

## Contact

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## Top Skills

Public Speaking

Social Services

Community Outreach

## Languages

English

## Certifications

Registered Nurse

Registered Nurse

Registered Nurse

# Charlotte Ellis

Travel RN at TRS Healthcare

Grand Junction, Colorado Area

## Summary

Charlotte has been a registered nurse since July 2014, with majority of that time in the Emergency room. Additionally Charlotte has over 24 years experience in training and development, public health, staffing, and a wide variety of other experience. Charlotte enjoys acquisition of new skill sets and opportunities to share expertise with others. She has provided training and development expertise in the public sector and governmental organizations. Charlotte has a Bachelor of Science degree in Criminology from Sam Houston State University and Associate of Applied Science in Nursing from San Jacinto College. Currently, Charlotte attends UT Arlington BSN-NP program.

### Specialties:

Certified Trainer in many areas, including Incident Command System (ICS) 300: Intermediate ICS for Expanding Incidents, ICS 400: Advanced ICS Command and General Staff Complex Incidents, Strategic National Stockpile (SNS) Mass Prophylaxis, SNS Points of Dispensing, Cognitive Intervention, Immersion Training, Cardiopulmonary Resuscitation for the professional rescuer and layperson

Public Speaking

Training coordination

Events Management

Workshops

Employee Management: recruiting, hiring, training, retention, payroll,

Office skill set: Purchasing, accounts payable/receivables, logistics, inventory, liaison, meeting facilitation, travel arrangements, online research, reports, tracking, data entry, Microsoft office, Microsoft works

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## Experience

TRS Healthcare

## Travel RN

December 2019 - Present (7 months)

## Bartlett Regional Hospital

Registered Nurse

August 2019 - November 2019 (4 months)

Juneau, Alaska

## Spectrum Health to JBER

ER Travel RN

April 2019 - August 2019 (5 months)

Anchorage, Alaska

Emergency room

## Maxim Healthcare Services to Kenai Peninsula Borough School

District

Travel Registered Nurse

September 2018 - April 2019 (8 months)

Seward, Alaska

**JOB PURPOSE:** To provide health education, care, and counseling to pupils, staff, and parents.

Evaluates physical, mental and emotional health of pupils. Screens for vision, hearing, growth, blood pressure, etc. and enters data into the student electronic health record. Maintains immunizations records and insures compliance.

Provides first aid and additional care for injuries and treatment of diseases. Assists in control and prevention of communicable diseases. Administers medicine prescribed by a physician and monitors chronic health problems. Makes referrals when appropriate.

Provides counseling, information and health instruction to pupils, staff and parents. Acts as a source of health information and provides training for being an informed health care consumer. Identifies and treats pupils with health problems that interfere with effective learning. Maintains a close working relationship with other health care providers in the community.

Maintains student health records, documents/updates information in a timely manner. Responds to district, state, federal or other identified entities regarding required reporting or data collection.

Requires a full knowledge of methods and techniques of screening pupils for many health conditions. Requires skill and diligence in maintaining thorough and detailed records of screenings, treatments and health problems.

Performs other related duties as required or assigned. Works cooperatively with school employees, students and visitors.

## UTMB CMC

### Registered Nurse

April 2018 - September 2018 (6 months)

Huntsville, Texas

Provide general nursing care to all patients such as following:

- # Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.

- # Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document

- # Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician

- # Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis

- # Prepare/educate the patient for various testing situations such as Ultra Sound, Echo, CT scan, MRI, Endoscopy, etc

- # Educate patient and family about the disease process

- # Give psychological support to the patient and family

- # Assist physicians during treatment

## RN Network

### ER Travel RN

January 2018 - April 2018 (4 months)

Asheboro, North Carolina

oProvide general nursing care to all patients such as following:

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- # Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document

- # Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician

- # Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis
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### PRN Staffing Solutions, LLC, Nurse Staffing Agency

ER RN - PRN

April 2017 - January 2018 (10 months)

Tomball, Texas

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- # Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.
- # Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document
- # Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician
- # Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis
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### University Health System

ER Travel RN

August 2017 - October 2017 (3 months)

San Antonio, Texas Area

oProvide general nursing care to all patients such as following:

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- # Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document
- # Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician
- # Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis
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- # Assist physicians during treatment

#### LRS Healthcare

##### ER/LTC Travel RN

May 2017 - July 2017 (3 months)

Big Sandy, Mt

oProvide general nursing care to all patients such as following:

- # Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.
- # Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document
- # Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician
- # Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis
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- # Educate patient and family about the disease process
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- # Assist physicians during treatment

#### ProLink Staffing

## ER Travel RN

December 2016 - March 2017 (4 months)

Marshalltown, Iowa

oProvide general nursing care to all patients such as following:

# Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.

# Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document

# Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician

# Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis

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## Medical Solutions

ER/LTC Travel RN

August 2016 - October 2016 (3 months)

Cordova, Alaska

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# Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.

# Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document

# Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician

# Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis

# Prepare/educate the patient for various testing situations such as Ultra Sound, Echo, CT scan,

MRI, Endoscopy, etc

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## Huntsville Memorial Hospital

ER RN

September 2015 - August 2016 (1 year)

Huntsville, Texas

oProvide general nursing care to all patients such as following:

# Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.

# Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation

and document

# Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to

managing physician

# Monitor, analyze and record urine and stool output. Collect specimens including sputum,

stool, urine and send to laboratory for medical analysis

# Prepare/educate the patient for various testing situations such as Ultra Sound, Echo, CT scan,

MRI, Endoscopy, etc

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## Healthsouth Rehabilitation Hospital

RN

May 2015 - September 2015 (5 months)

Conroe

oPerform physical assessments and nursing procedures in accordance with facility protocols to assure delivery of appropriate and optimal nursing care.

Develops nursing diagnoses or problem lists based on the assessment of the data and formulates plan of care.

oImplement nursing interventions based on accepted nursing standards of care and through review of current evidence. Evaluates the outcomes of nursing interventions and documents the same in the medical record

oDemonstrate knowledge of medications administered in order to identify desired effects or adverse reactions. Follow and monitor Physician's Orders and MARs to ascertain that medications/treatments are administered as ordered. Administers medications, immunizations, and treatment and observes patients for unusual symptoms and reactions

oDemonstrates awareness of safety and infection control practices to ensure a safe working environment. Participates in training and continuing education activities in order to maintain competence in nursing practice and develop a knowledge base of current trends in nursing care.

oProvide general nursing care to all patients such as following:

# Provide medications, injections, IV fluids and oxygen as prescribed by the doctor.

# Monitor vital signs – Blood Pressure, Temperature, Pulse, Respirations, Oxygen saturation and document

# Provide frequent patient evaluations. Refer changes in patient's status or untoward reaction to managing physician

# Monitor, analyze and record urine and stool output. Collect specimens including sputum, stool, urine and send to laboratory for medical analysis

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### Home Health (Part-time)

#### RN Casemanager

August 2014 - August 2015 (1 year 1 month)

Huntsville, Texas The Woodlands, Texas; Webster, Texas; Huntsville, Texas

Detailed and accurate information taken on patients and input into the OASIS through MJS and Kinnser software. Information to include health history medications and reconciliation of medications in OASIS, Diagnosis coding, Risk Assessment, Health Screening, Prognosis, Determination of needed services to include skilled nursing, physical therapy, occupational therapy, social work, provider and certified nursing aides

### College Station Medical Center



## RN

January 2015 - May 2015 (5 months)

College Station, Texas

- o Perform physical assessments and nursing procedures to assure delivery of appropriate and optimal nursing care.
- o Implements population specific nursing interventions based on accepted nursing standards of care and through review of current evidence. Evaluates the outcomes of nursing interventions and documents the same in the medical record
- o Demonstrate knowledge of medications administered in order to identify desired effects or adverse reactions. Follow and monitor Physician's Orders and MARs to ascertain that medications/treatments are administered as ordered. Administers medications, immunizations, and treatment and observes patients for unusual symptoms and reactions
- o Instructs and assists patients in meeting their health care needs
- o Demonstrates awareness of safety and infection control practices to ensure a safe working environment.
- o Participates in training and continuing education activities in order to maintain competence in nursing practice and develop a knowledge base of current trends in nursing care.

## Texas Department of Aging and Disability Services - Richmond State Supported Living Center

### RN II

September 2014 - December 2014 (4 months)

Richmond, Texas

- o Perform physical assessments and nursing procedures in accordance with facility protocols to assure delivery of appropriate and optimal nursing care. Develops nursing diagnoses or problem lists based on the assessment of the data and formulates the initial plan of care.
- o Develops and implements population specific nursing interventions based on accepted nursing standards of care and through review of current evidence. Evaluates the outcomes of nursing interventions and documents the same in the medical record
- o Demonstrate knowledge of medications administered in order to identify desired effects or adverse reactions. Follow and monitor Physician's Orders and MARs to ascertain that medications/treatments are administered as ordered. Administers medications, immunizations, and treatment and observes patients for unusual symptoms and reactions
- o Instructs and assists patients in meeting their health care needs

- o Demonstrates awareness of safety and infection control practices to ensure a safe working environment. Maintains clean, safe environment for the individuals served in order to promote a more therapeutic setting
- o Participates in training and continuing education activities in order to maintain competence in nursing practice and develop a knowledge base of current trends in nursing care.
- o Monitors prevention and Management of Aggressive Behavior (PMAB)

## DSHS - Central Office

### Training Specialist IV

June 2007 - September 2014 (7 years 4 months)

Health Service Region (HSR) 6/5 South, Houston, Texas Feb 2009 – present

\*Coordinate public health aspects of all-hazards emergency preparedness, Strategic National Stockpile (SNS) and Incident Command System related trainings for HSR 6/5 S

\*Training/Workshop Management

\*Oversee regional learning management system for HSR 6/5 S. Ensure staff are current with required certifications - track and document employee completions

\*Create and maintain 5 year training and exercise plan in coordination with the Public Health Preparedness Manager and SNS Planner

\*Collaborate with the SNS Planner and Coordinator to conduct & plan regional Public Health Emergency Preparedness regional exercises and assist with completion all HSEEP documentation

\*Oversee Chempack Sustainment for area hospitals

\*Oversee communications/radio programming for HSR 6/5 S

\*Participate in monthly radio checks/drills in coordination with South East Texas Regional Advisory Council (SETRAC) for readiness disaster response

\*Creator of Public Health biannual Newsletter for HSR 6/5 S

\*Purchasing for the Public Health Preparedness Branch utilizing budget of over \$1M

\*Active Member of the Command Assistance Team (CAT) for emergency response

\*American Red Cross Certified CPR instructor

\*Incident command disaster response positions to include Logistics Chief, deputy to Planning Section chief and Personnel Branch Manager

Rusk State Hospital June 2007 – Feb 2009

-Oversee education and training of rehabilitation technicians by planning and evaluating educational programming for the clients of the hospital

- Review lesson plans, develop training aids, manuals, and curriculum for classroom use
- Supervise and conduct classroom monitoring of staff to assess/evaluate skill level, offer feedback to enhance instructional technique/methods and provide monthly in-service for staff to increase competency
- Oversee filling job vacancies - review applicant submissions, interview, staff selections

Texas Department of Criminal Justice  
 Substance Abuse Counselor - Training Specialist III  
 November 1996 - May 2007 (10 years 7 months)  
 Huntsville, Texas

Develop/modify curriculum, performance objectives, lesson plans, policy / procedures

- Create PowerPoint presentations to administer to TDCJ and other correctional related employees statewide.
- Scheduling of participants to appropriate training course
- Supervise general and specialized trainings to include intensive corrections based treatment - Cognitive Intervention and Therapeutic Community

Experiential Trainings

- Teach education classes
- Compile reports
- Recruit volunteers
- Maintain custody and control of offender population in various locations

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## Education

Univeristy of Texas at Arlington  
 BSN, Nursing Practice · (2018 - 2020)

San Jacinto College  
 Associate Degree Nursing, Registered Nursing/Registered Nurse · (2012 - 2014)

Sam Houston State University  
 B.S., Criminology/Psychology · (1985 - 1990)