

**Mailing Address**

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Sharee Smalling – Leach MBA, MSN, BSN, RN.

**Teaching Goals:**

To provide nursing care to patients admitted to the assigned unit with integrity, compassion, accountability, respect and effective communication.

**Education**

MSN – University of Phoenix (2011)  
MBA – La Sierra University (2004)  
BSN – Northern Caribbean University (2003)  
DNP © - Andrews University (enrolled 2020)

**License**

Jamaica Registered Nurse License (active)  
California Registered Nurse License (active)  
Virginia Registered Compact Nurse License (active)  
Guyana Registered Nurse License (inactive)

**Work Experience:****Medical-Surgical Telemetry California Staging Pool**

California Department of Public Health  
LAC/Rancho Los Amigos National Rehabilitation Centre  
7601 E. Imperial Hwy, Downey, CA 90242  
January 11, 2022 – August 14, 2022

Responsibilities include but are not limited to the following:

- Providing total care to medical and surgical patients admitted to the Medical-Surgical/Progressive Care Unit.
- Monitoring patients progress for any changes in patient condition, provide report to medical team and implement orders as prescribed.
- Working as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administering oral, optic, topical, intradermal, subcutaneous, intramuscular, and intravenous medications.
- Collecting all types of lab samples for testing as ordered by medical provider.
- Documenting all care provided to patients base on facilities policy and procedure.
- Participating in unit specific and hospital wide performance improvement goals.

- Providing nursing care for patients with different types of oxygen delivery devices: nasal cannula, face mask, high flow, and tracheostomy.

### **Medical-Surgical Telemetry Strike RN**

Healthsource Global/American Mobile Nurse

Southern California & Northern California Kaiser Permanente

November 15, 2021 – November 20, 2021

Responsibilities include but are not limited to the following:

- Provision of total care to medical and surgical patients admitted to the medical-surgical and telemetry unit.
- Monitoring patients progress for any changes in patient condition, provide report to medical team and implement orders as prescribed.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, optic, topical, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identifying changes in the status of patients and notifying the appropriate healthcare personnel.
- Provide daily update to family members on patient's progress based on facility's policy and procedure as well as privacy laws.
- Perform admission and discharge of patients per protocol.
- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provide wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures.

### **Medical-Surgical Telemetry RN Crisis Response**

Krucial Staffing

Baylor Scott & White Medical Centre

August 24, 2021 – October 13, 2021

300 University Blvd, Round Rock, TX 78665

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the medical-surgical and telemetry unit diagnosed with or without COVID-19.
- Monitoring patients on unit on BI-PAP and High Flow Nasal Cannulas who are experiencing severe respiratory distress that may require ventilatory support.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, optic, topical, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identifying changes in the status of patients and notifying the appropriate healthcare personnel.
- Provide daily update to family members for patients on units where visiting is prohibited.
- Perform admission and discharge of patients per protocol.

- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provided wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures.

### **Medical-Surgical Telemetry RN Crisis Response**

Krucial Staffing

Wadley Regional Medical Centre

1000 Pine St, Texarkana, TX 75501

January 18, 2021 – April 1, 2021

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the medical-surgical and telemetry unit diagnosed with or without COVID-19.
- Monitor patients on unit on BI-PAP and High Flow Nasal Cannulas who are experiencing severe respiratory distress that may require ventilatory support.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identify changes in the status of patients and notifying the appropriate healthcare personnel.
- Provided daily update to family members for patients on units where visiting was prohibited.
- Perform admission and discharge of patients per protocol.
- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provided wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures.

### **Medical -Surgical Telemetry RN Crisis Response**

Krucial Staffing

Breckenridge Village of Tyler

15062 County Rd 1145, Tyler, TX 75704

December 26, 2020 – January 16, 2021

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the group facility.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted to the assigned house.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications as ordered.
- Monitor residents for any change in symptoms each shift.
- Perform sanitization of all living areas to minimize risk of COVID-19 transmission.
- Document all care as ordered.

## **Medical -Surgical Telemetry RN Crisis Response**

Krucial Staffing

Christus Good Shepherd Longview

700 E Marshall Ave, Longview, TX 75601

November 2, 2020 – December 14, 2020

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the medical-surgical and telemetry unit diagnosed with or without COVID-19.
- Monitor patients on unit on BI-PAP and High Flow Nasal Cannulas who are experiencing severe respiratory distress that may require ventilatory support.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identify change in the status of patients and notifying the appropriate healthcare personnel.
- Provided daily update to family members for patients on units where visiting was prohibited.
- Perform admission and discharge of patients per protocol.
- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provided wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures

## **Medical-Surgical Telemetry RN Crisis Response**

Krucial Staffing

Baylor Scott and White

300 University Blvd, Round Rock, TX 78665

August 24, 2021 – October 11, 2021

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the medical-surgical and telemetry unit diagnosed with or without COVID-19.
- Monitor patients on unit on BI-PAP and High Flow Nasal Cannulas who are experiencing severe respiratory distress that may require ventilatory support.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identify change in the status of patients and notifying the appropriate healthcare personnel.
- Provided daily update to family members for patients on units where visiting was prohibited.
- Perform admission and discharge of patients per protocol.

- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provided wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures.

## **Medical -Surgical Telemetry RN Crisis Response**

Krucial Staffing

Harlingen Medical Center

5501 US-77, Harlingen, TX 78550

August 20, 2020 - October 10, 2020

Responsibilities include but are not limited to the following:

- Provision of total care to patients admitted to the medical-surgical and telemetry unit diagnosed with or without COVID-19.
- Monitor patients on unit on BI-PAP and High Flow Nasal Cannulas who are experiencing severe respiratory distress that may require ventilatory support.
- Work as member of the multidisciplinary team to provide wholistic care to the patients admitted on the assigned unit.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identify change in the status of patients and notifying the appropriate healthcare personnel.
- Provided daily update to family members for patients on units where visiting was prohibited.
- Perform admission and discharge of patients per protocol.
- Assist physicians with bedside procedures per hospital policy and procedure.
- Initiate IV access and collected blood samples for laboratory and other investigational studies.
- Provided wound care as ordered by medical staff.
- Document care as specified by institutional policy and procedures

## **Director of Nursing**

Andrews Memorial Hospital

25 A hope Road

Kingston, Jamaica

January 2020- October 2020

Responsibilities include but are not limited to the following:

- Supervise eight Nurse Managers and over 70 nursing employees
- Develop staffing plan to ensure adequate coverage of nursing service areas
- Liaise with medical providers to provide high quality care
- Assess educational needs of the nursing staff and provide required training.
- Participate in service recovery strategies in order to satisfy the needs of the internal and external customers.
- Provide care for medical and surgical patients admitted to the hospital.

- Represent hospital at National and International conferences.
- Provide daily, weekly, monthly and annual reports as required.
- Maintain national and institutional regulatory compliance for nursing services.
- Participates in performance appraisals, and disciplinary counselling as required.
- Serve on institutional committees as assigned.
- Perform other duties as assigned.

### **Adjunct Instructor – Distance Education Online**

Northern Caribbean University

Manchester Road

Mandeville, Jamaica

February 2018- August 2020

Responsibilities include the following:

- Delivered theoretical lectures to post Baccalaureate students enrolled in Supervisory Management for Healthcare Certificate in the virtual classroom.
- Provide interactive activities that reinforces concepts presented in the virtual classroom.
- Prepare and administers assessments to determine mastery or need for reinforcement.
- Facilitate virtual discussions and presentations of students in the virtual classroom.
- Presented formative and summative feedback to students enrolled in class.
- Prepared and submitted grades as stipulated by the department.

### **Director of Nursing**

Davis Memorial Hospital

121 Durban Backlands

Georgetown, Guyana.

December 2016 - August 2019

Responsibilities include but are not limited to the following:

- Supervise staffing for all nursing units; medical records and housekeeping departments to ensure quality.
- Provides bi-annual report to the Board of Directors
- Serves as member of the Executive Administrative Council
- Management of all Nursing Services and Personnel.
- Service Recovery for all nursing related customer service challenges.
- Providing monthly reports to the Administrative Council.
- Providing Training to Hospital Employee.
- Provide total care for medical surgical patients admitted to the hospital
- Represent hospital at National and International conferences.
- Serve as a representative on the Guyana Nursing Council Committee.
- Teach students enrolled in the Hospital's Foundation Health Course.

## **Nursing Instructor**

Northern Caribbean University

Manchester Road

Mandeville, Jamaica

August 2014- December 2016

Responsibilities include but are not limited to the following:

- Providing theoretical lectures to students enrolled in Baccalaureate nursing program in classroom setting.
- Providing clinical support to students in the chronic and acute care setting.
- Providing formative and summative evaluations of students in classroom and hospital practice session.
- Assisting in the selection of prospective students in the nursing program.
- Developing and administered focused simulation scenarios for student learners
- Coordinating simulation exercises in clinical laboratory session to solidify theoretical and develop critical thinking.
- Providing remediation for 'at risk' students
- Providing supervision for nursing students on their medical-surgical clinical rotation.
- Developing teaching aids and assessment tools for formative and summative evaluations.
- Serve on Departmental and University committees as assigned.
- Coordinated the Nursing Symposium organized by the department in 2015.

## **Nursing Faculty**

Germanna Community College

Locus Grove Campus

2130 Germanna Highway

Locus Grove, VA 22508

October 2012 – August 2014

Responsibilities include but are not limited to the following:

- Providing theoretical lectures to Registered Nursing students in classroom setting.
- Providing clinical support to students in the chronic and acute care setting
- Providing verbal and written formative evaluation to the students daily.
- Assisting in the interviewing and selection of prospective students in the nursing program.
- Serving on the Appeals Committee; which listens to student concerns.
- Developing and administering focused simulation scenarios for student learners
- Coordinating simulation exercises in clinical laboratory session to foster critical thinking.

- Providing remediation for students using commercialized high stakes test.
- Participate in curriculum evaluation and modification.
- Developing and coordinating comprehensive nursing class to ensure success in nursing board examination.
- Providing supervision to nursing students on their medical-surgical rotation.
- Successfully coordinated the reaccreditation site visit for Nursing Assistant program.

### **Adjunct Nursing Faculty**

Career Training Solutions

10304 Spotsylvania, VA 22408

January 2013- May 2013

Responsibilities include but are not limited to the following:

- Providing theoretical lectures to Registered Nursing students in classroom setting.
- Providing clinical support to students in the chronic and acute care setting
- Providing feedback to the students daily both verbal and written form.
- Assisting in selection of prospective students in the nursing program.
- Serving on the Appeals Committee; which listens to student concerns.
- Developing and administered focused simulation scenarios for student learners
- Coordinating simulation exercises in clinical laboratory session to solidify theory and develop critical thinking.
- Providing remediation for students using commercialized high stakes test.
- Participating in curriculum evaluation and modification.
- Developing and coordinate comprehensive nursing class to ensure success in nursing board examination.
- Providing supervision to nursing students on their medical-surgical rotation.

### **Staff Nurse Medical/Surgical- Telemetry**

Mary Washington Hospital

1001 Sam Perry Boulevard,

Fredericksburg, VA 22401

October 2012- August 2014

Responsibilities include but are not limited to the following:

- Assisting unit manager with evaluating co-workers supervised.
- Providing perioperative nursing care to patients over the age 18 years old.
- Serving as resource personnel for staff development.
- Managing total care of 6-8 patients per shift.



- Demonstrating administration of oral, intradermal, intramuscular and intravenous medications.
- Allocation of new patients to rooms based on diagnosis, or movement of current patients to prevent cross- contamination between isolation and post-operative patients.
- Performing basic nursing skills including but not limited to: starting IV; Foley catheterization of male and female patients; insertion of nasogastric tubes; removal of sutures and staples; perform sterile dressing.
- Providing care of patients who are withdrawing from alcohol and other substances.
- Providing discharge teaching to patients and their families to improve patient outcomes.
- Communicating with other members of the interdisciplinary team to schedule referrals for patients.

### **Nursing Faculty**

Everest College Ontario Metro Campus  
 1819 S. Excise Avenue  
 Ontario, CA 91761  
 April 2010- October 2012

Responsibilities include but are not limited to the following:

- Providing theoretical lectures to registered nursing students in classroom setting.
- Providing clinical support to students in the chronic and acute care setting
- Providing feedback to the students daily both verbal and in written form.
- Assisting in the interviewing and selection of prospective students in the nursing program.
- Serving on the Appeals Committee; which listens to student concerns.
- Developing and administered focused simulation scenarios for student learners
- Coordinating simulation exercises in clinical laboratory session to solidify theory and develop critical thinking.
- Providing remediation for students using commercialized high stakes test.
- Participating in curriculum evaluation and modification.
- Developing and coordinate comprehensive nursing class to ensure success in nursing board examination.
- Providing supervision to nursing students on their medical-surgical rotation.

## **Adjunct Nursing Faculty**

Riverside Community College

4800 Magnolia Ave

Riverside, CA 92506

September 2008- October 2012

Responsibilities include but are not limited to the following:

- Providing supervision of baccalaureate and associate nursing students in hospital and outpatient clinic care setting.
- Performing formative and summative evaluation of students in the laboratory and acute clinical setting.
- Providing care-planning workshops to help students develop and execute patient specific plans for their patients.
- Work in simulation lab with high fidelity manikins to provide focused learning experience.
- Demonstrating care and procedures to students in hospital.
- Teaching skills to students such as: administration of medication, insertion of intravenous access, and insertion of Nasogastric Tubes and Foley catheters.

## **Manager/Assistant Nurse Manager/Nursing Supervisor**

Riverside County Regional Medical Centre

26520 Cactus Avenue

Moreno Valley, CA 92555

April 2007- May 2010

Responsibilities include but are not limited to the following:

- Management of 24 licensed nurses working in an acute psychiatric unit for 6 months.
- Supporting the Nurse Manager in planning, coordinating, and supervising the work of nursing personnel on Medical-Surgical/Oncology unit in the role of Assistant Nurse Manager.
- Supervising 15-30 nursing personnel working on the night shift on the Medical-Surgical/Oncology unit. Responsibilities include completing performance appraisal, preparation of nursing work schedule to meet the need of the patient census, scheduling vacation, development of policies and procedures; standards of care and practice, and the monitoring of nursing care in relation to those standards.
- Assisting in preparing administrative reports related to budget and unit operations.
- Managing conflicts among interdisciplinary medical personnel.
- Promoting reliability in the acuity classification of patients and serves as a working charge nurse as needed to meet staffing requirements.
- Monitoring for nursing compliance with national and other regulatory standards.
- Conducting in-service educational programs and staff meetings.
- Assisting preceptors in developing unit orientation programs for new nursing employees

- Assumes all responsibilities of the Nurse Manager during absences.
- Participating in performance improvement activities as well as root cause analysis.
- Monitoring Credentials of all staff on the unit to ensure compliance.
- Providing weekend coverage as House Supervisor for the Inpatient Psychiatry Treatment Facility and the Emergency Psychiatry Treatment Centre.
  - Duties include ensuring adequate staffing for the oncoming shift and making any administrative decision as it relates to patient care.
  - Arranging for the transfer of patients to facilities for higher level of care.
  - Respond to all internal patient, staff or facility emergencies.

### **Charge Nurse Medical Surgical**

Corona Regional Medical Centre  
 800 South Main St, Corona, CA 92882  
 April 2005- January 2007

Responsibilities include but are not limited to the following:

- Assisting unit manager with evaluating co-workers supervised.
- Supervision of 6-10 nursing personnel every shift.
- Working as a resource personnel for staff development.
- Making patient assignments base on education, experience of staff and patient acuity.
- Allocation of new patients to rooms based on diagnosis, or movement of current patients to prevent cross- contamination between isolation and post-operative patients.
- Providing perioperative-nursing care to patients over the age of 18
- Provide leadership for other licensed nursing staff based on scope of practice and regulatory standards.
- Assisting with monitoring performance improvement.
- Consulting with doctors for any change in patient condition and implementation of any new orders.

### **RN Supervisor**

Crestview Convalescent Hospital  
 1471 South Riverside Avenue, Rialto, California 92376  
 November 2004- March 2005

Responsibilities include but are not limited to the following:

- Supervision of 8-15 staff members each shift.
- Managing all emergency situations as they occur.
- Administer of all intravenous medications.
- Performing admission of new patients.
- Assessing residents for status change and notify physicians.
- Transferring residents to hospital for higher-level care when needed.

- Act as liaison between patient, family, physician, management, and other members of the healthcare team.
- Monitoring diagnostic test results and report abnormalities to physician.
- Assisting in scheduling resident external appointments.
- Participating in performance improvement audits.

### **Staff Nurse Medical Surgical**

Parkview Community Medical Centre  
 3865 Jackson Street. Riverside, California 92503  
 November 2004- April 2005

Responsibilities include but are not limited to the following:

- Total care of pre-operative and post-operative patients
- Work as member of team with a Licensed Vocational Nurses and Certified Nursing Assistants.
- Administer oral, intradermal, subcutaneous, intramuscular and intravenous medications.
- Identify change in the status of patients and notifying the appropriate healthcare personnel.
- Provided perioperative -nursing care for patients on an orthopaedic unit.
- Perform admission and discharge of patients per protocol.
- Assist physicians with bedside procedures per policy

### **Volunteerism**

- **Community Education Sessions**  
 Perform teaching on chronic disease in the community  
 Participate in free medical clinics
- **Outreach Coordinator**  
 Plans and Coordinate Davis Memorial Hospital outreach activities in the community/country.

### **Association Memberships**

- **American Nurses Association**
- **Sigma Theta Tau International**

References will be provided on request.

Work History Gaps & Explanations:

1. January 2007- April 2007 – Relocation from Corona to Moreno Valley, California, also had surgical procedure.
2. August 2019- January 2020 – Relocated from Guyana to Jamaica, needed time to get family and children settled.
3. August 2020- April 2021- Assignments were crisis contracts on Medical-Surgical/Telemetry units to assist in the provision of care for patients infected with COVID-19 virus. Those assignments ranged from 4 weeks to 3 months.

4. April 2021-August 2021- Returned to Jamaica to move family and belongings back from Jamaica to the USA as Husband's job had come to and end. Assist with setting up home, and enrolling children in school.