

**JACK JEFFERSON**  
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Any City, State 55555

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More than 20 years of progressive leadership and management experience in clinical operations in the areas of respiratory care, gastroenterology, sleep disorders, neurodiagnostics and audiology.

### PROFESSIONAL EXPERIENCE

**State Medical Center**, Carson, California

2003-Present

#### **Executive Director, Respiratory Care** (2007-Present)

Lead five clinical units (respiratory care, neurodiagnostics, pulmonary function lab, GI lab and motility service, audiology, and newborn-hearing screening program) for a 1,800-bed, major non-profit regional medical center. Direct a staff of 210 clinical professionals and support personnel. Manage a \$20 million operating budget and a \$700,000 annual capital budget.

- Established a gastrointestinal (GI) motility service as an adjunct to the GI lab services, providing leading edge testing in esophageal and colonic manometry and motility.
- Act as administrator for the pulmonary service line, developing best practice guidelines and achieving multi-million dollar reductions in cost for pulmonary related diagnosis.
- Led a patient quality initiative that was tied to the National Patient Safety Goals, resulting in zero ventilator associated pneumonia (VAP) cases for the past eight months.
- Developed a newborn-hearing screening program to comply with state requirements, achieving three consecutive certifications as well as high results for testing compliance and referral rates.
- Serve as co-chair of an accreditation and licensing survey team. Chaired the customer satisfaction committee with a successful campaign in noise reduction.
- Act as Chairperson of hospital-wide functional committees on quality, human resources, customer service and regulatory surveys (Joint Commission, DHS and CCS).
- Spearheaded fundraising projects, including the United Way employee campaign, achieving employee commitments of \$50,000.

#### **Assistant Director, Respiratory Care** (2004-2007)

Directed clinical respiratory operations, including NICU, PICU, adult ICUs, general care units and pulmonary function laboratory. Oversaw a staff of 95 FTEs, including seven managers. Responsible for quality assurance activities and an annual budget of \$10 million.

#### **Supervisor, Pulmonary Function Laboratory** (2003-2004)

Managed daily operations for pulmonary function, exercise stress testing, bronchoscopy service and sleep disorders.

- Planned and opened a freestanding, outpatient pulmonary laboratory service.

**University Medical Center**, Los Angeles, California

2000-2003

#### **Management Intern**

### PRIOR EXPERIENCE

Began career as a respiratory therapist in general clinical patient care, surgical intensive care, pediatrics, PICU and NICU.

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**CREDENTIALS**

Respiratory Care Practitioner (RCP), currently licensed in the State of California  
Basic Life Support (BLS) Certified

**EDUCATION**

**Pepperdine University**, Malibu, California

**Master of Business Administration, Healthcare**

**California State University, Los Angeles**, Los Angeles, California

**Bachelor of Science, Respiratory Care**, Emphasis in Management

**Los Angeles City College**, Los Angeles, California

**Associate of Science, Respiratory Care**

**PROFESSIONAL AFFILIATIONS**

American Association for Respiratory Care, Member, 2004-Present

California Society for Respiratory Care, Member, 2003-Present