

JUDY KODAMA, RN, MBA, MSN, CNML



Assistant Administrator

Dedicated, experienced A with more than [REDACTED] years of expertise in regional health centers and proven success in patient-care and managerial roles. Focused on patient satisfaction, employee relations, and enforcing highest standards of quality in health care and operational efficiency.

AREAS OF EXPERTISE

- ◆ Team Supervision
- ◆ Process Improvement
- ◆ Budgeting
- ◆ Hiring/Staff Retention
- ◆ Hospital Operations
- ◆ Quality Control
- ◆ Business Reporting
- ◆ Training/Mentoring
- ◆ Patient Care
- ◆ Equipment/Supplies
- ◆ Organizational Efficiency

PROFESSIONAL EXPERIENCE

Maui Health System (MHS), Wailuku HI
Assistant Administrator (July, 2017-Present) 2017-Present

- ◆ Assist in developing New Graduate Nurse Academy.
- ◆ Assist in developing Nurse Refresher Academy to provide job opportunities for non-acute care RNs
- ◆ Assist in various hospital projects as needed.
- ◆ Provide leadership in various hospital committees.
- ◆ Relieves duties of nursing supervisors as needed.

MAUI MEMORIAL MEDICAL CENTER (MMMC), Wailuku, HI [REDACTED]
Assistant Administrator/Chief Clinical Executive (2015 - 2017)

- ◆ Develop and implement objectives, policies, and procedures for non-nursing units (Dietary, Social Service, Angio, and Point of Care Testing) as well as in Nursing service.
- ◆ Ensure compliance to established standards and regulations.
- ◆ Direct personnel functions, such as recruiting and hiring, staff retention, and disciplinary actions.
- ◆ Prepare and maintain business reports, including annual budgets for Nursing and non-nursing areas.
- ◆ Represent hospitals in Regional Activities in union negotiation, participates in Grievances, and complaints.
- ◆ Create positive, collaborative work environment by instituting daily huddle and rounds.

MAUI MEMORIAL MEDICAL CENTER (MMMC), Wailuku, HI [REDACTED]
Director of Nursing (2013 - 2015)

- ◆ Develop and implement objectives, policies, and procedures.
- ◆ Ensure compliance to established standards and regulations.
- ◆ Direct personnel functions, such as recruiting and hiring, staff retention, and disciplinary actions.
- ◆ Prepare and maintain business reports, including annual budgets.
- ◆ Provide guidance and resources to colleagues and staff.
- ◆ Create positive, collaborative work environment by instituting daily huddle and rounds.

RPN VII: Clinical Project and Supply Manager/Dialysis Manager/Supervisor to Heart, Brain, and Vascular (HBV) Unit Nurse Manager (2004 - 2013)

- ◆ Supervised and provided ongoing mentoring for HBV nurse manager (since 2010).
- ◆ Instituted policies to standardize clinical supplies throughout Maui region.
- ◆ Served as nursing representative to various physician committees.
- ◆ Assisted in coordination and implementation of cardiac surgery, PCI, and other new programs.
- ◆ Participated in design and setup of ACS, new dialysis unit, outpatient office, and oncology clinic.
- ◆ Coordinated RFPs on equipment and products.
- ◆ Served as technical representative for multiple clinical contracts.
- ◆ Collaborated with financial division as Charge Audit Team Leader.

- ◆ Served a liaison between Joint Commission/Department of Health Surveys and performance-improvement team.

RPN V: Pre-/Post-Operative Care Manager (ACS/PACU/POHA/ENDO) (2002 - 2004)

- ◆ Improved coordination of outpatient services
- ◆ Increased service offerings and availability, such as outpatient invasive imaging.
- ◆ Instituted improvements to overall functioning of unit, including streamlining patient flow, updating appearance of facility, and increasing staff morale.

Nurse Manager, Lanai North (Formerly Observation Unit) (1999 - 2002)

- ◆ Participated in establishing new observation unit to handle outpatient procedures, overflow from surgicenter and emergency department, and pre-/post-angiography patients.
- ◆ Coordinated activities of CCU; opened PCU within CCU.
- ◆ Implement new procedures and training, including tilt-table testing, cardioversions, and epidurals).
- ◆ Relieve nursing supervisors as needed.

- ◆ Served as nurse manager/mentor in emergency department and other units as assigned.
- ◆ Assisted in resolution of departmental issues.

Nurse Manager, ICU (1988 - 1999)

- ◆ Supervised 42 full-time employees.
- ◆ Expanded ICU from six to fifteen beds.
- ◆ Participated in addition of specialties, including neurosurgery, pediatrics, and balloon pump.
- ◆ Implemented new-graduate training program.

ADDITIONAL EXPERIENCE

- HAWAII AIR AMBULANCE, Honolulu, HI ██████████
Flight Nurse

- AMERICAN HEART ASSOCIATION, Wailuku, HI ██████████
ACLS/BCLS Trainer

- MAUI MEMORIAL MEDICAL CENTER ICU, Wailuku, HI ██████████
Staff CCU RN

- Kuakini Medical Center, Honolulu, HI ██████████
Staff CCU RN ██████████
LPN ██████████

EDUCATION AND CERTIFICATIONS

- Master of Science in Nursing, University of Phoenix, Online
- Master of Business Administration, Healthcare Management, University of Phoenix, Online
- Bachelor of Science in Nursing, University of Hawaii at Manoa, Honolulu, HI
- RN #26862, Hawaii, Exp. June 2015
- Certified Nurse Manager and Leader (CNML), AONE/AACN
- Advanced Cardiac Life Support (ACLS)
- Basic Life Support (BLS)
- Pediatric Advanced Life Support (PALS)
- Designated Requester (NFF5042), Organ Donor Center of Hawaii

PROFESSIONAL AFFILIATIONS/COMMITTEES

- Hawaii Board of Nursing, Board Member
- Hawaii Government Employees Association (HGEA), Affiliate Status
- American Association of Critical Care Nurses (AACN)
- American Organization of Nurse Executives, (AONE)
- Healthcare Financial Management Association, (HFMA)

Medical Executive Committee, MMMC
Hospital Safety Committee, MMMC
Chair, Charge Audit and Reconciliation Committee, MMMC
Clinical Committee, MMMC
Pharmacy and Therapeutic Committee, MMMC
Anesthesia Committee, MMMC
Cardiology/Angiography Committee, MMMC
Medical Staff Committee, MMMC
Clinical Advisory Committee, HHSC

AWARDS AND DISTINCTIONS

University of Hawaii 50th Alumni Award (2016)
Certificate of Appreciation for Contributions to Socio-Economic Program, St. Scholastica Bacolod
Foundation, 2012, 2013
Manager of the Quarter, 2002, 2006
Health Care Innovation Award of the Year, Maui Region, 2002
Health Care Innovation Award of the Year, Hawaii Health Systems Corporation, 2002