**Vicki Turtle-Overas, LPN**

**21308 County Highway W**

**Kendall, WI. 54638**

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***Summary***

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A compassionate and dedicated Licensed Practical Nurse with 16 years of experience ensuring that patients in all stages of life receive the highest level of care. Experienced in Long-term and Transitional Care, Hospice, Assisted Living, Memory Care, Home-Health and clinical settings. Skilled LPN offering expertise in geriatric, rehabilitative, post-operative and pediatric care. Consistently received praise from patients, family members and staff for delivering excellent nursing care.

***Skills/Qualifications***

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* Detail-oriented and highly effective at multi-tasking in high-energy and fast-paced environments.
* Maintain excellent communication skills and problem resolution abilities.
* Advanced organizational and leadership skills in the nursing, management and administrative field.
* Proficiency in EMR, Point Click Care, Meditech, MS-Office, as well as coding and billing.
* Received multiple awards for “Employee of the Month” in excellence, communication and compassion.
* CPR/AED certification (Exp. 10/21).
* BLS certification (Exp. 10/22).
* Minnesota LPN #612621 (Exp. 08/21).
* Wisconsin LPN #321560-31 (Exp. 04/23).
* Phi Theta Kappa member.

***Education***

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***Licensed Practical Nurse, A.A.S.***

***May '05* *South Central College* North Mankato, MN**

***Administrative Legal Assistant, Diploma***

***May '84* *Century College* White Bear Lake, MN**

***Professional Experience***

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***Rehabilitation Nurse***

***June '20 - May '21 In Home*  Kendall, WI**

* Provided in home rehabilitation care for son after motorcycle accident.

***Floor Nurse, LPN***

***January '19 - May '20* *Birchwood Health Care Center*** *(90 Beds)* **Forest Lake, MN**

* Provided healthcare to adult and elderly residents with chronic or terminal conditions, Alzheimer's patients and residents in the transitional care unit.
* Supervised Nursing Assistants allocating assignments to assure delivery of consistently high quality care to residents.
* Administered prescribed medications, injections, respiratory treatments, G-tube feedings and IV therapy.
* Monitored vital signs and blood glucose levels in diabetic patients interfaced with laboratories to obtain results of analysis and follow-up on STAT orders.
* Performed catheter and ostomy cares, as well as wound care and wound vac maintenance.
* Handled the admitting, transfer and discharge process, inputting all orders for residents in assigned unit.
* Completed medicare documentation, assessments and incident reports using the EMR Point Click Care system.
* Responsible for insurance verification, referencing and medical diagnostic coding guidelines.
* Scheduled medical appointments, laboratory and diagnostic testing, as well as transcribe physician orders.
* Participate in case conferences with healthcare professionals, residents and their families for continuity of care.

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***Memory Care Nurse***

***June '17 - December '18 In Home* Osceola, WI**

* Provided nursing care for mother diagnosed with Alzheimer's Disease.

***Memory Care Coordinator, LPN***

***August '16 - May '17 Discovery Village of Sarasota Bay* Bradenton, FL**

*(93 ALF and 30 Memory Care Beds)*

* Responsible for providing overall leadership and care for residents in the Assisted Living and Memory Care Units.
* Supervised Nursing Assistants to assure delivery of consistently high quality care to residents.
* Administer prescribed medications, injections, respiratory treatments and IV therapy.
* Monitored vital signs and blood glucose levels in diabetic patients interfaced with laboratories to obtain results of analysis and follow-up on STAT orders.
* Performed catheter and wound cares including wound-vac maintenance.
* Monitored, recorded and communicated patients’ condition as appropriate, utilizing computerized documentation systems.
* Handled the admitting, transfer and discharge process for assigned residents.
* Participated in case conferences with healthcare professionals, residents and their families to develop and assess patient goals and outcomes for continued care.
* Scheduled medical appointments, laboratory and diagnostic testing, as well as transcribed physician orders.
* Planned and participated in special events and activities.

***Charge Nurse, LPN***

***November '14 - October '16 Riviera Palms Long-term care and Rehabilitation Center* Palmetto, FL**

***November '12 - February '15 Beneva Lakes Health Care Center*** *(120 Beds)* **Sarasota, FL**

* Provided healthcare to adult and elderly patients diagnosed with chronic and terminal conditions, as well as convalescing from surgical procedures or recovering from serious illnesses or injuries
* Supervised Nursing Assistants allocating assignments to assure delivery of consistently high quality care to residents.
* Administered prescribed medications, injections, respiratory treatments, G-tube feedings and IV therapy.
* Performed tracheostomy and suctioning cares, as well as monitored ancillary, airway equipment and ventilators.
* Monitored vital signs and blood glucose levels in diabetic patients interfaced with laboratories to obtain results of analysis and follow-up on STAT orders.
* Performed catheter cares, as well as wound care and wound-vac maintenance.
* Handled the admitting, transfer and discharge process for residents in assigned unit.
* Completed medicare documentation, assessments and incident reports using the EMR Point Click Care system.
* Responsible for insurance verification and billing, referencing appropriate medical diagnostic coding guidelines.
* Scheduled medical appointments, laboratory and diagnostic testing, as well as transcribed physician orders.
* Participated in case conferences with healthcare professionals, residents and their families to develop and assess patient goals and outcomes for continued care.
* Planned and participated in special events and activities.

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***Home Health Nurse, LPN***

***January '08 - September '12 Hiawatha Home Care* Red Wing, MN**

* Provided home-health care services from pediatrics to geriatrics with chronic complex and terminal conditions.
* Administered medications, intramuscular and subcutaneous injections, ophthalmic, gastrointestinal and intravenous medications, as well as enema and nebulizer treatments prescribed by physician.
* Performed tracheostomy and suctioning cares, as well as monitored ancillary, airway equipment and LP10 ventilators.
* Monitored vital signs and performed blood glucose checks.
* Prepared meals and assisted with ADL’s and PROM, as well as scheduled appointments and transportation.
* Documented visits on patients' progress per medicare guidelines.
* Worked effectively with healthcare professionals, clients and their families to follow treatment plans in minimizing pain, discomfort, infections and complications to optimize patient outcomes.
* Monitored, recorded and communicated patients’ condition as appropriate, per home care agency protocol.

***Floor Nurse, LPN***

***June '05 - January '08 Pathstone Lutheran Home*** *(120 Beds)***Mankato, MN**

* Provided nursing care to adult and elderly patients diagnosed with chronic/terminal conditions, convalescing from surgical procedures or recovering from serious illnesses and injuries.
* Supervised Nursing Assistants allocating assignments to assure delivery of consistently high quality care to residents.
* Administered prescribed medications, injections, respiratory treatments, G-tube feedings and IV therapy.
* Monitored vital signs and blood glucose levels in diabetic patients interfaced with laboratories to obtain results of analysis and follow-up on STAT orders.
* Performed catheter cares, as well as wound care and wound-vac maintenance.
* Handled the admitting, transfer and discharge process for residents in assigned unit.
* Completed medicare documentation, assessments and incident reports.
* Scheduled medical appointments, laboratory and diagnostic testing, as well as transcribed physician orders.
* Participated in case conferences with healthcare professionals, residents and their families to develop and assess patient goals and outcomes for continuity of care.
* Planned and participated in special events and activities.

***Senior Office Administrative Legal Specialist***

***June '84 - July '02 Minnesota Department of Transportation* St. Paul, MN**

* Handled statewide requests regarding Minnesota contract and construction projects.
* Prepared legal and related correspondence for the offices of Contract Administration.
* Maintained statewide database for state and federal contracts, supplemental agreements, encumbrance requests and pay estimates.
* Designed brochures and graphic presentations for special events in the five-state region.
* Assisted with payroll and supply requisitions.
* Supervised student workers.

***Volunteer Activities***

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* Volunteer Coordinator organizing resident activities, holiday and special events, as well as local fundraisers.
* Conducted wellness education classes for residents and staff.
* Provided therapeutic massage for health fairs, special events, fundraisers and corporate functions.
* Served in Minneapolis Police Reserves.