

## Contact

713-269-9931 (Mobile)  
crychlec@comcast.net

[www.linkedin.com/in/cindyrychlec](http://www.linkedin.com/in/cindyrychlec)  
(LinkedIn)

## Top Skills

Quality Patient Care

Patient Assessment, Monitoring,  
Direct Care

Skilled Registered Nursing Care

## Languages

English (Full Professional)

## Honors-Awards

Air Force Commendation Medal

Air Force Achievement Medal

Honorable Discharge, United States  
Air Force, Active Duty

Honorable Discharge, Hawaii Air  
National Guard

The Honor Society of Nursing,  
Sigma Theta Tau, International

# Cindy Rychlec,BSN,RN,CLNC

RN

Houston, Texas Area

## Summary

I am a skilled, compassionate Registered Nurse, Patient Advocate, Healthcare Consultant/Navigator and Certified Legal Nurse Consultant, Infusion/Home Health/Private Duty Nurse and previously a Certified Hospice Case Manager with a broad range of healthcare experiences with acute condition's in the hospital, post acute/ chronic care at home, assisted living and at nursing homes for clients across the lifespan. I have a for passion by providing a supportive role in helping client's and their families transform their Body, Mind and Spirit by: providing conscientious care in an effort to prevent complications, promoting health through education about their disease process, infection prevention, and medication use and side effects, identifying community resources that can provide specialty assistance (including Veteran resources) and education about how to perform their personal care safely in an effort to promote an active role and responsibility in their health/wellness journey. Being a lifetime learner, I seek new challenges in training and experiences to become a more well-rounded compassionate nurse and human being.

Contact information: [cmrychlec@gmail.com](mailto:cmrychlec@gmail.com)/713-269-9931

---

## Experience

Independent Contractor-Home Health-Hospice-Healthcare  
BSN, RN, CLNC

March 2001 - Present (19 years 5 months)

Varied

Provide a variety of home health care services on an hourly, contract or probono basis . Services include providing transportation to routine medical office visits, bathing, dressing, toileting, medication administration/ reminders, post-surgical care, wound care, range-of-motion exercises, mobility

assistance, advocate for care when hospitalized or in rehabilitation, injections, companionship, shopping, pet care, meal preparation, laundry, incontinence care and finally, hospice support care.

Provide advocacy by navigating insurance benefits and navigating multiple rotating hospital, rehabilitation and nursing home stays. Serve as a representative to receive and translate medical jargon about diagnosis, treatment, medications and prognosis for the client and family members. Connect family with local resources and legal representation to serve as counsel, manage their estate and assist with completion of Directives to Physicians, personal Wills and Do-Not-Resuscitate orders. Provide personal financial management as directed by client.

#### Marathon Healthcare Services, LLC.

Field Registered Nurse, Home Health

June 2019 - March 2020 (10 months)

Assess home care patients identifying physical, psycho-social and environmental needs as evidenced by documentation, clinical records, case conferences, team reports, call-in logs and on-site evaluations. Complete OASIS, assessment and visit paperwork according to agency policy in Kinnser. Communicate significant findings, problems and changes to Manager, Clinical Services and physician, and documents all findings, communications, and appropriate interventions. Assure the continuity of patient care and coordination of services through delivery of quality patient care.

#### Brookdale Senior Living

Home Health Nurse

September 2018 - July 2019 (11 months)

Southeast Houston and Surrounding Areas

Assess home care patients identifying physical, psycho-social and environmental needs as evidenced by documentation, clinical records, case conferences, team reports, call-in logs and on-site evaluations. Complete OASIS, assessment and visit paperwork according to agency policy in HomeCareHomeBase, (HCHB). Communicate significant findings, problems and changes to Manager, Clinical Services and physician, and documents all findings, communications, and appropriate interventions. Participate in interdisciplinary patient care conferences and Agency Performance Improvement processes

Assure the continuity of patient care and coordination of services through delivery of quality patient care.

Additional training received: LVAD Home Care Maintenance of the HeartMate II/III & HeartWare Pocket Pocket System Controller use, Ventricular Assist Device Driveline exit sterile dressing changes, s/s of infection, vital sign parameters, dietary and medication requirements and limitations, emergency information, home inspection checklist, emergency preparedness plan from Methodist J.C. Walter Jr. Transplant Center VAD Team.

#### Infinity Infusion Nursing, LLC

Home Infusion Nurse

September 2018 - June 2019 (10 months)

Houston, Texas Area

Provide the following services: Hydration therapy, Enzyme replacement therapy, Inotropic therapy, Sandostatin injections, Antibiotic therapy, Steroid Therapy, and numerous varieties of Biologic therapy. Also offer to teach and train therapies like Humira injections help administer their own medications.

#### Evergreen Private Care

Private Duty Nurse

June 2017 - June 2019 (2 years 1 month)

Houston, Texas Area

Provide direct care for home-based TBI, ventilator dependent clients after receiving training from TIRR, Memorial Hermann Hospital and Respiratory Quality Service. Operate, monitor and troubleshoot specialty equipment used in the home, Trilogy 100 Ventilator, Cough Assist, Hill ROM Bed and Hoyer Lifts. Administer medications and feed via G-tube or continuous Kangaroo Pump, provide IV medication therapy, IV placement, PICC line maintenance and provide tracheostomy care and deep suctioning as needed, protecting airway during all supportive care and repositioning. Provide head-to-toe assessments and make suggested adjustments to plan of care to ensure prevention of infection, aspiration, and skin breakdown. Visits to other clients have required extensive wound care of Stage II - Stage IV wounds, sensitive end-of-life care and education about disease process, medications use, side effects and evaluate and report effectiveness of interventions to Physician.

Houston Area Home Health Care Agency that has a reputation of setting a standard of excellence in private home health care. Direct care is offered in clients homes, hospitals, rehabilitation centers assisted living facilities and skilled nursing facilities. Evergreen actively consults with local teaching institutions in order to improve the level of service provided to Texas residents.

Services provided to include: Companion Care, Personal Care Attendant and Home Health Aide, Skilled Nursing Care and Homemaking.

### UT Physicians

Staff Nurse III, Infusion Nurse, UT Physicians

December 2016 - April 2017 (5 months)

Houston, Texas

Primary RN support and Hydration Infusion RN nurse for the Adult/Pediatric Hematology Clinic Family Medicine Clinic.

Responsible for accessing Port-a-Catheter's and initiating peripheral IV's, for Adult/Pediatric clients.

Assessing clients and providing direct care that is age and developmentally appropriate, telephone nursing care, educating clients and their families about their health/disease process, and specialty medications needed to prolong their lives. Participate in community outreach and education events as needed.

Additional duties include rooming patients, reviewing physical, social, family, surgical, medication, and allergy histories and documenting on the ALLSCRIPTS electronic medical record and GE Centricity. Performing EKG's, hearing tests, phlebotomy and pulmonary function tests, prn.

Advocating for the health of the client by obtaining prior authorizations for both routine and specialty medications by researching the client chart to provide supportive answers and ICD-10 codes to ensure the pharmacy/insurance company's are answered appropriately and that medications are covered. Perform coordination of services that are required for clients outside the clinic.

### Resailing Resale

Marketing Manager

June 2013 - April 2015 (1 year 11 months)

3532 East Broadway

Self trained marketing manager and networking specialist that successfully promoted the resale store in the local community via regular visits to Pearland Chamber of Commerce, Pearland Business Networking International (BNI), American Business Women's Association (ABWA) and Southeast Express Network (SEEN).

Planning marketing strategy through creation of community appreciation events that showcased the one-of-a-kind antiques, furniture, household decor, and gifts. Promoting these events in social media and personal networking was instrumental in bringing Resailing Resale from the 5th page of Google Search to the top three and to number one of Yelp search engine for resale shops in Pearland, Texas without having a budget to pay for marketing tools or assistance!

Created marketing flyers to promote the events. Presented the owner's produced map of the local resale shops in a 6 mile stretch to the Pearland Convention Center and Visitors Bureau who reworked the map in a glossy brochure to showcase the Businesses in Old Townsite Pearland that was provided to all the stores to promote the area and is available to new residents of Pearland.

Served as a Community Liasion, cashier, sales person while providing excellent customer service.

CHRISTUS VNA Hospice, Christus Healthcare  
Certified Hospice Nurse, RN Case Manager, Hospice  
September 2005 - June 2007 (1 year 10 months)  
601 Sawyer, Houston, TX 77007

As a Certified Hospice Nurse/Case Manager in hospice for over 7 years I valued excellence in providing compassionate, culturally sensitive direct care of terminally ill patients in their homes, in the hospital, nursing homes and stand-alone Hospice care centers. Responsible for daily care, management, admissions, recertification's and discharges in accordance with Medicare guidelines. Supervised care provided by LVN's and PCA's. Utilized strong assessment and critical thinking skills to identify the needs of patients and families. Able to work independently to address immediate needs of the patient, providing appropriate symptom management common as people approach end-of-life such as pain and shortness of breath, while providing disease process and medications education that was enveloped with a great amount of emotional support. Evaluated effectiveness of interventions, developed appropriate nursing care interventions required in a rapidly changing physical, spiritual, and emotional conditions. Facilitated communication among the interdisciplinary team members for continuity of care. Acted as a patient and family advocate in order to uphold patient rights of self-determination while providing an environment conducive to experiencing a dignified death. Facilitated care of patient and family at time

of death through providing emotional support, reporting to local authorities, ensuring proper handling of medications, making arrangements for transport of body, management of environment and communication to appropriate team members. Participated in a Community Health Accreditation Partner, (CHAP), review on which we received excellent reviews.

### Houston Hospice

#### RN Case Manager, Hospice

January 2001 - September 2005 (4 years 9 months)

1905 Holcombe Blvd, Houston, TX 77030

Hospice Nurse/Case Manager, provided compassionate direct care of terminally ill patients in their homes, in the hospital, nursing homes and stand-alone Hospice care centers. Supervised care provided by LVN's and Personal Care aides. Utilized strong assessment and critical thinking skills to identify the needs of the patients and families by establishing trusting relationships with the client and families and communicating these needs to the interdisciplinary team. Able to work independently to address immediate needs of the patient, providing appropriate symptom management common as people approach end-of-life such as pain, nausea, shortness of breath, or delirium while providing disease process and medication education that was enveloped with a great amount of emotional support. After evaluating effectiveness of interventions, developed appropriate nursing diagnoses and prepared weekly care plans that addressed the new interventions required in rapidly changing physical, spiritual, and emotional conditions. Provided culturally sensitive care to Hispanic, Vietnamese, Filipino, Japanese, and African American community members. Facilitated communication among interdisciplinary team members for continuity of care. Acted as a patient and family advocate in order to uphold patient rights of self-determination while providing a dignified death. Facilitated care of patient and family at time of death through providing emotional support, reporting to local authorities, ensuring proper handling of medications, and arrangements for transport of body, management of environment, and communication to appropriate team members through documentation, paging and phone reports. Participated in a pain management documentation study, collecting data to determine effectiveness of pain management interventions and a wound care documentation study to provide data to in order to improve the quality in patient care. Participated in CHAP review in which we received excellent reviews.

### Memorial Hermann Health System

RN, Medical Surgical/Oncology at a Level One Trauma Center

November 1999 - January 2001 (1 year 3 months)

Houston, Texas Area

RN Staff Nurse at a 30-bed General Medicine/Oncology unit. Provided on-going assessments and direct bedside care to patients with cancer, sickle-cell crisis, diabetes complications, respiratory crisis, cancer therapy discharge preparation and education, medication administration/education, safe administration of chemotherapy, evaluation of effectiveness of interventions, IV therapy and management, phlebotomy, collect lab specimens, pain control and symptom management, accessed port-a-catheters, wound care, suction, chest-tube management, with a focus on infection prevention and telemetry monitoring. Participated in a Joint Commission, Accreditation, Health Care Certification (JCAHO) review in which we received excellent reviews.

### Hawaii Air National Guard

Administrative Support Specialist, Hawaii Air National Guard, 199th Weather Flight

October 1984 - January 2001 (16 years 4 months)

Oahu, Hawaii

Provided executive level administrative support and services that included preparing, reviewing and disseminating correspondence, maintaining reference libraries for the office to ensure that the guidance staff members used to do their jobs was up-to-date. Maintained supervisor's calendars, making appointments and travel arrangements, preparing executive correspondence, customer service. Provided personnel management, preparing orders, planning events and conferences. Responsible to maintain Top Secret and other classified materials on a daily basis.

### Kahi Mohala Behavioral Hlthcr

RN Charge Nurse and Supervisor of a 16-bed Adolescent Psychiatric In-patient unit

May 1998 - October 1999 (1 year 6 months)

Oahu, Hawaii

Night Supervisor of 3 Psychiatric care attendants for a 16-bed Adolescent Psychiatric unit and was responsible for nightly chart audits and preparation the care plans for all 16 co-ed residents, ensuring that DOJ, DOH, and JCAHO standards were being met and were maintained. Initiated/completed Master Treatment Plans that were individualized, appropriate and with measurable goals. Administered medications and dealt with crisis behavior management when needed. Established an in-patient library of medications and psychiatric disorders for families and patients to reference when in

the adolescent unit. Prepared a lice education/prevention Power Point presentation and presented to nursing staff on the unit.

### US Air Force, Active Duty

#### Administrative Support Specialist

January 1980 - September 1984 (4 years 9 months)

Oahu, Hawaii

Administrative Specialist that provided executive level administrative support and services that included preparing, reviewing and disseminating correspondence, maintaining reference libraries for the office and for educating subordinate office administrators how to maintain their libraries to ensure that the guidance their staff members used to do their jobs was up-to-date. Maintained supervisor's calendars, making appointments and travel arrangements, preparing executive correspondence, customer service. Provided personnel management, preparing orders, planning events and conferences, assignment of monthly volunteers to manage base details, (essential duties not covered by other job descriptions). Responsible to maintain Top Secret and other classified materials on a daily basis.

---

## Education

### Vickie Milazzo Institute

CLNC Online Certification Program, Certified Legal Nurse

Consultant · (2017 - 2021)

### Vickie Milazzo Institute

CLNC Recertification Seminar Houston, Certified Legal Nurse

Consultant · (2017 - 2021)

### American Heart Association (AHA)

Advanced Cardiovascular Life Support (ACLS) · (2020 - 2022)

### International CPR Institute, Inc.

Healthcare Provider BLS Course - CPR-AED/ADULT, CHILD, INFANT, HEALTHCARE · (2020 - 2022)

### Aveta Business Institute

Certificate of Achievement, Six Sigma White Belt · (2017 - 2017)