

Courtney Kaiser

Enthusiastic Registered Nurse

Wausau, WI 54403

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Enthusiastic and compassionate RN with extensive hospital, outpatient, clinic, community treatment, case management, LTC and certified functional screen specialist experience. Very thoughtful, caring, dedicated, and thorough. Proven ability to work effectively with diverse populations. Dedicated team player excited about making a difference and helping others experience the best quality of life. Demonstrated supervisory abilities. Skilled in educating others. Continued professional development through seminars, workshops, nursing journals, computer-based training, and continued education courses. Professional goal is to utilize my experience and skills to enhance the overall wellness, increase independence and quality of life in the people I serve.

Authorized to work in the US for any employer

Work Experience

RN Working as a Functional Screener

Inclusa, Inc. - Rhinelander, WI

August 2017 to Present

- Work with the State Department of Health Services (DHS) to assess functional status, level of care, and ongoing eligibility of Family Care Member by using the Long-Term Care Functional Screen (LTFS).
- Obtain monthly assignment for members in need of an annual re-determination of functional eligibility and obtain ongoing assignments for members who have had a change in condition as determined by the Interdisciplinary Team (IDT) and team managers.
- Schedule member visits at their home to complete a face to face interview and assess their functional abilities.
- Coordinate visits per location to cut down expenses, then travel to members' homes across many counties to gather information and assess their abilities within their living environment.
- Use the DHS screening tool to gather information about each member's functional ability, health status, personal and professional supports needed to meet their desired level of function.
- Work with IDT, caregivers, families, guardians, managers, and screen liaison to obtain collateral information regarding the member to obtain the most accurate and thorough screen.
- Maintain current online member information regarding their functional abilities, demographics, and appropriate contacts.
- Once all information is gathered, will enter this information onto the state of Wisconsin production page called the Functional Screen Information Access (FSIA).
- Submit accurate documentation into a case note on Matrix in a timely manner.
- Send calculated, completed screens to member file to upload into the shared drive and to IDT for review. Complete updates in a timely manner.
- Attend monthly screener meetings to be up to date on the latest information to maintain knowledge.
- Participate and maintain certification and RN license as required by the State of Wisconsin.

Psychiatric Clinic Nurse and RN Case Manager

North Central Health Care - Merrill, WI

June 2015 to July 2017

- Provided community-based case management and psychosocial rehabilitation in collaboration with the consumer and the recovery team members.
- Provided nursing support to outpatient psychiatric services to clients with Mental Health, AODA and Developmental Disabilities.
- Provided coordination of services, ongoing monitoring of progress, assessment, and discharge planning.
- Provided health education and symptom management to clients, families, and the interdisciplinary team.
- Coordinated medication clinics with Telehealth and in-house providers.
- Administered medications as ordered and reported any side effects to providers.
- Provided medication education and obtained informed consent.
- Assessed need and acted as provider's agent to provide prescription refills.
- Managed nurse line by coordinating requests and concerns between the client and provider.
- Triageed clients for emergent and non-emergent situations. Monitored and reported changes. Intervened and use critical thinking/nursing judgement to promote the best outcome.
- Ordered and monitored lab work for routine follow up, therapeutic levels and Clozaril monitoring.
- Assisted clients with patient assistance programs and completed prior authorizations.
- Traveled within the community to client's homes and other clinics to fulfill nursing duties.
- Documented all appropriate information on paper charts and electronically.

Registered Nurse

North Central Health Care - Wausau, WI

March 2014 to May 2015

- Function as a charge RN assessing, diagnosing, planning, implementing, and evaluating plan of care.
- Supervise care provided by LPNs, Behavioral Health Techs and Youth Crisis Staff.
- Collaborate with multidisciplinary teams.
- Perform wound care, catheterization, and oxygen therapy.
- Prepare and administer medications.
- Manage detox patients per CIWA and COWS protocol.
- Manage the use of restraints and seclusion.
- Manage and intervene with crisis situations.
- Perform admissions and discharge planning.
- Document all appropriate information on paper charts and electronically.
- Counsel staff, patients, and families on disease process and management.

Registered Nurse

PRN Health Services - Appleton, WI

2013 to 2014

- Function as a Per Diem and Contract RN filling staffing needs in the area.
- Function as an RN assessing, diagnosing, planning, implementing, and evaluating plan of care.
- Supervise nursing care provided by LPNs, CNAs and Techs.
- Collaborate with multidisciplinary teams.
- Perform wound care, catheterization, and oxygen therapy.
- Prepare and administer medications.
- Manage the use of restraints and seclusion.

- Manage and intervene with crisis situations.
- Perform admissions and discharge planning.
- Document all appropriate information on paper charts and electronically.
- Counsel staff, patients, and families on disease process and management.

Registered Nurse

Saint Joseph's Hospital - Marshfield, WI
2006 to 2013

- Alcohol & Drug Recovery Services
- Functioned as a charge RN assessing, diagnosing, planning, implementing, and evaluating plan of care.
- Managed other nurses and support staff.
- Collaborated with multidisciplinary teams.
- Performed wound care, catheterization, feeding pumps, oxygen therapy, IV insertion and care.
- Prepared and administered all routes of medications.
- Managed detoxing patients per CIWA and OOWS/SOWS protocol.
- Managed the use of restraints and leather alternatives.
- Managed and intervened with the crisis line and crisis situations.
- Performed admissions and discharge planning.
- Documented all appropriate information on paper charts and electronically.
- Functioned as a preceptor for new hires and students.
- Counseled staff, patients, and families on disease process and management.

Licensed Practical Nurse

Saint Josephs Hospital - Marshfield, WI
2005 to 2006

- Critical Needs Float-pool
- Assisted the RN with assessment, implementation, and evaluation of care.
- Assisted with activities of daily living.
- Managed and assisted nursing assistants.
- Collaborated with multidisciplinary teams.
- Prepared and administered treatments and medications.
- Documented all appropriate information.

Certified Nursing Assistant and Health Unit Coordinator

Saint Joseph's Hospital - Marshfield, WI
1999 to 2005

- Delivered care and assistance to staff, patients, and family members.
- Processed and implemented orders.
- Assisted with activities of daily living.
- Monitored and documented vital signs, blood glucose, and intake & output..
- Performed post-mortem care.
- Scheduled appointments and attended to phone lines.
- Supported and assisted clients on crisis line.
- Shuttled patients to support meetings and the YMCA.
- Floated to all nursing units within the hospital with the critical needs team.

Education

Associate Degree in Nursing

Mid-State Technical College - Wisconsin Rapids, WI

Nursing Licenses

RN

Skills

- Proficient in Microsoft Outlook
- Word
- Excel
- Teams
- Windows Applications
- TIER
- Order Connect
- Centricity
- Laserfiche
- Laborworks
- Logicare
- Pyxis
- Medication Administration (10+ years)
- Case Management (4 years)
- Mental Health and AODA Counseling (10+ years)
- Nurse Management (10+ years)
- Nursing (10+ years)
- Social Work (4 years)
- Triage (10+ years)
- Vital Signs (10+ years)
- Hospital Experience (10+ years)
- Computer literacy (10+ years)
- English (10+ years)
- Epic (4 years)
- Discharge planning (10+ years)
- Acute care
- Managed care (10+ years)
- Behavioral health (10+ years)
- EMR Systems (10+ years)

- Hospice Care (10+ years)
- Medical Records (10+ years)
- Individual / Group Counseling (10+ years)
- Experience Administering Injections (10+ years)
- Management (10+ years)
- Mental Health Counseling (10+ years)
- Medical Office Experience (6 years)
- Experience with children

Awards

Two awards for Enthusiasm

June 2013

Received 2 separate awards submitted by colleges, management and patients for Enthusiasm under the hospitals QUEST program (Quality, Uniqueness, Enthusiasm, Service and Teamwork).

Certifications and Licenses

BLS for Healthcare Providers

Registered Nurse (RN)

February 2020 to February 2022