

# Jennifer Trahan

## **Dynamic self starter**

Castle Rock, CO 80109

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Interim Manager**

THAXTON Interim Leadership - Bellevue, WA

April 2022 to Present

Interim PeriOp manager

### **Director of Endoscopy Center**

South Denver GI Castle Rock Endoscopy Center - Castle Rock, CO

January 2018 to April 2022

- Opened brand new facility and responsible for all administrative and clinical functions
- Passed State Survey with one deficiency and AAAHC/Medicare Survey with no deficiencies except Life Safety (construction elements) 505 elements for clinical/administrative all met

### **Interim Nurse Manager PRE-OP/PACU/PAT**

Queens Medical Center - Honolulu, HI

March 2017 to January 2018

- Turned the department from 60-70% productivity to 98-110% in first 2 months
- Hiring staff, downsizing departments as appropriate, evaluations
- Headed up changes to all departments to make them more efficient
- Managed 75 employees

### **Nurse Manager, Primary Care Parker**

Kaiser Permanente CO

January 2016 to December 2016

- Managed 15 employees including MA, LPN, and RN
- Oversee day to day flow and function of the clinic
- Hiring, firing of staff, evaluations
- Led team from bottom of the south region to the top for metrics including phone stats, alcohol screening, and repeat BP checks

### **Clinical Manager PRE-OP/PACU**

Kaiser South Bay Medical Center

March 2014 to January 2016

The Harbor City facility is a 231 bed general medical and surgical hospital. General annual information:  
Admissions: 13,448, Inpatient surgeries: 4,388, Outpatient visits: 67,492, Births: 2,163

- Oversee Pre Op and PACU; 48 bays. 12 OR's and 50 FTE.
- Opened new hospital February 2015 ; No direct findings for pre-op/PACU TJC survey 2015
- Surgeries include cataract, general surgery, ortho, podiatry, hand, bariatric, vascular, gynecology
- Budgetary, fiscal management
- Corrective action
- Daily staffing and scheduling
- Hiring of all employees
- Evaluations

### **Clinical Nurse Manager**

Penrose-St. Francis Hospital - Colorado Springs, CO

February 2012 to March 2014

is a non-profit, 552 bed acute care facility that has been named one of "America's 50 Best Hospitals" for 6 years in a row (2008 - 2013) by HealthGrades, the only recipient in Colorado. They are part of Centura Health, Colorado and western Kansas' largest hospital and health care network.

- Managed 60-70 employees
- Largest OR; 16 OR's, level II trauma center, 200 bed hospital
- Oversaw 3 departments, PAT, PRE-OP, PACU
- Created new work flow processes for PAT and PREOP
- Facility became Magnet designated in 2014; played an active role in getting toward the designation.
- Completed evaluations, hiring, daily staffing
- Managed budget, fiscal management
- Active role in JC survey completed May 2013- no direct findings for peri-op services
- Active participant on multiple committees/co-chair on 2 nursing leadership committees
- Reviewed and updated policies
- Maintained all employee files
- Staffed in units as necessary
- Was accountable and developed PI projects for each unit

### **Clinical Manager Pre-Procedure Testing**

Penrose-St. Francis Hospital

May 2011 to December 2011

for St. Anthony and Ortho CO Hospitals

St. Anthony Hospital is a Level 1 trauma center with 4 OR's in Ortho CO and 8 OR's in St. Anthony.

I was hired to open the new clinic in June 2011, built and developed from the ground up when the 2 clinics merged.

- Relocated Pre-op
- Managed 10 employees
- Created work flow processes for clinic, policies and procedures
- Responsible for productivity, budget and ordering equipment and supplies
- Completed evaluations, hiring, daily staffing, managed daily flow and function

### **Nurse Manager PAT/Pre-Op/PACU/Endoscopy**

Sky Ridge Medical Center

February 2009 to April 2011

is a level III trauma center, 186 bed acute care facility.

- Managed 50-80 employees
- Participated in JC survey in 2009

- Opened new Spine Total Joint Center in June 2009
- Expanded Pre-Admit Testing Department and developed more efficient processes
- Responsible for daily productivity for departments
- Key role in developing Obstructive Sleep Apnea policy/protocol for the hospital
- Managed PI process and projects
- Directly responsible for all hiring
- Participated in multidisciplinary committees such as Anesthesia Peer Review, OR, Bariatric Medication Safety, Narcan Reversal, Forms, Clinical Education, Clinical Practice
- Responsible for action plans for improving patient satisfaction scores
- Designed and formatted physician order sets to meet quality compliance, facilitated electronic and forms and website for physicians to use
- Reviewed/updated policies for departments yearly as needed
- Managed budget for departments, orders supplies, equipment, forms
- Completed yearly evaluations for all employees
- Maintained/updated employee files

Sky Ridge Medical Center  
July 2008 to April 2011

### **Quality Coordinator Surgical Services**

Sky Ridge Medical Center  
July 2008 to February 2009

- Educated nursing staff on core measures for SCIP (surgical care improvement process)
- Completed H+P audits, consent audits
- Began process of converting unapproved order sets/forms for all physicians in order to meet quality compliance
- Reviewed surgical charts daily for compliance for core measures and provided staff with follow up information as needed
- Met with physicians to provide education on core measures
- Completed SCIP chart reviews/audits • Presented core measure data at monthly OR committee

### **9 Bed Burn-Trauma ICU- Charge Nurse**

University of CO Hospital  
July 2003 to July 2008

- Responsible for daily staffing
- Completed evaluations
- Managed daily flow/function of the unit/staff nurse as needed

### **Travel ICU Nurse**

Medical Express  
June 2001 to July 2003

### **Staff Nurse**

University of WI Hospital and Clinics  
January 2000 to June 2001

### **Nurse Manager GI Clinic, Staff Nurse GI Clinic, PAT, Medical**

USAF - Tyndall AFB, FL  
April 1996 to January 2000

Surgical/SDS Unit

## Education

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### **Graduate Certificate in Forensic Nursing**

University of Colorado at Colorado Springs - Colorado Springs, CO

August 2002

### **BSN**

University of Wisconsin - Oshkosh, WI

January 1996

## Skills

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- Fiscal management
- Nurse management
- Acute care
- Critical care experience
- ICU experience
- Nursing
- Medication administration
- Medicare
- Basic IV
- Hospital experience
- Experience administering injections
- Management
- Supervising experience
- Customer service
- Epic
- Home care
- Conflict management
- Healthcare management
- Windows
- Budgeting
- Patient assessment
- Documentation review
- Leadership
- Program management
- Employee evaluation
- Mentoring
- Primary care

- Teaching
- Endoscopy
- Communication skills
- EMR Systems
- Organizational skills

## Certifications and Licenses

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### **RN**

#### **ACLS Certification**

#### **BLS Certification**

#### **CPR Certification**