



Melinda James, BSN, RN, DNS-CT

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Profile:

Licensed registered nurse executive seeking a position as a valuable team member within your organization. Professional background includes positions held as Director of Nursing Services, Pharmacy Nurse Consultant, and Case Manager. Experienced in acute care, long term care and skilled care. Bringing 20 years of managerial experience and proven leadership while holding the values of nursing compassion at heart. Specialties include educating nursing staff of all levels with focus on CMS guideline adherence and facility auditing. Currently overseeing all planning, coordination, scheduling, education and staffing of COVID and influenza clinics for over 60 nursing facilities. Licensed in both Iowa and Illinois, currently consulting/servicing over 40 long term nursing care facilities in Illinois, Iowa, Missouri, Ohio and Wisconsin.

Education and Certifications:

DNS-CT AAPACN Membership and Designation 2021-2022
Bachelor of Science in Nursing, Grand Canyon University (GPA 4.0) 2017-2019
Clinton Community College, Associates of Applied Science Nursing 2009-2013
Clinical-Nursing experience includes: LTC, Skilled, Medical Surgery, OB, Pediatrics, Behavioral Health, Orthopedics - Preceptorship at SICU 2009-2013
Code of Ethics and Standards, Sports Medicine, Injury Prevention 2006-2007
Certificates of Completion: Excel, PowerPoint, Microsoft Suites 1998-2004

Experience:

Director of Nursing, Consultant & Education Services (2019 to Present) - Care One Pharmacy located in Niles, Illinois.

- Provide education and consulting to the director of nursing and all nursing staff for 40 long term care settings to ensure adherence to CMS guidelines
- Perform on-site visits/audits to assess compliance with company's policies/procedures and government regulations
- Perform medication pass observations to nursing staff for educational purposes
- Supervise, schedule and train pharmacy technicians for on-site audits
- Establish relationships with directors of nursing to maintain and promote company goals and standards of care
- Direct, supervise, and schedule all COVID-19 vaccination clinics to provide immunizations to residents and staff of long term care, assisted living and supportive living environments
- Order, track and distribute influenza vaccine from manufacturers to over 60 long term care facilities and administer in most scheduled clinics on an annual basis

Director of Nursing Services (3/2018-9/2019) - Good Samaritan/Allure of Mt. Carroll 1006 N. Lowden Road, Mt. Carroll, IL 61053, (815) 222-7715

- Ensured nursing staff provided quality and appropriate resident / patient care that met or exceeded company and regulatory standards

- Implemented and monitored facility policies and procedures to ensure that the facility was in compliance with all Federal and State Minimum Standards as they apply to nursing and medical services
- Participated in all resident referrals and admissions making determinations for Medicare Part A coverage and discontinuations based on regulation while supervising all documentation of services provided to residents
- Interviewed, hired, trained and supervised all employees under the nursing department and reviewed all staff competencies annually
- Motivated nursing staff department with extracurricular meetings and fun-filled activities
- Monitored monthly performance of nursing services in relation to budget and intervened as needed
- Oversaw safe resident handling programs and the nursing budget
- Scheduled and performed resident / patient rounds to monitor and evaluate the quality and appropriateness of nursing care
- Maintained administrative authority, responsibility and accountability for the proper charting and documentation of care and of medications and treatments provided by nursing staff
- Identified opportunities to improve patient care while utilizing evidence- based resources to optimize nursing practices
- Lead and maintained several deficiency free state surveys in accordance with current federal, state and local guidelines
- Navigated shift obligations to show compassion to residents, families and staff

Registered Nurse, Case Manager– Genesis Health, VNA (2016-2018) Clinton, IA 52732, (563) 242- 7165.

- Completed initial, comprehensive and ongoing assessments of patients and families to determine at home nursing needs
- Provided skilled nursing care to patients with in-home care needs utilizing all elements of the nursing process
- Identified opportunities to improve patient care utilizing evidence-based resources while optimizing care team member objectives
- Supervised certified nursing assistants while identifying opportunities to improve patient care
- Utilized evidence-based resources to optimize nursing practices
- Functioned within the scopes and standards of nursing practice as outlined in the Nurse Practice Act and Administrative Rules in the state of practice and licensure
- Navigated shift responsibilities while touching the lives of residents and families to ensure a culture of caring

Registered Nurse – Trinity Health Systems – Trinity Health ~ Senior Living Centers ~ Mercy Hospital (2013-2016) Clinton, IA 52732, (563) 244-5555.

- Directed the day-to-day functions of nursing personnel assigned while maintaining the highest of standards with current rules, regulations, and guidelines that govern the long-term care community
- Performed admits, transfers, and discharges involving residents while educating families and contacting the proper authorities
- Performed routine charting duties as required and in accordance with established charting and documentation policies and procedures
- Prepared and administered medications as ordered by the physician while observing the 5 rights of medication administration

- Reviewed medication administration, treatment administration records for completeness of information and accuracy in the transcription of the physician's order, and adherence to stop order policies
- Instituted daily rounds through the unit/shift to ensure that all nursing service personnel were performing their work assignments in accordance with acceptable nursing standards
- Actively participated / intervened with direct care as needed
- Navigated shift responsibilities while touching the lives of residents and families to ensure a culture of caring

Qualifications:

- Active registration/licensure for Registered Nurse – Board of Nursing, State of Iowa & State of Illinois
- BLS certified
- Bachelors of Science in Nursing, Grand Canyon University, GPA 4.0
- Associates degree from an accredited school of nursing
- Possess excellent organizational and communication skills
- Comfortable operating in a collaborative, shared leadership environment
- Possess excellent computer skills
- Excellent attendance