

Cindy Kaye Potter RN
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Profile: Care Coordinator/Case Manager with strong nursing background.

A very strong Circulating and Scrub nurse with a variety of experience in all surgical services. I have very strong thinking skills, experience in leadership and as a service coordinator in the O.R.

Proficient in Epic/ Health Connect and Windows.

Professional Goals: To be a productive part of a team effort, while providing the highest quality of patient care while showing professionalism and compassion to our patients and their families.

Education:

1995-1997 Surgical Technology
Central Wyoming College
Riverton, Wyoming.
3.0 GPA, Associates Degree

1997-1999 Nursing Program
Central Wyoming College
Riverton, Wyoming
3.0 GPA, Associates Degree

Employment Experience:

Kaiser Permanente-**June 2021-present time**
Denver, Colorado
Care Coordinator/ Case Manager.

Duties include managing DM2 diabetes with a strict protocol, with medication management, this included education of DM2 with patients and adjusting DM2 medications under protocol, Care plans, goals. Working and communicating with all team members (PCP, LCSW, Community Services, RN's) regarding disease processes, ordering DME, medications, OT, PT, working with Home health agencies, ALF and SNF. Putting in patient referrals for services needed for patient.

Kaiser Permanente: September 2004-June 2021

O.R Nurse/Scrub Nurse:

- Opening sterile field, checking all items for sterility and expiration dates, opening items using Surgeon Preference card as a reference.
- Maintaining sterile field, before and during surgical procedures.
- Making sure all equipment that is needed for surgical case is in room and in working order.
- Checking surgeon and anesthesia orders i.e., medications and labs in pre-op and confirming they were done.
- Confirming surgical procedure and site with consent, chart and patient.
- Confirming correct surgical and block site marked appropriately in Pre-Op

Lead for General and GYN Surgery:

- Duties included maintaining surgeon preference cards.
- Precepting new employees, training staff on new GS or GYN instruments and or equipment.
- Working with SPD on maintaining instruments and helping to design new trays for said services.
- Liaison between surgeons, leadership and vendors.

Able to Circulate all surgical services and scrub most with proficiency.

August 2009-April 2011

O.R Supervisor:

Managed 7 Suite O.R Department with a staff of 30. I was responsible for the day- to- day operations of the department. Duties included:

- Working with staff, physicians, patients and their families to help maintain and provide patient care and outcomes, while maintaining physician satisfaction rate.
- Responsible for staff schedules, payroll, counseling staff when needed regarding performance, listening to staff suggestions and having them help implement said suggestion (ideas), staff evaluations.
- Ordering specialty items needed for surgical cases and invoices.
- Monitoring KASC O.R budget, audits of surgical charts for errors and appropriate surgical venue.
- Former member of Surgical QA committee.

Valley Hospital/Medical Center: **May 1999-September-2005**

Las Vegas, Nevada.

O.R Nurse/Scrub Nurse

Evening Charge Nurse:

Circulating nurse for all surgical services, scrub nurses for most surgical services. On Open Heart team, Lead for Bariatric Service. I have strong skills in CVOR, General Surgery, Ortho and Ortho-Spine, General Surgery, ENT and GYN surgeries.

Mountain View Hospital-**2003-2004**

Las Vegas, Nevada

O.R Circulating Nurse- Open Heart Program:

Instrumental in helping to get the new Open-Heart Program up and running. Help to train the Circulating RNs on duties in the CVOR program.

- Room Set up
- Prep
- Cardiac drips
- Counts

BLS-Current

Colorado Nursing License-Current and in good standing, have applied for Texas license.

Unpaid Experience: **1999-present**

I have been managing my soon to be 95yo mothers care for the last 20 plus years. She lives with me and I'm her care giver. She is blind, O2 dependent due to a Eventration of her left diaphragm, A-fib, osteo arthritis with neuropathy, along with many more comorbidities.

I make all her appointments, take her too said appointments, work with her doctors to make sure she is taking her medications, has her DME, O2, meals, if she needs PT/OT.

I also did the same for my father, but was working with the VA. Helped to manage his DM2, DME, Home Health, Meals on Wheels, etc.