

## Shelia D. Jones, MSN RN

---

### Professional Highlights

- **Lead TJC survey in March 2017, with no deficiencies in Infection Control, and no conditional findings in the nursing department.**
  - Director of a 230-bed mental health hospital that included substance abuse detox, review of health care information to determine access to allocated health care resources, appropriateness of treatment providers, safety, medication, medication management.
  - Managed the Employee Health and Infection Control Program, assessment of injured employees to include referral for appropriate health services and utilization management of such services.
  - Utilization Review which assesses concurrent/prospective/retrospective health services provided to clients. Discharge planning to include reviewing health information to determine appropriateness of care destination.
  - Identified, prioritized and developed improvement programs that measure, assess, and improve existing systems processes and health care outcomes
  - Developed quality controls for services outpatient services which included review of clinical labs, X-Rays, pharmacy, and other services, needed to assist in the promotion of positive health care outcomes
  - Adapt at working under pressure to meet time sensitive deadlines.

### **Education:**

- October 2015     Master of Science Nursing Education  
Western Governors University, Salt Lake City, UT
- June 2011        Bachelor of Science in Nursing  
University of Texas at Arlington School of Nursing

### **Professional Background**

07/2017 – Present

#### **Adjunct Nursing Instructor, Tarrant County College, Fort Worth, TX**

- Clinical Instructor for Foundations of Nursing and Mental Health Courses
- Part time clinical instructor in the AND Nursing program.
- Lab instructor for Foundations of Nursing
- Introduced the students to principles and techniques of a comprehensive nursing assessment, focusing on patient history taking, interview and communication techniques.
- Demonstrating the application of assessment findings during simulations and return demonstrations.
- Clinical supervision during clinical rotations.
- Supervise students' laboratory and clinical work.

12/2013- Present

#### **RN/PRN Charge Nurse/Weekend House Supervisor, Dallas Behavioral Health Care, Desoto, TX**

- Coordinates and evaluate patient care and safety through collaborative efforts with health care professionals in accordance with the nursing process and the standards of care and practices.
- Work closely with other nursing team, providing guidance and oversight to Mental Health Technicians.
- Plan, provide, and evaluate nursing care provided to assigned patients utilizing the nursing process.

- Coordination and supervision of the direct patient care activities. Assess the patient care needs, develop the initial plan of care and then implement and coordinate the delivery of patient care for the duration of the hospital stay.
- Provide safety and crisis management for the patient populations, and assures a safe and therapeutic environment.

09//2016 – 07/2017

**System Chief Nursing Officer, Sundance Behavioral Health Hospital, Garland, TX**

- Lead the day to day Nursing Operations of two 116 bed inpatient facilities, three child/adolescent programs and one adult outpatient program.
- Lead TJC survey in March 2017, with no deficiencies in Infection Control, and no conditional findings in the nursing department.
- Implementation of effective, ongoing programs to measure assess, and improve nursing care, treatment, and services delivered to patients.
- Development and implementation of programs enhancing a culture of safety and accountability related to all aspects of patient care
- Development of a patient focused, team oriented culture, working in conjunction with all other medical, clinical and therapeutic disciplines to ensure optimal service and superior outcomes.
- Facility leader in Joint Commission, CMS, and state surveys.
- Collaborate with all department leaders and treatment team to provide cost effective healthcare
- Supervision and coordination of nursing personnel and the delivery of nursing care on 24-hour basis through ADONs and House Supervisors.
- Utilization Review which assesses concurrent/prospective/retrospective health services provided to clients. Discharge planning to include reviewing health information to determine appropriateness of care destination.
- Oversees, direct and coordinate nursing staff to provide proper patient care consistent with standard nursing practices
- Develops and establishes nursing services objectives and standards of practice
- Assures provision of appropriate medication, treatments and nursing services according to care plans and physicians instructions.
- Provide an adequate staffing pattern to meet patient needs, based on patient census and as determined by the patient acuity system.

09/2016 – 05/2017

**Clinical Assistant Professor, University of Texas at Arlington, Arlington, TX**

- Full time clinical instructor in the BSN program.
- Lab instructor for Foundations of Nursing
- Introduced the students to principles and techniques of a comprehensive nursing assessment, focusing on patient history taking, interview and communication techniques.
- Demonstrating the application of assessment findings during simulations and return demonstrations.
- Clinical supervision during clinical rotations.
- Supervise students' laboratory and clinical work.

04/2015- 10/2016

**RN Case Manager, Superior Health Care, Dallas, TX**

- Responsible for performing care management within the scope of license for members with complex and chronic care needs by assessing, developing, implementing, coordinating, monitoring, and evaluating care plans designed to optimize member health care across the care continuum.
- Ensures member access to services appropriate to their health needs

- Conducts assessments to identify individual needs and a specific care management plan to address objectives and goals as identified during assessment.
- Implements care plan by facilitating authorizations/referrals as appropriate within benefits structure or through extra-contractual arrangements.
- Monitors and evaluates effectiveness of the care management plan and modifies as necessary.
- Interfaces with Medical Directors and Physician Advisers on the development of care management treatment plans.
- Assists in problem solving with providers, claims or service issues.
- Reducing hospital admissions
- Inputting patient assessments into InterQual.
- Educating members on disease process, medications and importance of seeing primary care provider

01/2016- 07/2016

**Online Academic Coach/Teaching Assistant, Instructional Connections, LLC Dallas, TX**

- Serve as the student's initial point of contact similar to a traditional teaching assistant in a university
- Monitor student engagement
- Facilitate course content
- Regularly collaborate with university faculty
- Academic coach for Nursing Leadership at University of Texas at Arlington and Purdue University

01/2016 – 07/2016

**Visiting Professor, Chamberlain College of Nursing, Irving, TX**

- Part time instructor in the BSN program.
- Lab instructor for Health Assessment I and II
- Introduced the students to principles and techniques of a comprehensive nursing assessment, focusing on patient history taking, interview and communication techniques.
- Demonstrating the application of assessment findings during simulations.

02//2013 – 12/2014

**Chief Nursing Officer, Sundance Behavioral Health Hospital, Arlington, TX**

- Manage over 100 licensed and non-licensed direct care staff
- Develop and revised hospital policies as needed
- Proactive in improving the quality of patient care
- Facility leader in Joint Commission, CMS, and state surveys
- Educate and develop staff
- Collaborate with all department leaders and treatment team to provide cost effective health care
- Discharge planning
- Telephonic case management
- Utilization Review which assesses concurrent/prospective/retrospective health services provided to clients. Discharge planning to include reviewing health information to determine appropriateness of care destination.
- Oversees/ directs/ coordinates nursing staff to provide proper patient care consistent with standard nursing practices
- Develops and establishes nursing services objectives and standards of practice
- Assures provision of appropriate medication, treatments and nursing services according to care plans and physicians instructions

**ADON/Nurse Educator/ Infection Control, Sundance Psychiatric Hospital, Arlington, TX**

- Worked closely with risk management and performance improvement departments to resolve quality-of-care issues and improve patient care for inpatient, partial hospitalization and IOP programs.
- Maintained strict adherence to Full Time Equivalent (FTE) management while optimizing activities of individual unit's hospital wide.
- Serve as Nurse Educator to educate current and nurses and MHTs to Sundance Facility. Conduct psychiatric educational sessions for nurses and mental health technicians helping to lower incidents of patient seclusions and restraints. Provide ongoing education as needed.
- Director of Infection Control and Employee Health. Responsible for monitoring infections, employee injuries, administering immunizations and monitoring new hire and ongoing TB tests.

08/2013 – 06/2014

**Vocational Nursing Theory/Clinical Instructor, Concorde Career Institute, Arlington, TX**

- Provide instruction to Vocational Nursing classes on a part time basis
- Provide clinical instruction to Vocational Nursing classes
- Devise written lesson plans and implements them through lecture, demonstration, and discussion
- Maintains records of student progress and performance, attendance and grades
- Monitor school progress, conduct student orientations and advise students throughout the program
- Assist with on-going review and development of curricula in the department and make suggestions per policy

12/2012 – 05/2013

**RN II Staff Nurse, Correctional Health Unit, John Peter Smith Hospital, Fort Worth, TX**

- Monitored acute care conditions of Tarrant County prisoners
- Developed patient care plans, including assessments, evaluations and nursing diagnosis.
- Evaluated patient care needs, prioritized treatments and maintained patient flow.
- Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions and follow-up care.
- Assessed patients and documented their medical histories.

10/2010 – 12/2013

**RN Staff Charge Nurse, Med/Neuro Unit Charlton Methodist Hospital, Dallas, TX**

- Treated patients with strokes using NIH stroke scale, and other neurological disorders.
- Provided behavioral/emotional support and supervision for those with dementia and Alzheimer's.
- Developed patient care plans, including assessments, evaluations, and nursing diagnoses.
- Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions, and follow-up care. Assessed patients and documented their medical histories.
- Preceptor to new graduates and new hire employees.
- Member of Unit Based Council and Meditech Committee.

01/2010 - 01/2011

**RN Weekend RN Supervisor, Hickory Trail Hospital, Desoto, TX**

- Implemented new floor assignments based on evaluation of staffing requirements
- Assess, plan and coordinate patient care for acute care psychiatric patients on a 86 bed psychiatric/chemical dependency unit
- Implement care plans for Axis III diagnosis and evaluate outcomes of care plans.
- Conduct Admission Assessments and Discharge suicide assessments and well as ensure all Medication Reconciliations are complete and accurate.

- Coordinate treatment team rounds with all providers.
- Conduct interviews with applicants.
- Nurse staffing Committee Chairman.
- Maintain physician contracts and copies of physician invoices.
- Maintain (and distribute to payroll monthly), professional staff agreement/compensation log.
- Coordinate closely with forms committee for revision and/or creation of hospital forms.

**Certifications/Special Skills:**

BCLS

Stroke Certification

CPI

SAMA