

Seerat Sondhi

Dedicated Registered Nurse

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Experience:

Infectious Disease Consultant, Fairfax, VA

Nurse Manager/RN (Infusion Nurse) (October 2021- Present)

- Responsible for promoting and restoring patients' health by developing day-to-day management
- Maintains nursing supplies inventory by studying usage reports; identifying trends; anticipating needed supplies; approving requisitions and cost allocations.
- Create goals and objectives for department and make sure they are met by the staff
- Communicate with staff and department heads
- Keep and organize records
- Resolves patient needs by utilizing multidisciplinary team strategies.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests, participating in team problem-solving methods
- Ensure the facility is compliant with current laws
- Recruit and train nurses and other health professionals
- Improve the quality and efficiency of the level of care delivered to patients
- Include full range of RN duties as followed.

Infectious Disease Consultant, Fairfax, VA

Register Nurse (Infusion Nurse) (August 2020 – Present)

- Demonstrate knowledge of age specific differences in patient population.
- Assess and monitors therapy of patients using appropriate technical skill.
- Maintain efficient and appropriate patient flow
- Perform venipuncture, accesses implanted ports and maintain central venous access devices.
- Serves as a resource person to the medical assistants
- Assesses patients and family needs and provide teaching
- Triage patient/family phone calls as needed and documents relevant information in the patient's chart
- Wound care and assessment

Family Medical Center, Woodbridge, VA

Nurse (RN) November 2019 – Present

Office Manager/Medical Assistant (November 2015 – November 2019)

- Perform a full range of RN duties in accordance with assignment under the task order, including: triage; patient assessment and monitoring; use of patient monitoring and treatment equipment; appropriate nursing care, procedures, and treatments; execution of physicians' orders within the guidelines of standard nursing practice; documentation of patient care and observations; and patient education and emotional support
- Perform a full range of medical assistant duties such as: collect laboratory specimens and prepare them for the lab, monitor office supply stock and cleanliness of overall office, medication administration (as directed by physician), and taking vitals
- Always abide by HIPAA and display professionalism with patients

- Assist with fiscal operations and financial reporting
- Lead and evaluate work of other office personnel
- Day to day office responsibilities such as electronic medical records, patient records, and appointments

Fairfax Rehabilitation & Nursing Center, Fairfax, VA

Register Nurse (March 2020 – Aug 2020)

Phlebotomist (September 2017 – March 2020)

- Perform a full range of RN duties in accordance with assignment under the task order, including: triage; patient assessment and monitoring; use of patient monitoring and treatment equipment; appropriate nursing care, procedures, and treatments; execution of physicians' orders within the guidelines of standard nursing practice; documentation of patient care and observations; and patient education and emotional support
- Conducted daily patient assessments, documented findings, monitored patient status, utilized clinical reasoning skills to determine when orders/interventions were warranted, and intervened accordingly
- Collaborated, communicated, and delegated effectively with all members of the interdisciplinary team to ensure patient safety, involvement, and satisfaction
- Regularly performed venipuncture, IV management, catheter insertion/maintenance, ostomy care, wound care, J tubes/G tube feeding/maintenance, central line care, and many other technical tasks
- Managed patient care as well as medication, orders and treatments
- Monitor cardiac and physical status of the patient under care
- Maintained patient's critical records and assisted with execution of the physician's orders
- Administered treatments and sterile procedures
- Developed plan of care that included educational and discharge planning intervention
- Prepare and obtain blood samples for medical testing and transfusion through venipuncture or capillary puncture, on a daily basis
- Abide by safety procedures and infection control regulations when carrying out daily phlebotomy duties
- Always provide exceptional verbal communication and professional attitude

Family Medical Center, Woodbridge, VA

Nurse (RN) November 2019 – Present

Office Manager/Medical Assistant November 2015 – November 2019)

- Perform a full range of RN duties in accordance with assignment under the task order, including: triage; patient assessment and monitoring; use of patient monitoring and treatment equipment; appropriate nursing care, procedures, and treatments; execution of physicians' orders within the guidelines of standard nursing practice; documentation of patient care and observations; and patient education and emotional support
- Perform a full range of medical assistant duties such as: collect laboratory specimens and prepare them for the lab, monitor office supply stock and cleanliness of overall office, medication administration (as directed by physician), and taking vitals
- Abide by HIPAA and display professionalism with patients at all times
- Assist with fiscal operations and financial reporting
- Lead and evaluate work of other office personnel
- Day to day office responsibilities such as electronic medical records, patient records, and appointments

Excel Medical Clinic, Woodbridge, VA

Medical Assistant

June 2014 – October 2015

- Prepared rooms for patient examinations and maintained cleanliness of examination rooms
- Consulted with patients to receive medical history, explain procedures, as well as, measured vitals
- Collected laboratory specimens in preparation for the lab, as well as, administered medication (as directed by the physician)

Aegeis Lab, Woodbridge, VA

Collection Technician Temp.

April 2015 – July 2015

- Collected blood, urine, and oral swab samples from patients & properly transferred them to the lab for testing, as well as, trained new processors to do the same
- Performed tests and analysis on samples and reported findings
- Properly disposed of samples and tools

St. Catherine Hospital, India

Student Nurse

July 2006 – March 2010

- Recorded detailed reports and records of patient and physician visits
- Consulted and coordinated with healthcare team members to plan, implement, assess, and evaluate patient care plans
- Administered medications to patients and monitored patients for allergic reactions

Education:

Bachelor Science of Nursing, April 2020- July 2021

Grand Canyon University, Arizona

Everest College, Woodbridge, VA

Medical Assistant Diploma

June 2014

St. Catherine: School of Nursing, Uttar Pardesh, India

Associate Degree in General Nursing & Midwifery

March 2010

Licenses & Certifications:

Registered Nurse, License

Currently Valid (VA)

Registered Medical Assistant, Certified by American Medical Technologists

Currently Valid

CPR, BLS, and AED for Healthcare Professionals, Certified by American Heart Association

Currently Valid

Occupation Safety and Health Administration Certification, Certified by OSHA

Currently Valid

Blood Borne Pathogens, Certified by American Red Cross

Currently Valid