

## CURRICULUM VITAE

**Dr. Nancy G. Burlak, EdD, LMFT**

### **EDUCATION/LICENSE**

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- 2011-2014            Ed.D. (Counseling Psychology – 4.0 GPA)  
**ARGOSY UNIVERSITY,**  
San Diego, CA  
*Clinical Research Project: Optimal Duration of Treatment for Older Adults Diagnosed with Depression Based on the Geriatric Depression Scale.*  
Chair: Suzanne Forbes-Vierling Ph.D.
- 2001 – 2004            M.A. (Psychology- Marriage & Family Therapy emphasis)  
**CHAPMAN UNIVERSITY**  
Orange, CA  
APA-Accredited Program
- 1983 – 1984            M.S. (Criminology)  
**CALIFORNIA STATE UNIVERSITY, FRESNO**  
Fresno, CA  
*Major: Criminology/Counseling*
- 1979-1983            B.S. (Criminology)  
**CALIFORNIA STATE UNIVERSITY, FRESNO**  
Fresno, CA  
*Major: Criminology/Counseling*
- 2007-Current            *Marriage and Family Therapist License-LMFT (Unrestricted)*

### **PROFESSIONAL/CLINICAL EXPERIENCE**

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- 2017 – Present            *Adjunct Professor- Psychology Department*  
**Point Loma Nazarene University**  
Responsible for developing and teaching graduate level psychology class for Marriage and Family Therapy Program
  - Treatment of Older Adults
- 2014 – Present            *Adjunct Professor- Psychology Department*  
**San Diego City College, San Diego, CA**  
Responsible for two associates level courses including curriculum creation, syllabus development and classroom management

- Psychological/Sociological Aspects of Aging, Death and Dying
- Introduction to Counseling

2014 –2015

*Adjunct Professor- Marriage and Family Therapy Program*  
**Azusa Pacific University, San Diego, CA**

- Graduate level psychology course- Class: Psychopathology

2011 – Present

*Manager, Specialty Outpatient Programs*  
**Sharp HealthCare, Mesa Vista Psychiatric Hospital, San Diego, CA**

- Uphold direct operational and financial responsibility for the 7 Adult Specialty - Outpatient Programs of Sharp Mesa Vista Hospital.
- Assure adherence to licensing, Joint Commission, CMS and Medicare guidelines.
- Review and develop program policies and curriculum to include implementation of the Recovery Model.
- Plan & execute departmental goals with specific targets & metrics based on organizational goals
- Responsible for productivity, staff/patient satisfaction and safety
- Safety Disaster Committee- Assist in internal critical incident debriefings
- Development & oversight of clinical and administrative work flows across multiple teams & departments
- Provide clinical supervision for unlicensed staff (mental health, chemical dependency) to ensure evidenced based care delivery
- Supervise various levels of clinical staff (psychologists, MFT, MSW, Interns & Practicum Students)
- Responsible to research, develop & implement new programming for IOP level of care
- Develop and maintain budget of 7 clinical programs totaling 3.6 million dollars
- Facilitate clinical staff meetings and lead change projects from a Six Sigma philosophy.
- Responsible for hiring, training, scheduling, and retention of department personnel.
- Collaborate with physicians and the interdisciplinary team to plan and implement care for a diverse population of adults.
- Promote and inspire confidence in staff, colleagues, and supervisors by performing and communicating in a professional manner with every interpersonal contact

2008- 2011

*Lead Clinical Therapist- Dual Diagnosis Program*  
**Sharp HealthCare, Mesa Vista Psychiatric Hospital, San Diego, CA**

- Provided ongoing clinical guidance and expertise to multidisciplinary team regarding patient status, tx issues and compliance with standards of care
- Promoted staff accountability and empowerment through formal and informal mechanisms
- Enhanced referral development and participates in marketing plan
- Provided and/or facilitated formal and informal staff education regarding psychosocial issues such as diagnosis, tx planning, developmental issues, cultural issues, issues of sexuality, crisis intervention, bereavement, life adjustment, chronic psychiatric issues and interventions for target populations (addictions)

- Developed and implemented the Opiate Dependence IOP
- Developed and implemented the Trauma Recovery IOP
- Provided individual, family and group therapy to patients in program, carrying a case load of 15
- Coordinate and manage admissions and intake process
- Develop, implement and evaluate appropriate individualized tx plans in consultation with the medical staff and multi-disciplinary team members
- Documented psychotherapy activity in patient medical record
- Manage Utilization and Review on all private payer cases
- Coordinate day-to-day staffing activities, including caseload assignments and census flexing by established caseload ratio
- Clinically supervise Unlicensed staff
- Maintained operation of program within budgeted cost and managed budget of approximately 1 million dollars
- Conduct performance evaluations on 22 staff members.

2007-2008

*Interim Inpatient Case Management Manager***Paradise Valley Hospital- Bayview Behavioral Health, Chula Vista CA**  
Psychiatric Social Services Department

- Supervised Behavioral Health Case Managers on two campuses including, disciplinary issues, hiring and evaluations
- Ensured information in the medical records met criteria for medical necessity to ensure continued hospital stay and/or discharge
- Assisted in clinical reviews utilizing criteria approved by the Utilization Review Committee. Established priority criteria regarding review order
- Reported out daily to medical director regarding UR difficulties
- Participated actively in discharge planning and coordinating appropriate discharge plans based upon the identified needs of the patient and the availability of resources
- Liaison between hospital and Insurance companies regarding medical necessity and continued care in inpatient setting
- Assisted in the development of systems that increase staff and physician understanding of resource management to assure positive patient outcomes
- Assisted physicians, care givers and third party payers to ensure appropriate level of care while maintaining quality and fiscal responsibility
- Coordinated with various departments in order to enhance patient outcomes

2004 – 2008

*Lead Clinical Coordinator/Program Manager***Paradise Valley Hospital- Bayview Behavioral Health, Chula Vista CA**  
Partial Hospitalization Program

- Supervised team of 13 employees, including disciplinary issues, hiring, and evaluations
- Responsible for department operations including staffing, operational policies and procedures, systems and programs, standards, and compliance with all regulatory and legal requirements
- Responsible for ensuring and maintaining quality and clinical integrity of the program
- Prepared program for Joint Commission Survey and CMS survey
- Responsible for ensuring adherence to the program's budget, including maintaining and reporting productivity variances, program expenses
- Individual, group and family therapy to program participants

- Coordinated with other hospital Outpatient programs and program medical director regarding clinical development of program

2001 – 2004

*Social Worker V***Riverside County Department of Social Services, Indio, CA***Family Reunification Unit:*

- Case management with adjudicated clients
- Assisted Clients with successful reunification with their children
- Court report writing to assist the court with decision-making
- Service planning. Community resources identification for clients needs
- Crisis intervention with clients and placement providers

*Court Dependency Unit:*

- Investigation of circumstances leading to detention of children
- Interviewing all pertinent people involved with detention
- Court Report writing to support detention, recommendations for treatment or community resources for clients
- Initiating background investigations, placement, and community referrals

*Voluntary Family Maintenance:*

- Provided families with referrals for community services
- Provided individual therapy, crisis intervention and family therapy

2000-2001

*Clinical Therapist I, Children's Services***Riverside Department of Mental Health, Indio, CA**

Clinical Therapist

- Individual, family and group therapy with children and adolescents discharging from area psychiatric hospitals
- Worked with multidisciplinary treatment team
- Experience with numerous mental health disorders and co-occurring disorders
- Created and implemented wrap around services for children in Enriched Foster Care

1998-2001

*Lead Therapist, Clinical Manager***Arapahoe House, Westminster, CO***Inpatient Program*

- Provided Individual, group and Family therapy, multifamily group therapy to patients and their families
- Direct supervision of 12 counselors and 3 therapists
- Oversee milieu of 16 adolescents
- Developed and maintained appropriate treatment programming and protocols for dually licensed Residential Treatment Center
- Monitored all records and documentation as required by state and federal regulatory agencies
- Maintained budget of approximately \$620K
- Participated in Grant writing funding adolescent programming

*Outpatient and School Based Program*

- Direct Supervision of 15 Outpatient and school based counselors-Supervised counselor on harm reduction model focused on students
- Ensured accurate records and documentation as required by state/federal regulatory agencies
- Maintained budget of \$ 600K
- Marketed program, growing it from 8 public schools to 15 schools in 2 years

- Program development and grant writing

1997-1998

*Inpatient Therapist- Adolescent Unit***Cleo Wallace Center, Westminster, CO**

- Individual, group and family therapy with adolescents and children
- Experience with a variety of mental health diagnosis
- Member of multidisciplinary team

1996-1997

*Drug Demand Reduction Program Clinical Manager***Department of the Air Force, Vandenberg AFB, CA**

- Prevention/Education of both active duty and civilian work force on the use/abuse of illegal drugs
- Managed the military and civilian drug testing program
- Therapy with active duty military members dealing with substance issues

1993-1996

*Drug Demand Reduction Clinical Manager***Department of the Army, Okinawa, Japan**

- Educated Army population on island regarding alcohol use/abuse
- Developed and implemented community awareness programs
- Provided therapy for soldiers referred by command - domestic violence, depression, substance abuse

1989-1993

*Program Therapists***Tri County Youth Services Bureau, Waldorf, MD**

- Individual, group and family therapy with adolescents and children and their families

## **RESEARCH EXPERIENCE**

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2011 – 2014

*Clinical Research Project***Argosy University, San Diego, CA*****“Optimal Duration of Treatment for Older Adults Diagnosed With Depression Based on the Geriatric Depression Scale”***

Chair: Suzanne Forbes-Vierling, Ph.D.

## **PRESENTATIONS**

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*Presentations*

Burlak, N (April 2016) *Zero Suicide Initiative; Designing and Implementing the CSSRS in a Hospital Intensive Outpatient Setting*. AABH Symposium, Buena Park, CA.

Burlak, N. (March 2015) *Optimal Duration of Treatment for Older Adults Diagnosed with Depression Based on the Geriatric Depression Scale*. Aging in America annual conference, Chicago, IL.

Burlak, N. (April 2015) *Developing Intensive Outpatient, Evidenced Based Programs*. AABH symposium, Buena Park, CA.

Burlak, N. (April, 2011) *Recognizing and Treating SPICE addiction*. EAPA annual conference, San Diego, CA

Burlak, N. (June, 2010) *Development and Implementation of Treatment Programs for Veterans with PTSD*. AABH annual conference, San Diego, CA.

## **PROFESSIONAL AFFILIATIONS**

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California Association of Marriage and Family Therapists (CAMFT), 2004 – Present  
Student member, San Diego Psychological Association (SDPA); October, 2011-Present  
American Psychological Association, Graduate Student Affiliate (APAGS), 2011- Present  
Lifetime member, National Honor Society for Psychology (Psi Chi) MSCD chapter;  
September 2002-Present  
Association for Ambulatory Behavioral Health, Southern California, President -Member, 2006-P

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