

---

**Carla Charlier**  
**712-318-0619**  
**ccharlier23@gmail.com**

### Objectives

From the start I have always had a passion for people and their needs. I love nursing and am a very compassionate and caring person. I am always willing to jump in and learn new tasks and provide help and insight to the team. I do feel that I am a very passionate nurse and would be a great addition to your team. I have a very extensive skill set with multiple specialties. Willing to give my all in every situation, motivated self starter, and very effective time management skills.

### EDUCATION

Hawkeye Community College  
December 2008 ADN-Nursing

- ◆ Completed the Licensed Practical Nursing in 2006, and continued my degree to obtain my Associates degree. Currently licensed as an LPN.

### EXPERIENCE

#### **Self employed April 2021- current**

Pediatric home care giver

#### **Paramedical services- December 2020-current**

Contracted for life insurance physicals, labs, ekg's, etc.

#### **Recover health \* Grand Ave, Davenport, IA pediatric home health nurse/Lpn February 2020- April 2021**

Execution of physician's prescribed plan of care and compliant documentation of care in system of record. Administration of prescribed medication, treatments, and therapies. Patient assessments and coordination of care. Health, promotion, teaching, and training of family members.

---

**Veterans Administration** \*601 hwy 6, Iowa city, IA      **Clinic Nurse/LPN-** April 2019 - February 2020

Nurse in specialty care urology clinic. Provide patient care, rooming patients, VS, TX, catheters, straight catch, indwelling foley or SP catheter changes and insertion. Also assist with diagnostic testing and bladder targeted chemotherapy. Coordination of medical care for patients. Provided assistance to physician and help maintain patient communication and reports. Also responsible for phone calls, referrals, triaging within scope of practice, and reporting abnormal to RN and provider.

**Mercy Services Kalona** \* 503 3rd St. Kalona, IA 52247  
**Clinic Nurse/LPN-** July 2017- April 2019

Provide patient care, rooming patients, VS, TX, labs draws, in house labs, cath. collection, sample handling and coordination of medical care. Provided assistance to physician and help maintain patient communication and reports. Also responsible for care coordinating, which includes: referrals, prior authorizations, triage, and coordinating changes with patient's pcp.

**Washington County Hospitals and Clinics** 444 E. Polk St. Washington, IA 52353  
**Clinic LPN/Care Coordinator Nurse-** August 2016- July 2017

Provide patient care, rooming patients, VS, TX, and coordination of medical care. Provided assistance to physician and help maintain patient communication and reports. Also responsible for care coordinating, which includes: referrals, prior authorizations, triage, and coordinating changes with patient's pcp. Also maintained neurology clinic and patient care.

**Clarinda Regional Health Center** 220 Essie Davision Dr. Clarinda, IA 51632  
**Clinic LPN/Phone Nurse** 2011 – August 2016

**See Attached Job Description**

Clarinda Regional Health Center

Phone Nurse Responsibilities

Functions as the telephone link of the clinic for patient medical issues.

- Is a direct and immediate resource at all times by ASCOM for patient issues.

<ul style="list-style-type: none"> <li>● Is readily available by phone for patient questions and concerns.</li> <li>● Assists of on-call physician in performing call backs for absent providers</li> <li>● Coordinates cardiolyte scheduling between patients, RT, Radiology and provider</li> </ul>
<p style="text-align: center;">Assists Script Coordinator with accurate, timely flow of prescription refill requests in the clinic setting.</p> <ul style="list-style-type: none"> <li>● Organizes, sorts, faxes prescriptions according to provider orders.</li> <li>● Contacts patients in need of appointment for refill of scripts.</li> <li>● Documents all refill requests.</li> <li>● Communicates with providers when information is needed for refill of scripts.</li> <li>● Assures medication reconciliation for each prescription transaction.</li> </ul>
<p style="text-align: center;">Completes preauthorization and precertification's in the clinic setting.</p> <ul style="list-style-type: none"> <li>● Skillful and knowledgeable of all carriers requests.</li> <li>● Organized in communicating progress of preauthorizations to business office and providers of service.</li> <li>● Maintains complete documentation of all communications to all insurers.</li> </ul>
<p style="text-align: center;">Performs emergency treatment as required in accordance within scope of practice.</p> <ul style="list-style-type: none"> <li>● Initiates or assists in patient care in an effective and responsive manner as each situation requires.</li> <li>● Triage each emergency situation appropriately and involves other resources as appropriate.</li> <li>● Follows emergency policies, procedures and protocols in an effective manner.</li> </ul>
<p style="text-align: center;">Performs and maintains documentation</p> <ul style="list-style-type: none"> <li>● Documentation of medication list is kept current.</li> <li>● Documentation of communication is complete.</li> <li>● Documentation of communication from others regarding patient is complete.</li> </ul>
<p style="text-align: center;">Communicates effectively.</p> <ul style="list-style-type: none"> <li>● Calls patients with reports in a timely manner and explains the results to patient as directed by provider.</li> <li>● Communicates and collaborates effectively with other health team members regarding patient condition, nursing plan of care, patient satisfactions needs and recommendations for meeting identified outcomes.</li> <li>● Identifies and recognizes abnormal symptoms/changes in patient condition, and appropriately reports condition changes to medical provider.</li> <li>● Triage incoming calls from patients and obtains a full report for the provider.</li> <li>● Reports deviation from normal.</li> </ul>
<p style="text-align: center;">Promotes and ensures patient safety in performance of all responsibilities.</p> <ul style="list-style-type: none"> <li>● Administers treatments and procedures in a timely and safe manner according to physician orders and nursing policy.</li> <li>● Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.</li> <li>● Informs and involves provider/charge nurse/Clinic Director regarding patient care issues in a timely and appropriate manner.</li> <li>● Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.</li> </ul>
<p style="text-align: center;">Floats to other areas as needed</p> <ul style="list-style-type: none"> <li>● Is trained and assists nurse as required.</li> <li>● Is trained and performs to assist walk in nurse in Protime clinic and at other peak times.</li> </ul>

Complies with the state and federal regulatory requirements related to the performance of CRHC operations and requirements of the CRHC Compliance Program. Including but not limited to:

- Abides by Clarinda Regional Health Center's Mission, Vision and Values which are defined by CRHC and are readily available throughout the organization.
- Follows HIPAA regulations and ensures that the confidentiality of patients' medical, personal, financial records, employee records, and organizational records is maintained.
- The Corporate Compliance Policy.
- Completes all mandatory educational requirements within allotted time frame.
- Adheres to all department and organization-wide policies.
- Considers the impact of regulations such as Critical Access Hospital requirements, along with Federal and State of Iowa regulations and discusses concerns appropriately to ensure compliance.

Participates in CRHC'S LEAN program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.

- Demonstrates a commitment to the practices of Quality Improvement (QI).
- Regularly attends Department huddles
- Completes tasks as outlined on Department Huddle Board

Presents self in a professional manner and enhances professional growth and development through participation in education programs, current literature, in-service meetings and workshops.

- Seeks opportunities for continued growth and performance improvement.
- Always maintains a professional appearance and manner.
- Dependable and completes work in a timely manner.
- Demonstrates an understanding and emphasis on quantity, quality and knowledge of duties and tasks.

Performs other duties as assigned.

**Good Samaritan Nursing Home** 202 Central Ave. Villisca, IA 50864

**Charge Nurse** 2012-2013

Administer medications, treatments, assessments, lab draws, as well as supervise and coordinate cares between staff members and patient physicians. Also responsible for documentation per paper charting, as well as computer charting and providing overall patient care and advocacy.

**Washington County Hospice** 948 E 11th St. Washington, IA 52353

**Hospice Staff Nurse** 2009-20011

Provide palliative care to terminally ill patients. Main goal was pain control as well as providing support for patient and family.

---

**Care Initiatives Nursing and Rehab Centers** Des Moines, IA (main office)

**Charge Nurse** 2006-2009

This was a long term care and Alzheimer's unit. Worked as charge nurse and was responsible for medications, treatments, coordination of care, assessments, and documentation.

**Allen Home Care Connections** Waterloo, IA

**Home health Nurse-** 2007-2008

Provide care to home bound patients. This was provided in patient's homes or an independent living facility. Coordinated care with cna's as well as physicians.

SKILLS

- ◆ Very efficient with computers.
- ◆ Can type adequately and very rapidly.
- ◆ Have experience with CPT codes, ICD-10 codes, as well as HCPS codes.
  - ◆ Very quick learner and always willing to learn to increase skills.
- ◆ Very capable for self-organization and perform duties in timely manner.
  - ◆ Knowledge with prioritizing and finishing tasks on time.
  - ◆ Multi-tasking is a strong skill possessed.
- ◆ Ability to talk respectfully and thoroughly with the ability to ask the right questions and have all the information available for review.
  - ◆ Positive attitude and great work ethic.