality nursing care.
- Oversaw clinical human resource policies that affected recruitment of employees.
- Developed a human resource policy related to nurses conducting secondary businesses within the facility.
- Advanced the nursing profession by analyzing nursing metrics and applying quality nursing knowledge by using development, implementation and continuous evaluations of processes that will encourage healthier outcomes.
- Developed, implemented and reviewed clinical departmental policies and procedures, nursing procedure manuals and job descriptions for the nursing department.
- Developed trainings and programs designed for continued education and skills improvement
- Scheduled department working hours and assignments to maintain consistent quality nursing care
- Coordinated Nursing Services with the QIDP, Support Coordinator, Medical Director and Specialists to meet wellness standards according to the department of disabilities.
- Participated in admission/discharge planning, development and implementation of individual care plans, assessments.
- Served as head of the quality improvement committee to reduce number of negative patient outcomes. Participated in other committees such as health and wellness and incident management to encourage effective collaboration between disciplines.

## **Adjunct Nursing Professor**

Trinity University, School of Nursing - Washington, DC

August 2013 to December 2013

- Supervised and taught BSN students in clinical settings of psychiatry, women's health and senior practicum.
- Worked closely with educators and administrators in the development and design of new curriculum materials to encourage quality nursing education.
- Assigned grades and complied with all class schedules and deadlines for course documentation through electronic/internet programs (moodle).
- Consistently used the universities online technology to encourage the use of nursing informatics in the nursing program by assigning online chatting, forums, electronic assignments, etc.
- Developed and edited the course curriculum which ensured consistent educational experiences through-out the universities nursing program.

## **Nursing Professor**

Chamberlain School of Nursing - Arlington, VA

May 2013 to September 2013

- Demonstrated and taught patient care at clinical sites to BSN nursing students; instructed students in principles and application of physical, biological, and psychological subjects related to nursing.
- Developed curriculums based on the board of nursing regulations to provide consistent and alternative educational methods for current nursing students.
- Lectured to students and supervised laboratory work, issued assignments, and directed seminars for the nursing department.
- Supervised student nurses and demonstrated quality nursing care on clinical units of hospital.
- Prepared and administered examinations, evaluated student progress, and maintained records of student classroom and clinical experiences.
- Participated in curriculum planning and the development of course outlines.
- Cooperated with medical and nursing personnel in evaluating and improving teaching and nursing practices.

## **Charge Nurse**

Ft Belvoir Army Hospital

March 2012 to June 2013

- Functioned as a charge nurse, responsible for the supervision, direction, education, and evaluation of civilian licensed practical nurses as well as civilian and enlisted psychiatric technicians engaged in clinical nursing.
- Assisted with daily scheduling to ensure adequate and safe staffing necessary to deliver nursing services.
- Provided specialized nursing services for emotionally distressed individuals that were Active Duty service members and veterans; promoted mental health within the medical treatment facility and the adjacent Ft. Belvoir military community.
- Coordinated the internal audit of nursing practice and in the plan of correction for nursing incidents on the unit.
- Managed all facets of nursing relating to the planning, management, operation, control, coordination and evaluation of all nursing practices.
- Assured that care plans for residents on the unit were completed in a timely manner and comply with all nursing center/regulatory and reimbursement policies.

- Obtained security clearance and remained cognizant of legal aspects of nursing practice as well as government regulations; demonstrated this in teaching, supervision, and evaluation of resident care.
- Evaluated new admissions, assessing conditions and needs in order to develop personalized care plans while on the Addictions Unit.
- Implemented nursing interventions by applying scientific knowledge to treat human responses to actual or potential health problems.
- Directed data collection and measurement of outcomes via patient surveys using nursing metrics.
- Served as a liaison between other hospital disciplines by coordinating primary care visits and specialized treatments for wounded warriors admitted to the unit as well as after discharge.
- Prepared educational materials and assisted in planning and developing health and educational programs for wounded warrior community.
- Conducted group and individual health teachings regarding the impact of alcohol and other drugs for active duty service members, veterans, families, and the military community.
- Coordinated discharge planning services with the Co-occurring partial hospitalization program (COOP HP), Army Substance Abuse Program (ASAP) and other military outpatient programs for Active duty service members.
- Made recommendations concerning SOPs, programs and operations of health care activities for active duty and retired service members.

### **Psychiatric Registered Nurse**

Maryland General Hospital - Baltimore, MD

February 2012 to May 2012

- Utilized the nursing process to develop individualized age-specific nursing care plans for patients.
- Implemented prescribed physician orders and nursing care and document findings in patient's medical records.
- Assessed patient/family knowledge level and learning needs in order to develop and implement a plan of instruction for the patient and family.
- Administered medications with the knowledge of actions and usual dosages of commonly used drugs.
- Recognized and responded appropriately to signs/symptoms of extrapyramidal side effects and or other side effects.

### **Nursing Educator**

VMT - Washington, DC

January 2011 to December 2011

- Ensured education activities are congruent with VMT's mission, goals, values, priorities, and resources
- Aided the Director of Nursing in planning of the nursing curriculum for nursing students.
- Implemented a standardized testing tool for new admission process for nursing student candidates.
- Provided an appropriate climate for learning, and facilitated the adult learning process by developing, planning, and presenting educational activities.
- Assisted in developing guides and manuals for specific aspects of nursing services.
- Developed, implemented and monitored educational technology including webinars and other web-based instructional tools for new program accreditation.
- Assisted with nursing program implementation process by recruiting and retaining nursing faculty by practicing shared governance and encouraging participative decision making among faculty.
- Assisted learners to identify both their learning needs and the effective learning activities required to meet those needs while fostering a positive attitude about the benefits and opportunities of life-long learning.

- Formed partnerships with stakeholders at the policy level and the local college level to encourage higher admission rates for the Registered Nurse Program.
- Assisted with the development of clinical schedules with local hospitals and long-term care facilities to meet clinical requirements.
- Identified changes that should be made in nursing practice using an evidence-based approach.
- Provided ongoing evaluation of the quality and effectiveness of the educational activities.

### **Correctional Nurse**

Conmed

December 2010 to May 2011

- Provided quality nursing care on a 24-hour basis to the inmates of Charles County Correctional Facility.
- Determined medical appropriateness of inpatient and outpatient services following evaluation of medical guidelines and benefit determination.
- Performed physicals and health screenings for inmates coming into the facility
- Provided education to LPN's and CNA's regarding medication administration and various side effects.
- Provided patient care consistent with medical plan of care for the inmates.
- Utilized therapeutic communication techniques in order to facilitate the patients' optimum level of wellness.
- Administered medications via oral, intramuscular and subcutaneous routes.

### **Charge Nurse/Staff Nurse**

Psychiatric Institute of Washington - Washington, DC

January 2010 to December 2010

- Functioned as a charge nurse and assumed responsibility for management of patient care and unit environment.
- Provided leadership in shift management and in crisis-situation in an effective manner.
- Worked directly with patients and their family members to conduct various assessments and analyzed the data to determine the patient's needs.
- Assisted the nurse manager in providing clinical experiences for nursing students visiting the facility.
- Performed chart audits on all new admission to ensure accuracy of transcription, immunizations, as well as follow-up information; ensured patient education needs are initiated based on medical diagnoses.
- Demonstrated knowledge of medications, side effects, and toxic symptoms in daily practice.
- Evaluated effectiveness of nursing consultation in planning and evaluating nursing care for patients with complex problems.
- Utilized and documented patient/family participation in care planning.
- Provided a safe and therapeutic environmental condition that will encourage or induce patients to assume self-care responsibilities.

### **Clinical Nurse Specialist (Orthopedics)**

Georgetown University Hospital - Washington, DC

May 2009 to August 2009

- Administered prescribed medications, treatments, and procedures in accordance with nursing standards.

- Observed, recorded, and reported patients' condition and reaction to drugs and treatments to physicians.
- Directed and oversaw nursing personnel in accordance with clinic governmental and other regulatory standards.
- Developed weekly nursing schedules which included clinical nursing assignments.
- Oversaw clinic inventory of pharmaceuticals and supplies; ordered pharmacy items to include vaccines, antibiotics, and antipyretics.
- Assisted in special clinical/research projects when necessary by implementing nursing component.
- Performed patient telephone triage, assessed needs, and coordinated needs with medical staff; educated patient and family about diagnostic procedures, medications, nutrition, and maintenance of health and wellness.

### **Science Educator**

Prince Georges County Public Schools

August 2005 to June 2008

- Taught knowledge and skills in Conceptual Physics /Physical Science, biology and chemistry.
- Planned and implemented course curriculum with other science educators prescribed by the district.
- Provided individual and small group instruction in order to adapt curriculum to the needs of the students with varying intellectual abilities.
- Managed, supervised and trained students on various functions in laboratory sciences.

### **Medical Coordinator**

Holy Cross Hospital - Silver Spring, MD

August 2002 to September 2004

- Counseled and oriented the Medical Staff department and Subsection Chairs regarding required duties to help them consistently perform their functions.
- Assisted Medical Staff physicians in analyzing patient records to determine legitimacy of admission, treatment, and length of stay in the health-care facility
- Interacted with the Medical Records Department and Quality Control to coordinate quality assurance activities for peer review committees.
- Coordinated monthly departmental meetings for the Medical Staff Department.
- Assisted other department personnel with assigned duties including the processing of initial appointments and/or re-appointments.

## Education

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### **Master's in Nursing Leadership and Management**

Grand Canyon University

May 2009 to November 2011

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

Montgomery County Community College - Silver Spring, MD

January 2007 to December 2008

### **Bachelor of Science in Biology**

Bowie State University - Bowie, MD

August 1997

## Nursing Licenses

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### **RN**

#### Skills

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- Registered Nurse-license # RN185454 (MD)
- CPR & BLS Certified; compact licensure
- Possess strong leadership qualities and conflict resolution skills
- Proficient in Microsoft Office Suite Applications and eHR: interqual, home solutions, Cerner, credible, Therap, Point Click Care
- Ability to lead and communicate effectively to diverse audiences
- Nurse Management
- Academic Advising
- Physiology Knowledge
- Medical Terminology
- Anatomy Knowledge
- Nursing
- Triage
- ICD-10
- CPT Coding
- Curriculum Development
- Adult Education
- Medication Administration
- Epic
- Transcription