



DONNA JENKINS

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Summary

Dedicated and compassionate Licensed Practical Nurse with extensive experience in medical procedures, including specimen collection, IV insertion, tube feedings, wound care and infection control. Meticulous regard for detail and accuracy with strong follow-through and administrative skills. Maintains composure and makes accurate decisions in fast-paced, unpredictable and stressful environments. History of interfacing seamlessly with doctors, specialized support services, patients and visiting families.

Skills

- Multi-tasking and prioritization
- Tracking symptoms
- Empathetic and compassionate
- Documenting incidents
- Educating families
- Caring for wounds
- Assisting physicians

Experience

Memorial Physician Services | Chatham, IL

LPN Office Nurse

09/2016 - Current

- Collected and documented vital signs to track current patient conditions.
- Answered patient and family questions to educate on optimal treatment procedures.
- Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
- Cared for patients' acute and chronic wounds by changing dressings and applying medicated compounds.
- Observed strict confidentiality and safeguarded all patient-related information.
- Triageed patients by phone and provided general assistance for basic and advanced needs.
- Documented patient medical histories, current symptoms and vitals.
- Answered patient calls, identified issues and determined how best to provide assistance within parameters established by facility and supervisor.
- Collected biological samples for routine laboratory testing to assist diagnostic processes.
- Utilized computerized Resource and Patient Management System (RPMS) and Electronic Health Record (EHR) system.
- Sterilized equipment and supplies using germicides and autoclaves to protect patients and staff from infection.

Consulate Health Care | Sarasota, FL

Unit Manager

09/2007 - 07/2016

- Oversaw resident care to promote quality physical, mental and psychological treatment.
- Identified and oriented new staff members before deployment to assigned stations.
- Maintained full operation of medical and administrative equipment by verifying emergency equipment availability and completing preventive

maintenance requirements by troubleshooting malfunctions and calling for repairs.

- Communicated with patients with compassion while keeping medical information private.
 - Collaborated with multi-disciplinary staff to improve overall patient care and response times.
 - Facilitated peer-to-peer conflict resolution.
 - Participated in Care Plan meetings with department heads to discuss census information, admissions and discharges for residents.
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- Collected and documented vital signs to track current patient conditions.
 - Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
 - Communicated concerns regarding clients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.
 - Documented patient intake and dietary requirements and aided with feeding and monitoring.
 - Answered patient and family questions to educate on optimal treatment procedures.
 - Responded to patient alarms and needs-assessment requests to identify course of treatment.
 - Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.
 - Prevented drug interactions and contributed to correct diagnosis by recording patient health information, monitoring vitals and updating patient files.
 - Charted changes in patient conditions and discussed concerns with supervising healthcare provider.
 - Addressed patient care needs, collected vitals, dressed wounds and managed catheters.

Heartland Health Care Center | Sarasota, FL
Staff LPN
03/1995 - 09/2007

Education and Training

Manatee Technical School | Bradenton, FL
Diploma Licensed Practical Nurse in Nursing
02/1998

Manatee Community College | Bradenton, FL
Associate of Arts in General Studies
12/1993

Sarasota High School | Sarasota, FL
High School Diploma
06/1989