

Elaine Nicholas, MPH

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Determined, intellectual and proven professional; extensive experience in program development, training/education, operations management, community/client relations, exceptional team management abilities; motivates staff to meet goals.

- SUMMARY:**
- 12 years teaching /administrative experience; 12 years in a clinical and management role.
 - Extensive education: Master of Public Health, Bachelor in Medical Technology.
 - Extensive experience in program development/enhancement; organize and manage committees to increase positive community and student relations.
 - Review policies, evaluate alternatives and implement revisions.

CAREER

JOURNAL: UNIVERSITY OF ILLINOIS AT CHICAGO, Chicago, Illinois 1985 to Present
Started as Medical Technologist; promoted to Coordinator and Assistant Professor.

ACADEMIC **Director of Clinical Education** 2003–Present

EXPERIENCE: *College of Applied Health Sciences*

Provide leadership and direction of all Clinical Education support activities for each unit/program in the College of Applied Health Sciences including contract procurement; new agreements and renewals; confirmation of internship requirements such as first aid, CPR, Immunizations, HIPAA enrollment/compliance, infection control training, background checks, and drug screening.

Primary contact person for Certified Background contract and hospital training system.

Ensure that all units are supported and in compliance with fully executed agreements between the University of Illinois and facilities for all levels of students and for all types of placements, including international exchanges and study abroad.

Clinical Assistant Professor 1999–2003

School of Biomedical and Health Information Sciences

Instructor for Immunology, Body Fluids and Virology, both graduate and undergraduate students. Prepare lectures and course syllabi, teach and present class content and grade student's work and progress; advise students. Bring-in guest lecturers.

Additional:

• **College Commencement Coordinator** (2003- Present): Oversee the planning and coordination of the annual College Commencement. Responsibilities include but are not limited to ensuring awards, script, program booklet, and reception catering needs meet all accurate details and deadlines.

• **Clinical Experience Coordinator** (1999–2003): Faculty liaison; establish and maintain relationships with health organizations. Coordinate and monitor the clinical rotations of students.

• **Clinical Affiliates Event Coordinator** (1999–2003): Plan, direct and present at this yearly event, which brought area hospital liaisons together to discuss current issues in education vs, employment; 90% attendance rate, the highest in history.

Clinical Adjunct Faculty Member 1993–1998

School of Biomedical and Health Information Sciences

Researched new topics, prepared and delivered Diagnostic Virology lectures for the Medical Laboratory Sciences Program.

CLINICAL **Research Specialist / Medical Technologist, ASCP** 1994–1997

EXPERIENCE: *Department of Pediatrics*

Collected, tested and analyzed hematological specimens from patients.

- Worked on initiatives for screening genetics; collaborated with the Illinois Department of Public Health on screening techniques, programs and reporting.

Continued...

Supervisor / Medical Technologist, ASCP 1992–1994*Microbiology Department, Virology Section*

Total operations management; oversaw the production, accuracy and safety of a staff of 3 to 5; strategically distributed an understaffed department, to meet goals.

- Cross-trained staff in Standard Operating Procedures and the challenges of tissue culture reading.
- Assessed all costs; ran cost-control strategies, to maintain budget.

Additional:

- **Student Clinical Instructor:** Provided clinical instruction to medical students and residents; mentored students and provided the “hands-on theory.”
- Researched, updated and wrote a new diagnostic procedures virology manual.

Senior Medical Technologist, ASCP 1987–1992*Microbiology Department, Virology Section*

Second level supervisor; aided in operation, staff and procedural management of clinical viral isolation via tissue culture and fluorescent assay confirmation.

Medical Technologist, ASCP 1985–1987*Microbiology/Immunology Department*

Clinical/diagnostic immunological procedures, using fluorescent microscopic techniques; operated bacterial detection and susceptibility instruments.

ADDITIONAL EXPERIENCE: EPI-Q, INC., Oak Brook, Illinois 1995 to 1997*Health Services Research Company; Focus in Outcomes Management.***Team Leader / Research Consultant**

Oversaw a team of 10 consultants; collected, reviewed and compiled patient data of quality outcomes management, in an antiemetic drug therapy project.

EDUCATION: UNIVERSITY OF ILLINOIS AT CHICAGO, Chicago, Illinois**Master of Public Health, Health Policy and Administration** Conferred, 1995**Bachelor of Science in Medical Technology, ASCP** Conferred, 1985MORAIN VALLEY COMMUNITY COLLEGE, Palos Hills, Illinois**Associate of Applied Science in Medical Technology, ASCP** Conferred, 1983**Associate of Science in General Science** Conferred, 1983

COMMITTEES: Chairperson, Medical Laboratory Sciences, Scholarship Committee: Researched and deciphered the criteria and means to award exceptional students; current process of evaluation and selection is used throughout the College.

Member, Medical Laboratory Sciences, Safety Committee: Reviewed and updated new safety protocol/standards; updated the Safety Handbook accordingly.

Member, Medical Laboratory Sciences, Student Academic Progress/Advancement Committee: Evaluated student’s progress and deficiencies; deciphered if students should/should not stay in the program. Advised on substandard performances; made suggestions to repeat courses. Introduced an aspect of the program to reward exemplary students with letters of congratulations, to increase student morale.

Member, College of Applied Health Sciences, Student Affairs Committee: Planned and participated in student relations efforts. Aided in event planning.

Team Leader, CAHS-Goal 6 Committee: Enhanced and maintained innovative degree and curriculum programs; reviewed core course development.

Chairperson, Applied Health Clinical Education Committee: Oversight of student placement policies and procedures. Coordinate processes to maximize the quality of such student experiences.

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PRESENTATIONS: Presenter at the American Society for Clinical Laboratory Sciences Clinical Laboratory Educator's Conference (2000): "Curriculum of the 21st Century."
Poster Presenter at the American Physical Therapy Association Conference (2011): "A Perfect Storm" – Assessing timely contract processing with program expansion.

ACCREDITATIONS: American Society of Clinical Pathology Board Certification, ASCP
Medical Technologist, ASCP #170443
Medical Laboratory Technician, ASCP #030124

AFFILIATIONS: President (2009-2010), American Society for Clinical Laboratory Sciences Illinois
Member, American Society for Clinical Laboratory Sciences (1998 - Present)
Branch President (2004-2005), (2007- 2008), Chicago Society for Clinical Laboratory Sciences