

Janice “Jana” L. Smith

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Objective	Healthcare professional with over 18 years of experience, desiring to assist seniors to maintain their independence in a caring and safe environment.
Licensing & Certifications	<ul style="list-style-type: none">• Licensed Assisted Living Manager, AZ• Certified Caregiver, AZ• CPR Certification• Notary Public AZ• Fully vaccinated - COVID
Experience	<p>La Posada at Park Centre, Green Valley AZ January 2004-February 2022</p> <p>2004 - 2014 <i>Admissions & Case Management, La Posada Health Care</i></p> <ul style="list-style-type: none">▪ Processing preadmission from acute care hospitals to ensure placement for individuals requiring continued care post hospitalization▪ Coordination with Medicare, secondary & long term care insurance▪ Discharge planning including coordination of community resources to ensure safe discharge home <p><i>Program Model Evolution to Person Centered Care</i> <i>La Posada Health Care</i></p> <ul style="list-style-type: none">▪ Closely working with all departments within the facility to embrace change from the traditional model of care to daily elements embracing the needs and preferences of individuals requiring long term care. <p><i>In 2014, health care reimbursement for skilled nursing facilities were greatly impacted by the Affordable Care Act; the Company, decided to decertify the skilled nursing facility, and license under Assisted Living</i></p> <p><i>Assistant Director of Health Care Services 2014-2016</i></p> <ul style="list-style-type: none">• Under the supervision of the Director provided program oversight of La Hacienda at La Posada, to provide a higher level of acuity for assisted living residents requiring 24-hour nursing due to chronic medical conditions.

- Adherence to State licensing requirements including revised statutes and AZ State Board of Nursing
- Budget preparation for staffing models, supplies, professional services, durable medical equipment and outside services
- Transition from 'paper' to first electronic medical record utilizing Yardi
- Data collection and management of Quality Improvement Quality Assurance program monitoring 5 key areas related to licensure requirements

Director of Health Care Services 2016-2022

- Budget and oversight of three assisted living programs under licensure including social model, memory care and high acuity with annual revenue of \$20,000,000
- Marketing of programs and services to meet budget
- Supervision and oversight of 80 caregivers, medication technicians and licensed practical nurses
- Revised and wrote policies and procedures to align with State regulations and requirements for assisted living including staff competencies, training, job descriptions and resident rights and responsibilities
- Daily interactions with resident and family members
- Pharmacy integration and contract negotiation
- Implementation of Point Click Care electronic medical record with all programs
- Staffing oversight, including new hires/termination and staffing of 24-hour care within all programs
- Implementation of COVID Unit, including reverse isolation, equipment, PPE, staffing and emotional support for staff and families
- COVID policies and procedures following CDC, Centers for Medicare and State requirements to ensure the safety of residents, staff and visitors
- Coordination of care for residents requiring a higher level of care within the program

Education

- High school graduate
- Prerequisites for nursing program, Pima Community College, Tucson AZ
- Caregiver Training Institute, Tucson AZ
- Assisted Living Manager Training, Mesa AZ
- Comfort Matters Trainer, Green Valley AZ
- Ongoing CEU's for ALM requirements

Communication	Excellent written and oral communication to clients, families and other professionals authorized to receive information while maintaining privacy & HIPPA
Skill Set	<ul style="list-style-type: none"> ● Organization, cleanliness & household management ● Medication management ● Coordination of care, including outside services, physicians and specialists ● Activities of daily living (bathing, dressing, grooming, toileting, transfers) while maintaining dignity and independence ● End of life coordination & care ● Meal preparation utilizing fresh local ingredients
Interests	<ul style="list-style-type: none"> ▪ Snorkeling ▪ Deep sea fishing ▪ Cycling ▪ Reading ▪ Cooking