

STUART DUNCAN, RN, BS

555 Any Street | City, State 55555
Home: 555-555-5555 | Mobile: 555-555-5555 | Email: name@email.com

CLINICAL MANAGER

Strategic Planning ~ Program Development ~ Budget Administration ~ Team Leadership ~ Patient Care

Results-driven, intuitive professional with comprehensive experience organizing and managing resources to drive solid performance in the areas of patient care, productivity, cost containment, and compliance. Proven track-record developing, implementing, and evaluating advanced surgical and laser vision correction programs to penetrate new markets, build market share, and maintain a high-level of program effectiveness. Designed and facilitated national seminars for multidisciplinary teams. Articulate and personable communicator who excels autonomously or as an integral member of a team. Collaborates effectively with Boards, physicians, administration, peers, and patients. Credentialed in multiple laser wavelengths with extensive refractive experience. Technically proficient in Word, Excel, Publisher, PeopleSoft, and GroupWise applications. *Additional competencies include:*

- Clinical Data Integrity
- Recruitment & Selection
- Training & Development
- Performance Management
- Regulatory Compliance
- Activity Review & Scheduling
- Policy & Procedure Development
- C-LASIK / PRK / PTK / AK / RK

SELECT ACHIEVEMENTS

~ STATE UNIVERSITY MEDICAL CENTER ~

- ✓ Partnered with medical credentialing team to increase accuracy and tracking of clinical data, by offering to manage data input procedures to ensure clinical correctness.
- ✓ Recruited to assist in the planning, development, and implementation of the *Center for Vision Optimization*, providing laser vision correction to patients in the central Ohio area.
- ✓ Developed and implemented a tracking tool to ensure compliance with all occupational health regulations.
- ✓ Demonstrated a collaborative and motivational approach and fostered a commitment to excellence in others.

~ CITY MEDICAL CENTER ~

- ✓ Increased laser usage by 23% within only 7 months by developing and executing marketing strategies to increase awareness, educate on features and benefits, and promote physician certification.
- ✓ Worked with the Operating Room Director to develop and implement strategies to increase internal and external awareness and usage of the advanced laparoscopy facility.
- ✓ Prepared and administered a \$300,000 equipment and instrumentation budget, identified potential cost overruns, and collaborated with administration to ensure budget targets were achieved.

PROFESSIONAL EXPERIENCE

STATE UNIVERSITY MEDICAL CENTER, City, State

Member of the most comprehensive health sciences campus in the nation, including a college of medicine and public health, 5 hospitals, 2 research institutes, and a network of over 30 community-based care facilities.

Occupational Health RN (2003-Present)

- Evaluate and treat work-related injuries and illnesses, identify health hazards, and recommend corrective actions to reduce exposure, mitigate risks, and foster a safe and healthy working environment.
- Track and maintain required documentation pertaining to employee health status with respect to job tasks, and ensure compliance with regulatory and procedural mandates.
- Develop reports disseminating employee health and safety information and performance metrics.
- Facilitate health and safety education sessions and offer counsel for non-occupational health concerns.