

# ALICE MOORE, R.N.

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**OBJECTIVE:** Registered Nurse/Health Care Administrator

**CERTIFICATIONS:** R.N. - California #314358  
Current CPR/BCLS/Cardiac Care/I.V. Therapy/Case Management Certification

**EDUCATION:** WEST LOS ANGELES COLLEGE West Los Angeles, CA  
**Pre-Requisite for Master of Science in Health Care Administration**  
CHAPMAN UNIVERSITY Orange County, CA  
**Bachelor of Science in Health Science**  
UNIVERSITY OF PANAMA Panama City, Panama  
**Registered Nurse**

**QUALIFICATIONS:**

- Over **25 years** of professional Charge Nurse experience in reconstructive/plastic surgery and Dialysis.
- Excellent interpersonal communication skills; Diplomatic - relate well with patients, physicians, medical personnel and people from diverse backgrounds.
- Fluent in Spanish and English.
- Knowledgeable in the operation of an outpatient plastic surgery, podiatry, cataract office, operating room procedures, Med-Surg, Home Health, and Dialysis.
- Experienced in training, mentoring and supervising new RN's, Clinic Assistants and other medical personnel.
- Strong problem solving skills with the ability to adapt well to new environments and procedures.
- Computer literate on Microsoft Word, Excel, KASIS and the Internet.

**EMPLOYMENT:**

1984 to Present KAISER PERMANENTE West Los Angeles, CA  
**Charge Nurse** - *Department of Plastic and Reconstructive Surgery:*  
Responsible for supervising 7 Registered Nurses and 2 Clinical Assistants, as well as oversee the daily operation of the Special Procedures Room and patient flow in the Plastic Surgery Clinic. Maintain schedules, order supplies and instruments. Ensure compliance with JACHO and NCQUI, including all sterilization protocols. Acquire contractors to repair and maintain equipment. Mentor and train new nurses in unit procedures and policies.

- ▶ Selected to be a member of the Optimal Efficiency Team which developed cataract, podiatry, hernia and endoscopic surgery modalities based on the Plastic Surgery operation.
- ▶ Increased patient load from the general hospital population.
- ▶ Promoted to Charge Nurse

1979 to 1984 CEDARS SINAI MEDICAL CENTER Los Angeles, CA  
**Staff Nurse** - *Dialysis*  
Performed as a Staff Nurse in the Dialysis unit for chronic and acute dialysis. Also performed peritoneal Dialysis in operating room environments.

- ▶ Assumed Charge Nurse duties in their absence.