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Penelope Anne Slayton

Summary of Qualifications

Working knowledge of LTC and hospital settings, directing client care and resource allocation.

Strong communication skills, detail-oriented, and able to manage multiple projects.

Extensive management experience in varied surroundings.

Experienced in application of PI and Risk Management principles in healthcare.

Proficient in training development: conceptualization and implementation of education programs.

Experience with Microsoft Office applications, mainframe applications and databases.

Employment

2010–2011 Odd Fellows Home Worcester, MA

Staff Development Coordinator, Employee Health, Infection Preventionist, MMQ Nurse

Responsible for the orientation and education for the staff of a 100 bed nursing facility.

Developed and implemented multi-tiered educational programs for all learning levels.

Responsible for the management of the facility’s workers’ compensation program.

Responsible for the implementation, management and data aggregation for the facility’s infection control program.

2005-2010 Sterling Healthcare Center Sterling, MA

Performance Improvement Coordinator (2005-2007)

Responsible for the implementation and management of the PI Program.

Established programs, adjusted policies and educated staff to comply with JCAHO NPSGs.

Established tracking and quantitative measurement tools to aid in establishing effectiveness of multiple programs.

Responsible for enacting the FOCUS-PDCA process for improvement projects, including determining benchmarks and trends. Developed Staffing Effectiveness projects and establish monitoring processes in accordance with JCAHO regulation.

Responsible for the aggregation and analysis of Risk Management data in the organization. Attended applicable sub-committees to aid in establishing corrective action plans.

Responsible for establishing and overseeing the FMEA for the facility.

Staff Development Coordinator, Employee Health, Infection Preventionist

Responsible for the orientation and education for the staff of a 143 bed nursing facility.

Developed and implemented multi-tiered educational programs for all learning levels.

Responsible for the management of the facility’s workers’ compensation program.

Responsible for the implementation, management and data aggregation for the facility’s infection control program.

2005-2007 Day Kimball Hospital Putnam, CT

**Occupational Health Nurse**

Responsible for performing pre-employment physical assessments for potential employees.

Performed immunization and health screenings for all employees.

Performed case management for all worker’s compensation cases.

Participated in fit-testing employees for respiratory protective equipment.

Implementation of post-exposure protocol with follow-up and tracking of all exposure cases.

2004-2007 Whittier Rehabilitation Hospital Westborough, MA

**Special Projects/Education Nurse**

Performed clinical chart audits with aggregation of data for Performance Improvement Projects.

Responsible for data analysis, trending and creation of action plans in accordance with outcomes of audits.

Developed and implemented training of targeted educational needs for clinical staff.

CPR Instructor

1998 – 2004 Odd Fellows Home Worcester, MA

Staff Development Coordinator, Employee Health, Infection Control Coordinator, Performance Improvement Coordinator

Responsible for the orientation and education for the staff of a 100 bed nursing facility.

Developed and implemented multi-tiered educational programs for all learning levels.

Developed and implemented a preceptor training program in the CNA Career Ladder.

Established tracking and quantitative measuring tools to aid in establishing effectiveness of education program.

Developed and implemented alternative means of education for staff, e.g. independent studies, safety fairs, games and scavenger hunts.

CPR Instructor

Developed and implemented an IV training/retraining program for the facility.

Responsible for the management of the Performance Improvement program for the facility.

**Care Plan and Assessments Nurse**

Perform quarterly and annual assessments for residents.

Update and create care plans for residents based on the assessments and MDS data.

Perform chart audits to determine regulatory compliance.

1996 - 1999 University of Massachusetts Medical Center Worcester, MA

Acute Care Nurse

Student Nurse Intern (1995-1996)

Preceptor for newly hired nurses.

Resource manager (selected shifts) for unit and 28 acute care patients.

Direct client care and assessment in an acute health care setting.

1989-1994 Matter of Taste Catering Company Westborough, MA

Catering Director

Responsible for client contact and client retention. Created menu and function plans based on client needs. Hired and scheduled staff to work functions. Created cost analysis to determine profit margin of functions. Monitored and delegated all aspects of functions from 10 to 500 people.

Education

Quinsigamond Community College Worcester, MA

Associates Degree in Nursing, 1996

Dean’s List, Phi Theta Kappa Honor Society

Student Nurse’s Society, Quinsigamond Chapter, President

Pursing BSN at this time.

**References available upon request.**