Jennifer Norton, RN

710 3rd Street SE, Forest Lake, MN 55025

763.453.0007 | jennorton@yahoo.com

PROFESSIONAL SUMMARY

Compassionate, dedicated, and resilient registered nurse with more than five years of experience, including as charge nurse. Most recently with geriatric population in a long term and rehab care facility. Provide accurate, timely medication administration and documentation including IV, tube feedings, and narcotics. Preceding experience working at Mayo Clinic on a 19-bed general surgery and plastics specialty unit. Frequent hands-on experience with wound vacs, extensive dressing changes, tube feeding, IV administration, catheters. Experience working with JP drains, Cook’s and handheld dopplers, insulin and heparin drips, TPN, PCAs, and epidural pumps.

EXPERIENCE

***Edenbrook of Rochester | Rochester, MN***

Registered Nurse | October 2018 – September 2019, February 2020 – present

\*Care for 20 residents on day shift, up to 60 on overnights.

\*Safely administer medications to include PO, injection, IV medications and tube feedings.

\*Provide dressing changes, ostomy appliance changes, catheter changes and flushes, acute assessments as related to falls or other status changes as needed.

\*Utilize effective communication to ensure duties are accomplished safely and effectively.

\*Provide assistance to other staff members as needed.

\*Oversee other staff members on duty.

***Mayo Clinic Hospital, St Marys Campus | Rochester, MN***

Registered Nurse | January 2016 – April 2018

\*Mayo Clinic Hospital, St Marys Campus, is a 1,265 bed, Level One Trauma Center, voted “the best hospital in the nation 2017-2018”, US News & World Report.

\*Care for general surgery patients as well as plastics specialty patients following muscle, skin, and vasculature grafts, I&Ds, and elective plastic surgery. Overflow patient population includes trauma, medical, orthopedics, and pediatrics; floating to any unit on both campus per hospital need with multiple experiences on oncology, pediatrics (infant to adolescents), trauma, neurology, ENT, and others.

\*Other frequent experience, interventions, and care related to: drains such as ostomies, NG Tubes, Foley catheters, JP, pigtail, penrose, hemovac, straight; implementing care plans and interventions, pre-discharge education, end of life care, drug and alcohol withdrawal assessments.

\*As Charge Nurse: Utilize leadership skills, critical thinking, delegation, and problem-solving skills to address situations that arise; assist team where needed, assign staff appropriately with patients to ensure safety and quality care.

\*Obtain comprehensive assessments, analyzing baseline data with subsequent findings to evaluate appropriate interventions, making adjustments to care plan as needed; addressing changes in patient status and advocating for patients as appropriate utilizing effective SBAR communication.

\*Accurate medication administration via compatible IV infusions, IM/Subcutaneous injection, oral, NG/G/J tube, rectal, topical, or other routes as ordered.

\*Collaborate with interdisciplinary teams regarding care plans, processing orders, and discharge planning.

\*Mentor student nurses as assigned, answering any questions they have related to: patient care, the nursing process, student nurse duties, etc.

***GracePointe Crossing, Presbyterian Homes & Services | Cambridge, MN***

Registered Nurse | June 2015 – January 2016

\*Safely administer medications, twice daily, for up to 22 geriatric residents: TB, subcutaneous, and intramuscular injections, inhalants, topical, oral and other routes as indicated.

\*Assess for acute situations, utilizing critical thinking and collaboration with team members.

\*Complete dressing changes, catheter insertion and flushing, provide education on medications and cares, referrals to physical or speech therapy.

\*Supervise two CNAs, utilize effective communication skills to maintain a cohesive care team, interacting with family and other staff members.

***Anoka Ramsey Community College | Coon Rapids, MN***

Testing Center Coordinator and Info Desk/Customer Service | Dec 2013 – Jun 2015

\*Provide customer service to students utilizing the testing center for exams as a result of learning disabilities or make-up scheduling.

\*Answer phones to schedule testing appointments, answer service questions, or refer students to appropriate areas when needed.

\*Ensure students are compliant with testing center and institutional regulations regarding academic honesty, following up when appropriate.

\*Provide backup to main Information Desk for campus location: answer main phone line for the college, schedule advising appointments, assist with mailings, create staff/faculty and student badges, communicating effectively across all levels of staff and faculty.

***GracePointe Crossing- Presbyterian Homes & Services | Cambridge, MN***

Registered Nursing Assistant | Dec 2012 – Jan 2014

\*Provide cares for geriatric residents safely and efficiently as requested.

\*Provide assistance with meal time feeding and activities as planned, encouraging participation when needed.

\*Communicate effectively with other staff members to ensure all duties are completed as required.

\*Communicate with family and other staff as appropriate regarding residents cares or concerns.

***IC System, Inc. | Vadnais Heights, MN***

HRIS Administrator | March 2007 – Nov 2012

\*Create and run reports as requested utilizing Crystal Reports.

\*Provide payroll reports by set deadline to ensure accurate employee compensation for over 500 employees.

\*Maintain and troubleshoot employee intranet and applicant databases.

\*Assist applicants with hiring process.

\*Assist employees with any questions or challenges pertaining to payroll, terminations, paperwork, company resources, internal applications, and more.

\*Process new hire and termination paperwork; assisting with other mailings when requested.

\*Provide support to reception desk, executive team, and other HR roles as assigned.

COMPUTER EXPERIENCE

EMR experience utilizing MICS Lastword, Charts Plus, Synthesis, Epic, PointClickCare/POC, and Excellian.

Extensive background utilizing Microsoft Word, Excel, PowerPoint, Outlook, and internet browsers.

EDUCATION

Anoka Ramsey Community College | Coon Rapids, MN

 Associates in Science- Nursing: Graduated May 2015

Phi Theta Kappa Honors Society

GPA: 3.67

Mounds View High School | Arden Hills, MN

 High School Diploma: Graduated, May 1999

LICENSES AND CERTIFICATIONS

Registered Nurse, State of Minnesota: License# R 228187-2

 Expires March 2021

BLS Certified for Healthcare Providers – American Heart Association

 Valid October 2020 – October 2022

References and College Clinical Rotation information are available upon request.