**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
- Hit paperwork
- Facilities Work orders
- Keys
- Facility/Staff Parking
- Complio, compliance for faculty
- Golf cart reserv.

**Takia Faniv**
- 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
- Compilio 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
- PFR, annual review, accreditation support
- CON 313 calendar

**Missy Miller**
- UGAD Sheila Swift’s Administrative Support & Calendar
- Supports ABSN Program Chair, Lynn Boeker
- ABMN Faculty support
- ATI: Assigns student seats & creates rosters
- Schedules CON rooms: 134, 201, & 234
- Desk copies for ABSN faculty
- Adastra

**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 Mar.**
- UNDER REVIEW
- Process contracts

**Vacant - Fin. Mar.**
- 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
College of Nursing Staff - Who does What

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
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 Svynarenko
- Postdoctoral Fellow
- PedEOL Care Research Group
- https://pedeolcare.utk.edu