

Gina Schuster

Objective

Inspired 24-year EMS veteran, NREMT-Paramedic, Clinical Director, Master EMS Instructor and Emergency Operations Expert looking to expand my career options and broaden my knowledge base.

Employment History

Clinical Operations Manager

2019 – Present, Care on Site, Sparks, NV

- Administer and manage health service functions and daily clinic operations in addition to running a full scale ALS EMS Operation.
- Provide superior customer service to client and employees
- Assessment and treatment of workplace injuries and illnesses
- Build and maintain internal team relationships
- Support for onsite employee health and wellness efforts
- Collaborate with client professionals in health, safety and environmental practices in addition to overseeing collaborative projects.
- Document and manage information using electronic medical records software and other tools.
- Incident Management and CQI
- OSHA record-keeping
- Emergency planning and coordination execution
- General administrative duties
- Schedule/Manage all RN's and Paramedics for Clinic

Operations Manager

2017 – 2019, Cascade Training Center, Roseville, CA

Full-time staff-educator and first-line supervisor who serves as a content expert and mentor to the professional services contractors for the curriculum(s) and programs assigned. The Operations Manager will assist with, or manage projects that focus on program development, program implementation, course delivery, and with the Training Centers continuous quality improvement (CQI) plan with an emphasis on governing body compliance and updates to curriculum content and regulations.

Paramedic Lead Instructor

2016 – 2019, College of Emergency Services / NCTI, Oregon and California

Participates in the planning, implementation, coordination, and evaluation of the Paramedic program, Supervises the activities of course participants during instructional time as well as provides adjunct instructor evaluations. Evaluates learner performance, provides feedback, and develops learner remediation plans. Fulfills EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports.

Participates in continuing professional development programs as appropriate.

Adheres to established college and departmental policies and procedures and relevant quality and safety standards. Participates in activities that promote the EMS Academy, to include student recruiting, and program marketing events, as appropriate. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation. Performs miscellaneous job-related duties as assigned.

Professor

2013 – 2016, Truckee Meadows Community College, Reno, NV

Lead professor in the planning, implementation, coordination, and evaluation of TMCC EMS Academy educational program. Prepares and delivers instruction; supervises the activities of course participants during instructional time. Evaluates learner performance, provides feedback, and develops learner remediation plans. Fulfills EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports. Participates in continuing professional development programs as appropriate. Developed, coordinated, and implemented the community engagement program for entire TMCC EMS academy. Ensuring that over 100 students have appropriate community engagement hours as well as events to volunteer in.

Clinical Director / Compliance Officer / Field Training Officer

2010 – 2013, Community Ambulance, Henderson, NV

Assures excellent patient care, safe operations, high customer satisfaction, budgeting, and program success through the operational integration of clinical and communication functions; directly managing clinical services, CQI, supervision of all Community Ambulance Paramedics, FTO's, & EMT-Intermediates. Coordinates and executes all field employee education and AHA re-certification as well as the implementation of all new equipment, pharmacological needs, and training. Direct involvement with local ER physicians and nurse managers.

Paramedic

1997 – 2010, American Medical Response, Las Vegas, NV

Functioned as the most extensively trained primary care provider in the pre-hospital setting. Was responsible for all aspects of care provided to the sick and injured. Provided both basic and advanced life support, including comprehensive patient assessment, invasive airway management, cardiac monitoring and administration of medications. Took on a leadership role working with a small team of lesser-trained prehospital care providers. Fluent verbal communication with the patient, other prehospital providers and hospital personnel, including physician medical directors. Completed extensive written documentation on patient condition and treatment provided, and well versed in all applicable legal, moral and ethical issues surrounding emergency medical service. Dedicated to serving the people.

References

Available Upon Request