

Jacqueline Borchardt-Runnells

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I am a confident nurse and hard working team member of the health care team. Experienced and knowledgeable leader, trainer of certified personnel, and ability to work with schedulers to make a team work sufficiently for the care of the residents. Which should be every employees determination. I am Covid-19 vaccinated and ready to work with great determination. I have worked phone triage, assisted patients to enroll them with their scheduled appointments, test, assist in arranging upcoming doctor appointments, and concerns. I have 11 years of experience as a Licensed Practical Nurse. and have been working in healthcare since 1989. It has been a career and lifestyle that I have wanted and enjoyed. I started as a Health Unit Coordinator, then becoming a Certified Nursing Assistant, and into the role as a Practical Nurse.

Work Experience

Licensed Practical Nurse Supervisor

Aria of Waukesha - Waukesha, WI

June 2022 to Present

admit residents, input new orders, discharge, transfer, complete assessments, obtain stock for medication carts, obtain supplies for treatment carts, complete ordered treatments, update assessments for new conditional changes, inform MD?APP, resident, POA, stay late for shifts to complete treatments as ordered, make numerous calls for obtaining staff needed to ensure resident care is completed, update managerial staff, verbalize with co-workers regarding resident condition changes, cna's, med. technicians, family, make changes to make role run more smoother, ie: updates on 24h board re: room changes, transfers out, within, discharges, pull medication from carts, work with other supervisor staff members for inputs to assist resident care, knowledge of IV bag administration, and followed MD orders to flush

Licensed Practical Nurse

East Troy Manor - East Troy, WI

March 2022 to June 2022

admit residents: complete assessments, GU, respiratory, skin, pain, psychological, wound, progress notes, order entry, fax orders to pharmacy, inform MD/APNP of new admissions and obtain orders if needed (update regarding pain, prn medication needed for sleep, etc.)

update family/POA, inform kitchen, obtain allergy information, complete summaries, medicare, update MD/APNP, family, guardian, resident (of condition changes), skin assessments completed post shower, complete psychological assessments post consent given and initiation of medication, supervise medication technician, other LPN nurses, certified nursing assistants

Licensed Practical Nurse

Bedrock Healthcare - Greendale, WI

December 2021 to February 2022

(3 months) assigned 15 residents, plus 1.5 caregivers/c.n.a.'s, forced on demand shifts without knowledge of, pass medication in a timely manner, float to other areas within facility without training,

perform treatments, update MD/Nursing floor manager/APNP of changes, update MD/APNP/Unit manager RN re: condition changes, 24h board with updates, update family/ guardian if warranted perform discharges: obtain medication within med cart, obtain x7d of medication if needed (informed per social services, discharge planner, or charge nurse) assist med. technicians/c.n.a.'s if needed (re: cares and med pass assistance) complete covid/respiratory assessments on all residents, perform IV care, J.P. drainage bags, catheter care, bladder scan, SVN's, wound vac's, foley care, straight cath care (usually rare at this facility d/t being a rehab facility) educate resident importance of wearing mask, educate employees importance of wearing mask

FYI MD of resident refusal of medication/cares, medication taken at home, wounds, falls, medicare charting admission assessments done immediately teaching (med tech, cna, other LPN's) work as a group (cares gets done better) lab test (UA, sputum, stool, covid (twice a week and the duties of the day, without assistance)

Licensed Practical Nurse

REGENCY TERRACE SOUTH, INC. D/B/A HALES CORNER CARE CENTER

May 2021 - Dec 2021 (8 months) pass medications (oral, sublingual, injections, inhalers) on a timely basis assist Certified Nursing Assistant; answer patient call lights

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Licensed Practical Nurse

Luther Manor Communities - Wauwatosa, WI

September 2020 to April 2021

(8 months)

Assess residents, inform Md/APP/POA of resident condition changes, lab results

Update management, supervisor, or on call staff member

Assist with staffing/scheduling regarding ill calls, late personnel, or no shows/no calls

Update POA/guardian of new MD orders written

Pass medication on a timely basis

Reorder supplies

Ensure staff compliance; and educate those who do not know the compliance;

Ensure resident compliance of quarantine process for health and wellness of all personnel

Encourage residents to perform ADL's to maintain strength and ability

Involvement with care conference's, update "My Choice or Family Care" RN

Initiate Care-plans or service plans, complete incident reports, obtain needed information for reports,

Arrange clinic appointments

Perform treatments, sterile dressing changes, obtain lab specimens

Ensure staffing for all shifts; no call/no show, ill, late, etc.

Work closely with management

Take verbal, written, phone orders and transcribe orders; document and follow thru if ill calls; assist in staffing by passing medication as well as perform treatments, update 24h board, and updating Md/NP with any changes, order stock, call pharmacy with new orders, fax orders obtain specimens and confirm orders received per lab worked under stressful situations work with very little training and worked without directive, used IV "bulb" administration, followed MD orders to flush

Licensed Practical Nurse

SILVERADO SENIOR LIVING INC - Brookfield, WI

August 2019 to June 2020

(11 months)

Measure, administer and record medications as ordered
Perform nursing procedures and treatments, application of foley catheters, change leg bag catheters, change sterile dressings, nebulizer treatments, metered dose inhalers, obtain lab specimens
Educate new personnel, train new personnel, train and educate nursing students, perform hospice care needed for assistive living facility as ordered per MD/NP/PA
Update MD/NP/PA or hospice; of conditional changes observe and report to the RN, NP, or MD and document member's progress, sign and symptoms, treatments, responses to medication and treatments, behaviors, vital signs and other pertinent information needed
Working with other departments and maintaining a therapeutic relationship with the family members in regards to member care, assist and train other staff; supervise staff and report to RN and supervisors in charge to eradicate problems.
Responsibility and sensibility to inform needed staff members regarding changes of members or patients
Assist the RCC with the ill calls, no shows, or late personnel
Inform of medication errors, assist in the care of the patients, perform care needed for IDDM patients
Assist residents which have their own therapy animals in which they reside with
Assist and/or promoted members to activities to promote a better well-being to reduce isolation and Dementia
Complete incident reports, ISP's, and update Care Plans or plan of care on members with conditional changes
Ability to work independently
Advocate for the resident
Work on demand for the well-being of the facility to promote better care for the residents
Ability to immerse myself into the community I worked for and be involved on the floor

Licensed Practical Nurse

Oakridge Nursing Center - Union Grove, WI
August 2018 to September 2019

(1 year 2 months)

Work at front desk: perform treatments, work closely with facility MD/NP, family, visitors
Update MD/N, or hospice; of conditional changes; results, non-interventional results performed
Transcribe MD/PA/NP orders, take verbal, written, orders
Work forced shifts
Assist with admissions, discharges, transfers of patients
Assist caregivers
Answer call lights, answer telephone, assist during meals
Train new personnel, train nursing students manage and supervise the floor
Making sure cares were completed on patients
Assist with the cares of patients
Update MD/NP/PA regarding conditional changes
Work with rehab, hospice, and SNF patients
Complete ISP's
Update POA of guardian ad litem for conditional changes
Ability to work independently, provide emotional support
Inform of medication errors, inform nursing supervisor/management of poor performance
Update care plans
Make resident appointments with collaboration of the facility transportation and/or transportation provided per Guardian ad litem/POA

Licensed Practical Nurse

U.S. Department of Veterans Affairs - Union Grove, WI
May 2012 to June 2017

(5 years 2 months)

Measure, administer and record medications as ordered, perform nursing procedures and treatments, such as tube feedings, application of foley catheters, irrigations, changing sterile dressings, nebulizer treatments, and other specialized skin care treatments as directed.

Observe, report to the RN, NP, or MD and document member's progress, sign and symptoms, treatments, responses to medication and treatments, behaviors, vital signs and other pertinent information needed

Working with other departments and maintaining a therapeutic relationship with the family members in regards to member care

Participate with other staff in evaluation of member's Plan of Care, assist and train other staff; supervise staff and report to RN and supervisors in charge to eradicate problems. Responsibility and sensibility to inform needed staff members regarding changes of members or patients

Work demand shifts at a given notice

Admit and perform paper work, assessments needed per policy and procedure

Ability to be forced to other areas of the facility without training

Update care plans, ISP's, and assessment (either bi-monthly or annual)

Complete daily charting

Give report to oncoming shift

Certified Nursing Assistant

Wheaton Franciscan Healthcare - Racine, WI
December 1989 to January 2010

(8 years 2 months)

Transcribe written orders onto computer, file completed requisitions, routine chart maintenance, use phone etiquette, use phone, answer call lights thru various means, float to numerous floors to assist staff tube feedings, application of foley catheters, irrigations, changing sterile dressings, nebulizer treatments, and other specialized skin care treatments as directed, application of telemetry, assist in training of new certified nursing assistant personnel, assist with patients that had jackson-pratt drainage, assist in CPR drills, assist in reading of telemetry strips, assist in cleansing of of post CABG patients for discharge and care, assist with ICU staff,

Health Unit Coordinator (HUC)

Wheaton Franciscan Healthcare - Racine, WI
January 1989 to September 2002

assist RN with interventions, train new staff members assist management with staffing, worked contract of 2nd shift for interim time period for facility forced as CNA d/t staffing and d/t experience as CNA train new employees and assist showing procedures perform wound rounds, complete treatments, and update wound nurse

Admissions, Discharge, transfers, perform needed paperwork, and update RN, obtain baseline weight, height, send information to pharmacy and update PCC assist therapy assistant; to obtain baseline transferring

Perform treatments, sterile dressing changes, obtain lab specimens

Ensure staffing for all shifts; no call/no show, ill, late, etc.

Work closely with management

Take verbal, written, phone orders and transcribe orders; document and follow thru if ill calls; assist in staffing by passing medication as well as perform treatments, update 24h board, and updating Md/NP

with any changes, order stock, call pharmacy with new orders, fax orders obtain specimens and confirm orders received per lab worked under stressful situations

Complete bi-monthly/quarterly assessments

Education

Licensed Practical Nurse in Health Science

Gateway Technical College Kenosha - Kenosha, WI

June 2006 to December 2008

Certified Nursing Assistant in Health Science

Gateway Technical College of Racine - Kenosha, WI

August 2005 to December 2005

Health Unit Coordinator in Health Science

Gateway Technical College - Kenosha, WI

August 1988 to December 1989

Skills

- call center
- clerical
- communication skills
- computer skills
- cpr certified
- customer relations
- Basic Life Support (BLS)
- Vital Signs
- Medical Terminology
- Tube Feeding
- Nursing
- Transcription
- Medication Administration
- Social Work
- Catheter Care
- EMR Systems
- Triage
- ICU Experience
- Hospice Care
- Order Entry
- Medical Office Experience
- Supervising Experience

- Medical Records
- Patient Care
- Dementia Care
- Epic
- Office Management
- ICD-10
- Critical Care Experience
- Cerner
- Nurse Management

Languages

- English - Expert

Links

<http://linkedin.com/in/jacqueline-runnells-45aa291b3>

Certifications and Licenses

LPN

CNA

CPR Certification

BLS Certification

LVN

AED Certification

State Tested Nursing Assistant