**FRANCES R. COOKS, RN, BSN**

910 Thomasson Dr.

Dallas, TX 75208

(214) 240-6691

[cooksf@sbcglobal.net](mailto:cooksf@sbcglobal.net)

**LICENSURE**

Texas Board of Nursing

BLS

**EDUCATION**

Bachelor’s Degree in Nursing, December 2006

University of Arlington – Arlington, Texas

Associate Degree in Nursing, May 1998

Southwestern Adventist University – Keene, TX

**PROFESSIONAL EXPERIENCE**

**Harris Methodist Ft Worth – 3/2017 - Present**

**Care Coordinator**

* Evaluate medical appropriateness for admission, level of care and discharge planning.
* Collaborate with the multidisciplinary team in the discharge planning process.
* Provide education and training to staff, patients and family members ensuring quality of care and minimizing fragmentation of health care.
* Conduct Utilization Review and concurrent reviews for necessity of medical services.
* Comply with Health Care Management policies and procedures as well as communicate with Medicare, Medicaid and Private Insurance carriers

**Parkland Health & Health Systems – (3/2016 – 12/2017)**

**Care Coordinator/Manager including Utilization Review**

* Evaluate medical appropriateness for admission, level of care and discharge planning.
* Collaborate with the multidisciplinary team in the discharge planning process.
* Provide education and training to staff, patients and family members ensuring quality of care and minimizing fragmentation of health care.
* Conduct Utilization Review and concurrent reviews for necessity of medical services.
* Comply with Health Care Management policies and procedures as well as communicate with Medicare, Medicaid and Private Insurance Carriers

**Pine Creek Medical Center – (11/2014 – 03/2017)**

**Ambulatory Staff Nurse (PRN)**

* Assess and provided medical care to patients in a surgical setting.
* Patient assessment, evaluation, implementation, and monitoring of the disease process/management.
* Ensure safe discharge planning and patient education.
* Perform as a clinical liaison between the multi-disciplinary team, patient and family members.
* Administer nursing interventions as ordered by physicians.
* Demonstrate clinical reasoning/thinking using the nursing process.

**John Peter Smith Hospital (JPS) – 2/2011 – 10/2015**

**Ambulatory Staff Nurse – 4 months**

* Administering nursing interventions in an ambulatory clinic setting.
* Identifying and clarifying patient needs, performing procedures, conduction health education and promoting patient advocacy.
* Administration of medications as prescribed by the providers and physicians.
* Assist the patient to navigate the health care system and evaluating patient outcomes.

**Progressive Care Unit (PCU) Staff Educator - 1yr & 7months**

* Oversees newly hired staff orientation, competency management and testing in the Progressive Care Units (telemetry)
* Evaluates competence of newly-hired staff.
* Identify and sets plans for immediate and on-going educational needs of staff.
* Develop and implements educational training programs for annual skills certification and on-going education in conjunction with unit managers.

**RN Case Manager – (telemetry unit) – 2.5 years**

* Evaluate medical appropriateness for admission, level of care and discharge planning.
* Collaborate with the multidisciplinary team in the discharge planning process.
* Provide education and training to staff, patients and family members ensuring quality of care and minimizing fragmentation of health care.
* Conduct Utilization Review and concurrent reviews for necessity of medical services.
* Comply with Health Care Management policies and procedures as well as communicate with Medicare, Medicaid and Private Insurance Carries.

**North Central Surgical Center - 12/2011 – 01/2012**

**Staff Inpatient Medical Surgical Nurse**

* Assessed and provided medical care to patients in a medical/surgical setting.
* Patient assessment, evaluation, implementation, and monitoring of the disease process/management.
* Ensure safe discharge planning and patient education.
* Perform as a clinical liaison between the multi-disciplinary team, patient and family members. Administer nursing interventions as ordered by physicians.
* Demonstrate clinical reasoning/thinking using the nursing process.

**Concord Career Institute – 9/2009 – 1/2010**

**Vocational Instructor (LVN)**

* Provide classroom orientation materials and protocols to the student.
* Monitor and accurately record student’s attendance, grades and progress.
* Instruct, plan, monitor, and evaluate curriculum.
* Provide academic advisement, guidance and tutoring to students.

**U.T. Southwestern (St.Paul/Zale Lipshy Hospitals) – (3/2002-2/2007) - 3/2008-9/2009**

**Staff Nurse**

* Assessed and provided care to patients in a Cardiovascular(CVICU) , Neurology ICU, Medical/Surgical Intensive Care (MSICU), GI Lab, PACU, Interventional Radiology
* Patient assessment, evaluation, implementation, and monitoring of the disease process/management.
* Ensure safe discharge planning and patient education.
* Perform as a clinical liaison between the multi-disciplinary team, patient and family members.

**Medical Center of Arlington – 4/2006 – 3/2008**

**Staff Nurse (PRN)**

* Assess and provided care to patients in a Medical/Surgical Intensive Care Unit (MSICU).
* Patient assessment, evaluation, implementation, and monitoring of the disease process/management.
* Ensure safe discharge planning and patient education.
* Perform as a clinical liaison between the multi-disciplinary team, patient and family members.

**Medical Center of Lancaster – 4/1999 – 3/2008**

**Nursing Supervisor**

* Determine nursing staffing and scheduling per shift and each unit.
* Conflict resolution of employees, patients and family grievances.
* Assist with the implementation of hospital policies and procedures.
* Assist in survey compliance, quality assurance and staff development duties.
* Perform as a clinical liaison between the multi-disciplinary team, patients and family members.

**Veterans Affair Medical Center – 5/1998 – 4/1999**

**Staff Nurse –**

* Assessed and provided care to patients in a Medical/Surgical Intensive Care Unit (MSICU)
* Patient assessment, evaluation, implementation, and monitoring of the disease process/management.
* Ensure safe discharge planning and patient education.
* Perform as a clinical liaison between the multi-disciplinary team, patient and family members.