

SHEILA (HAWKINS) LEEN

NURSE PRACTITIONER (NP) with experience driving the mission of healthcare organizations forward by providing holistic and evidence-based care with a commitment to exceptional patient support and advocacy for diverse populations. Compassionate medical professional with a proven record of building lasting, meaningful relationships with patients, families, and personnel alike while serving as a trusted resource for healthcare administration, disease management, and community-based health. Dedicated patient advocate with a focus on the achievement of improved patient outcomes and production of positive change by communicating effectively with staff at all levels, providing continuous coaching and training, and facilitating collaborative problem solving.

EDUCATION & CERTIFICATIONS

Master of Science (MS), Nursing Rush University	12/2011
Bachelor of Science (BS), Nursing Rush University	12/2006
Bachelor of Science (BS), Biochemistry University of Illinois at Chicago	05/2003
Bachelor of Arts (BA), Sociology DePaul University	06/1998

CERTIFICATIONS

Advanced Cardiac Life Support

Certified Medical Examiner for the Federal Motor Carrier Safety Administration

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS

Rush University College of Nursing Faculty Practice - Chicago, IL **01/2013 - Present**
Adult Nurse Practitioner & Instructor *01/2013 - Present*

Clinical Practice Sites: Flying Food Group & St. Leonard's Ministries

- Provided healthcare services involving the assessment and management of episodic and chronic healthcare needs as well as disease management at two primary care health clinics focused on historically underserved populations by leading a health promotion and education program.
- Served as a trusted advisor and key resource for directors due to consistent performance and experience, providing strategic insights as issues arose to identify and implement swift solutions.
- Managed all clinic administrative and equipment needs including monitoring inventory, coordinating with vendors, overseeing purchasing, and replenishing supplies to mitigate service disruption.
- Employed relationship building, interpersonal, and communication skills while assisting clients in navigating health services post-incarceration and substance use disorder treatment, supporting client wellness goals and ensuring access to critical resources and education.
- Collaborated cross-functionally with HR, management, and employees in a food catering service to improve outcomes of work-related injuries, minimize risks, and reduce the need for occupational health services.

PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS CONTINUED

- Obtained requisite credentials to perform medical examinations in compliance with federal guidelines for the drivers operating commercial motor vehicles, additionally coordinating healthcare needs and appointments, enabling resource access, and providing ongoing education for personnel.
- Leveraged experience, expertise, and creative problem solving for healthcare management strategies to maximize quality of service while ensuring cost effectiveness for both organizations.
- Drove continuous improvement efforts and streamlining at each clinical site, managing a transition from paper to electronic charting to quicken processes and enhance efficiency.
- Prioritized staff and client education programs including coordinating classes for opioid overdose reversal techniques, CPR training, and a preventative healthcare lessons for residents.
- Provided empowering leadership by creating a conducive learning space as a preceptor for students completing clinical rotations and DNP projects for the Adult/Geriatric NP program at Rush University.
- Utilized a range of techniques including health fairs, presentations, and monthly articles coordinated with corporate stakeholders to promote health maintenance, wellness, and safety.

Nurse Practitioner (Remote)

04/2020 – 02/2021

Clinical Practice Sites: Safe Haven COVID Positive Shelter

- Supported and responded to intake requests for an isolation medical and behavioral healthcare respite center for COVID-19 positive homeless and doubled up families in Chicago.
- Navigated a challenging, fast-paced environment by handling overnight and evening calls from nurses to respond to medical requests, monitoring and managing health needs of patients in the shelter.

Nurse Practitioner

01/2013 – 01/2014

Clinical Practice Sites: Crane High School

- Collaborated with clinical professionals, students, and families to promote health and wellbeing that supports student academic success and achievement with a community partner high school; additionally, completed school and sports physicals and counseled students and parents on available vaccines.
- Provided access to quality health care and services, health promotion, and education, including managing student concerns and questions with a focus on mental, emotional, and reproductive health.

Northwestern Memorial Hospital – Chicago, IL

03/2008 – 04/2013

Registered Nurse, Emergency Department

- Practiced, provided, and documented skilled nursing care and triage aligned to organizational standard operating procedures, patient-centered care models, best practices, and regulatory guidelines in a large, high-pressure level one trauma center; promoted the health, safety, and rights of the patient.
- Provided impactful coaching and nurtured clinical development by collaborating with residents, medical students, and nurse practitioners to mentor nursing students in completing required leadership clinical.
- Administered medications and assisted staff physicians with treatment in addition to delivering patient education and coordinating discharge planning.
- Utilized a team approach to develop and achieve daily patient-centered individualized care goals, as well as identifying potential conflict situations and facilitating resolution via established communication channels.

MacNeal Hospital – Berwyn, IL

01/2007 – 03/2008

Registered Nurse, Emergency Department

- Provided and documented skilled nursing care to patients in accordance with established policies, procedures, confidentiality status, and protocols by utilizing critical decision-making skills to ensure compliance with the developed care plan and physician's orders for each individual patient.
- Employed effective assessment skills in a fast-paced, 27-bed emergency environment and collaborated with an interdisciplinary team to best determine patient next steps focused on producing positive results.

- Established relationships with patients and families in limited periods of timing, leveraging interpersonal skills and empathic listening to ensure quality care and advocacy for a diverse, economically disadvantaged patient population.