



**Curriculum Vita
June 2025**

Instructor: Jay Woods, Adjunct Faculty
Academic Department: College of Innovation and Design
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EDUCATION

Masters of Business Administration, Healthcare
Post University, 2024

Bachelor of Science, Nursing
University of Texas – Arlington, 2016

Bachelor of Arts, English
East Texas A&M, 2002

TEACHING EXPERIENCE

2024 – Current, Adjunct Faculty, East Texas A&M

2018 – 2024, EMS Educator, Medical City Plano

PROFESSIONAL EXPERIENCE

Director of Throughput

Medical City Plano | June 2024 - Present

- Increased Inpatient Transport productivity by 79%
- Created and currently oversee multidisciplinary, hospital-wide communication channel; resulting in streamlined Discharge barrier removal, increased Nurse engagement and Physician satisfaction.
- Restructured Multidisciplinary Rounds, increasing *Discharges by 11:00* by 11%, and Weekend Discharges by 13%
- Work with Executive team, Physician and Nursing leadership to decrease LOS goals through differentiating strategies

Adjunct Faculty, College of Administration and Design

East Texas A&M | October 2024 – Present

- Serve as adjunct instructor within Health Services Administration program.
- Evaluate student performance, providing timely feedback and guidance for professional and academic success.

EMS Manager

Medical City Plano | November 2022 – June 2024

- Oversaw all aspects of Continuing Medical Education Program contracts, from creation to enforcement.
- Increased existing contract revenue by 11%, and total number of contracts by 9% in first year.
- Implemented quality assurance initiatives and monitored compliance with medical protocols, licensing requirements, and regulatory standards to ensure the provision of high-quality, safe, and effective emergency medical services.
- Conducted regular program evaluations and data analysis to measure program outcomes, identify areas for improvement, and provide recommendations for program enhancements.

EMS Educator

Medical City Plano | November 2018 - November 2022

- Designed and implemented comprehensive EMS training curriculum for emergency medical services professionals, ensuring adherence to national and state standards and guidelines.
- Conducted interactive classroom trainings, facilitating engaging discussions and hands-on learning activities to enhance the knowledge and skills of EMS students.
- Monitored and reported on key quality metrics to drive continuous improvement efforts.
- Redesigned and updated entire department's quality assurance dashboards in first year, resulting in 30% increased efficiency in reporting times.

Pediatric ICU Nurse

Children's Medical Center | February 2017 - November 2018

- Administered medication, monitored vital signs, and provided care to critically ill infants, children, and adolescents.
- Collaborated with a multidisciplinary team of healthcare professionals to develop and implement individualized care plans for patients.

Medical ICU Nurse

Dell Seton Medical Center | February 2016 - February 2017

- Monitor and manage patients with complex and dynamic medical conditions, including performing frequent assessments, administering treatments, and adjusting medications as needed
- Collaborate with interdisciplinary healthcare team members to develop and implement individualized care plans for each patient, ensuring optimal outcomes

Paramedic Team Lead

Children's Medical Center | July 2010 - December 2015

- Conducted performance evaluations and provided constructive feedback to team members, fostering a culture of continuous improvement and professional development.
- Oversaw the day-to-day operations of the paramedic team, including scheduling, resource allocation, and quality assurance.

Firefighter/Paramedic

Dallas Fire Rescue | January 2007 - August 2013

- Performed advanced life support procedures, including intubation, defibrillation, and medication administration.
- Collaborated with fire team members to extinguish fires, perform search and rescue operations, and mitigate hazardous materials incidents.