

CHARITEE KENNEDY-GUILLORY

(228)261-3750
Waynesville, Mo 65583

Chariteeg@gmail ·

·<https://otc.instructure.com/eportfolios/803?verifier=u4s9ObXaSjbdZawaVqFuKQoxgoioV3W0It7Z9CG6>

A Professional Nurse seeking challenging position to utilize nursing skills and knowledge within your medical facility in a professional nursing role. Excellent interpersonal skills and dedicated competent worker.

EXPERIENCE

JULY 2018 – PRESENT

CHARGE/MEDICATION NURSE, PERIMETER BEHAVIORAL OF MISSOURI

- Provide skilled and quality nursing care to adolescent residents
- Administer pharmaceuticals to resident according to doctors' prescriptions
- Perform all sorts of direct and indirect residential care activities
- Collaborate with nursing staff for safe residential care on milieu
- Provide safe and hygienic environment to residents
- Assist residents in personal hygiene and daily-living activities
- Complete admission, discharge, and transfer of residents
- Provide Trauma informed care to youth

FEBRUARY 2016 – JULY 2018

CLINIC LPN, OZARK FAMILY CENTER MEDICAL HOME

- Obtained vital signs of the newborn to geriatric population in the Family Practice Clinic.
- Scheduled and booked necessary follow-up appointments for patients.
- Performed various clinical procedures and assisted doctors as needed
- Answered and generated T-Cons and other patient correspondence in an efficient and timely manner.
- Ordered labs, consults, and other testing as deemed necessary.
- Performed as the Point of Care Testing contact for the clinic, which involved training and testing employees on proficiencies, submitting monthly reports, and maintaining logbooks and other clinic documentation materials.

JULY 2015 – FEBURARY 2016

CHARGE LPN, LIFECARE CENTER OF WAYNESVILLE

- Provide bedside care to geriatric population in residential setting.
- Administer medications and document therapeutic effects in MAR
- Take vital signs (temperature, blood pressure, pulse and respiration)

- Assist with resident comfort and activities of daily living
- Prepare and administer injections and/or enemas
- Collect specimens, blood samples and monitor catheters
- Provide wound care with aseptic technique as ordered by provider.
- Delegate appropriate task to UAP/CNA as necessary

JUNE 2014 – DECEMBER 2014

PATIENT CARE REPRESENTATIVE, MERCY HOSPITAL

- Greets, check in, instructs, directs, and schedules patients and visitors a caring, friendly, personal and professional manner.
- Retrieves insurance and patient information, provides forms for tests or interoffice communications and secures signatures.
- Enters new and established patient information into the computer.
- Answers incoming calls sets appointments for patients, dispatches messages and/or calls for all employees.
- Performs patient care activities within the scope of data entry/processing and patient account functions.
- Establishes payment plans and collection of payments, answers questions on insurance claims, obtaining disability insurance benefits, home health care, medical equipment, surgical care, medical records and patient referrals.

MAY 2008 – NOVEMBER 2010

SURGICAL OPERATING ROOM TECHNICIAN, GARDEN PARK HOSPITAL

- Prepare and organize the operating room equipment, instruments, and supplies as required for various surgical interventions
- Anticipate surgeons needs during intervention procedure
- Drape, Prep, and prepare patient skin for surgical interventional treatment
- Perform time out with circulating nurse, instrument, sponge, and needle supply count prior to start of procedure
- Take care of specimens, prepare, check, and monitor medications, and assist with dressings
- Set up a sterile and sanitary environment, and maintain the sterile field for the patient during procedures
- Utilize correct body mechanics in moving, transporting, and positioning patients, stretchers, and/or tables in order to prevent injury to patient and personnel
- Participate in stocking and restocking medical supplies
- Inspect, replace, and sterilize medical instruments
- Follow all federal, state, and department safety protocols

NOVEMBER 2007 – APRIL 2008

CERTIFIED MEDICAL TECHNICIAN, KESSLER AIR FORCE BASE

- Triage patients, records vital signs, chief complaint and pertinent medical history
- Prepare treatment and exam room for patient evaluations.
- Prepare and administer medications or treatments as directed by physician
- Assist physician during patient examination, office procedures, and assessments
- Obtain and label specimens to send to laboratory.
- Explaining treatment procedures. Medications and diet orders to patients
- Cleaning and stocking exam rooms between patient encounters

OCTOBER 2005 – MARCH 2007

SURGICAL OPERATING ROOM TECHNICIAN, MADIGAN ARMY MEDICAL CENTER

- Clean instruments to prepare for sterilizations
- Operate and maintain steam autoclave
- Organize and assemble instrument trays
- Examine scopes, light cords, and instruments to detect leaks, worn parts or malfunctions for repair
- Keep record of loads, sterilizer results, and items in each load
- Stock crash carts and other medical supplies for various departments
- Check sterile supplies and ensure adequate process and not outdated.

EDUCATION

OCTOBER 2020

ASSOCIATES DEGREE NURSING, OZARK TECHNICAL COMMUNITY COLLEGE

JUNE 2015

PRACTICAL NURSE DIPLOMA, WAYNESVILLE PRACTICAL NURSING

JANUARY 2003

MEDICAL ASSISTANT DIPLOMA, KEE BUSINESS COLLEGE

MARCH 2001

OPERATING ROOM TECHNICIAN DIPLOMA, UNITED STATES ARMY

SKILLS

- Excellent clinical experience with ability to nurse all age patients
- Sound knowledge of pharmaceuticals and their effects and side effects
- Ability to interpret prescriptions and research on medications
- Skilled in administering prescribed medications
- Ability to work with MS office suite and Internet
- Well-organized, detail-oriented, and flexible

AFFILIATIONS

Missouri State Nursing Association of Licensed Practical Nursing - Member
Lambda Psi Nu, Incorporate (ΛΨN) a Nursing Sorority- member
Phi Theta Kappa Honor Society- inductee member