

LA TOYA HUFF, BA, RRT, COR

PROFESSIONAL OBJECTIVE

With 20 years of dedicated and organized experience as a federal employee, I am seeking the position of Secretary on the GSRC Board. My aim is to leverage my extensive background in administrative and organizational skills to contribute effectively to the board's mission and objectives.

AREAS OF EXPERTISE

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- | | |
|--|----------------------------------|
| ◆ CUSTOMER SERVICE | ◆ TRAINING & DEVELOPMENT |
| ◆ POLICY IMPLEMENTATION AND REVISION | ◆ QUALITY ANALYSIS |
| ◆ INCREASING EMPLOYEE MORALE | ◆ STRATEGIC PLANNING |
| ◆ IMPLEMENTATION OF INNOVATIVE DESIGNS | ◆ PATIENT AND FAMILY EDUCATION |
| ◆ PERFORMANCE MANAGEMENT | ◆ NEW EMPLOYEE ORIENTATION |
| ◆ BASIC LIFE SUPPORT INSTRUCTOR | ◆ EFFECTIVE COMMUNICATION SKILLS |
| ◆ LEADERSHIP SKILLS | ◆ COMPUTER SKILLS |
| ◆ QUALITY IMPROVEMENT | ◆ PATIENT AND STAFF SAFETY |

LICENSURE, CERTIFICATIONS, & PROFICIENCIES

LICENSURE:	Registered Respiratory Therapist (RRT), State of Georgia #6385	Exp. 09/2026
	Registered Respiratory Therapist (RRT), NBRC #91195	Exp. 11/2030
CERTIFICATIONS:	Advance Care Life Support (ACLS); Basic Life Support (BLS) Instructor; Healthcare Provider; Contracting Officer's Representative (COR) II;	
PROFICIENCIES:	Excellent computer skills include, but not limited to Microsoft Office (Teams, Word, Excel, etc.), Windows and Macintosh OS, Internet Explorer and Adobe Reader Pro;	

COMMITTEES/PROJECTS

- | | | |
|--|--|--|
| ◆ COPD CARE | ◆ NATIONAL RESPIRATORY & ANESTHESIA INTEGRATED PROJECT TEAMS (IPT) | ◆ PULMONARY & CRITICAL CARE FIELD ADVISORY BOARD |
| ◆ CARDIO-PULMONARY RESUSCITATION | ◆ NATIONAL RESPIRATORY NEWSLETTER | ◆ UNLICENSED ASSISTIVE PERSONNEL (UAP) |
| ◆ EMERGENCY PREPAREDNESS | ◆ NATIONAL PROFESSIONAL STANDARDS BOARD | ◆ NURSING EDUCATION RESPIRATORY LIAISON |
| ◆ CARDIO-PULMONARY RESUSCITATION (CPR) -LOCAL | ◆ OXYGEN SAFETY ADVISORY BOARD | ◆ PRESSURE ULCER PREVENTION |
| ◆ CLINICAL PRODUCTS REVIEW COMMITTEE (CPRC) -(LOCAL) | | ◆ CRITICAL CARE (LOCAL) |

EDUCATIONAL BACKGROUND

BACHELOR OF ARTS IN MANAGEMENT WITH HUMAN RESOURCES CONCENTRATION (2015)
SUMMA CUM LAUDE

AMERICAN MILITARY UNIVERSITY – Charles Town, WV

G.P.A. – 4.0/4.0

ALERT LEADERSHIP PROGRAM (2009)

DEPARTMENT OF VETERAN AFFAIRS – Decatur, Georgia

ASSOCIATE OF SCIENCE IN RESPIRATORY CARE, A.A.S. (2005)

G.P.A. – 3.91/4.0

GEORGIA MEDICAL INSTITUTE – Atlanta, Georgia

LATOYA HUFF, BA, RRT, COR

PROFESSIONAL EXPERIENCE

INTERIM NATIONAL RRT PROGRAM MANAGER/0601/GS-14

MAY 2023-PRESENT

DETAILED TO NATIONAL PROGRAM OFFICE/SPECIALTY CARE/PULMONARY & CRITICAL CARE THROUGH ATLANTA VAHCS

FULL-TIME: 40 HOURS PER WEEK (M-F 6:45A-3:15P)

SUPERVISOR: DR. CLAIBE W.C. YARBROUGH/DR. CHERRY WONGTRAKOOL

214-857-1540/470-387-1365

- ◆ Promptly respond to clinical and administrative inquiries from the field by prioritizing National agenda items
- ◆ Chair several national committees (i.e.-National Respiratory Newsletter, Unlicensed Assistive Personnel (UAP), Respiratory and Anesthesia Integrated Product Team (IPT), etc.)
- ◆ Created and maintained several platforms to ensure ongoing, consistent communication and continuity among Respiratory Therapists (i.e., Distribution Groups, Contact List Directory, Respiratory SharePoint, etc.)
- ◆ Perform site visits upon request in addition to providing a formal, written response to leadership promptly
- ◆ Assist with the Respiratory Care Department's local operations by coordinating with local leadership to ensure customer (i.e., veterans, visitors, staff members, leadership, and peers) needs are met.
- ◆ Completes several reports for leadership promptly and efficiently related to productivity, staffing, overtime, equipment requests, and departmental changes. Facilitate equipment purchases by proposing annual budgets, performing market research on products and vendors, and collecting.
- ◆ Coordinates with National Human Resources
- ◆ Attend conferences such as the Annual American Association for Respiratory Care (AARC) to collaborate with the National Respiratory VHA, and non-VHA leaders can gather and collaborate to advance the profession.
- ◆ Collaborates with an interdisciplinary team of physicians, nurses, administrators, and other disciplines to address Respiratory concerns and/or issues.
- ◆ Created and maintained the National platform for Respiratory Therapists to enhance recognition amongst peers.
- ◆ Provides National educational opportunities for VHA Respiratory Therapist to participate in.

CHIEF OF RESPIRATORY CARE/0601/GS-14

MARCH 2021-MAY 2023

CHIEF OF RESPIRATORY CARE/0601/GS-11

JULY 2016-MARCH 2021

ATLANTA VETERAN AFFAIRS MEDICAL CENTER ~ 1670 CLAIRMONT RD., DECATUR, GEORGIA

FULL-TIME: 40 HOURS PER WEEK (M-F 6:45A-3:15P)

SUPERVISOR: DR. CHERRY WONGTRAKOOL

404-321-6111 x 207388

- ◆ I ensure the Respiratory Care Department's day-to-day operations function to meet the expectations and needs of veterans, visitors, peers, and staff members.
- ◆ Developing and implementing work assignments, work schedules, and individual workloads according to Relative Value Units (RVUs).
- ◆ Completes several reports for leadership promptly and efficiently related to productivity, staffing, overtime, equipment requests, and departmental changes. Facilitate equipment purchases by proposing annual budgets, performing market research on products and vendors, and collecting.
- ◆ Per the anticipated growth of the Atlanta VAMC Respiratory Care patients, completed equipment research, vendor pricing, and Equipment Data Sheets for equipment contracts needed in RCD.
- ◆ Read, interpret, monitor, and audit Decision Support System (DSS) reports and compare them to work production, staff essentials, supplies, and resources to control and reduce costs.
- ◆ Collaborates with an interdisciplinary team of physicians, nurses, administrators, and other disciplines to address problems, express departmental needs, and update and revise policies, protocols, and procedures.
- ◆ Ensured that the Respiratory Department's staff credentials complied with The Joint Commission (TJC) standards and the Atlanta VAMC policies and procedures by creating a tracking Excel spreadsheet with RCD staff's renewal and expiration dates.
- ◆ Contribute to selecting, hiring, and onboarding key Respiratory Therapy candidates.
- ◆ Submitted departmental requests to leadership and Medical Specialty Care Section Chief:
- ◆ Continuously building sustained relationships by being attentive to employee's requests, grievances, and complaints.
- ◆ Submitted employee, facility, and non-facility training requests to the Medical Specialty Care Section Chief for approval to contribute to the development and enhancement of Respiratory staff.
- ◆ Coordinates, plans, and implements a Respiratory Therapist educational series on respiratory care assessments and equipment modalities for physicians, nurses, and respiratory students.
- ◆ Quickly adapts to change, handles multiple inputs and tasks simultaneously, and accommodates new situations and realities.
- ◆ Completed Human Resources AO Boot Camp training, which included, but was not limited to, the following: ER/LR, Performance Management, Worker's Compensation, Job Analysis, and Reasonable Accommodations.

LATOYA HUFF, BA, RRT, COR

ASSISTANT CHIEF OF RESPIRATORY CARE /0651/GS-10

MAY 2013–MAY 2016

ATLANTA VETERAN AFFAIRS MEDICAL CENTER ~ 1670 CLAIRMONT RD., DECATUR, GA

FULL-TIME: 40 HOURS PER WEEK (M-F 7A-3:30P)

SUPERVISOR: MR. FRANK CRUX (RETIRED)

678-469-4168

- ◆ Interacted with the Chief of Respiratory Care on a day-to-day basis to facilitate the visionary leadership of the RCD, which was executed effectively.
- ◆ Assisted in supervising 20 FTEs by managing daily operations, schedules, and assignments.
- ◆ Instrumental in annually educating and training over 400 nurses, residents, and Respiratory Therapists.
- ◆ Developed and implemented several new policies and procedures for innovative approaches and new products with collaboration and input from RT staff.
- ◆ Building and sustaining relationships, resolving conflicts, handling negotiations effectively, and developing collaborative working relationships by being accessible, flexible, and culturally sensitive.
- ◆ Enhanced internal and external customer satisfaction by developing innovative designs. Handles complaints effectively and promptly by ensuring a customer-centered focus in direction and daily work.
- ◆ Encourages subordinates to meet or exceed customer needs and expectations by creating a challenging and consistent culture.
- ◆ Recommended verbal and/or written disciplinary actions to the Section Chief based on Quality Analysis documentation findings.
- ◆ Created, updated, and implemented the New Hire Orientation Packet and New Hire Orientation Checklist. Orientated new hires of the Atlanta VAMC and Respiratory policies and procedures.
- ◆ With the assistance of the Chief of Respiratory Care, completed performance evaluations for select employees.
- ◆ Apply knowledge and skills to perform and evaluate the work of Respiratory Therapists based upon a clear understanding of the processes, procedures, standards, methods, and technologies of their duties. Assures that new and existing employees are trained and competent to perform their duties.
- ◆ The ability to recognize strengths and weaknesses and engage in continuous learning and self-development with RCD staff members.
- ◆ Served as a Respiratory Therapist liaison for the purchase of medical equipment, supplies, and coordination of in-services by:
- ◆ The ability to think and act innovatively, look beyond current reality, challenge traditional assumptions, and solve problems creatively. The successful Clinic RT Supervisor is resourceful and fosters acceptance of creative ideas by others.
- ◆ Coordinates with an interdisciplinary team of physicians, nurses, social workers, and nutritionists to create a cohesive and collaborative environment amongst veterans, family members, staff, and peers.
- ◆ Plan, assign, and implement work schedules according to the sequence of operations by recommending and implementing changes in organizational assignments to improve efficiency, job satisfaction, customer service, etc...
- ◆ Keep front-line employees and higher-level supervisors informed by effectively communicating via multiple channels.
- ◆ Developed and distributed a hospital-wide Respiratory Care Week 2015 write-up and poster on behalf of all Respiratory Therapists who serve veterans at the Atlanta VAMC.
- ◆ Actively participates in various educational activities to enhance self-knowledge on leadership and management.
 - *Institute of Management Studies (IMS)*: Leading vs. Managing: Knowing the Difference is the Key to Success
Dealing with Difficult People; Next Level Leadership: Six Key Skills for Success
 - *LiveClicks Webinars/Franklin Covey*: Effective Conflict Resolution: An Essential Leadership (06/14); A Business Writing Skills; VA Clarifying Your Team's Purpose and Strategy; The Seven Habits of Highly Effective People; Unleashing Your Team's Talents.
 - *InterAgency University & Development Center*: We Care Workshop

LATOYA HUFF, BA, RRT, COR

REGISTERED RESPIRATORY THERAPIST/0601/GS-8

OCTOBER 2005-MAY 2013

ATLANTA VETERAN AFFAIRS MEDICAL CENTER ~ 1670 CLAIRMONT RD. DECATUR, GEORGIA

FULL TIME 80 HOURS PER BI-WEEKLY (12 HOURS SHIFTS 7A-7:30P)

SUPERVISOR: Ms. LOIS YERGER (RETIRED)

404-321-6111 X207823

- ◆ Served as a Registered Respiratory Therapist caring for veterans with acute and chronic cardio-respiratory illnesses, including COPD, asthma, congestive heart failure, acute myocardial infarction, alcohol withdrawal, and respiratory failure.
- ◆ Promoted health and supported patients and families when coping with illness by caring for patients with acute and chronic cardio-pulmonary diseases.
- ◆ Prepared equipment and assisted physicians during patient examinations and treatments.
- ◆ Skilled in ABG acquisition and analysis, SPO2 monitoring, 12-lead EKG, and mechanical ventilator management.
- ◆ Served as a Charge therapist in which duties included, but were not limited to: assigning duties to Respiratory Care staff in a fair manner, responding to all Code 99s, Rapid Responses, and fire drills; ensuring the Respiratory area was stocked; coordinating and reported to leadership all findings that could affect patient care; relieved Intensive Care Unit (ICU) therapist for lunches and breaks; and updated and revised assignments when needed.
- ◆ I was selected to serve as a Customer Service Representative for the Respiratory/Pulmonary Section, which acts as a liaison between patients and caregivers.
- ◆ Provide strong contributions as a key RCD quality assurance program member designed to identify and evaluate problems, manage patient census, and allocate staff assignments.
- ◆ Exhibit motivation and dedication by providing the highest quality of care to each patient in every interaction.
- ◆ Strives to improve the Atlanta VAMC's public image by ensuring exceptional patient satisfaction.
- ◆ Repeatedly commended by patients and supervisors for outstanding quality of care.
- ◆ Contributed to positive patient outcomes as a member of multidisciplinary care teams.
- ◆ Autonomously performed emergent intubations with Out of OR Airway Management Training.
- ◆ Prepared equipment and assisted physicians during patient examinations and treatments.
- ◆ Contributed to educating nurses and medical students by facilitating a 2- to 4-hour guided tour with Respiratory.

VOLUNTEERING

(2024- PRESENT) NORCROSS HIGH SCHOOL – FOOTBALL

PANCAKE SERVICE

FOOD SERVICE

PHYSICAL DAY

(2010-2024) NORCROSS YOUTH ATHLETIC ASSOCIATION – FOOTBALL/CHEER

SAFETY COACH

TEAM MOM

TEAM MOM DIRECTOR

NORCROSS YOUTH ATHLETIC ASSOCIATION – BASKETBALL

COACH

ASSISTANT COACH

TEAM PARENT