

**JACK JEFFERSON**  
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An experienced healthcare manager with a strong background in operations, training and project administration for inpatient and outpatient respiratory services.

- Recovered \$500,000 in annual net revenues through the implementation of an oxygen use tracking system.
- Converted a manual respiratory aerosol treatment to a metered dose inhaler and improved staff productivity by 60% while maintaining the same clinical outcome level.
- Collaborated with nursing units and reduced respiratory care procedure costs for cardiac services by 30% in support of managed care contracting.

A goal-oriented leader with outstanding problem resolution and follow through skills who demonstrates a customer service approach to business.

### **SIGNIFICANT ACCOMPLISHMENTS**

- Reduced patient dependency on ventilators through the introduction of new technology that shortened critical care length-of-stay.
- Negotiated a contract with an oxygen supplier that included a facility upgrade and reduced gas cylinder pricing, saving \$90,000 per year.
- Initiated 24-hour respiratory care coverage at a skilled nursing facility and decreased admissions to an acute-care hospital.
- Restructured staffing through improved assignment planning and saved \$20,000 annually.
- Developed a protocol for pressure testing bronchoscopes and saved \$5,000 annually in equipment repair costs.
- Developed instruction materials that were distributed to ambulatory patients and improved diagnostic procedure preparation.
- Served as a member of an AIDS taskforce that reviewed current trends and treatment modalities.

### **EXPERIENCE**

**Big Hospital**, Stockton, California

1991-2009

**Manager, Pulmonary Services** (2000-2009)

**Assistant Manager, Pulmonary Services** (1998-2000)

Directed a pulmonary services department with 60 staff and managed a \$3 million budget for a 200-bed, acute-care facility.

- Redesigned a documentation system that converted a narrative format to a standardized checklist.
- Revised employee performance reviews through the development of objective standards.
- Wrote job descriptions, performance reviews, policies and procedures.
- Computerized blood gas analysis and reduced manual calculations by 80%.
- Managed the administration of EKGs during weekends and after hours.
- Recruited, hired and trained clinical and support staff.

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**Big Hospital, Continued**

**Supervisor, Pulmonary Laboratory (1991-1998)**

Initiated a state-of-the-art laboratory that provided diagnostic pulmonary function testing, including blood gas analysis, exercise stress testing and altitude simulation studies.

**Elk Grove City College, Elk Grove, California**

1985-1991

**Clinical Instructor**

Served as a preceptor and provided training for up to six students per semester in a 36-hour clinical rotation.

- Designed the training curriculum in pulmonary diagnostic testing for respiratory care practitioner students for a community college program.
- Taught diagnostic procedures, equipment usage, test interpretation and treatment techniques for advanced students.

**EDUCATION**

**Elk Grove City College, Elk Grove, California**

**Associate of Science, Biomedical Technology**

**CREDENTIALS**

Licensed Respiratory Care Practitioner  
Registered Cardiopulmonary Technologist  
Certified Cardiopulmonary Technician

**PROFESSIONAL AFFILIATIONS**

American Association of Respiratory Care  
American Lung Association