

The Confidential Resume of:

Ward 2:30 -
GERALD L. MACDONALD, NHA

PERSONAL DATA: Height - 5' 10"

Marital Status - Married

Weight - 185 lbs

Dependents - One

Health - Excellent

EDUCATION:

Everett High School, Everett, Ma. - 1952 graduate
(Course - Business Administration)

USAF Training Course - Administrative Specialist

Lowell Vocational School of Practical Nursing
1965 graduate (License # 19104)

Columbia University/The Wharton School - 1973/74
certificates (2) long term care facility management seminar

Nursing Home Administrator State Exam, 1972
(License #171)

MILITARY
SERVICE:

U. S. Air Force - Administrator Specialist
(2/52 to 2/58) Honorable Discharge, T/Sgt

EXPERIENCE:

TREC Health Management Inc, Brookline, Ma. 02146

Term: 8/7/82 to present

Title: Nursing Home Administrator

Responsibilities:

Management:

Direct operation of the total facility.
Prepare, bill and maintain all billing
for the facility. Maintain all cash
receipts, bank deposits, patients personal
monies, control and preparation of patient
ledgers and census reports, approve all
payables. Prepare and maintain records of
benefits and greivances for all employees.

Personnel:

Hire and/or discharge responsibilities of
all personnel. Administrator for 123
patients and 102 employees. Establish,
manage, control and implement wages, in-
creases, benefits and time of all employees.

Purchase:

Arrange for and deal with all perveyors for
all the nursing home purchases in nursing,
housekeeping, maintenance, dietary and ad-
ministrative.

EXPERIENCE:

Income:

Secure all patient admissions, whether private, medicare, veterans or welfare. Maintain a high occupancy. Set all room and board charges and other ancillary charges. Collection of receivables.

State Licensing Authority:

Fulfill requirements under Department of Public Health, Rules and Regulations for Licensing of Nursing Homes, Local and Federal Agencies (fire, sanitary, life safety) HEW

In-Service Training and Orientation:

Maintain provision for In-Service Training and Orientation for all employees in all aspects of operation.

General:

This was an 123 bed skilled nursing home for Level II and Level III patients.

Varnum Manor Nursing Home, Lowell, Ma. 01854

TERM: 9/1/80 to 8/7/82

Title: Nursing Home Administrator

Responsibilities:

Similar to those stated in previous positions with the exception there were 123 patients and 102 employees.

Maynard Public Schools, Maynard, Ma. 01754

Term: 4/78 to 9/1/80

Title: Business Manager

Responsibilities:

Management:

Direct operation of business office and 5 school buildings. Responsible for all budget preparation (\$3,700,000), joint supervision of 15 custodians, 20 cafeteria staff and 15 clerical staff.

Willow Manor Nursing Home, Lowell, Ma. 01854

Term: 12/1/76 to 3/31/78

Title: Nursing Home Administrator

Responsibilities:

Similar to those stated in previous positions with the exception there was 84 patients and 90 employees.

Academy Nursing Home, 89 Morton St., Andover, Ma. 01810

Term: 2/1/76 to 12/1/76

Title: Nursing Home Administrator

Responsibilities:

Similar to those stated above with the exception that there were 87 patients and 96 employees. I trained the owners son as Administrator and then transferred to another facility owned by them.

EXPERIENCE: Country Manor Convalescent Home, Newburyport, Ma.
(IDAK)
Term: 1/1/75 to 1/31/76
Title: Nursing Home Administrator
Responsibilities:
Similar to those stated in previous positions with the exception there were 123 patients and 119 employees.

Green Grove Convalescent Home, North Reading, Ma.
01869 (IDAK)
Term: 8/72 to 12/31/74
Title: Nursing Home Administrator
Responsibilities:
Similar to those stated in previous positions with the exception that there were 101 patients and 103 employees.

Charles House Convalescent Home, Brighton, Ma.
(IDAK)
Term: 3/72 to 8/72
Title: Nursing Home Administrator
Similar to those stated in previous positions with the exception that there were 120 patients and 111 employees.

Country Manor Convalescent Home, Newburyport, Ma.
01950 (IDAK)
Term: 10/69 to 3/72
Title: Nursing Home Administrator
Responsibilities:
Similar to those stated in previous positions with the exception that there were 100 patients and 99 employees.

Bay View Nursing Home, Winthrop, Ma. 02152
Term: 5/69 to 10/69
Title: Nursing Home Administrator
Responsibilities:
Similar to those stated in previous positions with the exception that there were 90 patients and 73 employees.

Holiday Nursing Homes, Inc. North Reading, Ma.
01869
Term: 1/66 to 5/69
Title: Nursing Home Administrator
Responsibilities:
Similar to those stated in previous positions with the exception that there were 90 patients and 118 employees. This was an "Extended Care Facility" and we operated as a total ECF. All programs and procedures applicable were in effect.

EXPERIENCE: Winchester Hospital, Winchester, Ma.
 Term: 11/64 to 1/66
 Title: LPN Staff Duty and Admitting Officer
 Responsibilities:
 Management:
 Responsible for operation of Admitting Office during the evening hours. Admitting of all patients to medical and surgical wards. Processing of all financial data, operating permits, etc.
 Medical:
 Charge Nurse in Emergency Room on late shift, assisting with all ER cases, minor surgery and scrub for major surgery cases.

REMARKS: Sport Interest - camping, hunting
 Civic Interest - Notary Public, Neighborhood Commissioner, Boy Scouts of America, American Society of Notaries.

REFERENCES:	Dr. Vincent F. Guerra	Dr. Thomas J. Hirschfeld
<i>944-5823</i>	36 Woburn Street	36 Woburn Street
	Reading, Ma. 01867	Reading, Ma. 01867
	Mr. Frank Fortunato	Dr. Jon B. Volovick
<i>396-4220</i>	Zero Governors Ave.	265 Winn Street
	Medford, Ma. 02155	Burlington, Ma. 01803
	Mr. Benjamin Benson, NHA	Mr. Richard Augeri, Pharmacist
<i>851-9621</i>	Castle Nursing Home	Hillview Pharmacy
	553 North Street	250 Main Street
	Tewksbury, Ma. 01876	North Reading, Ma. 01869

ADDRESS: 9 Bear Hill Road, Reading, Ma. 01867
 Telephone: 617-944-0668



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

May 23, 1983

To the Honorable, the City Council:

Please be advised that I have appointed Gerald L. MacDonald, NHA, LPN, CSBA, of 9 Bear Hill Road, Reading, Mass., as the Administrator of the Michael J. Neville Manor, the same to be effective June 6, 1983. Mr. MacDonald's resume is attached.

Mr. MacDonald will be present at the City Council meeting scheduled for June 13th to meet the members of the City Council.

Very truly yours,

Robert W. Healy
City Manager

RWH/b

Re: appointment of Gerald L. MacDonald as
Administrator of the Michael J. Neville Manor
effective June 6, 1983.

In City Council,

May 23, 1983

5/23/83

P. Reed
OH

File