

Jan R. Whitney

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Objective

As a highly skilled Registered Nurse with 19 years of experience, strong clinical abilities, a proactive attitude, a passionate commitment to customer care/satisfaction, and reliability; I will be a great asset to your department. Being forward moving and motivated will enhance our abilities to keep up with the changes that await us.

Education

- **Major:** Associate of Nursing, 2001, Southwest Baptist University, Bolivar, MO
- **Major:** Certified Surgical Technologist, 1996, Ozark Technical Community College, Spfld, MO

Skills

- Strong judgement and decision making
- Persistent patient advocate
- Active listener and observer
- Action oriented
- Critical thinker
- Easily and willing to learn new tasks
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Experience

Community RN

03/2016 -Present

Integrated Lifestyles

- Monthly face-to-face assessments on individuals
- Monitor health and safety of individuals
- Provide delegation, clinical training as required
- Maintain accurate and detailed records of individuals
- Assess the needs of the individuals

Telephone Triage Nurse

03/2017-02/2020

Missouri Orthopedic Institute – Columbia, MO

- Triage calls for all Orthopedic providers
- Send messages to providers/respond back to patient with Dr. instructions
- Call in prescriptions/fax orders
- Schedule patients with appropriate providers
- Maintain providers' wait lists

Community RN

09/2013-09/2016

Woodhaven Learning Center- Columbia, MO

- Record clients' medical information and vital signs
- Maintain accurate, detailed reports and records
- Modify client treatment plans by clients' responses and conditions
- Consult/coordinate with healthcare team members to assess, plan, implement, and evaluate patient care plans
- Instruct individuals, staff and families on health education, disease prevention, wound care
- Delegate tasks to clients' and staff
- Assess the needs of clients, families, and communities, including assessments of clients' home or work environments, in order identify potential health/safety concerns

Staff Nurse**05/2005-01/2014****University of Missouri Hospital- Columbia, MO**

- Record patients' medical information and vital signs
- Maintain accurate, detailed reports and records
- Prepare patients for and assist with examinations and treatments
- Consult/coordinate with healthcare team to assess, plan, implement, and evaluate patient care plans

Circulating Nurse**08/2011-09/2013****Surgery Center of Columbia- Columbia, MO**

- Monitor, record, and report symptoms/changes in patients' conditions
- Maintain accurate, detailed reports and records
- Consult/coordinate with interdisciplinary team members on patient care plans
- Prepare patients for surgery, including positioning patient on operating table
- Prepare rooms, sterile instruments, equipment supplies
- Maintain proper sterile field during and after surgical procedures
- Maintain proper sterilization of all surgical equipment
- Provide technical assistance to surgeons, surgical nurses and anesthesiologists
- Maintain files/records of surgical procedures

Circulating Nurse/Manager**08/2008-08/2011****Surgery Center of North Central Missouri- Moberly, Mo**

- Supervise OR personnel/daily scheduling of personnel and order supplies
- Complete forms in accordance with company procedures
- Monitor and assess operating conditions, including patient and surgical team needs
- Maintain proper sterilization procedures during and after surgical operations
- Prepare, care for, and dispose of tissue specimens taken for laboratory analysis
- Clean/restock operating rooms
- Maintain proper sterilization of surgical equipment, using germicides and sterilizers
- Provide technical assistance to surgeons and surgical team

Surgical Technologist/Circulating Nurse**05/1996 -07/2006****Mercy Health Systems- Springfield, MO**

- Scrub arms/hands in order to assist surgical team
- Provide technical assistance to surgical team
- Prepare patients for surgery
- Observe vital signs during surgery
- Maintain proper sterilization field during and after surgical procedures
- Hand off instruments/supplies to surgeons and surgeon assistants
- Hold instruments, cut sutures, perform tasks directed by surgeon during surgical procedures
- Monitor, record and report symptoms of patient during surgery
- Maintain accurate, detailed reports/records during surgical procedures
- Inform surgeon of patients' condition during procedures
- Prepare/dispose of tissue samples taken during surgical procedures