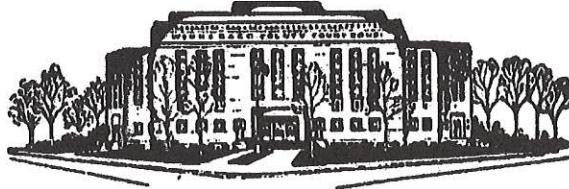


MARK L. HARRIS
County Executive

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Winnebago County
Office of the County Executive

TO: Members of the Winnebago County Board
FROM: Mark L. Harris
DATE: December 15, 2020
SUBJECT: Appointment as the **ADMINISTRATOR OF PARK VIEW HEALTH CENTER**

Subject to your approval, I am hereby making the following appointment as the **ADMINISTRATOR OF PARK VIEW HEALTH CENTER.**

KARA GRUBER

I believe you will find Ms. Gruber to be well qualified to head Park View Health Center. I have attached a copy of Ms. Gruber's resume for your reference.

Thank you in advance for your favorable consideration of this appointment.


Mark L. Harris, County Executive

MLH/jpf
CC: County Clerk
Park View Health Center Committee

Kara Gruber

Professional Summary

Dedicated Nursing Home Administrator and Licensed Practical Nurse with a commitment to quality patient experience and management. 12 years of health care experience in skilled nursing, clinical nursing, and management. Knowledge in various medical practices, as well as operations management. Has strong clinical judgement and interpersonal skills, while upholding policies and procedures. Leadership skills including process improvement, problem solving, decision making, delegation, customer service, and conflict resolution. Confident interactions with various clinical staff members including physicians and support staff. Clinical expertise in standard nursing practice.

Education & Licensure

Northeast Wisconsin Technical College- Practical Nursing, 2010

Licensed Practical Nurse in the State of Wisconsin, 2010

IV Certification through Shopko RX Care, 2010

University of Phoenix- Bachelor of Science-Healthcare Administration with concentration in Health Management, 2018

University of Wisconsin- Madison- Licensed Nursing Home Administrator, 2019

Skills & Abilities

Leadership Skills: Ensuring compliance with State/Federal guidelines, Compliance with annual state survey requirements, Resolve grievances, Ensures quality of patient care and satisfaction, Effective communication skills, Orientation of new employees, Strong clinical judgment, Maintenance of policies and procedures, Accurate documentation, Managing staffing requirements, Recruitment of staff, Complete performance evaluations, Education and corrective action, Monitoring fiscal financials.

Nursing Skills: Medication administration, Wound care, Physical assessment, Computerized charting, IV Drug therapy management, Management of invasive lines, Sterile technique, Family/Patient education, Maintaining Infection control standards, Venipuncture, Time management, Triage, Collecting lab specimens, Geriatric care, Medical-Surgical care, Pain management, Telemetry, Tracheotomy/Gastrostomy care, Suture/Staple removal, Sterile technique.

Experience

Rennes Health and Rehab Center 7/2008-present

Nursing Home Administrator 1/2019- present: Directs day to day operations of 129 bed skilled nursing facility. Manages 10 direct reports who oversee 180+ employees. Determines level of personnel needed to ensure adequate, quality patient care. Works to ensure compliance with State and Federal guidelines. Participates in annual state survey process. Successfully resolves grievances. Works to achieve financial goals and expectations. Manages OSHA compliance. Maintains corporate compliance. Manages and monitors all business functions. Implements strategic direction and goals of the company. Analyzes ongoing operations to ensure effectiveness of respective operations. Initiates and implements change within the limits of authority. Maintains nursing home administrator license by participating in continuing education. Participates in personal growth and development.

Admissions Coordinator 4/2018-1/2019: Coordinate care management of patients transitioning to skilled nursing facility. Screen referrals. Verify insurance benefits. Tour and provide facility information for potential customers. Complete admission process and initial assessments upon arrival. Complete financial responsibility forms. Coordinate physical, social, emotional support services. Assist with marketing programs. Continue care management during stay. Resolve patient dissatisfactions.

Nursing Staff Scheduler 12/2016-4/2018: Manage professional nursing staff for all shifts. Manage payroll and review staffing budget daily. Keep track of open positions and recruit as necessary. Attend job recruitment expos. Interview new employees. Facilitate a quality orientation program. Ensure newly hired nursing staff has schedules prior to orientation date. In-service new/current employees on new policies and procedures. Educate all or individual staff when necessary. Terminate positions as needed. Ensure administrative functions are carried out promptly for an efficient operation. Assist with employee evaluations after an employee's probationary period and annually thereafter. Review patient complaints and grievances regarding staff members. Manage daily scheduling needs. Maintain tardy and absenteeism calendars. Assist employees in accurate completion of forms pertinent to staffing, including leave, day off requests, and time cards. Consult with other supervisors concerning the staffing and scheduling needs, to assist in elimination and correction of problem areas, and improvement of health services.

Skilled Nursing 7/2008-12/2016: Evaluate patient care needs, prioritize treatment, and maintain patient flow. Liaise between patients/families and physicians to ensure understanding of treatment plans. Administer medications via all routes. Maintain safety, dignity, and respect for residents. Accurately document all elements of nursing assessments, treatments, and medications. Follow infection control procedures. Collect laboratory specimens and prepare them for testing. Instruct patients/families on proper discharge care. Precept new employees.

Aurora BayCare Medical Center 2/2015-2/2019

Medical-Surgical Nursing: Evaluate patient care needs in a medical-surgical setting. Gather critical information for medical provider. Accurately document focused assessments, vital signs, and health histories. Document all elements of nursing assessments, treatments, and medications. Collect laboratory specimens and prepare them for testing. Administer medications via all routes. Perform various nursing skills including venipuncture, catheter insertion, tracheotomy care, gastrostomy care, wound care. IV drug therapy. Infection Control. Sterile Technique. Liaise between patients/families and physicians to ensure understanding of treatment plans. Educate patients on medical conditions and medications. Instruct patients on discharge instructions. Precept new employees.

Advanced Pain Management 6/2012-9/2014

Evaluate patient care needs in a clinical setting. Gather critical information for medical provider. Accurately document prescriptions, vital signs, health histories, and Physician assessments. Collect laboratory specimens and prepare them for testing. Assist with post anesthesia care. Monitor and document psychological needs for implantable therapies. Thoroughly document and troubleshoot triage calls. Instruct patients on discharge instructions.

Involvement

Aurora Area Coordinating Council Member

Provides an accountability-based nursing practice for our patients, families, peers, physicians, other disciplines, and the community while fostering an atmosphere of patient partnership and interdisciplinary collaboration. Assures mechanisms for communication, dissemination of information, and partnerships with Aurora's healthcare providers to continuously find a better way of providing better patient care. Processes are created and maintained within AHC for communicating and supporting an evidence-based nursing practice, shared governance, nurses' professional practice development and interdisciplinary collaboration.

Aurora Patient Experience Chair

Strives to achieve the highest quality and service for patients. Assures mechanisms for communication, dissemination of information, and partnerships with Aurora's healthcare providers to continuously find a better way of providing better patient care. Patient as partner is nursing philosophy. Decision-making related to patient care and nursing practice is at the point of service.

Rennes Health and Rehab Center Quality Assurance & Performance Improvement Plan Committee Member

Strives to achieve Rennes's vision of innovative and distinctive healthcare. Supports the vision of being recognized as a leader in providing excellent healthcare and outstanding customer service. Dedication to providing quality services and compassionate, personalized care. Improve the way we care for and engage with Residents, caregivers, and other support partners.

References

Professional

Danielle Kellner, BSN, RN
Assistant Director of Nursing

Kelly Otto, RN, CSW, NHA
Regional Nurse Consultant

Casey Scray, BSN, RN
Aurora Baycare Medical Center
Northeastern Wisconsin Technical College

Personal

Amanda Wiltzius, LPN
Rennes Health and Rehab Center

Tara Wolf, LPN
Bellin Health