**TINA L. MINOR, BSN, RN**

**14415 Sunnyhill Avenue, Baton Rouge, Louisiana 70819**

**(225) 200-5186 • tinalminor@gmail.com**

**Qualifications Profile**

I am a BSN Registered Nurse with over 15 years of experience in various areas of healthcare. My experience includes administrative nursing (ADON, Charge Nurse, and Supervisor) with 12 + years of supervisory experience, admissions, admit assessments, treatment plans, referrals, education for a wide range of patients, staffing, and keeping track of inventory. I have experience in the following areas: Family Clinics, Corrections, Detox, Home Health, Infection   
Control, Med Surgical, Psych, Rehab, Telemetry, and Wound Care Nursing. I am able to multi-task, often completing priorities with ease, and foster the provision of superior patient care.  I possess outstanding communication skills verbal and/or written.  I am an adaptable team player with willingness to learn and teach newly acquired skills.

**Professional Experience**

STATE OF LOUISIANA (EAST LOUISIANA MENTAL HEALTH SYSTEM), JACKSON, LA 12/2019-PRESENT

RN SUPERVISOR A

•Supervises a staff of RNs and LPNs

•Assumes the duties of Nursing Manager in her absence

•Works with Interdisciplinary Teams to establish and maintain standards of care

•Perform patient admit by conducting Initial Nursing Assessment and Treatment Plan

•Makes daily rounds on nursing units

•Ensure that physician’s orders are transcribed

• Identifies needs for in-service education and provides in-service education training of staff

•Provides leadership in the development, implementation, and evaluation of nursing development

•Education of patient on diagnosis and medications

•Evaluate and monitor medical and psychiatric patients care through direct rounds

•Provide accurate documentation of observations and information related to patient’s clinical condition

•Perform treatments and administer h according to physician’s orders and facility policy as needed

•Coordinate with Social Services in treating and monitoring offenders with psych related issues

STATE OF LOUISIANA (LOUISIANA VETERANS HOME), JACKSON, LA 2/2019-12/2019

RN Supervisor A

•Supervises a staff that includes skilled CNA and LPN nursing

•Ensure that nursing care meets the needs of the patients in compliance with physician’s orders and established standards of nursing practice

•Perform patient admissions by conducting Nursing Assessment and starting Initial Treatment Plan.

•Makes daily rounds on nursing units

•Directs nursing staff development and in-service education

•Ensure that physician’s orders are completed

•Assist in planning and initiation of patient and family education

•Perform treatments and administer medications according to physician’s orders and facility policy

•Assists in maintaining patient care standards by supervising and directing activities of subordinate nurses engaged in quality assurance, infection control, and utilization review activities.

•Reviews nursing plan of care for all patients within a unit and ensures that treatments and therapies specified in the plans are carried out.

•Evaluates patient care practices according to established standards and implements quality assurance methods to insure that standards are met.

•Determines needs for training through direct observation, results of quality assurance reviews and consultation with other supervisors and directors.

STATE OF LOUISIANA (ELAYN HUNT CORRECTIONAL CENTER), ST. GABRIEL, LA 4/2017-2/2019

RN SUPERVISOR A

•Supervisor of several areas including TRIPS, Pill Pass, Specialty Clinics, and Telemed

•Prepare Medicaid and Discharge Transfer Summaries

•In-service education training

•Coordination of training new staff

•Transcribing Physicians orders

•Scheduling outside clinic appointments

•Participates in the development of nursing policies and procedures

•Assists in the performance evaluations of staff nurses

STATE OF LOUISIANA (LA CORRECTIONAL INSTITUTE FOR WOMEN, ST. GABRIEL, LA          7/2012-4/2017

RN SUPERVISOR A

•Supervise staff of LPNs

•Current Intake Nurse

•Ensure each incoming offender receives TB screening, Pregnancy testing, & HIV testing

•Ensure each incoming offender orders are properly transcribed, and each offender is placed in the proper clinics

•Coordinate with Mental Health, Classifications, and Providers to have offenders cleared to compound in a timely manner

•Past Sick Call Clinic Nurse and Night RN Supervisor

•Evaluate and monitor medical and psychiatric patients care through direct rounds

•Provide accurate documentation of observations and information related to patient’s clinical condition

•Perform treatments and administer h according to physician’s orders and facility policy as needed

•Coordinate with Social Services in treating and monitoring offenders with psych related issues

BATON ROUGE BEHAVIORAL, BATON ROUGE, LOUISIANA

3/2015-PRESENT

Charge Nurse/Staff Nurse PRN

• Administer oral and injectable medications and oversee the dispensing of oral and topical medications and treatments

• Keep accurate written records of patient’s care provided including nursing assessments, treatment plans, progress notes, medications administered and discharge planning

• Educate patients and their family members about the patient’s illness, including medications and daily living skills

• Observe and assess changes and trends in physical or mental condition of the patient as well as plan and implement therapeutic interventions and evaluated response to such interventions

•Ensure that doctors' orders are effectively carried out

•In-service team members when need is identified

ADVANTAGE NURSING, BATON ROUGE, LOUISIANA                           8/2006-4/2020

Staffing Nurse

•Delivered a complete range of RN services to wherever staffed such as; hospitals, rehabilitation facilities, nursing homes, community clinics, and psychiatric facilities

•Provided nursing care which met the needs of the patient in compliance with physician’s orders and established standards of nursing practice

•Provided accurate documentation of observations and information related to patient’s clinical condition

•Performed treatments and administered medications according to physician’s orders and facility’s policy

CARRINGTON NURSING & REHAB, BATON ROUGE, LOUISIANA    9/2014-4/2020

Weekend Wound Care Nurse/PRN RN Supervisor

•Perform treatments according to physician’s orders and facility’s policy

•Assess/stage wounds, and insure all documentation of wounds and treatments are properly documented

•Notify family & physician of findings

•Perform patient admissions by conducting Nursing Assessment and starting Initial Treatment Plan.

•Evaluated and monitored patients (medical and med-psych population) care through consultation and direct rounds

•Determined patient care assignments in accordance with patient’s requirements

LTAC OF DENHAM SPRINGS, DENHAM SPRINGS, LOUISIANA       11/2010-5/2013

Weekend Charge Nurse/PRN staff nurse

•Supervised a staff that includes skilled CNA and LPN nursing staff

•Evaluated and monitored patients (medical and med-psych population) care through consultation and direct rounds

•Determined patient care assignments in accordance with patient’s requirements

•Handled the tasks of providing patients with support, comfort and pain relief

•Assisted doctors on rounds; provide patients medications and care as per the instructions of doctor

•Ensured that nursing care meets the needs of the patients in compliance with physician’s orders and established standards of nursing practice

•Performed admit assessments/wound care assessments

•Ensured that physician’s orders are completed

•Worked as needed as floor nurse

•Assisted in planning and initiation of patient education

•Performs treatments and administer medications according to physicians’ orders and facility policy

REGIONAL MEDICAL CENTER, LAFAYETTE, LOUISIANA    9/2009-6/2011

Staffing Nurse-PRN

•Provided nursing care which met the needs of the patient in compliance with physician’s orders and established standards of nursing practice

•Provided accurate documentation of observations and information related to patient’s clinical condition

•Performed treatments and administered medications according to physician’s orders and hospital’s policy

•Assisted in planning and initiation of patient education

•Participated in discharge planning

•Served as charge nurse when requested

GOLDEN AGE NURSING & REHAB, DENHAM SPRINGS, LOUISIANA      1/2008-4/2009

Charge Nurse/Acting Director of Nursing

•Ensured Monthly Summaries, Case Mix, and Skilled Nursing documentations were completed

•Overseen staff of twelve nurses

•Staff scheduling for nursing and non-nursing staff

•Provided in-services for nursing staff

•Scheduled training for staff

•Participated in the interview process of staff nurses

•Staged wounds for treatment nurse, and insured all documentation of wounds and treatments were maintained

•Ensured that nursing care met the needs of the residents (medical and Geri-psych population) in compliance with physician’s orders and established standards of nursing practice

•Performed admit assessments

•Maintained Infection Control Records

•Coordinated with MDS, OT/PT/ST, Dietary, and Wound Care Nurse in care of residents

SUMMIT MEDICAL CENTER/ARDENT, BATON ROUGE, LOUISIANA    7/2007-2/2008

Staff Nurse

•Provided nursing care which met the needs of the patient in compliance with physician’s orders and established standards of nursing practice

•Provided accurate documentation of observations and information related to patient’s clinical condition

•Performed treatments and administered medications according to physicians and hospital policy

•Assisted in planning and initiation of patient education

EARL K. LONG MEDICAL CENTER, BATON ROUGE, LOUISIANA      1/2006-6/2007

Staff Nurse

•Provided nursing care for wide range of patients which met the needs of the patient in compliance with physician’s orders and established standards of nursing practice

•Provided accurate documentation of observations and information related to patient’s clinical condition

•Performed treatments and administered medications according to physicians and hospital policy

•Assisted in planning and initiation of patient education

•Participated in discharge planning

•Served as charge nurse when requested

**Education**

Bachelor of Science in Nursing, BSN (2005)

SOUTHERN UNIVERSITY SCHOOL OF NURSING, BATON ROUGE, LOUISIANA

**Licensure**

Registered Nurse (RN), State of Louisiana

**Certifications**

Basic Life Support

Advance Cardiovascular Life Support and Basic Life Support

CPI

**References**

Angelia Duncan, RN Manager

East Louisiana Mental Health Systems

954 Hwy 10

Jackson, LA 70748

(225)634-0647

Wendy Woods, ADON

Louisiana Veterans Home

4739 Hwy 10

Jackson, LA 70748

(225)328-1626

Isabella Conners, RN Supervisor

Elayn Hunt Correctional Center

6925 LA 74

St. Gabriel, LA 70776

(225)663-0596

Tonya Stelly, ADON

Louisiana Correctional Institute for Women

7205 LA 74

St. Gabriel, LA 70776

(225)773-0942