

# **Jennifer R. Dunlap, MSN, RN, NHA, PCHA, WCC, IP-BC, RAC-CT, RAC-CTA**

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## **SKILLS**

Computer literate, data entry, ICD-10 coding experience, administrative duty experience, MDS experience, care plans, leadership skills, infection control monitoring and reporting, wound rounds with treatment recommendations, restorative nursing, education, and training

## **EDUCATION**

8/2013 – 5/2016	Waynesburg University Monroeville, Pennsylvania Master's degree in nursing (MSN) – Nursing Education and Nursing Administration
9/2008 – 10/2010	Waynesburg University Monroeville, Pennsylvania Bachelor's degree in nursing (BSN)
1/2006 – 6/2008	Community College of Allegheny County Monroeville, Pennsylvania Associates Degree in Nursing (ASN)
1/2002 – 5/2004	Butler County Community College Butler, Pennsylvania Associates Degree in Psychology (AA)
5/1999 – 4/2000	Professional Career Development Institute Norcross, Georgia Medical/Dental Office Assistant Program

## **PUBLICATIONS**

Dunlap, J. (2024). Let us not forget. *The Director*, 32(1), pp. 26-27.

Dunlap, J. (2024). Healthcare and legal connection. *The Director*, 32(4), pp. 24-25.

## **CERTIFICATIONS AND LICENSES**

2/2022 – 6/2026	NHA, Pennsylvania Licensure
9/2008 – 10/2027	RN, Pennsylvania Licensure (multi state via NLC)

7/2025 – Current	Personal Care Home Administrator
3/2019 – 3/2029	Wound Care Certification
10/2022 – 10/2027	Infection Preventionist – Board Certified
3/2019 – 7/2027	Resident Assessment Coordinator – Certified
7/2021 – 7/2027	Resident Assessment Coordinator – Certified Advanced
2/2008 – 2/2027	Advanced Cardiac Life Support
2/2004 – 2/2026	Basic Life Support
10/2016 – 2/2026	Basic Life Support Instructor
4/2003 – 4/2027	Notary Public, Commonwealth of Pennsylvania

## WORK EXPERIENCE

	Lewis Litigation Support & Clinical Consulting, LLC, Butler, Pennsylvania
1/2025 – Present	Managing Member
3/2019 – 12/2024	Senior Nurse Consultant <ul style="list-style-type: none"> <li>○ Conduct mock nursing home, personal care, and assisted living facility licensure surveys to determine compliance with regulatory standards; Assist facilities to comply with standards of care through process and system improvement, including policy and procedure development related to nursing best practices, performance improvement, competency assessment, and infection control; Conduct corporate compliance audits related to documentation practices, completion of the Minimum Data Set, and Medicare and Medicaid conditions of participation</li> <li>○ Conduct operational reviews of the nursing department to advise facilities on efficient staffing structures, procurement of equipment and supplies, and care delivery strategies</li> <li>○ Prepare and present in-service education and/or continuing education for professional license renewal to Nursing Home Administrators, Registered Nurses, and others employed in long-term care.</li> <li>○ Testify at deposition or trial.</li> <li>○ Assist clients in capacity of interim positions on a short-term, as needed basis. <ul style="list-style-type: none"> <li>○ <u>Interim Director of Nursing</u> – Asbury Heights, August 2020 – October 2020</li> <li>○ <u>Interim RNAC</u> – Baptist Homes, July 2021 – September 2021</li> </ul> </li> </ul>

1/2023 – Present	<p>Dedicated Nursing Associates, Pittsburgh, Pennsylvania  <b>Staff Nurse, Per Diem/Agency</b></p> <ul style="list-style-type: none"> <li>○ Agency opportunities in long-term care, personal care, assisted living facilities, and hospitals</li> </ul>
11/2018 – 1/2019	<p>Transitions Autumn Grove, Harrisville, Pennsylvania  <b>Assistant Director of Nursing</b></p> <ul style="list-style-type: none"> <li>○ Staff education including, but not limited to, CPR, policy and procedure updates, infection control, wound prevention and management.</li> <li>○ Rounding on residents with known wounds on a weekly basis with appropriate documentation, care plan updates, and recommendations for treatment.</li> <li>○ Monitoring infection control practices in the facility, initiating antibiotic stewardship, evaluation of all cultures completed, continued tracking of infection rates, and planning with implementation of performance improvement.</li> <li>○ Overseeing restorative program as the restorative nurse, ensuring restorative compliance, communicating with the therapy department, updating care plans, admitting and discharging residents in restorative programs.</li> <li>○ Investigating resident complaints, reporting to DOH as required, following up with the complaint.</li> <li>○ Updating CMS-802 and CMS-672 on a biweekly basis, completing audits for DOH survey preparedness, completing facility assessments to determine weaknesses in DOH compliance.</li> </ul>
11/2017 – 10/2018	<p>St. John's Specialty Care, Mars, Pennsylvania  <b>Sub-acute Nursing Unit Manager</b></p> <ul style="list-style-type: none"> <li>○ Supervise nursing staff to ensure resident safety and regulatory compliance while completing evaluations, counseling as needed, and appropriate disciplines.</li> <li>○ Participating in care conferences to open communication with the interdisciplinary team, residents, and family members.</li> <li>○ Follow up on complaints, provide service recovery, and report concerns to administration.</li> <li>○ Complete audits for regulatory compliance, initiate a plan of care for determined weaknesses, and follow through with education and comprehension.</li> <li>○ Complete appropriate administrative reports, financial variances, payroll, and staffing requirements.</li> </ul>

1/2018 – 10/2018	<p>St. John's Specialty Care, Mars, Pennsylvania</p> <p>Respiratory Manager</p>
	<ul style="list-style-type: none"> <li>○ Supervise respiratory therapists to ensure resident safety and regulatory compliance while completing evaluations, counseling as needed, and appropriate disciplines.</li> <li>○ Complete appropriate administrative reports, financial variances, payroll, and staffing requirements.</li> <li>○ Assist with aftercare assessments, DME ordering, and education needs.</li> <li>○ Complete bi-annual education during competencies.</li> </ul>
2/2016 – 12/2017	<p>Allegheny Valley Hospital, Natrona Heights, PA</p> <p>Nursing Supervisor (ICU/CCU)</p>
	<ul style="list-style-type: none"> <li>○ Supervise nursing staff to ensure resident safety and regulatory compliance while completing evaluations, counseling as needed, and appropriate disciplines while collaborating with union representatives.</li> <li>○ Completing nurse schedules while ensuring appropriate coverage for acuity and proficiency levels.</li> <li>○ Follow up on complaints, provide service recovery, and report concerns to administration.</li> <li>○ Head of nursing for Joint Commission regulatory committee which provides survey readiness, appropriate audits, education, and researching best practice approaches.</li> </ul>
6/2016 – 12/2017	<p>Wound Nurse</p>
	<ul style="list-style-type: none"> <li>○ Complete all education of skin management, determine knowledge deficits, and lead monthly wound care meetings.</li> <li>○ Complete all wound assessments for patients determined to have skin breakdown, relay information to physicians, collect appropriate data, and complete NDNQI.</li> <li>○ Meet with vendors, determine formulary products, and update policies and procedures appropriately.</li> </ul>
6/2017 – 10/2017	<p>Interim Manager – ICU/CCU/PCU</p>
	<ul style="list-style-type: none"> <li>○ Establish and monitor budgets, submit capital expenditures, complete payroll, and submit financial variance reports.</li> <li>○ Determine staffing needs, submit requisitions, complete interviews, and ensure proper HPPD.</li> <li>○ Participate in new hire orientation, establish an orientation program, establish a mentorship relationship, and monitor progress.</li> </ul>

10/2012 – 12/2015 7/2008 – 10/2012	<p style="text-align: center;">Fair Winds Manor, Sarver, PA</p> <p style="text-align: center;">Assistant Director of Nursing</p> <p style="text-align: center;">Nursing Supervisor</p> <ul style="list-style-type: none"> <li>○ Supervising Registered Nurses (RNs), Licensed Practical Nurses (LPNs), and certified nursing assistants (CNAs) including mentoring, educating, counseling, and disciplining.</li> <li>○ Facilitating care with physicians, monitoring lab work, entering orders, assessing residents, updating families, and assisting with determination of care.</li> <li>○ Leading facility employee health to ensure compliance with PPDs and Hepatitis B vaccines along with education on bloodborne pathogens.</li> <li>○ Monitoring infection control practices in the facility, initiating antibiotic stewardship, evaluation of all cultures completed, continued tracking of infection rates, and planning with implementation of performance improvement.</li> <li>○ Investigating resident complaints, reporting to DOH as required, following up with the complaint.</li> <li>○ Updating CMS-802 and CMS-672 on a biweekly basis, completing audits for DOH survey preparedness, completing facility assessments to determine weaknesses in DOH compliance.</li> </ul>
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6/2008 – 11/2011	<p style="text-align: center;">Forbes Regional Hospital, Monroeville, Pennsylvania</p> <p style="text-align: center;">Staff Nurse, ICU</p> <ul style="list-style-type: none"> <li>○ Active member of house rapid response team and critical care team.</li> <li>○ Assessing 2-3 patient assignments, administering medications, titrating cardiac medications, aiding with intubation and invasive procedures at bedside, updating families, ventilator care, terminal weans, and end of life care.</li> <li>○ Member of education committee and responsible for training colleagues on new or updated policies and procedures.</li> </ul>
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## PEER-REVIEWING FOR JOURNALS

*The Director* – NADONA  
*Wound Management and Prevention* – HMP Global Learning  
*American Nurse* – American Nurses Association

## HONORS AND AWARDS

7/2019 5/2016 2/2016 3/2015 8/2007	<p style="text-align: center;">International Nurses' Association Top Nurse in Butler, PA</p> <p style="text-align: center;">Continental Who's Who</p> <p style="text-align: center;">Global Directory of Who's Who</p> <p style="text-align: center;">Sigma Theta Tau International</p> <p style="text-align: center;">Phi Theta Kappa</p>
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## COMMITTEES

3/2023	NADONA Infection Prevention Committee
4/2023	PHCA Nursing Facility Quality & Clinical Practices Committee
4/2023	PHCA AL/PC Regulatory Committee

## PROFESSIONAL MEMBERSHIPS

American Association of Critical Care Nurses  
American Association of Post-Acute Care Nursing  
National Association of Directors of Nursing Administration in Long-Term Care  
American Nurses Association  
National Alliance of Wound Care and Ostomy  
Wound Care Education Institute  
Infusion Nurse's Society  
American Heart Association  
National Pressure Injury Advisory Panel  
Pennsylvania Health Care Association  
The Society for Post-Acute and Long-Term Care Medicine

## PROFESSIONAL PRESENTATIONS

9/3/2025	Perceptions in Communication PHCA Convention, Bethlehem, PA
4/1/2025	Putting Manage Back in Management PHCA, Online
9/22/2024	The "Why" Is Important PHCA Convention, Bethlehem, PA
7/18/2024	Building a Successful Wound Program Long-Term Care Network, Online
3/15/2024 - 3/22/2024	Putting It All Together – Focusing on QA, A1, P1 & Outcomes PHCA Quality Symposium, Online
3/12/2024	Behavioral Series – Part 3 Helping Staff Cope With Behavioral Concerns PHCA, Online
2/15/2024	Behavioral Series – Part 2 Techniques for Intervention PHCA, Online
1/14/2024	Behavioral Series – Part 1 The Meanings Behind Them PHCA, Online

11/14/2023 Departmental Considerations in Infection Prevention and Control  
PHCA, Online

7/11/2023 MDS Change Overview  
PHCA, Online

12/6/2022 Regulation Changes in Pennsylvania  
PADONA, Online

10/25/2022 How COVID-19 Changed Appendix Z  
PHCA, Online

8/10/2022 PA DOH Proposed Regulation Changes – An Overview  
PACAH, Online

9/3/2021 Get Smart: Internal Investigations  
PHCA annual convention, Online

8/11/2021 Skin Integrity Compliance  
PADONA Leadership Cohort, Online

8/19/2020 Employee Success on a Continuum – From Orientation to Annual Training  
PADONA annual convention, Online

2/3/2020 Avoiding a Citation For Discharge and Transfer Notifications  
PADONA webinar, Online

9/26/2019 Leadership and Team Building in Healthcare  
PHCA Convention, King of Prussia, PA