

## **Voronica Douglas Lightfoot RN BSN MHA NE-BC**

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**Objective** To obtain an executive level nursing position that will allow me demonstrate clinical, management and leadership experience.

**Experience** **Chief Clinical Officer** Cornerstone Hospital Houston, Texas  
December 16, 2016- Present

- Serve as Nurse Executive for the facility
- Manages the interdisciplinary clinical specialists who are responsible for facilitating compliance with evidence based practice and regulatory performance.
- Responsible for planning, coordinating and managing the nursing department
- Establishing policies and procedures and the standards of nursing practice
- Assess and plan for effective patient flow
- Management of human resources for all clinical departments
- Responsible for employee growth and development
- Ensure process and activities are planned, designed, measured, assessed and improved.

### **Director of Nursing**

June 23, 2013- November 1, 2016 Houston Methodist Hospital Houston, Texas

- Plan, organize, develop and direct the overall operations of the nursing unit
- Develop and maintain departmental budget
- Ensure regulatory standards maintained (DNV, TDH, CMS)
- Chairperson for Professional Nurse Advisory Committee for the hospital
- Develop and implement policies and procedures
- Collaborate with medical staff and frontline

### **Field Nurse/PRN**

Nurturing Home Health Houston, Texas

- Admission Assessments
- Coordinating services for patients as needed
- Executing treatment plan as ordered by physician
- Completing Discharge assessments
- Patient education
- Completing supervisory visits for LVN and Home Health aides
- Medication reconciliations
- QA medical records

**Director of Patient Care Services**

November 2011- March 2013

Solari Hospice

Houston, Texas

- Directly oversee the operations of the clinical program in the community as well as the inpatient unit
- Assist in the development of the budget for the program and inpatient unit
- Ensure regulatory compliance maintained
- Recruitment and Retention
- Referral development and marketing of hospice program
- Serve as Alternate Executive Director

**Chief Clinical Officer**

September 2008- November 2011

Triumph Healthcare

Webster, Texas

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**Director of Patient Care Services**

March 2006- September 2008

Plaza Specialty Hospital

Houston, Texas

- Oversee the operations for the 65 bed LTAC
- Liaison between MDs and staff
- Recruitment and Retention activities
- Develop and maintain budget
- Served as hospital educator with staff nurses as team leads
- Ensure regulatory compliance
- Responsible for employee growth and development
- Ensure process and activities are planned, designed, measured, assessed and improved
- Chairperson for Professional Nurse Advisory Committee for the hospital
- Develop and implement policies and procedures

### **Clinical Manager**

February 2005- March 2006      **Park Plaza Hospital-Tenet, Houston, Texas**  
Directly responsible for the management and oversight of the nursing staff on the medical surgical floor ( 65 beds) and the Headache unit ( 15 beds)  
Staffing and scheduling for both units  
Just in time training for staff  
Assisted in the ongoing education of staff with new processes and procedures  
Served on the customer service team  
Policy review, revision and development  
Recruitment and retention activities for staff

### **Director of Patient Care Services II**

November 2000- February 2005      **Memorial Hermann CC(LTAC), Houston, Texas**  
Responsible for the nursing aspect of the LTAC  
Recruitment and Retention activities  
Assist with maintaining 100% readiness for regulatory compliance  
Serves as Chairperson for the Nurse Peer Review Committee  
Served on the policy and procedure committee]  
Assisted in the development and planning of the opening of the LTAC. Assisted in the transition of the Rehab unit into a LTAC hospital  
Worked on the floor as needed as charge nurse, supervisor or direct patient care nurse in the HOU ( High Observation Unit) and the Progressive Pulmonary Unit

### **Nurse Manager**

February 2000- November 2000      **Memorial Hermann Southwest SNF, Houston, Texas**  
Directly supervised skilled nursing staff.  
Worked with admissions and clinical liaisons with patient evaluations.  
Recruitment and Retention  
Scheduling and staffing of nurses  
Participated in ongoing activities to educate the facility on identifying skilled nursing appropriate patients  
Worked with Educator on continuing education activities for staff, annual competency and orientation content

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

May 1998- February 2000      **Memorial Hermann Southwest Ortho Unit, Houston, Texas**  
Direct patient care  
Assisted with skills fairs and clinical in-services for staff nurses  
Coordinated bed assignments with bed board and admissions department  
Staffing as needed to maintain budget compliance  
Served as preceptor for new graduates, new hires, and relief charge nurses  
Assisted quality with chart audits and education

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**Staff Nurse** **Polly Ryon Hospital, Richmond, Texas**  
September 1997- May 1998  
Direct patient care on medical surgical and telemetry unit

**Staff Nurse (Cross Country Travel Nursing)** **Hermann Hospital, Houston, Texas**  
August 1996- March 1997  
Direct patient care on neurosurgery and neurology unit

**Staff Nurse** **St. Luke's Episcopal Hospital, Houston, Texas**  
August 1996- November 1997  
Direct patient care on neuro unit

**Staff Nurse (Cross Country Travel Nursing)** **Methodist Hospital, Houston, Texas**  
April 1996- August 1996  
Direct patient care on medical surgical unit

**Field RN** **Alacare Home Health, Birmingham, Alabama**  
October 1995- April 1996  
Directly managed case load of 35 patients  
Administered IV medications (abx, Iron), IM medications, performed dressing changes  
Educated patients on plan of care, treatment plan, medication, diet, disease management, and illness prevention

**Staff Nurse** **University of Alabama at Birmingham Hospital, Birmingham, AL**  
May 1992- October 1995

Direct patient care on medical surgical unit, neuro unit, ortho unit and urological unit

**Education**

University of Alabama at Birmingham  
September 1987- August 1992  
Bachelor of Science in Nursing

University of Phoenix  
July 2008- July 2010  
Masters in Healthcare Administration

**Interests**

I am interested in the geriatric population and the promotion of health wellness among this population.

**Awards**

CCO of the Year 2010 for the Hospital Division, Triumph - Rehab Care Hospital  
#1 in Quality for all Triumph Hospitals

**References**

References are available on request.

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