

# JOHN DOE, RN-BC

555-555-5555 • [email@email.com](mailto:email@email.com) • 123 Main Street, City, State 11111

## REGISTERED NURSE

**Summary: Highly dedicated, resourceful, and patient-centered nurse with extensive experience providing exceptional care to diverse populations.** Versatile professional with broad clinical background encompassing med/surg, OR, telemetry, and psychiatric units as well as fulfilling case management, quality, and utilization review responsibilities. Equally effective in leadership and independent roles; excellent teaching, prioritization, critical thinking, and problem solving skills. Valued member of interdisciplinary medical teams with care-driven attitude and commitment to patient safety. *Strengths include:*

Patient Care & Education – Assessment/Evaluation – Medication Management – Staff Training & Direction  
Unit Management – Workflow Control – Charting/Documentation – Family Relations – Care Planning – Patient Advocacy

*Computer Skills: McKesson, Horizon, MS Word*

## PROFESSIONAL CREDENTIALS

Registered Nurse License – State

Certified Psychiatric & Mental Health Nurse (RN-BC) – American Nurses Credentialing Center (ANCC)

BLS for Healthcare Providers (CPR & AED) – American Heart Association

Member – American Psychiatric Nurses Association (APNA)

## SELECT ACHIEVEMENTS

- As Permanent Resource Nurse for ABC Hospital, taught SBAR communication tool at Unit Skills Fair and led presentation, “Situation Management,” for continuing nursing education; additionally contributed to process improvement plans for various protocols including hand washing.
- Delivered numerous significant contributions throughout tenure with ABC Hospital as Staff Nurse and Quality/Utilization Review Nurse:
  - Aided in development of QA procedures for cystoscopy department.
  - Achieved approval for nearly all 1<sup>st</sup>-level appeals for denied coverage within assigned units.
  - Co-created and led workshop, “Management of the Suicidal Patient,” for med/surg staff and taught classes on crisis intervention.
  - Tirelessly advocated for psychiatric patients.

## PROFESSIONAL EXPERIENCE

ABC Hospital, City, State

2005 to 2013

*265-bed regional medical center with 30 medical specialties and subspecialties*

**Permanent Resource Nurse (2008 to 2013), Staff Nurse (2005 to 2008)**

Earned promotion to leadership role based on extensive clinical experience and proven ability to maintain consistency in patient care. Controlled daily workflow within 15-bed acute care adult psychiatric unit, closely monitoring all patient conditions and providing direct care as needed. Attended daily rounds in ER psychiatric unit prior to admissions and evaluated intake assessments with psychiatrist. Liaised between inpatient and outpatient providers as well as insurance companies. Supervised and set schedules for 9 team members including 6 Staff Nurses, Health Unit

After

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Coordinator, LNA, and Care Manager. Received/relayed critical data to management and staff. Triage calls from crisis line. Assisted with annual employee evaluations and precepted nursing students. Served as member of Policy and Procedure and Medication Reconciliation Committees.

ABC Hospital, City, State

1994 to 2005

*Community and regional acute care facility with 125 beds*

## **Staff Nurse, Telemetry Unit (2000 to 2005)**

Completed telemetry training course and was transferred following closure of psychiatric/chemical dependency/medical unit. Cared for cardiac, dialysis, vascular, and trauma patients within 20-bed unit. Monitored cardiac rhythms and administered necessary treatments. Educated patients on their diagnoses and treatment plans. Oversaw 1–2 LNAs.

## **Staff Nurse, Psychiatric/Chemical Dependency/Medical Unit (2000)**

Managed caseload of diverse patients with psychiatric, substance abuse, and/or medical issues in 5-bed unit. Provided patient education and ensured safety of all individuals. Supervised LNA and Secretary.

## **Quality/Utilization Review Nurse (1994 to 1999)**

Reviewed all admissions for 30-bed orthopedic unit and 10-bed psychiatric unit; during weekend shifts, assessed admissions for entire hospital and presided over risk management duties. Evaluated charts/documentation and reported any issues to Director of Quality. Went over coverage with insurance companies and determined patients' required level of care (skilled or intermediate). Authored appeal letters to Medicare, Medicaid, and/or commercial insurers if stay was denied. Prepared/shared patient records at MD Service Meetings to address quality issues. Compiled data for hospital, Northwest Health Care Foundation, and various organizations conducting national studies on nosocomial pneumonia, CHF, MI, and other topics. Attended meetings with Blue Cross.

*Additional positions include **Medication Nurse/Case Manager**, ABC Mental Health Center, City, State; **Consulting Nurse**, ABC Company, City, State; **Charge Nurse**, ABC Hospital, City, State*

## **EDUCATION & RECENT TRAINING**

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Nursing Diploma, State University, City, State

Crucial Conversations – ABC Hospital (2012), Psychiatric Nursing Update – ABC Forums in Nursing (2011), Psychiatric Update – ABC Hospital (2010), Positive Power & Influence – ABC Hospital (2010), Ethics & Clinical Management of the High-Risk Patient – ABC Retreat (2009)