|  |  |
| --- | --- |
| Name: |   Janet Guinan |
| Phone: |   708-873-0117 |
| Email: |   janguinan@aol.com |
| Location: |   US-IL-Orland Park-60462 () |
| Last Modified: |   8/22/2019 4:25:47 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Edwards Elmhurst Health Care | 06/01/2012 - 06/24/2019 |
| Job Title: |    |
|  |
| Company Name: |   Metro South Medical Center, formerly known as St. Francis Hospital | 04/01/1989 - 06/24/2019 |
| Job Title: |   Triage Committee |
|  |
| Company Name: |   Education Committee Recruitment | 06/01/1976 - 06/30/1985 |
| Job Title: |   Pediatric Office Assistant |
|  |

 Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |   Saint Xavier University | Graduation Date: |  |
| Major: |    |
| Degree: |   Bachelor's Degree |
| School: |   Moraine Valley Community College | Graduation Date: |  |
| Major: |    |
| Degree: |   Associate Degree |
| School: |   Queen of Peace High School | Graduation Date: |  |
| Major: |   Not Applicable |
| Degree: |   High School |

 Additional Skills And Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Recent Job Title: |    null | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |    per  | Desired Employment Type: |  |
| Desired Travel: |    |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

|  |
| --- |
| Janet Guinan16636 GRANTS TRAIL ORLAND PARK, IL 60467TEL 708-873-0117 janguinan@aol.comObjectiveApplication for a full time registered staff nurse position. To provide patient care and education in a community setting.To continue to collaborate with other team members towards the goal of improving the well being of patients.ExperienceEdwards Elmhurst Health CareElmhurst Memorial Center for HealthOrthopedic/ podiatry deptJune 2012 thru April 2019Working in the amulatory clinc department with orthopedic and podiatry patients.Rooming of patients, Ordering of tests Assisting physician in procedures, Preparing of medications for administration,phone triage Insurance authorization on radiology and surgery procedures and phamacy. Processing of orthotics.Clinic Committee: Triage CommitteeMetro South Medical Center, formerly known as St. Francis HospitalApril 1989 thru June 2012Originally on a pre and post operative medical / surgical unit, managing care mostly with orthopedic and non monitoredpost cardiac surgical patients in accordance to nursing standards and hospital policy. Due to unit revisions my unit wasredirected to the admission, care, teaching, and discharge of the orthopedic, gastrointestinal and urology, routine preand post surgical patient.Permanent Charge Position of the unit until hospital restructuring in 2008. Presently, alternating Charge RN status. Crosstrained to work the Same Day Surgical Center. Preceptor since 1992 and have been involved in the nurse internship programwith aiding in RN recruitment.Hospital Committee work: Quality Assurance Committee Nurse Practice CouncilCare Pathway Committee Unite Based Council Team MemberMercy HospitalStaff Nurse on a Medical/Surgical unit.July 1985 thru April 1989Providing primary nursing care in accordance with nursing standards and administrative policies. General surgical preand post operative unit. Experience with alternating in charge position and in delegation of duties and responsibilities ofthe unit.Hospital Committee work: Education Committee Recruitment CommittePediatric Office AssistantDr. S. AngspattChicago Illinois. June 1976 - June 1985Worked for 9 years thru high school and college. Dealing with preliminary patient assessment and officeoperations.EducationSaint Xavier University, Chicago, IL.B.S. in Nursing, May 1985Moraine Valley Community CollegeAssociate in Arts, May 1981Queen of Peace High School1978 DiplomaSkills Organizing daily scheduling of physicians.Rooming of patients.Prioritizing of phone triage ,emergency call in Phone triage, assisting in routine patient/physician communication.Monitoring of surgery scheduling and need of insurance authorization.Processing of prescriptions. Aide in test scheduling of patients.Processing of orthotic ordering and dispensing.Working with interdepartmental resouces in patient care, home health,social service and physical therapy. Delegating daily staffing, patient assignments as Charge RNEvaluating patients acuity level as Charge RNAdvise other team members on resources as Charge RNReport Unit's issues of concern to Supervisor as Charge RN Associating with professional medical teams to project and implement the total treatment plan for patients.Recognizing and responding to adverse developments of the patient.Insertion and removal of various patient lines, catheters, wound care and ostomy care.Operated intravenous equipment, patient controlled analgesia equipment, feeding pumps, continuous passive rangeof motion equipment, sequential compression devices and bladder scanner. Assisting in the physical rehab of the orthopedic patient. Aiding the patient and family in Hospice care Developed and implemented plans with other unit members to increase patient satisfaction. Revised nursing policies and integrated new nursing policies. Collaborated with professional medical teams, for devising and implementing pathway plans for patient treatment toreduce patients length of stay. Assessed RN students individual skills and arranging learning experiences for greater understanding of the nursingprocess. Evaluating students in the RN internship program exhibiting the greatest potential or future hire. |