

# JACOB A. GAYTAN, BSN, R.N.

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## REGISTERED NURSE

Dedicated and career-oriented health care professional with experience as a Registered Nurse in a demanding clinical and hospital environment. A successful leader and visionary who combines insight with clinical expertise to meet the challenges facing today's healthcare organizations. Possess experience serving in a leadership/mentoring capacity; noted for proficiency at setting, expecting, and achieving high standards of quality care and building cohesive, productive personnel. Knowledgeable across a wide range of nursing and medical disciplines, with excellent knowledge of nursing protocols and responsibilities, and professionally prepared to provide the full range of advanced management functions related to the delivery of educational services. Active Secret Clearance valid until 2024.

### CORE COMPETENCIES:

- ❖ Strategic Program Planning
- ❖ Program Evaluation / Assessment
- ❖ Patient Assessments
- ❖ Patient / Family Education
- ❖ Care / Treatment Plans
- ❖ Medical Ethics / Protocol
- ❖ Quality Control / Assurance
- ❖ HIPPA Standards / Compliance
- ❖ Patient Care Documentation
- ❖ Admissions / Discharge Planning

### LICENSES & CERTIFICATIONS

Registered Nurse (#892647)  
Army Instructor  
BLS Certification

ACLS  
Basic Cisco Routing  
IT Networking  
Information Assurance Security Officer

*Proficient in Microsoft Office (Word, Excel, & PowerPoint)  
MEDHOST, CERNER, MEDITECH, and CYRAMED Medical Software  
Fluent in English & Spanish*

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## EDUCATION

Bachelor of Science in Nursing 2015  
UNIVERSITY OF TEXAS AT EL PASO

## PROFESSIONAL EXPERIENCE

**West El Paso Surgical Center, El Paso, TX**  
**Administrator RN**

**10/2018 – Present**  
**40 Hours/Week**

*Serves as the Administrator and is responsible for overall management and operation of the facility. Monitors the adequacy and quality of the facilities medical activities through coordination with the Governing Board, Medical Executive Board, Director of Nursing. Participates with the Board and corporate office in charting the course the facility is to take in response to developing needs of the community and partners. Responsible for the quality of patient care, resource and fiscal management of the Center. The staffing of the Center is based on a teamwork concept. The Administrator is also responsible for the quality of patient care, resource and fiscal management in the clinical setting.*

- Contributed to the overall success of the ASC first AAHC accreditation in 2019 and reaccreditation in 2022.
- Revise and maintain procedures manuals and operating forms.
- Work closely with the Business Office to institute budget controls, monitor accounts receivables and payables.
- Approve purchase orders, invoices, and sign checks.
- Analyze and update fee structure.
- Implement ongoing Performance Improvement Program.

- Consult specialists in areas necessary to maintain the delivery of high standards of health care and ensure the implementation of these standards at the Center.
- Utilize specialty personnel to ensure compliance with any state or federal guidelines (i.e. biomedical, pharmaceutical, laboratory, environmental controls, materials management, nursing, radiology, medical records, and personnel).
- Conduct staff meetings at regular intervals for informative and educational purposes.
- Ensure the maintenance of equipment used in surgery and any ancillary equipment is done regularly and according to regulatory and/or accreditation standards.
- Communicate with hospital administration in overlap markets.
- Implement Best Practices and follow-up.
- Oversee contracted services (i.e., HVAC, Fire, landscaping maintenance, etc.).
- Keep accurate minutes for each Center Governing Body, Medical Executive Committee and Partnership meetings.
- Implement on-going risk management program.
- Complete required training necessary to fulfill the role of ECO, FPO, and FISO for the facility. Ensure policy review, contracting policy, training and reporting is done on a timely basis.
- Performs all duties and responsibilities timely and effectively in accordance with established company policies to achieve overall ASD objectives.
- Practice and adhere to the “Code of Conduct” philosophy and “Mission and Value Statement”.
- Other duties as assigned.
- Ensures that all supervised personnel adhere to standard job requirements.
- Responsible for recruiting, hiring, staff retention, performance evaluation and staff development.
- Responsible for evaluation, compliance and counseling activities of facility personnel.
- Fosters a smooth functioning, efficient organization through timely and effective resolution of disputes.
- Defines and maintains the standards of nursing practice in the Center.
- Evaluates the effect of external forces on the institution, recommends long-range plans the support the institution’s philosophy and general objectives.
- Stays current and informs trustees of changes in trends, issues, problems and activities in the ambulatory surgery industry and health care in general, as well as community health needs, federal, state and local regulations and recommends facility positions concerning legislation.
- Recruit Physician partners and casual users to the Center.
- Negotiates professional/third party contracts and sees that appropriate salary/fee structures are developed and maintained.
- Assures the sound fiscal operation of the facility and assists with the development of an annual budget and its implementation.
- Ensures institutional operating stability by creating a working environment that is conducive to physician and staff satisfaction.
- Ensures compliance with regulations of governing bodies and accrediting organizations by continually monitoring the facility’s service delivery and initiating changes as required.
- Performed Pre and Post-Operative patient care when needed.

**HealthTrust PRN**

**08/2019-03/2020**

**RN, Floor Nurse Post Anesthesia Care Unit (PACU)**

**8 Hours/Week**

*Vital member of a highly skilled health care team providing high-quality direct care for patients in PACU.*

- Performed post patient assessment, review of history, discharge planning, and review of diagnostic studies with appropriate follow through and physician consultation.
- Managed post-operative pain and surgical sites
- Assessed and prepared patients/families/significant others for discharge
- Convey a friendly, caring, and positive attitude; conduct patient assessments, review and document care plans, provide patient and family education and address family concerns.
- Administer medications, injections, treatments, and provide wound care PRN. Identify and report unusual symptoms, daily needs, and patient progress to physician and supervisor.
- Maintain accurate documentation in medication administration records. Conduct thorough assessment, EKG monitoring, work with incoming physicians to establish discharge orders and discharge instructions for post op recovery patients.
- Manage care for post-operative patients through discharge. Instruct patients and family members on proper discharge care.

**La Clínica de Familia, Las Cruces, NM**

**12/2017-10/2018**

**RN, Director of Nursing**

**40 Hours/Week**

*Serves as the Director of Nursing, responsible for aligning different departments in our Medical Clinics, Behavioral Health Specialties, and Early Head Start Program. Oversees the Infection Control and Prevention Committee and ensures departments are effectively complying with CDC, OSHA and JACHO guidelines.*

- Participated in a successful Joint Commission Survey.
- Manages nurse recruitment and retention and assures all departments are appropriately staffed for the delivery of safe, high quality patient care.
- Provides effective supervision, support, and guidance to seven Lead RN's at seven medical clinical sites, four Behavioral Health sites, and one Early Head Start Program. Ensures the delivery of healthcare aligns to our organizational values
- Develops and reviews nursing policies and procedures for Medical, Behavioral Health Services, and Early Head Start Program, ensuring nursing organizations standards are in compliance with the State of New Mexico Board of Nursing Practice Act and within the scope of practice of LCDF.
- Chair of the Infection Control Committee, responsible for agenda, minutes and training. Oversees infection control and safety activities at all organizational clinical sites.
- Assures all organizational staff is up-to-date with mandated infection control and safety trainings.
- Assures all trainings was up to date and all new and existing employees receive required and appropriate training.
- Collaborates with senior management to implement improvement measures within the nursing department and organization wide.
- Collaborates with the Quality Assurance Officer, Chief Operating Officer, and the Chief Medical Officer and Human Resources on a regular basis to discuss process improvement measures.

**University Medical Center, El Paso, TX**

**05/2017-11/2017**

**RN, Clinic Supervisor**

**40 Hours/Week**

*Responsible for the direct supervision of the assigned Neighborhood Health Center staff and for clinical support direction of patient care and treatment.*

- Ensures adequate staff coverage by preparing work schedules to meet the demands of the organization for the delivery of safe patient care.
- Compiles and develops, reviews and revises departmental policies and procedures.
- Involved in planning and maintenance of clinic budget. Overall responsibility for adherence to budget guidelines by assures compliance and provides justifications for budget variances.
- Provides leadership in problem identification and resolution and coordinates resolutions between departments as needed. Promotes and establishes an atmosphere of total quality improvement throughout the department with motivation, coaching and staff development and through evaluation, development and/or revision of department policies and procedures and position descriptions.
- Promotes and establishes an atmosphere of Total Quality Improvement throughout the department with motivation, coaching and staff development and through evaluation, development and/or revision of department policies and procedures and position descriptions. Serves as liaison with community health providers in facilitating and enhancing clinic service delivery. Responsible for assuring clinic site meets all Joint Commission requirements.
- Responsible for ensuring that all clinical staff followed organizational infection control policy and procedures.

**Del Sol Medical Center, El Paso, TX**

**01/2016-09/2017**

**RN, Floor Nurse Post Anesthesia Care Unit (PACU) Full-time / PRN**

**40 Hours/Week**

*Vital member of a highly skilled health care team providing high-quality direct care for patients in PACU.*

- Performed post patient assessment, review of history, discharge planning, and review of diagnostic studies with appropriate follow through and physician consultation.
- Managed post-operative pain and surgical sites
- Assessed and prepared patients/families/significant others for discharge
- Convey a friendly, caring, and positive attitude; conduct patient assessments, review and document care plans, provide patient and family education and address family concerns.
- Administer medications, injections, treatments, and provide wound care PRN. Identify and report unusual symptoms, daily needs, and patient progress to physician and supervisor.
- Maintain accurate documentation in medication administration records. Conduct thorough assessment, EKG monitoring, work with incoming physicians to establish discharge orders and discharge instructions for post op recovery patients.

- Manage care for post-operative patients through discharge. Instruct patients and family members on proper discharge care.

**Ambrosio Guillen Texas State Veteran's Home, El Paso, TX**  
**Registered Nurse, PRN**

**11/2016 – 05/2017**  
**8 Hours/Week**

*Assume full responsibility of providing guidance to LVNs within the facility as well as serve as the Nurse in charge of ensuring operations are carried out effectively.*

- Administer scheduled and PRN medications. Successfully manage nursing support staff. Demonstrate excellent problem-solving skills, with ability to meet day-to-day challenges.
- Interact with the multidisciplinary team. Assess and record intake and output of patients. Trained in new protocols to meet the evolving standards of health care. Educate patients on health management providing a clearer understanding of health care needs. Liaison between patients and physicians to ensure patient comprehension of treatment plans.

**Providence East Hospital El Paso, TX**  
**Emergency Room RN**

**04/2016 – 11/2016**  
**40 Hours/Week**

*Served as a vital member and full-time Staff Nurse in the Emergency Room providing critical care and performing life-saving interventions; manage patient triage and individually perform a broad range of nursing procedures in this 38-bed Emergency Room including eight fast track beds.*

- Reacted effectively in emergency scenarios, demonstrating sound decision-making that help save lives; leverage communication strengths to establish rapport and build trust with patients/families.
- Maintain accurate documentation in medication administration records. Conduct thorough assessment, EKG monitoring, and collaborated with physicians to establish discharge orders.
- Educated patients on discharge instructions and follow-up care with their primary care provider.
- Assessed and triaged patients as they arrived to the Emergency Department.

**El Paso Methadone Treatment Center, El Paso, TX**  
**Staff RN, PRN**

**03/2016 – 09/2016**  
**40 Hours/Week**

*Provided comprehensive nursing services in preventive health in a clinical setting to individuals with opioid chemical dependencies. Serve as a vital member of the nursing staff in a methadone clinic.*

- Inventory accountability and administering of methadone based on physicians' order
- Documenting per local and federal regulations; Assisted clinical staff with medical and clerical tasks such as patient education, taking vital signs, injections, urinalysis, sobriety testing, and recorded patient medical histories; maintained clients' confidentiality, adhered to CARP and JCAHO guidelines, provided patient quality assurance in a caring, safe and efficient manner.

**US Army Reserves**

**2012 – Present**  
**16 Hours/Month**

*Communicated objectives for all lessons, units and developed project based learning of Military Occupational Specialty(MOS)25Q. Instructional specialist/course developer/instructor for Information Technology personnel.*

- Responsible for training and developing soldiers who are new to the Army. Provides classroom instruction and hands on training.
- Systems Administrator for all unit computers, networking components, data storage media, and peripherals. Ensure that all server hardware, unit computers, operating systems, software and procedures aligned with organizational standards and strategic business plan.
- Supervises and coaches new instructors in the unit to effectively train soldiers that are new to the military.

**US Army**  
**Worldwide Assignments (Active Duty)**

**04/2003 –02/2012**  
**40 Hours/Week**

*Ensured standardization training and certification of mobilizing soldiers at home stations and deployment mobilization centers; instruct, train, and mentor soldiers in areas of observe and control competencies such as range practicum with weapons, practical exercises in vehicle maintenance, infantry tactics, battle drills, urban operations, reflexive fire, and combat.*

- In charge of CPN (Command Post Node) working as a Line-of-Sight communications technician; establishing communications between land-based antennas and satellite-based antennas.

- Supervised and provided technical guidance to subordinate soldiers in the accomplishment of their duties. Identified and focused on key areas to improve operational readiness posture, and established tactical standard operating procedures to execute all supporting operations.
- Provided Communication support to Major General and command staff, established secure video teleconference meetings with superior officers worldwide and maintained Communication equipment.
- Deployed twice to the Middle East in support of Operation Iraqi Freedom and Enduring Freedom.

## **VOLUNTEER EXPERIENCE**

**Rescue Mission of El Paso, Texas** Community service for homeless persons and assisted local food/shelter agencies. (100 Hours)

**Apostolic Temple El Paso, TX** Assisted in planning and organizing a blood drive along with a health fair for the community. (20 Hours)

**UPCI Crusaders Camp Nurse:** Providing nursing care to children and staff. (40 Hours)