

# Robert Smith

## Nursing Consultant

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## SUMMARY

Seeking a full-time teleworking Nursing Consultant position with a progressive healthcare organization that will enhance my leadership, management, critical thinking and organizational skills.

## SKILLS

Planning Skills, Investigating Skills.

## WORK EXPERIENCE

### Nursing Consultant

ABC Corporation - September 2003 – October 2003

- Conducted in-person and telephone interviews of complainants, licensees and fact witnesses.
- Drafted correspondence to subjects of investigation in compliance with Public Health Law Section 230.
- Obtained and reviewed confidential data which may be necessary to locate subjects of investigation.
- Reviewed and summarized all previous OPMC investigations of the subject physician.
- Documented all investigative actions using the established OPMC protocol and
- Maintained the OPMC database for case management.
- Prepared investigative summary of all actions including recommendation for disposition of cases.

### Nursing Consultant

Delta Corporation - 1999 – 2003

- Performed remote Hedis data abstraction.
- Support for clients with Individual Family Service Plans (IFSPs) enrolled in the EI program.
- Responsible for screening of children with potential developmental delays and disabilities.
- Provide quality review of client records.
- Provide agency-wide training in CPR and First Aid.
- Worked as a consultant RN with troubled girls under 18 years who resided in the facility.
- Advised and did assessments of the girls in critical situations on an on-call basis.

## EDUCATION

MSN