

Melanie D. Eaton
Instructor, Health Care Administration Program
Department of Public Health, Western Kentucky University

Melanie.Eaton@wku.edu

Academic Experience

Western Kentucky University, Bowling Green, Kentucky

Full-time Instructor in Health Care Administration, August 2013 to Present.

Part-time Instructor in Health Care Administration and/or Gerontology, August 2007 to Present

Courses Taught:

Long Term Care Administration

Quality and Patient Safety in Long Term Care

Health Care Organization Management

Introduction to the Aging Experience

Undergraduate and Graduate Internship Experience in Health Care Administration

Professional Experience

August 2007 – Present

Western Kentucky University

Bowling Green, Kentucky

Instructor, Public Health, Health Care Administration, Current

- Enhance participation, interest and support of Long Term Care Administration Certificate Program among students, local community and long term care professionals.
- Apply for NAB Accreditation for HCA Undergraduate with LTCA Certificate Program
- Provide instruction on quality, safety and administration within the long term care continuum.
- Facilitate professional development, intern placement and networking opportunities for students.

Outreach Coordinator and Office Associate, Center for Gerontology, March 2013 - August 2013

- Coordinate outreach activities for Center, to include press releases, community events and social media.
- Develop network and professional development opportunities for students through conferences, student organization memberships and intern placement.

Part-time Instructor, August 2007 - Present

- Provide instruction for Public Health and Diversity and Community Studies, including healthcare organization management, gerontology and leadership in aging services.

June 2001 – March 2013

Christian Care Communities, Inc.

Bowling Green, Kentucky

A CCRC licensed for skilled nursing, intermediate care, personal care, nursing home, independent living apartment homes, outpatient rehabilitation and home health. Future expansion plans of community included neighborhood model assisted living, transitional care and a memory care with Best Friends Approach to Care philosophy.

Executive Director/Administrator, April 2005- March 2013

- Responsible for overall leadership, long and short term strategic planning and fiscal management for a multi-level of care community, requiring diverse knowledge of regulations and policies for each.
- Development, along with master planning group, of a capital expansion plan to meet emerging needs of current and future residents and customers.
- Represent organization within community and among business leaders, academia, board of directors, governing entities and professional associations at a local, state and national level.
- Maintain professional network and personal development to ensure the organization not only met current standards of practice but was also innovative and proactive in services provided.

Administrator, June 2003- April 2005

- Develop business plans to achieve desired results and assure operational needs of facility and its participants are met 24 hours a day, 7 days a week with an adequately trained, motivated and stable workforce.
- Direct facility during all surveys to include office of inspector general, CMS, OSHA, health department, life safety code, wage and hour and fire marshal.
- Maintain systems and controls to safeguard company assets, generate accurate budgets and produce reliable information and reports.
- Ongoing development and support of fundraising opportunities to supplement operations deficits, meet resident and staff needs, and build relationships and awareness with community supporters. Examples of these programs include an annual golf fundraiser that has occurred 6 years and is ongoing, a Pastoral Care Endowment Fund and an Employee Annual Giving campaign. Other campaigns that have been successful in obtaining funds for smaller initiatives include a giving campaign for Chapel furniture and music equipment, a 3 year staff sponsored fish fry to purchase resident common space furniture, Heart for Alzheimer's Valentine Dinner in which proceeds are given to Alzheimer's research, Family to Family Ministry Program and Annual Resident Christmas Giving.
- Develop initiatives and align new opportunities for expansion of services to achieve an increase in revenue and in response to organization goals and objectives.
- Serve a key role on the master plan committee for a 10+ million dollar expansion to existing facilities. The expansion includes three new levels of care to include assisted living, memory care and TCU, requiring development of policies and procedures, client and clinical service plans, operation budgets marketing plan and materials for each of these new levels. As the onsite Director, this has required the development of back of the house FFE budget, capital equipment testing and selection, review and approval of all architectural renderings and elevations, determination of programming needs and philosophy of care, staff budget development, approval of interiors front of the house selections, general contractor selection, and all applications for licensure and certificate of need.
- Innovation in my field that subsequently received recognition for those achievements; some of those awards include the prestigious KYIQ, Best Places to Work in KY, articles in national publications on self-scheduling and restaurant style dining programs and LeadingAge KY Administrator of the Year.
- Continue to seek opportunities to grow professionally and also guide organization to new and exciting programs. Efforts to strengthen the relationship with the local university has lead to a dramatic increase in student volunteers from various departments and social groups, development of a certificate of aging services, internships, creation of onsite Administrator in Training position and service as a part-time instructor and advisory committee member for the health care administration program

Director of Admissions and Program Services, June 2001- June 2003

- Raised facility census from 72% to 96% with all growth in private pay and Medicare payer source.
- Supervision and hiring of activities staff, production of calendars for IL and NF and guided community to focus on healthy aging as part of that program, requiring activity staff to become certified personal trainers and Silver Sneakers certified with falls prevention education and programming.

January 2000 – December 2000

Wyoming Health Council

Laramie, Wyoming

Assistant Director

- Submit grant proposals and provide oversight of federal grant funds distribution to 22 public health clinics and 13 family planning clinics within the state.
- Grant oversight for Migrant Health Workers and Family Planning federal grants.

Education

Western Kentucky University, Bowling Green, KY

Master of Business Administration, May 2003

Bachelor of Science, Health Care Administration, December 1999

Professional Service and Activities

National Mentoring Program, American College of Health Care Administrators (ACHCA), 2014

National Practice Analysis Task Force, National Association for Long Term Care Administrators Board (NAB), 2013-2014
Federal Nursing Home Administrator Exam Item Writer, NAB, 2013- present
Student Affiliation Work Group, ACHCA, 2013
Student Poster Exhibition Work Group, ACHCA, 2013
District 3 Annual Conference Planning Committee, ACHCA, 2013
Newsletter Committee, ACHCA KY Chapter, 2013-present
Certification Exam Item Writer Drive, ACHCA, 2013
Judge, Northern Bluegrass District Facility of the Year, KAHCF, 2013
Department of Public Health HCA Advisory Committee, Western Kentucky University, 2008 to 2013
American College of Health Care Administrators, Member, 1999 to present
Statewide Public Relations Committee, LeadingAge KY, 2004 -2010
Statewide Education Program Committee, LeadingAge KY, 2009 to 2012

Licenses and Certifications

State Registered Nurse Aide certification, 2011 - present
Certified Nursing Home Administrator, 2010 – present
ServSafe Certification, 2008
Licensed Nursing Home Administrator, Kentucky, 2003 - present

Community Activities

Habitat for Humanity, 2009 - 2010
Hurricane Katrina Relief Volunteer, 2005
Governmental Relations Committee, Bowling Green Chamber of Commerce, 2005
Leadership Bowling Green Graduate, Bowling Green Chamber of Commerce, 2005
Day Chair, Leadership Bowling Green 2006 – 2010
Board of Directors, Leadership Bowling Green 2009-2010
STEP Program Day Chair, Leadership Bowling Green, 2006 - 2010

University Activities and Faculty Development

Student Success Summit, 2014
NAB Accreditation for HCA Undergraduate with LTCA Certificate Program, site visit completed 02.2014
Department of Public Health Web Site Manager
Long Term Care Administration Certificate Program news releases and promotion
Advisor, American College of Health Care Administrators Student Association (awaiting bylaws update)
The Gathering, Age-friendly Bowling Green
OU Campus Training
DELO Online Teaching Summer Camp, 2013

Grants and Fundraising Activities

Migrant Health Workers, federal grant
Family Planning, federal grant
Energy Efficiency Block Grant, community grant
Generations on the Greens Golf Fundraiser, 6 years
Employee to Resident Fish Fry Fundraiser, 3 years
Chapel Development and Capital Fund
Heart for Alzheimer's Fundraiser
Family to Family Ministry Program
Annual Resident Christmas Giving Program, 12 years

Awards/Honors

Outstanding Member Award, American College of Health Care Administrators, KY, 2014
Fellow, American College of Health Care Administrators, 2013
National Emerging Leadership Summit (NELS), Washington D.C., 2012
Administrator of the Year, LeadingAge KY, 2010

Kentucky Initiative for Quality Award, 2009
Best Places to Work, Kentucky, 2009