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# Jane Smith

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## NURSING MANAGEMENT

### ♦ Nursing the Critical ill - Staff Training and Development - Team Leadership ♦

Highly dedicated and results oriented, with accomplished leadership, staff training (optimizing team potentials through delivery training solutions) and medical skills. Also possessing the ability to implement and develop procedures, meet strict targets within tight fiscal restraints. Strong background in ICU and management including hemodialysis experience. Having also worked closely with Renal Associates (physicians) for the last 10 years. Now looking to make a continued significant contribution within education, utilizing my extensive teaching, management and nursing skills.

## AREAS OF EXPERTISE

- Emergency Room, SICU, CVVHD
- Hemodialysis
- Problem Solving
- Team Leadership
- Staff Training / Development
- Policy and Procedure Development
- Financial and Inventory Control
- In-house Training Course Design
- Continuous Improvement
- Improving Productivity
- Customer Satisfaction
- Quality Assurance

## PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

### REGISTERED NURSE (DIALYSIS THERAPY)

*Oct 06 - Present*

#### Hospital A

Responsible for providing direct patient care for assigned patients and assisting in care of other patients as needed. Performing all technical aspects of dialysis procedures. Administering medications as ordered.

- Assessing patients' responses to dialysis therapy and discussing adjustments needed with supervisor and / or physician. Assessing patient pre, interim and post dialysis and documenting the findings.
- Assessing the patients' educational needs, educating the patient and family regarding end stage renal disease, dialysis therapy, diet and medications.

### CHARGE NURSE

*Feb 05 - Oct 06*

#### Hospital B, Montgomery, AL.

Responsible for all nurses, technicians and the secretary working during my shift. Communicating with families, patients, physicians, ancillary departments and supervisors. Continuously evaluated processes and making recommendations to Unit Manager.

- Executed and developed policies and procedures for Express Admit Unit.
  - Expedited the transfer of patients (in collaboration with Bed Control, ED and med-surgical units).
  - **Personnel / Training:** Interviewed job candidates and allocated the staff to induct new employees, thereafter monitored their progress and advised the Unit Manager on staff training / development needs.
  - **Equipment used:** Patient Care Computer Charting, Electrical Beds, Dinamap, Sphygmomanometers, Hydraulic Lift Bed Scales, IV Pumps, Tube Feeding Pumps, Incentive Spirometers, various oxygen apparatus.
  - **Significant Accomplishments:** The Express Admit Unit became its own entity within Baptist Medical Center. The unit's hours of operations were increased from 12/day to 16/day, currently 24/day. The unit was recognized by Quality Control for achieving 100% of national core measures.
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## PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

### STAFF NURSE (EMERGENCY ROOM & SICU)

Apr 04 - Feb 05

Hospital C, Montgomery, AL.

- Caring for the critically ill, surgical, trauma, neuro and medical patients as well as in ED trauma, fast-track, and the chest pain center.
- Equipment used: Defibrillator, Intubation devices and artificial airways, cardiac monitors, ventilators, intracranial pressure monitors, arterial lines, pulmonary arterial catheters. EKG machine, doppler, specialty beds, bedside computer charting.
- Helped open, manage and develop the “Express Admit Unit” above while working here!

### NURSE MANAGER (SICU)

May 01 - Apr 45

Hospital D, Montgomery, AL.

Responsible for up to 40 employee reports as well as all new employees orientation into the SICU, including scheduling with Organizational Development for mandatory classes, arranging nurse/orientation partnership, monitoring compliance and progress of training, providing feedback and necessary adjustments throughout orientation. I was in constant communication with staff, physicians, and upper administration. Also Interim Nurse Manager of 6 North Surgical Floor for 1 year and at the Neuro Intensive Care unit for 1 year.

- Opened unit beds from 55% to full 100% capacity within only 6 months.
- Decreased employee vacancy rate of 85% to less than 5% in 1 year.
- Increased patient volumes and patient satisfaction scores, meeting and exceeding hospital goals by 84%
- Followed-up complaints, communicating with families and ancillary departments to determine needs.

#### Staff Training:

- Monitored staff skill set and completed developmental planner for employees not meeting standards or anyone not in compliance with organizational policy and procedure. Provided in-house training if needed.
- Worked closely with the Organizational Development and University Representatives to filter nursing students through SICU. Also recruited preceptors for students within unit.

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## EARLY CAREER SUMMARY

Staff Nurse / Charge Nurse	SICU, Baptist Medical Center Montgomery, AL	1998-01
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## PROFESSIONAL DEVELOPMENT

ACLS	Instructor Certified (American Heart Association)	2009
BLS	Certified (American Heart Association)	2008
State Registered Nurse	License # 01-01-#### - 12-31-#### (State of Alabama)	
Bachelor of Science	in Nursing (Auburn University Montgomery)	1998
Masters	in Business Administration (due to complete in August 2009)	
<u>Awards:</u>	(1) Montgomery Autauga Elmore Medical Auxiliary Award. (2) Sigma Theta Tau International, Honor Society of Nursing.	
<u>Memberships:</u>	(1) Served on the Recruitment and Retention Committee, Baptist Medical Center, (1999-00) (2) Served on the Ethics Committee, Baptist Medical Center (2001-04). (3) Volunteer at Camp Celebration 2007, bereavement camp for children (4) Active Member of Antioch East Baptist Church Choir.	

*Testimonials available on request.*