

Kelly Phillips

Rock Island, IL 61201

kaphillips76728_hfu@indeedemail.com

+1 984 389 5562

Nursing professional with a track record of performance excellence in delivering high quality patient care while administering treatment. Extensive knowledge of Practical Nursing, healthcare regulations, policies, and standards as well as meticulous attention to detail in recordkeeping and file management. Strong ability to maintain professional poise during intense, high stress situations while maintaining exemplary technical precision and ethical compassion. Work effectively with populations of varying ethnic and cultural backgrounds with ease and deliver world-class patient care.

- Emergency • Administrative • Leadership Situations Management Excellence
- Pain Management • Compassionate • Superb Patient Care Interpersonal Skills
- EEO Regulations
- Meticulous Attention • Family Support
- HIPAA Regulations to Details Services
- JHACO Regulatory
- Records • Medical Supply Compliance
- Management Inventory
- OSHA Safety Policies Management
- Impeccable Ethics
- Patient • Medical Confidentiality Administration
- Time Management

Work Experience

Charge Nurse

Hoosier Contractors, LLC - Newburgh, IN

February 2019 to February 2020

Assistant Director of Nursing

Chester Medical Center-Hospital - Chester, MT

September 2019 to November 2019

- Actively assist with the coordination of delivery of care within Acute Care/Emergency Room/Long Term Care to ensure that nursing services were provided in a manner that is consistent with facility policies, standards of nursing practices and governmental regulations. Lead the nursing staff in delivering excellent care to patients and as well as offered quality consistent support to the medical staff. Managed nursing care of bed facility.
- Involved with the hiring process, onboarding and assisted in completion of employee training and performance evaluations. This included competency evaluations for clinical and non-clinical skills.

- Responsible for education and training programs for clinical staff that contribute to staff competency in coordination with the nurse educator.
- Responsible for Trauma program including auditing, educating and completing trauma registry.
- Served on various committees such as Infection Control, Pharmacy & Therapeutics, Quality Assessment and Assurance and Clinical Competency.
- Attended and participated in developing the agenda for the Care Plan Committee as needed.
- Assured that there was effective staff scheduling to promote adequate coverage for patient care based on census. This includes creating a schedule and ensuring proper coverage for all RNs, LPNs, and CNAs for the hospital in coordination with the DON.
- Required to fill in shifts as needed and take back up call as needed.
- Responsible for clinical and procedure review annually within revisions or new policies in coordination with the DON.
- Managed time keeping system for the hospital nursing staff including PTO requests, timecard exceptions and any other payroll-related issues,
- Developed, maintained, and periodically update written policies that govern day-to-day functions of the department in coordination with the DON.
- Assist the DON and the CEO in development, implementation and care programs which assure quality nursing, and patient care programs consistent with the hospital mission.
- Assist the DON to monitor/maintain unit compliance with regulatory, accrediting and hospital policy for patient services, and environmental and personnel safety.
- Coordinated care between hospitals and community services
- Established and maintained overall staff moral and a better teamwork environment.
- Developed action plans to improve overall facility processes

Practical Nurse Specialist

U.S. Army - Multiple Locations

August 2011 to November 2014

- Performed duties as the NCOIC for the Medical Surgical floor during assignment to Evans Army Hospital and floated to ICU/Mother Baby wards.
- served as an Intensive Care Unit (ICU) Practical Nurse Specialist at Womack Army Medical Center.
- Adhered to the Health Insurance Portability and Accountability Act (HIPAA) privacy policies and procedures.
- Monitored or evaluated medical conditions of patients in collaboration with other health care professionals to ensure optimal patient care.
- Examined patient and performed initial patient work-up and assessment of patient's care and treatment, and determined the need for and ordered laboratory tests, and other procedures necessary to complete assessment of the patient.
- Discriminated between normal and abnormal findings to recognize early stages of serious physical, emotional or mental problems.
- Provided surveillance of adherence to medical and primary care practices and procedures to stabilize chronically ill patients.

Occupational Nurse

Georges Inc. - Edinburg, VA

October 2010 to August 2011

- Assured compliance with regulatory requirements related to clinical operations; responsible for securing and developing all records, equipment, and programs related to occupational health services.
- Collaborated with outside resources for program development, such as healthcare providers, third-party administrators, legal advisors, medical director, regulatory agencies, etc.
- Evaluated and treated all injuries and illnesses in an efficient and professional manner within the scope of practice and consistent with clinical nursing guidelines.
- Assessed healthcare needs, then implemented and managed healthcare programs to improve health and facilitate return to work, maintain OSHA records/reports and worker medical files.
- Assisted departments with identifying, evaluating, and implementing accommodations and return to work options for workers with restricted duty.

Emergency Room Nurse and Float Pool Nurse

Winchester Medical Center Level II Trauma Center - Winchester, VA

June 2009 to October 2010

- Cared directly for 4 to 5 patients in the Emergency Department; responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members.
- Cleaned and stocked carts, rooms, and changed linen, as required; assisted with transport of patients to other departments, resuscitation/CPR, emergency airway procedures and obtaining and documentation of vital signs and placement of oxygen saturation, cardiac monitoring, and non-invasive blood pressure monitoring systems.
- Assisted with other technical functions such as obtaining 12-lead EKGs, discontinuation of peripheral IV and heparin/saline locks, maintenance and care of specimens for laboratory analysis, and Point of Care Testing.

Home Health Aid/Nursing Student

Freelance - Woodstock, VA

May 2006 to June 2009

- Served as a Home Health Aide to a stroke patient; monitored patient condition by observing physical and mental condition, intake and output, and exercise.
- Supported patient by providing housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Assisted patient by providing personal services, such as, bathing, dressing, and grooming.
- Helped patient care for themselves by teaching use of cane or walker, special utensils to eat, special techniques and equipment for personal hygiene.

Float Pool Nurse

Fauquier Hospital - Warrenton, VA

June 2004 to May 2006

- Cared directly for 4 to 5 patients in the Emergency Department; responsible for reporting on the condition of patient/client to the appropriate supervisor and other staff members.
- Cleaned and stocked carts, rooms, and changed linen, as required; assisted with transport of patients to other departments, resuscitation/CPR, emergency airway procedures and obtaining and documentation of vital signs and placement of oxygen saturation, cardiac monitoring, and non-invasive blood pressure monitoring systems.
- Assisted with other technical functions such as obtaining 12-lead EKGs, discontinuation of peripheral IV and heparin/saline locks, maintenance and care of specimens for laboratory analysis, and Point of Care Testing.

Emergency Room Technician

Mary Washington Hospital - Fredericksburg, VA

April 2002 to June 2003

- Triageed each patient and determined priority of care, based on physical, psychological and social needs as well as factors influencing patient flow through the emergency care system.
- Communicated effectively with the multidisciplinary team about patients' status and care.
- Mentored last year student nurses, accountability for orienting new student nurses and assigning mentors in the department, as well as, helping to resolve any concerns the students had about their clinical placement.
- Collected current symptoms, as well as a detailed patient history and then consulted and coordinated with health care team members to assess, plan, implement and evaluate patient care plans.
- Managed basic life support needs and stabilized patients until the attending physician was available, based upon nursing standards and protocol.
- Worked directly under physicians, assisting them during exams, diagnostic testing and treatments; prepared patients for EKGs and for specialized tests being administered by physician.
- Prepared and administered medication (orally, subcutaneously, through an IV) and records.
- Reported adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse.
- Taught patients and significant others how to manage their illness/injury, by explaining: post-treatment home care needs, diet/nutrition/exercise programs, self-administration of medication and rehabilitation, as well as provided referrals to other healthcare professionals for follow-up treatment.

Education

B.A. in General Studies

Central Texas College - Fort Knox, KY

May 2018 to Present

Certificate in Practical Nursing

Lord Fairfax Community College - Middletown, VA

2009

Skills

- Critical care experience (10+ years)
- Critical care experience (10+ years)
- Acute care (10+ years)
- Airway management

Military Service

Branch: United States Army

Service Country: United States

Rank: E5

August 2011 to November 2016

Generator Mechanic- 1 year
LPN- Remainder of military service.

Certifications and Licenses

LPN

October 2009

BLS Certification

LVN