



MINDY L. SHORT

RN/ Certified Legal Nurse Consultant

OBJECTIVE

Certified Legal Nurse Consultant with 23 Years of experience as a Director of Nursing and Risk Manager in Long-Term Care. Specialized in long-term care surveys, regulatory compliance, and policy/procedure development. Highly skilled in reviewing electronic medical records, creating detailed chronological timelines, and drafting both brief and comprehensive reports. Adept at interviewing clients and providing comprehensive legal nurse consulting services tailored to client needs.

CONTACT

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EDUCATION

Ivy Tech State College, Richmond, IN
1994-1995
Licensed Practical Nurse

Ivy Tech State College, Richmond, IN
2000-2001
Associate of Science in Nursing

Certified Legal Nurse Consultant 2023
Member of NACLNC

WORK EXPERIENCE

Premier Healthcare- May 2023-Present
Director of Nursing/Risk Manager
Page Rehabilitation and Healthcare Center
Oversight of 180 bed skilled nursing facility

Responsible for managing nursing staff, ensuring regulatory compliance, and developing and implementing policies and procedures. Additionally, I monitored risk management practices, conducted incident investigations, and worked closely with legal teams to mitigate liabilities. I also led quality assurance initiatives, ensuring the delivery of high standards of care while maintaining patient safety and compliance with all healthcare regulations

Signature Healthcare/Ambassador - November 2018 to March 2023
Director of Nursing/Risk Manager

March 2023 to May 2023- MDS Coordinator/Consultant

I held the roles of Director of Nursing/Risk Manager and MDS Coordinator/Consultant at Signature Healthcare College Park. I managed nursing operations, ensured regulatory compliance, developed policies, and led quality assurance initiatives. Additionally, I supervised staff, conducted risk assessments, and collaborated with legal teams to mitigate risks. In my MDS Consultant role, I provided guidance on assessments, documentation, and care planning to enhance patient outcomes.

Fresenius Dialysis – 2018- RN Dialysis nurse

Provided direct patient care for individuals undergoing dialysis treatments. My responsibilities included monitoring patients' vital signs, administering dialysis treatments, assessing patient conditions, and ensuring the proper functioning of dialysis equipment. I also educated patients on their treatment plans and provided support to manage any potential complications during dialysis.

Signature Healthcare- May 2013-June 2018 –
Director of Nursing/Risk Manager
Signature Healthcare Port Charlotte

SKILLS:

- ✦ **Regulatory Compliance:** In-depth knowledge of state and federal regulations, including long-term care surveys and the plan of correction process.
- ✦ **Risk Management:** Expertise in identifying, assessing, and mitigating risks in healthcare settings, ensuring patient safety and compliance.
- ✦ **Nursing Leadership:** Strong background in managing nursing teams, providing direction, and ensuring high standards of care and operational efficiency.
- ✦ **Survey Management:** Skilled in preparing for and managing surveys, including immediate jeopardy situations, and facilitating successful outcomes.
- ✦ **Policy & Procedure Development:** Proficient in creating and implementing policies, procedures, and systems that ensure compliance and improve facility operations.
- ✦ **Quality Assurance:** Experience in implementing quality improvement initiatives and monitoring care standards.
- ✦ **Staff Training & Development:** Skilled in delivering training programs to improve staff performance in areas such as care planning, clinical documentation, and compliance.
- ✦ **MDS Coordination:** Expertise in Minimum Data Set (MDS) assessments, care planning, and ensuring accurate clinical documentation.
- ✦ **Budgeting & Resource Management:** Proficient in budget training, reducing agency nursing costs, and managing staffing challenges.
- ✦ **Consultation & Process Improvement:** Adept at providing consulting services to optimize healthcare operations, improve care, and achieve regulatory compliance.
- ✦ **Clinical Documentation Review:** Experienced in reviewing and ensuring the accuracy of clinical documentation to support quality care and regulatory compliance.
- ✦ **EMR Review for Deviation in Standard of Care:** Expert in analyzing electronic medical records (EMR) to identify deviations from the standard of care, including documentation discrepancies, omissions, and errors that may impact patient outcomes. Skilled in providing detailed reports to support legal claims, malpractice investigations, and quality improvement initiatives.
- ✦ Specialized in identifying and analyzing process breakdowns within healthcare systems from a legal perspective, including lapses in patient care, communication, and documentation. Provides valuable insights into how these breakdowns may contribute to legal liabilities, supporting both litigation strategies and risk mitigation efforts in healthcare settings.

Signature Care Consultant- May 2013 – April 2014- Indiana **Oversight of nursing operations for 6 Skilled Nursing Facilities**

I served as a Signature Care Consultant, overseeing nursing operations for six skilled nursing facilities across Indiana. My role involved ensuring compliance with federal and state regulations, conducting thorough audits, and providing guidance to facility leadership on improving patient care practices. I worked closely with nursing staff to implement best practices, enhance clinical outcomes, and optimize workflow efficiency. Additionally, I supported the development and execution of policies and procedures, while also delivering staff training to maintain high standards of care and operational excellence across all facilities.

Lavie Care Centers- December 2010 to May 2013 **Director of Clinical Services/Risk Manager Coral Trace Healthcare**

Director of Clinical Services and Risk Manager at Lavie Care Centers, overseeing clinical operations and risk management for Coral Trace Healthcare. In this role, I was responsible for managing all clinical services, ensuring adherence to healthcare regulations, and implementing quality improvement initiatives. I conducted risk assessments, investigated incidents, and collaborated with legal teams to mitigate potential liabilities. Additionally, I supervised clinical staff, developed training programs, and helped establish best practices to improve patient care and operational efficiency.

Regional Nurse Consultant- December 2010-April 2011 **Oversight of nursing operations for 4 skilled nursing facilities**

Regional Nurse Consultant, overseeing nursing operations for four skilled nursing facilities. In this role, I provided guidance and support to facility leadership, ensuring compliance with regulatory standards and implementing best practices in patient care. I conducted regular audits, reviewed clinical documentation, and assisted in the development and execution of policies and procedures. Additionally, I provided training and mentorship to nursing staff to enhance care quality, improve operational efficiency, and maintain high standards of patient safety across all facilities.

Independent Consultant - June 2006 – October 2010

Over the course of four years, I held various roles across multiple companies, demonstrating flexibility and expertise in addressing critical needs. As an Interim Director of Nursing (DON), I provided leadership during immediate jeopardy surveys, guiding facilities through the complex process of regulatory compliance. I assisted in the development and implementation of policies, procedures, and systems designed to maintain compliance with both state and federal regulations. Additionally, I served as a consultant for survey management, plan of correction development, monitoring, and the IDR process.

I also held the role of Interim MDS Coordinator for several organizations, where I supported facilities with budget training, reducing reliance on agency nursing, addressing staffing issues, and enhancing care plan development and training. Through these roles, I helped improve operational efficiency, compliance, and patient care outcomes.

Reference upon request

