

# Terri Shemka

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Skilled at improving processes, maximizing team productivity and reducing costs to achieve sustainable Surgical Services operations. Familiar with employee motivation and retention strategies, Physician relations and accreditation requirements.

## Work Experience

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### **DIRECTOR OF NURSING**

Memorial Hermann Surgery Center Katy - Katy, TX

July 2015 to Present

- Collaborated with staff, management and external groups to coordinate patient care.
- Performed rounds to observe care and interview staff, patients and families.
- Developed positive employee relations, incentives and recognition programs to promote teamwork and mutual respect.
- Evaluated work performance of 50 nursing personnel to determine wage increases and implement discipline.
- Identified department issues to recommend corrective actions.
- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.
- Developed and updated policies and procedures, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability.
- Fostered excellence by example by "setting pace" and being hands on mentor to clinical staff.
- Conducted routine facility inspections, identifying areas needing improvement and eliminating hazards posed to staff and residents for continued compliance with associated regulations.
- Direct day-to-day administrative and operational functions for 4 OR / 2 ENDO room facility, providing guidance and leadership to over 50 employees across more than 6 departments.

### **CIRCULATING NURSE, OPERATING ROOM**

Columbus Community Hospital - Columbus, TX

November 2011 to July 2015

- Monitored surgical patients and delivered quality level of care before, during and after operations to promote positive outcomes.
- Coordinated and consulted with healthcare teams to plan, implement, assess and evaluate patient care plans.
- Assisted with patient respiratory needs by administering oxygen, inserting OPA's and applying suction and jaw thrust.
- Kept optimal supply levels in treatment rooms, triage and other areas to meet typical patient loads.
- Trained new nurses in proper techniques, care standards, operational procedures and safety protocols.

### **RN CASE MANAGER**

Amazing Grace Hospice - Katy, TX

May 2010 to May 2013

- Effectively communicated with physicians regarding patient needs, performance, medications and changes.
- Coordinated with interdisciplinary professionals to develop plans of care, administer tests and monitor patient status.
- Advocated for patients by communicating care preferences to practitioners, verifying interventions met treatment goals and identifying insurance coverage limitations.

### **CIRCULATING NURSE, OPERATING ROOM**

Amazing Grace Hospice - Katy, TX

May 2010 to November 2012

- Monitored surgical patients and delivered quality level of care before, during and after operations to promote positive outcomes.
- Coordinated and consulted with healthcare teams to plan, implement, assess and evaluate patient care plans.
- Provided high level of individualized care to adult and pediatric patients across multiple medical specialties.
- Assessed team members' workloads and pitched in to help in areas where need was most evident.
- Assisted with patient respiratory needs by administering oxygen, inserting OPA's and applying suction and jaw thrust.

### **DIRECTOR OF NURSING**

Columbus Nursing And Rehabilitation Center - Columbus, TX

June 2008 to July 2010

- Within first 30 days of hire turned an CMS Survey with IJ tag into a Zero Tag return survey.
- Worked one on one with Physicians to establish a more smooth resident admission and long term care.
- Established and monitored infection control programs to provide safe, sanitary environment to prevent transmission of disease and infection.
- Identified department issues to recommend corrective actions.
- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.
- Developed and updated policies and procedures, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability.

### **DIRECTOR OF NURSING**

Columbus Nursing And Rehabilitation Center - Columbus, TX

May 2009 to May 2010

- Assisted in opening up of TLC from ground up. Recruiting Physician referrals, Recruiting staff, Building of Policy and Procedure, Acting Administrator as we prepared to hire Administrator
- Passed CMS Survey to open facility on first visit
- Collaborated with staff, management and external groups to coordinate patient care.
- Performed rounds to observe care and interview staff, residents and families.
- Established new policies and updated existing policies to improve standard of care for patients.
- Developed positive employee and Physician relations, incentives and recognition programs to promote teamwork and mutual respect.
- Prepared and reviewed infection control surveillance reports to identify trends and develop effective actions to control and prevent infections.
- Recruited, hired and trained all staff, providing direct supervision, ongoing staff development and continuing education to employees.

- Developed and updated policies and procedures, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability.
- Conducted routine facility inspections, identifying areas needing improvement and eliminating hazards posed to staff and residents for continued compliance with associated regulations.

## **LVN/RN SURGICAL SERVICES**

Scheurer Hospital

January 1992 to July 2008

Piegon, MI

- Assessed patients' temperature, pulse and blood pressure and recorded in electronic medical records.
- Documented patient vitals, behaviors and conditions to communicate concerns to supervising [Job title].
- Responded to patient requests with appropriate clinical and personal assistance.
- Worked with multidisciplinary team to carry out successful treatment plans for diverse acute and chronic conditions.
- Prepared patients for surgery, educating patients and family members on surgical procedures.
- Assisted with admissions, appointments, transfers and discharges.
- Collaborated with interdisciplinary team of healthcare and social service providers to address patients' needs through effective intervention and care planning.
- Offered immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.

## Education

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### **Associate of Applied Science in Nursing**

Excelsior College - Albany, NY

2000

### **Nursing**

St Clair County Community College - Port Huron, MI

1992

## Skills

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- Recruiting and Hiring
- Policies Compliance Enforcement
- Budget Controls
- Nurse Education and Training
- Direct Patient Care
- Issue Resolution
- Strategic Planning
- Expenditure Monitoring
- Regulatory and Statutory Compliance
- HIPAA Regulations
- Service Utilization Improvements

- Clinical Operations Management
- Process Improvement
- Quality Improvement Activities
- Work Planning and Prioritization
- Program Development
- Practice Standards
- Employee Coaching
- Medical Equipment Services
- Leadership and Guidance
- Facility Inspections
- Analysis skills
- Communication skills
- Management
- Supervising experience
- Nurse management

## Certifications and Licenses

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### **RN License**

### **Compact State Nurse License**

### **BLS Certification**

### **ACLS Certification**

### **PALS Certification**