

Keith Sheely

keith.sheely62@gmail.com |  |  573-842-7417 |  Rolla, MO 65401

Summary

* Dedicated and knowledgeable Registered Nurse offering 24 years of hands-on patient care experience, as well as solid record of accomplishment in management roles.
* Broad-based history includes medical-surgical, OR, PACU, LTC, Emergency Nursing and Case Management.
* Focused on delivering high-quality services to support patients in a Medical/Surgical Unit.
* Positive and upbeat with good listening skills and compassionate nature. Skilled at building patient trust, organizing supplies and managing crisis situations in calm and level-headed manner.
* Effective at improving revenue, team productivity and policies to keep the facility operating at a sustainable and profitable level.
* Well-versed in motivating and retaining employees, building relationships with patients and families and achieving the requirements for continued accreditation.
* Detail-oriented registered nurse.
* Passionate about facilitating excellent patient care. Adept at designing and implementing policies and procedures. Motivated team builder and supervisor focused on driving team collaboration.
* Flexible hard worker ready to learn and contribute to team success.

Skills

|  |  |
| --- | --- |
| * Patient education and advocacy * Utilization management * Case review * Electronic charting skills * Quality controls * Staff leadership | * Nursing assignments * Healthcare delivery * Employee retention strategies * Patient safety * Quality assurance controls |

Experience

|  |  |
| --- | --- |
| Capital Region Medical Center | Jefferson City, MO  Registered Nurse  *10/2020 - 02/2021* | * Travel Nurse assignment in the Covid Unit at a 266 bed, Level II trauma center. * Provide nursing care for patients with active Covid-19 symptoms. * Delivered care to six patients per day, including coordinating and evaluating interdisciplinary care. * Helped treat patient conditions and alleviate symptoms by administering oral and IV medications. * Updated physicians on patient test results and assisted in developing care plans. * Collected lab specimens, ordering and interpreting diagnostic tests and lab results. * Maintained patient and staff safety using proper PPE when caring for patients. * Monitored and recorded patient condition, vital signs, recovery progress and medication side effects. * Administered medications, tracked dosages and documented patient conditions. * Float to Medical/Surgical Unit, PCU, and 3West Step-down unit as needed. * Charge Nurse as needed supervising two RN's and two CNA's. |

|  |  |
| --- | --- |
| Salem Memorial District Hospital | Salem, MO  Registered Nurse  *08/2019 - 10/2020* | * Registered Nurse/Charge Nurse in an 18 bed, Level IV critical access hospital. * Prioritized nursing tasks and assignments and accurately reported patient status. * Monitored and managed various treatment and care interventions. * Provide nursing care to pediatric to geriatric patients. * Updated physicians on patient test results and assisted in developing care plans. * Collected lab specimens, ordering and interpreting diagnostic tests and lab results. * Monitored and recorded patient condition, vital signs, recovery progress and medication side effects. * Work with physicians to transfer patients to higher level of care when necessary. * Supervised one RN, one LPN and two CNA's. |

|  |  |
| --- | --- |
| Rolla Manor | Rolla, MO  RN/Charge Nurse  *04/2019 - 08/2019* | * RN/Charge Nurse in a 102 bed full service Medicare/Medicaid approved skilled nursing facility. * Collaborated with physicians and nursing staff to deliver quality care. * Built and maintained excellent rapport with residents and loved ones. * Monitored delivery of resident care for entire unit, including implementation of care plans. * Coordinated care with physicians and other clinical staff to prepare for treatment, carry out interventions and enhance continuum of care. * Supervised nurse administration of oral, intramuscular and IV medications to patients as prescribed, monitoring responses for adverse reactions. * Imparted medical, operational and resident care knowledge to junior nurses, supporting personal growth and enhancing professional development. * Assessed and assisted residents with diverse range and comorbid chronic diagnoses, including chronic obstructive pulmonary disease (COPD), asthma, congestive heart failure (CHF), cerebrovascular accidents (CVA), diabetes, and sepsis. * Coordinated, tasked and supervised nurses and ancillary staff based on staffing requirements. * Supervised 4 nursing staff and 2 non-nursing staff. |

|  |  |
| --- | --- |
| Methodist University Hospital | Memphis, TN  RN Staff Nurse  *09/2018 - 04/2019* | * Travel Medical/Surgical Charge Nurse working for a 617 bed teaching hospital serving acutely ill members of the Memphis community on a 67 bed medical/surgical unit. * Prioritized patient care assignments based on patient conditions to achieve optimal outcomes. * Using nursing process, assess, evaluate, implement, plan, and review needs of patients. * Patient population includes neonate to geriatric patients. * Nursing care includes assessment, medication administration, wound care, and working with other healthcare providers to ensure the best possible outcome for the patient. * Mentor new nurses. * Attend and participate in quality improvement meetings. * Supervise 4 nurses and 2 CNAs. |

|  |  |
| --- | --- |
| Gallup Indian Medical Center | Gallup, New Mexico  RN Staff Nurse/Charge Nurse  *02/2018 - 08/2018* | * Registered Nurse/Charge Nurse on a 28 bed Medical/Surgical Unit serving an acutely ill Native American population. * Coordinated and performed patient admissions, transfers and discharges. * Oversaw medication administration, monitored distribution and documented responses. * Educated patients, caregivers, and families on diagnoses, treatment and disease prevention. * Documented and evaluated successes and failures of care plans and interventions. * Collaborated with multidisciplinary healthcare specialists to devise, implement, and modify plans of care defining patient outcome goals * Audited patient charts in real-time, verifying accuracy and completion of information. * Utilized Situation-Background-Assessment-Recommendation (SBAR) and electronic health records to document treatments and patient status observations. * Delegated and prioritized tasks, streamlining steps in rapid response situations. * Supervised two RN's and two CNA's. |

|  |  |
| --- | --- |
| Blackfeet Community Hospital | Browning, MT  Registered Nurse/Charge Nurse  *01/2017 - 01/2018* | * Travel Registered Nurse/Charge Nurse in a 28 bed Level IV critical access hospital on the Blackfeet Indian Reservation. * Managed direct care of patients on the Inpatient Unit, including conducting assessments, tracking progress, and documenting care activities. * Built and maintained strong working relationships between nursing department and other disciplines. * Coordinated and performed patient admissions, transfers and discharges. * Educated patients, caregivers, and families on diagnoses, treatment and disease prevention. * Collaborated with multidisciplinary healthcare specialists to devise, implement, and modify plans of care defining patient outcome goals * Supported physicians and consultants with tests and procedures. * Assessed unit patients continuously from admission to discharge. * Prioritized care and assessed needs through skilled triaging of incoming phone calls from ER and inpatient units. * Supervised two RN's and one CNA. |

|  |  |
| --- | --- |
| Missouri Veterans Home | St. James, MO  Registered Nurse Manager  *02/2016 - 01/2017* | * Clinical Nurse Manager of a 50 bed Special Care Unit designed for the care of veterans with physical and pscyhological conditions including, but not limited to COPD, CHF, IDDM, wound care, dementia, PTSD, depression, and anxiety. * Managed performance of 26-person nursing staff, reviewing task completion, prioritization and report quality. * Applied clinical judgment and comprehensive knowledge of facility policies to assist floor nurses with patient care decisions. * Received and investigated complaints from families, patients and clinical staff, devising solutions to multifaceted challenges. * Evaluated patient needs and preferences to build and update tailored treatment plans. * Performed management activities, including interviewing, hiring, disciplinary actions and dismissals. * Monitored staff performance and provided coaching and formal counseling to staff as needed. * Improved patient outcomes through peer groups and facilitating continuing education. * Provided case management, milieu management and emergency intervention. * Maintained awareness of advances in modern medicine, including computerized diagnostic equipment, data processing technology, sanitation protocol and life support machinery. * Maintained comprehensive base of unit supplies to meet expected patient demands, public health emergencies and mass casualty incidences. * Provided strong leadership and guidance to nurses. * Mentored and coached nursing staff, listening to concerns and providing counsel. * Established rapport with medical and clinical staff and administration. * Supervised daily nursing activities of 11 licensed staff and 18 unlicensed staff and general operations while delivering exceptional care and building solid nursing teams for the Special Care Unit with 50 beds. |

|  |  |
| --- | --- |
| U.S. Army | Ft. Leonard Wood, MO  CPT/Registered Nurse  *11/2009 - 05/2016* | * Managed performance of twelve-person nursing staff, reviewing task completion, prioritization and report quality. * Applied clinical judgment and comprehensive knowledge of facility policies to assist floor nurses with patient care decisions. * Received and investigated complaints from families, patients and clinical staff, devising solutions to multifaceted challenges. * Evaluated patient needs and preferences to build and update tailored treatment plans. * Supervised nurse administration of oral, intramuscular and IV medications to patients as prescribed, monitoring responses for adverse reactions. * Monitored staff performance and provided coaching and formal counseling to staff as needed. * Performed management activities, including interviewing, hiring, disciplinary actions and dismissals. * Improved patient outcomes through peer groups and facilitating continuing education. * Provided case management, milieu management and emergency intervention. * Oversaw patient immunizations against communicative diseases, supporting nurses through vaccine-specific training and supervising administration. * Maintained awareness of advances in modern medicine, including computerized diagnostic equipment, data processing technology, sanitation protocol and life support machinery. * Provided strong leadership and guidance to nurses. * Mentored and coached nursing staff, listening to concerns and providing counsel. * Established and maintained positive relationships with residents, physicians, hospital staff, patients and families. * Collaborated with department managers to correct problems and improve services. * Established rapport with medical and clinical staff and administration. * Supervised hiring, training and development of nursing and Medical/Surgical nursing staff. * Supervised daily nursing activities and general operations while delivering exceptional care and building solid nursing teams for U.S. Army Community Hospital with more than 150 beds. * Delegated clinical and managerial responsibilities to staff. * Maintained quality care systems, standards and HIPAA confidentiality. * Handled probationary and annual performance evaluations of all nursing staff. * Managed over twelve nursing staff and six assistants caring for acutely ill patients. |

Education and Training

Liberty University | Lynchburg, VA

Master of Science in Nursing

*Expected in 09/2022*

Seton Hall University | South Orange, NJ

Master of Science in Nursing

* Began work for MSN degree with concentration in Adult Geriatric Primary Care Nurse Practitioner.
* 3.6 GPA

Mountain State University | Beckley, WV

Bachelor of Science in Nursing

*01/2018*

Certifications

* ACLS
* BLS