

Melissa McCalvin

LPN

Peoria, IL 61615

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To obtain a position as a LPN and continue to provide excellent care, continue working in case management or possibly return to customer service or retail management.

Willing to relocate to: Peoria, IL - Normal, IL -

Authorized to work in the US for any employer

Work Experience

LPN Charge Nurse

Serenity Assisted Living & Memory Care - East Peoria, IL

March 2022 to Present

Charge nurse of approximately 50 resident facility: supervise CNA's, monitor residents, case management, administer medications, documentation, vitals, treatments, etc.

LPN

Central Illinois Endoscopy Center - Peoria, IL

December 2021 to Present

Pre-procedure evaluation, medication reconciliation, vital signs, IV therapy, blood glucose, INR, post-procedure evaluation/monitoring, scheduling appointments, referrals, testing orders, patient education, etc

LPN

UnityPoint Clinic - Peoria, IL

June 2020 to December 2021

Infection prevention, safety specialist, phone triage, follow up calls, case management, referrals, supply/equipment seeking and ordering, prior authorizations, reviewing orders, scheduling outside testing/appointments, administer vaccinations, blood draws, vitals, assessments, documentation, EKGs, Covid-19 testing, urinalysis, strep testing, etc. Daily temperature and symptom monitoring, infection prevention/education during global pandemic.

LPN - Surgery Care Coordinator

Peoria Surgical Group / Illinois Cosmetic and Plastic Surgery - Peoria, IL

July 2019 to March 2020

I meet with patients and help guide them through the surgery scheduling process. I review their past medical history and determine if they need testing or clearances for surgery. I schedule testing, pre-ops, surgery and post-op appointments. I review pre-testing results to be sure they are safe for surgery.

LPN

Zinsser Plastic Surgery - Richmond, VA

July 2014 to January 2019

I work as the only nurse in this practice. I care for medical and cosmetic patients. My job tasks include pre-op teaching, post-op care, obtain consents, assist with procedures, follow up appts, wound care, drain removals, suture/staple removal, surgical orders, pre-op testing orders, inventory and supply ordering, etc.

LPN

Proctor First Care - Peoria, IL
July 2013 to March 2014

Care of patients in an urgent care/doctor's office setting including but not limited to:

- * Patient assessment and documentation via written and electronic medical records
- * Obtain consent prior to procedures and child papoose board use
- * Assist with procedures including incision and drainage, sutures, wound care, gynecological exams, etc.
- * Collect samples and run tests including urinalysis, urine HCG, rapid strep, mononucleosis, influenza, blood glucose, etc.
- * Other testing including vital signs, EKG, vision, hearing, etc.
- * Referrals, procedure scheduling, obtaining prior authorizations, electronic and verbal prescriptions
- * Administer and read TB skin tests
- * Administer immunizations and medications via oral, subcutaneous, intramuscular and intranasal routes
- * Ear lavage, dressing changes, applying ace wraps/splints, etc.
- * Patient teaching

LPN Field Nurse

Preferred Pediatric Home Health - Kewanee, IL
October 2011 to July 2013

Care of 17yo male with SMA including but not limited to:

- * Assess patient and document findings
- * Report changes to case worker
- * Full assistance with ADLs
- * Accompany patient to school/appointments
- * Administration of medications via gastrostomy tube/tracheostomy
- * Tracheostomy suctioning and site care
- * Gastrostomy tube site care

Education

High school or equivalent in Licensed Practical Nursing 4.0 GPA

Garnet Career Center - Charleston, WV
2005 to 2006

Skills

- Home Health
- LPN
- Organizational Skills
- Outlook
- Filing

- Documentation
- Time Management
- Customer Service
- Case Management
- Tube Feeding
- Nursing
- Medical Office Experience
- Medication Administration
- Vital Signs
- Laboratory Experience
- EMR Systems
- Medical Records
- Phone triage
- Experience administering injections
- Triage
- Epic
- Patient care
- Phlebotomy
- Retail management (2 years)
- Sales (7 years)
- Customer service (10+ years)
- Schedule management (10+ years)
- Medical scheduling (6 years)
- Inventory management (10+ years)
- Order management system (8 years)
- Quality control (3 years)
- Caregiving
- Hospital Experience
- Venipuncture
- Home Care
- Office Management
- Order Entry
- Supervising Experience
- Employee Orientation
- Anatomy Knowledge
- Retail management (2 years)
- Quality Assurance
- Basic IV
- Medical Terminology
- Clerical Experience

- HIPAA
- Sales, Retail & Customer Support (10+ years)
- Cosmetic Surgery (5 years)
- Cosmetic Procedures (4 years)
- Payroll
- Insurance Verification
- ICD-10
- Referrals (7 years)
- Infection prevention
- Safety specialist
- Review care plans
- Behavioral health (2 years)
- Medicare Charting
- Charge Nurse (2 years)
- Floor Supervisor (2 years)
- CNA Supervisor (2 years)
- Memory Care
- Leadership
- Sales

Certifications and Licenses

LPN

November 2006

LVN

CPR Certification

BLS Certification

Additional Information

I have at least 15 years of customer service experience, 2 years of retail management experience and have won 7 sales awards.