

Sylvia Burns

Registered Nurse

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To secure a career position as a Registered Nurse within a clinical setting to maximize my health care management and medical skills. I am an organizational leader with more than 20 years of professional experience.

Authorized to work in the US for any employer

Work Experience

Home Health Nurse

Adult Visionary In-Home Service - St. Louis, MO

March 2012 to Present

Perform health assessments for in-home healthcare service, also general health examinations and reassessments as deemed by the State of Missouri. Demonstrate professional care, attention, and focus, while handling client issues and healthcare solutions. Conduct physical and mental health assessments and keep physicians abreast of client health concerns and needs.

- Plan, provide and assist with approved dietary meals for the client
- Follow and comply with state and federal guidelines for healthcare services
- Maintain healthcare records and monitor client's activity and condition
- Notify physician of abnormal findings and client's needs

Private Duty Nurse

Home Health Care - St. Louis, MO

October 2008 to Present

Monitor patient vital signs, assist with bathing, provide comfort measures and pain management as needed and assist with recreational and rehabilitative activities. Complete and fulfill the duties of doing laundry, light housekeeping, preparing healthy meals, assisting with phone calls, and other duties as deemed by the patient.

- Plan, arrange and prepare patient for visits to off-site facilities
- Transport and escort patient to and from medical and rehabilitation appointments
- Transport patient to shopping, restaurants and other outings as needed
- Administer the recommended dosage of prescribed medications to the patient
- Conduct physical and mental health assessments
- Keep physicians abreast of abnormal findings

Volunteer Phlebotomist

Health Protection & Education Services-HPES - University City, MO

October 2009 to December 2011

Mentored nursing students by demonstrating and giving assistance with phlebotomy technique. Coordinated laboratory examinations for collection of blood samples, entered patient information into a database and provided tests results.

- Provided leadership, assistance, guidance, and support to the entire staff
- Conducted inventory count of supplies and materials
- Verified blood glucose levels, performed tests, documented results, and updated records

Head Nurse

Euclid Primary Care - St. Louis, MO

October 2007 to October 2008

Supervised and coordinated nursing activities in a large Internal Medicine practice. Trained and managed three medical assistants and achieved improvements in primary care productivity. Directed preparation and maintenance of medical records and developed a method to track patients receiving Coumadin therapy. Performed blood draws, basic laboratory tests and administered inhalation treatments

- Coached and instructed the staff on procedures for infection control
- Administered medications, injections, performed EKGs, and prepared patients for transport to the hospital
- Recommended many forms of physical therapy, inhalation therapy care, and therapeutic measures with approval of the physician

Staff Nurse

Supplemental Health Care - St. Louis, MO

March 2003 to September 2008

Provided pre/post-op care in out-patient surgery and pain management centers, hospital settings, and assisted in outpatient surgery operating room. Treated and provided nursing care in a variety of settings, such as rehabilitation, LTC, ventilator-dependent, med-surg, telemetry, clinics, occupational health, pediatric home care, pediatric and adult care private offices.

- Administered medications, injections, inhalation treatments, chemotherapy, and IV therapy
- Directed and supervised auxiliary healthcare personnel and maintained medical records
- Assessed patient health needs and problems, developed and implemented nursing care plans

Registered Nurse- Staff Nurse

Forest Park Hospital - St. Louis, MO

January 2002 to July 2004

Managed and trained 10 RNs, LPNs, CNAs, and Monitor Techs with day-to-day workplace procedures. Observed and complied with cardiac rehabilitation guidelines following open-heart surgery and other cardiac conditions. Presented and provided specialty care to cardiac patients on ICU Step-Down and Stroke units on a PRN basis.

- Provided care to cardiac patients on a busy Telemetry unit
- Served as a patient advocate by providing emotional and receptive support
- Evaluated physical and psychosocial needs of patients with developmental disabilities

Licensed Practical Nurse- Staff Nurse

Washington University - St. Louis, MO

December 1997 to January 2002

Worked as an LPN at Washington University School of Medicine, assisted physicians with various procedures and surgeries. Performed and processed Urodynamic Studies, phlebotomy, laboratory tests, and various diagnostic tests. Administered medications and injections and properly dressed wounds, removed sutures, and staples, inserted and removed catheters.

- Administered chemotherapy through instillation and injection

- Obtained consultation and pathology notes from outside facilities and physicians, also pre-certified surgeries
- Used equipment such as bladder scanners, cystoscopies, prostate ultrasound, urodynamic and biopsy machines

Education

Associate in Nursing

Deaconess College of Nursing - St. Louis, MO

Associate in Applied Science

St. Louis Community College - St. Louis, MO

Diploma in Nursing

St. Louis Board of Education - St. Louis, MO

Skills

- Urodynamic Studies (1 year)
- Microsoft Office (5 years)
- Phlebotomy (5 years)
- Triage (5 years)
- CPR/ACLS (Adult & Child)
- 12-Lead EKG (5 years)
- Telemetry (4 years)
- Chemotherapy Administration (Less than 1 year)
- Utilization Review (Less than 1 year)
- STD Counseling (1 year)
- IV Therapy (10+ years)
- Surgical Assistant (4 years)
- Home Care (10+ years)
- Hospice Care (1 year)
- Mentoring (2 years)
- Microsoft Outlook (10+ years)
- Management Experience (10+ years)
- Hospital Experience (10+ years)
- Laboratory Procedures (10+ years)
- Critical Care Experience (4 years)
- Patient Assessment (10+ years)
- Nursing (10+ years)
- Infusion Experience (10+ years)
- Medical Office Experience (6 years)

- Medication Administration (10+ years)
- Word Processing
- Pain Management (Less than 1 year)
- Laboratory Experience (2 years)
- Primary Care Experience (10+ years)
- EMR Systems (2 years)
- Venipuncture (10+ years)
- Vital Signs (10+ years)
- Nurse Management (10+ years)
- Experience Administering Injections (10+ years)
- Laundry (10+ years)
- Medical Imaging
- Medical Billing (1 year)
- Acute care (5 years)
- Ventilator (4 years)
- Teaching (10+ years)
- Transcription
- Infection Control Training (5 years)
- Employee Orientation (4 years)
- Data collection (10+ years)
- Leadership (10+ years)
- Anatomy Knowledge (10+ years)
- Supervising Experience (6 years)
- Documentation review (5 years)
- ICU Experience
- Occupational health (Less than 1 year)
- Computer literacy (10+ years)
- Health information management (10+ years)
- Care plans (10+ years)
- Tube feeding (10+ years)
- Aseptic technique (10+ years)
- Medical coding (2 years)
- Patient care (10+ years)
- Phone etiquette (10+ years)
- Discharge planning
- Infusion

Certifications and Licenses

RN

Assessments

Medical Terminology — Expert

June 2020

Understanding and using medical terminology

Full results: [Expert](#)

Nursing Skills: Clinical Judgment — Expert

February 2020

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.