

Alicia Smith

Experienced Registered Nurse

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I am a driven and compassionate health-care professional with fifteen years hands-on experience in fast-paced residential and hospital environments. I have a track record of managing personnel, finances, facility operations and admissions while providing the highest quality of care.

Work Experience

Floor Nurse/Charge Nurse

Advocate Bromenn - Normal, IL

March 2015 to Present

Work on acute Rehab with medical and therapy concerns. Assist therapy and techs with patient care. Work as charge nurse on some days and nights

Charge nurse

Sugarcreek Alzheimers Center - Normal, IL

November 2014 to May 2015

Responsibilities

Manage care of 66 residents. In charge of 3 to 8 caregivers and delegating care for facility.

Coordinator/Supervisor

Gastrological Institute - Normal, IL

June 2012 to January 2015

In charge of schedules appts procedures. Ordered supplies narcotics inventory on narcotics. Worked floor when needed.

House supervisor RN

astacare - Colfax, IL

August 2014 to November 2014

Responsibilities

Work on weekend monitoring staff back up for nurse and any emergencies

Clinical Coordinator RN

BSN - Normal, IL

January 2012 to December 2013

Healthcare Services

Carefully selected, developed and retained qualified staff, as well as trained new staff annually. Evaluated patient care procedural changes for effectiveness. Administered, directed and coordinated the activities of the facility and staff. Implemented standards and methods to measure the effectiveness of facility activities. Provided thorough supervision for day-to-day operations of facility in accordance with set

policies and guidelines. Jumped in to fill gaps for on staff assignment when necessary. Regularly evaluated employee performance, provided feedback and assisted, coached and disciplined staff as needed. Diligently monitored the QA program to improve performance and maintain high standards of care. Minimized staff turnover through appropriate selection, orientation, training, staff education and care and development. Organized and led monthly meetings. Revised policies and procedures in accordance with changes in local, state, and federal laws and regulations. Observed strict confidentiality and safeguarded all patient-related information. Managed an average of eight employees each shift. Conducted or approved the performance evaluation for all nursing department employees. Completed daily rounds of the nursing department to verify that all nursing service personnel were performing their work assignments in accordance with acceptable nursing standards. Assigned staff to meet patient care needs and address productivity standards, while adjusting for census, skill mix and sick calls.

RN camp nurse

ACLS, PALS, IV

June 2011 to September 2011

Easter Seals/Brain Injury Association | Hudson, Illinois
Healthcare Services

Camp nurse

Assisted with medical camps with emergency needs. RN kept track of medications and dispensed. Any first aid needs. Stayed overnight for any help with medical needs.

Director of Nursing

Heritage Manor - Bloomington, IL

November 2006 to July 2010

Healthcare Services

Director of Nursing of 111 bed facility.

Revised policies and procedures in accordance with changes in local, state, and federal rules and regulations. Observed strict confidentiality of patients rights. Planned, organized, supervised and provided assignments for nursing staff. Managed an average of fifty plus employees. Provided administrative and clinical leadership to the nursing staff and helped improve annual retention rate. Conducted annual evaluations for employees. Monitored staffing patterns and nursing care hours for efficiency and made changes when necessary. Completed daily rounds on nursing personnel while performing their work assignments to verify acceptable nursing standards. Effectively served as an advisory resource by providing patient/family experience expertise. Monitored infection control procedures to ensure facility-wide health and safety. Developed and arranged continuing education opportunities for all staff to increase knowledge and skills. Analyzed facility activities and data to properly assess risk management and improve services. Jumped into fill gaps on call rotation when needed.

PCF RN, BSN

IV insertion, wound care, Medication dispensing, CPR

August 1999 to August 2006

St. Joseph Medical Center | Bloomington, Illinois
Healthcare Services

Started on floor as a LPN then RN then promoted as a PCF.

Centralized as the charge nurse for twelve patients and two to four nurses and certified nursing assistants. Recorded patients' medical history, vital statistics and test results in medical records. Monitored post-op vitals, set up PCA, fluids, reviewed post-op orders and orient patients to unit. Partnered with team of registered nurses to ensure over all well-being of all patients. Actively participated in unit-based QA program. Sound, ethical and independent decision-making ability consistent with medical protocols. Disciplined, energetic employee who quickly establishes rapport with patients and colleagues. Performed all tasks with a patient-centered focus while seeking opportunities for improvement of processes and treatments. Provided necessary health education training for patients. Acted as patient advocate and implemented total patient care through a team nursing process covering eight to twelve high acuity patients per shift. Assisted patients with multiple chronic diagnosis including COPD and asthma. Accurately documented all elements of nursing assessment, treatments, medications, discharge instructions and follow-up care. Maintained patient charts and confidential files.

Chemotherapy, CPR, ACLS, procedures, blood transfusions, IV skills,

Education

Bachelor's

Mennonite College of Nursing - Normal, IL
August 2006

Associate in Nursing

Heartland Community College - Normal, IL
July 2000

Nursing Licenses

RN

Skills

- Nursing
- Infection Control Training
- Alzheimer's Care
- Medication Administration
- Laboratory Experience
- Employee Evaluation
- Acute care
- EMR systems
- Hospice care
- Home care

Certifications and Licenses

BLS, ACLS