ETTI SIMON, RN

464-464-4646 ▢ ettisimon.s46@gmail.com

NURSE MANAGER | PATIENT NAVIGATOR

Nursing Management & Leadership ▢ Staff Training & Development
Mentoring & Coaching ▢ Communication & Interpersonal Skills ▢ Nursing Best Practices

Compassionate and caring registered nurse with more than 20 years of experience in the care of diverse patients in inpatient and outpatient settings. Practiced in the care of oncology and adult patients; skilled in performing patient assessments, formulating nursing care plans based on patient needs, and delivering quality care. Outstanding capacity for nursing leadership and demonstrated success managing upward of 40 staff across 3 budget centers. Motivate and train staff to utilize exceptional nursing skills to manage complex health issues. International background, with the ability to embrace diversity and approach cultural and socioeconomic issues w th sensitivity. Six Sigma Green Belt Certified.

AREAS OF STRENGTH

Care Coordination ▪ Case Management ▪ Oncology Care ▪ Chemoth peutic Drug Admin ration & Management
Patient Assessment & Evaluation ▪ Nursing Process & Best Prac es tient/Family Rel tions & Education
Physician Relations ▪ Staff Mentoring ▪ New Hire Training/De lopme Teamwork/Collaboration
Diversity Awareness ▪ HIPAA & Regul Complia ▪ Electro Records

Patient-centric healthcare professional who committed to ap ying medical best practices and
evidence-based medicine to d ver hig quality care an achieve optimal outcomes.

P FESSIONAL EXPERIENCE

GC GREENWICH CENTRAL CARE, Greenwich, T   **2015-Present**
Clinical Care Coordinato In al Medicine Practice
Set objectives and lead a am of p rofessionals in delivering a wide range of healthcare services to high-end clientele. Apply best practic in coo ina nd administering care as sole nurse in practice, supporting 3 internal medicine physicians in a fast ace high volume, concierge care clinic setting serving 1,500 patients.

- Employ nursing skill and technical expertise to engage in medical necessity reviews for services and medications to obtain thorization. Perform telephone triage to address patients' healthcare needs and health-related concerns.
- Apply the nursing process and best practices to deliver clinical care, including monitoring vital signs, administering vaccines, changing dressings, providing patient and family education, and scheduling diagnostic tests and exams.
- Engage in patient travel consults and administer required vaccines.
- Initiate care referrals to respective agencies.
- Coordinate all aspects of genetic studies.
- Adhere to the clinic's standards and HIPAA requirements in communicating with patients and managing records using the Care360 documentation system.
- Organize in-service meetings with key vendors.

GT GLENVILLE CENTRAL CARE MEDICAL ASSOCIATES, Greenwich, CT   **2011-2015**
Staff Registered Nurse, Internal Medicine Practice
Met the clinic's high-quality standards while providing specialized patient care. Utilized clinical skills to administer patient care, including EKGs, venipunctures, and spirometry. Administered travel vaccines. Renewed patient medications.

- Performed telephone triage to meet patients' healthcare needs and address health-related concerns.
- Delivered outstanding clinical care to diverse patients.
- Provided patient and family education that focused on disease processes, medications, treatment options, wellness, and lifestyle changes.

FAMILY EXPAT ASSIGNMENT   **2006-2010**
Personal Hiatus

ATHENA GREENWICH CENTRAL CARE HOSPITAL, Greenwich, CT   **1989-2006**
Clinical Nurse Manager, Medical Oncology
Led a team of 40 professional and support staff in delivering outstanding care in a 24/7 30-bed medical oncology inpatient unit and 10-bed outpatient infusion center. Performed a wide range of quality assurance measures and ensured adherence with state and JCAHO care standards and requirements. Maintained accuracy in administering the unit's budget.

- Credited for role in the successful design and construction of 2 state f e art inpatient and 1 outpatient facilities.
- Recognized for outstanding leadership. Maintained consistent patient a d sta satisfaction standards and achieved the highest overall hospital department-wide emp yee satisfactio with mean score of 96.
- Applied leadership acumen to set objectives, provide sta rai g and e ourage taff to obtain clinical certifications; monitored performance and provided feedback.
- Employed technical acumen and nursing skills to d li er instru on to st the areas of chemotherapy, hospice care, and community cancer educational orums.

EARLIE EXPERIENCE

WPNY CENTRAL CARE HOSPITAL, White Plains, Y
Clinical Nurse Manager, Medical Oncology
Promoted to this role to ensure the delivery of q ality car patients a 40-bed inpatient oncology unit. Employed a district nursing model while maintaining high q lity in this nit. Set high standards, provided comprehensive training, and monitored performance to achieve op mal outcomes.

- Facilitated advancement by uraging sta to obtain professional certifications.
- Developed and delivered an onco y intern ip program.

Assistant Nurse Manager Oncology | Staff Nurs O ology
Supported the unit nurse man r by coordinating staff care assignments and managing workflow. Engaged in staff training and education. P forme wide range of services in the delivery of total patient care. Administered chemotherapy agents and ex erimen l th ies. Provided hospice palliative care. Educated patients and families on treatment and disease proces s.

E UCATION, LICENSURE, & CREDENTIALS

BRIDGE-RIVER HOSPITAL SCH OL OF NURSING, Nursing Diploma
BRIDGE-RIVER UNIVERSITY, Associate of Science

Licensed Registered Nurse, Connecticut
Licensed Registered Nurse, New York State
Basic Life Support, Certified

TECHNICAL SKILLS

Care360 ⬚ Meditech ⬚ EPIC ⬚ ICD 10 Diagnostic Codes ⬚ CPT Coding

PROFESSIONAL AFFILIATIONS

Oncology Nursing Society, Member ⬚ American Nursing Association, Member ⬚ American Organization of Nursing Executives, Member ⬚ Academy of Oncology and Patient Nurse Navigators, Member