




CHARITY C. POLK

REGISTERED NURSE

 708-606-0160

 cpolk1002@gmail.com

 Glenwood, IL 60425

EDUCATION

BACHELOR OF SCIENCE IN NURSING
Capella University, Sept 2020- Feb 2021

ASSOCIATES OF APPLIED SCIENCE IN REGISTERED NURSE
Joliet Junior College, Jan 2017 - Dec 2018

SIGMA THETA TAU
International Honor Society of Nursing

NATIONAL SOCIETY OF LEADERSHIP & SUCCESS
Capella University

LICENSES & CERTIFICATIONS

RN, Registered Nurse
Glenwood, IL
License # 041474511
Expires 05/2022

NIH Stroke Scale
American Hearst Association

ACLS, Advanced Cardiac Life Support
American Hearst Association

BLS, Basic Life Support
American Heart Association

Certified Infection Preventionist
Center for Disease Control (CDC)

PROFESSIONAL OVERVIEW

Compassionate, dedicated, and skilled nursing professional with 10 years of experience in healthcare. Skilled in providing exceptional care to diverse patient populations with both common and complex medical conditions. Proven ability to collaborate well in multidisciplinary teams, function efficiently in high-risk environments, and build empathetic relationships with patients. Experienced in patient safety and confidentiality. Committed to delivering, ensuring, and teaching excellence in patient care.

WORK EXPERIENCE

Intensive Care Unit (ICU) Charge Nurse

Roseland Community Hospital | April 2020 - Current

- Evaluate and monitor the patient's progress.
- Identify sudden or subtle changes in a patient's medical condition.
- Collaborate with doctors and interdisciplinary team
- Manages emergent codes situations: BLS/ACLS Certified
- Cares for ventilated/sedated patients, arterial lines, central lines, catheters, all other invasive lines, continuous ECG monitoring
- Administered IV, oral, and injections of medications as directed.
- Routine Blood drawing
- Manages all pharmacological drips, including vasoactive/sedative drips
- Educated family members on patient conditions in a compassionate way. Assisted with conflict resolution in tense situations.
- Provide end of life care for patient/family as appropriate

Assistant Director of Nursing

Spring Creek Nursing & Rehab, Joliet, IL | December 2018 – April 2020

- Overseen direct operations of nursing care for 168 bed facility
- Lead internal auditing of: Fall/incidents, infection control, psychotropics and medication reconciliation program
- Developed infection prevention program in coordination with local health department and Illinois Department of Public health (IDPH)
- Maintained all tracing, record keeping, and reporting of COVID-19 cases to IDPH and local health department
- Interviewing, hiring, and training of nursing personnel
- Maintained all staffing for Nursing and nursing assistants
- Compliance with federal and state regulations
- Experienced in JCAHO and IDPH surveys
- Collaborated with interdisciplinary team on resident treatment plans
- Liaison between family members, residents and staff



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AREA OF EXPERTISE

Acute and Chronic Care
Cardiovascular Care
Patient Assessment
Patient Care
Nursing Patient Education
Treatment Planning
Critical Care
Infection Control
Wound Care
IV Management
Psychiatric/Dementia Care

KEY SKILLS

Communication Skills
Stress Management
Delivering Excellent Services
Supporting Colleagues
Managing Resources Effectively
Ensuring High Quality
Empathy & Kindness
Ethics & Confidentiality
EMAR/EHR Competent

WORK EXPERIENCE CONTINUED

Unit Supervisor

Spring Creek Nursing, Joliet, IL | June 2016- December 2018

What were your main responsibilities? You can also add greatest achievements here. This section is not mandatory.

- Maintaining and restoring health of patients on Dementia and Rehabilitation Unit
- Acting as a main point of contact between residents and their families
- Addressing and preventing concerns from family members
- Assists in developing, implementing and making adjustments to patient care plans as needed
- Supervises, counsels, and provides discipline when necessary, to nurse staff to ensure the highest quality care possible
- Ensures their unit meets federal and state regulatory standards, as well as company policies and procedures
- Collaborates with the Director of Nursing, Nurse Practitioners and Physicians to plan and maintain resident care
- Completes admission and discharge assessments
- Oversees and audits changes made to care plans
- Delivers hands-on care and medicine distribution as needed
- Audits and completes charting, evaluations, medical forms, and other administrative tasks
- Identifies procedural problems and works with the Director of Nursing to resolve issues
- Evaluates, prioritizes and meets the care needs of each resident

CERTIFIED NURSE ASSISTANT (TEAM LEAD)

Spring Creek Nursing, Joliet, IL | January 2014- May 2016

- Provide personal hygiene for elderly patients by assisting with their basic needs, such as showering, bathing, dressing and eating.
- Maintain patient stability by checking vital signs and weight and recording intake and output of urine.
- Offer activities that are essential for daily living by assisting patients with their meals, including serving and feeding them if necessary.
- Assisted with various therapeutic procedures to include laying out tools for examinations or moving devices between rooms.
- Answer calls for assistance and observe changes in a patient's behavior, emotional state, or physical condition.
- Implement individualized care plans and offer support to patients to maintain their dignity, privacy, and comfort.
- Assist in the maintenance of a clean, tidy, and safe environment