

Contact

colvin8588@yahoo.com

www.linkedin.com/in/sara-colvin-rn-bsn-mpa-hca-72437536 (LinkedIn)

Top Skills

Nursing

Healthcare

Recruiting

Sara Colvin, RN,BSN, MPA/ HCA

Director of Nursing at Navasota Nursing & Rehab
Navasota, Texas

Experience

Navasota Nursing & Rehab

Director Of Nursing

September 2013 - Present (6 years 11 months)

Navasota, texas

Managing the overall operation of the Nursing Department in accordance with company policies, standards of nursing practices and government regulations so as to insure that quality resident care is delivered in an efficient manner.

- * Works with the Administrator, consultants, and facility staff in planning all aspects of nursing services to include interface with other disciplines and departments, establish priorities and job assignments; monitor department activities, communicate policies, evaluate performance, provide feedback and assist, coach, redirect and discipline as needed; maintain records, manage budgets and supplies and function as the Senior Department Head.

- * Ensure equipment and work areas are clean, safe and orderly and any hazardous conditions are addressed; ensure universal precautions and infection control, isolation, fire safety and sanitation practices and procedures are followed.

- * Conduct regular rounds and monitor resident activity, assess residents' physical and psychosocial status and monitor care activities and documentation to ensure the delivery of nursing care according to the physicians orders, care plans and established standards and facility policies; manage admissions, transfers and discharge of residents; communicate with residents, family members and management regarding resident status; personally participate in the assessment and delivery of care when needed.

- * Ensures understanding of and compliance with all rules regarding residents' rights

- * Ensures compliance with State, Federal and company quality assurance standards.

- * Monitors employee relations, assist with recruitment, maintain high morale and continually strive to improve staff retention; ensure effective communication, prompt problem resolution, positive supervisory practices and the maintenance of a positive work environment. Ensure appropriate staffing

levels are maintained through the development of recruitment sources and through appropriate selection.

Hearne Healthcare Center

Director of Nursing

July 2013 - September 2013 (3 months)

hearne, tx

- * Managing the overall operation of the Nursing Department in accordance with company policies, standards of nursing practices and government regulations so as to insure that quality resident care is delivered in an efficient manner.
- * Works with the Administrator, consultants, and facility staff in planning all aspects of nursing services to include interface with other disciplines and departments, establish priorities and job assignments; monitor department activities, communicate policies, evaluate performance, provide feedback and assist, coach, redirect and discipline as needed; maintain records, manage budgets and supplies and function as the Senior Department Head.
- * Ensure equipment and work areas are clean, safe and orderly and any hazardous conditions are addressed; ensure universal precautions and infection control, isolation, fire safety and sanitation practices and procedures are followed.
- * Conduct regular rounds and monitor resident activity, assess residents' physical and psychosocial status and monitor care activities and documentation to ensure the delivery of nursing care according to the physicians orders, care plans and established standards and facility policies; manage admissions, transfers and discharge of residents; communicate with residents, family members and management regarding resident status; personally participate in the assessment and delivery of care when needed.
- * Ensures understanding of and compliance with all rules regarding residents' rights
- * Ensures compliance with State, Federal and company quality assurance standards.
- * Monitors employee relations, assist with recruitment, maintain high morale and continually strive to improve staff retention; ensure effective communication, prompt problem resolution, positive supervisory practices and the maintenance of a positive work environment. Ensure appropriate staffing levels are maintained through the development of recruitment sources and through appropriate selection.

Texas Department of Aging and Disability Services

5 years

Nursing Operations Officer

July 2009 - July 2013 (4 years 1 month)

Brenham, Texas

Directly involved with the day-to-day operations of the entire nursing department structure by establishing goals and objectives; develops and approves schedules, priorities, and standards for achieving required goals and directs evaluation activities. Monitors the day to day activities of the nursing department for compliance of DADS policies and procedures, state and federal rules/regulations and ICF-MR standards so that quality of health services are provided. Formulate, complete and submit department plans and data by performing trending and analysis regarding completion of plans and develop plan of corrections or guidelines as needed to optimize performance of Nursing services. Ensures appropriate scheduling of nursing staff and have the ability to train all staff. Coordinates overall activities of nursing services by periodically monitoring managers/supervisors and provide recruitment and retention activities to minimize turnover and to keep positions filled. Monitors and participates in disciplinary actions and ensures appropriate corrective and adverse actions are performed; participates on the Mock Survey Team traveling to other state facilities to perform a mock in-house regulatory survey.

Nurse Manager

August 2008 - June 2009 (11 months)

Brenham, TX

Planning, directing and supervising the overall nursing care of individuals that require behavioral intervention as assigned; set goals and long range plans for my assigned unit; ensure safe professional nursing practices are maintained and following policy and procedure; provided training and in-service to staff as needed; maintained open communication with all team members; attend meetings as assigned.

Texas Home Health

13 years 1 month

Director of Clinical Services

June 2004 - July 2008 (4 years 2 months)

Brenham, TX

Supervised a group of professional staff totaling 8 and a large group of non-professional staff totaling 180. Directed the overall day-to-day operations including hiring, terminations, training and directing staff in the provision of the agency services, maintenance of records and billing function in compliance

with the agency's policies and procedures; responsible for overseeing the daily delivery of the patient's care including client admissions, care plan development, supervisory visits and auditing charts. Trained to audit charts for compliance and conformity under Medicare/Medicaid regulations and standards as well as QAPI compliance. Responsible for financial and budget activities and performing payroll.

Lead Supervisor

March 2001 - June 2004 (3 years 4 months)

Brenham, TX

Screening and providing adequate staff for home health care services; performed recruitment and retention of home health staff providing attendant services; monitored the work of the employees formulating a plan of care; supervising office routines and daily functions; assisting other supervisors as needed.

Registered Nurse Supervisor

July 1995 - March 2001 (5 years 9 months)

Brenham, TX

Maintaining adequate attendant staff of a caseload of approximately 80 patients; performed supervisory visits to assure quality care was being provided; formulating plans of care; evaluating the plan of care and reassessing the patient periodically to evaluate health status and effectiveness of the present plan of care.

Trinity Home Health

Nurse Manager

January 1993 - July 1995 (2 years 7 months)

Brenham, TX

Managing caseload of the homebound ill client; supervision of the care provided to these patients by LVNs and home health aides; formulating and implementing nursing care plans; discharge planning; reassessing the client to evaluate health status; performed supervisory visits to the patient's home to assess provided by the LVNs and HHAs.

St. Joseph Hospital and Health Center

Registered Nurse/Charge Nurse

February 1991 - December 1992 (1 year 11 months)

Making critical and rational decisions; administering IV medications; making initial assessments on new admits and starting their care plan of need; IV starts; responsible for structuring nursing assignments.

Education

University of Texas at Tyler

Masters of Public Administration/Health Care Administration, Executive Health
Care Administration · (2011 - 2012)

Prairie View A&M University

Bachelor of Science (B.S.), Nursing · (1987 - 1990)