

College of Nursing Staff - Who does What



Noelle Cooper

- EADAA Sadie Hutson's calendar
- Student Liability Insurance
- Faculty Handbook
- New Faculty Orientation
- Banner Timetable



Laura Crowe

- ESS support
- HR paperwork
- Facilities Work orders
- Keys
- Faculty/Staff Parking
- Complio compliance for faculty
- Golf cart reserv.



Takia Faniyi

- CON Front-Desk
- Point-of-contact for SS
- CON telephone operator
- Information for current and prospective students



Virginia Fowler

- Center for Nursing Practice Coordinator
- Grant Administrator for proliferation of nurse-led care
- Administrative support for continuing education and Precious Prints Project



Darren Gilbert

- CON general IT support
- Technology Inventory
- CON Website



Holly Hauck

- ADR/ORS Calendar
- ORS administrative support
- ORS library
- Elements



Melissa Hensley

- Accreditation and reporting - service, teaching & scholarship
- Implements CON's evaluation plan
- Ensures compliance with state/federal regulations
- Collects, analyzes, and reports data on recruitment efforts



Hailey Hernandez

- Undergraduate Clinical placements
- Undergraduate Clinical Site Coordinator
- Complio Compliance for Undergraduate students



Kelly Leslie

- TBSN & RN to BSN Chair, Phillip Moore's calendar
- TBSN & RN to BSN administration support
- TBSN & RN to BSN Handbook



Derrick MacGillivray

- Instruction program support
- Media for instruction
- Education IT support



Mary Miles

- Dean's Calendar
- Point-of-contact for Dean's office
- Faculty recruitment support
- P&T, annual review, accreditation support
- CON 313 calendar



Missy Miller

- UGAD Shelia Swift's Administrative Support & Calendar
- Supports ABSN Program Chair, Lynn Beeler
- ABSN faculty support
- ATI: Assigns student seats & creates rosters
- Schedules CON rooms: 138, 201, & 234
- Desk copies for ABSN faculty
- Adastra



Molly Minninger

- Graduate clinical placements
- Graduate clinical site coordinator
- Complio compliance for Graduate students



Allison Newman

- ADFAO Lindsay Burke-Melton's calendar
- Purchases made on the procurement card
- Visitor Parking
- Invoice processing for Research
- Ledger processing



Katie Perry

- ADGP Allyson Neal's calendar
- Grad Program admin support
- Grad faculty books



Cindy Satterfield

- Travel
- Purchases made by invoice
- Petty Cash Reimbursement
- Contract processing
- Equipment Tagging
- Vendor Set-up



Megan Shuler

- Scholarship liaison b/w faculty and staff
- Manages stewardship programs
- Donor/supporter records
- Nightingale coordinator

Vacant - Acad. Affairs Mgr.

•UNDER REVIEW

VACANT - Fin Mgr

•Process contracts

Simulation Team



Rachael Hodges

- Coordinates events at HITS Lab
- Coordinates Standardized Patient Program



Ricco Summeour

- Oversees maintenance and use of simulation technologies
- Facilitates Simulated Events at HITS Lab
- Supports virtual learning via DocuCare/Double Robots/Zoom



Carla Orsburn

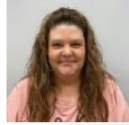
- Coordinates events in CON 207 Skills Lab and Physical Assessment Lab
- Simulation supply inventory management and ordering
- Manages FWS simulation student lab assistants



Carrie Monroe

- Assists in Skills and PAL inventory management
- Set ups and breaks down labs
- Oversees simulation supply recycling

Vine Health Clinic



Christy Jones

- Vine Clinic Front-Desk
- Point-of-contact for Vine
- Coordinate w/ F&A Office
- Information for patients, guardians, schools, nurses, etc.



Renetta Sheadrick

- Administrative support for Vine Clinic
- Supplemental support for Front-Desk
- Medical intake support
- Patient support

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Grant Staff



Vacant - Project Manager

- Project Manager
- TRIP grant
- Coordinate Undergraduate students into clinical settings



Theresa Profant

- Research Project Manager
- PedEOL Care Research Group
- <https://pedeolcare.utk.edu>



Radion Svyrenko

- Postdoctoral Fellow
- PedEOL Care Reserach Group
- <https://pedeolcare.utk.edu>