

Paula Craig

Charge Nurse/ Nursing Supervisor

San Antonio, TX 78210

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Thirty plus years of nursing experience in the great state of Texas.

Skilled in the care of adult Critical Care patient with acute and chronic conditions. Effective Director of Nursing in ICU and Critical Care areas, looking for an opportunity for management and leading a great team of nurses.

Willing to relocate to: Houston, TX

Authorized to work in the US for any employer

Work Experience

Charge Nurse/ Nursing Supervisor

SOUTHEAST NURSING AND REHAB - San Antonio, TX

January 2020 to Present

Weekend nurse on locked Unit, then became interim DON. Currently weekend RN/Nursing Supervisor

Director of nurses

Meridian Care San Antonio

November 2021 to February 2022

Specializing in ventilator and trach care and high acuity residence residence residents

Assistant Chief Nursing Officer

Medina Valley Health & Rehabilitation Center - Castroville, TX

August 2019 to January 2020

Duties Included:

- Scheduling/ Hiring/Termination and any disciplinary actions needed
- In charge of all of the pharmaceutical activities
- In charge of the largest long term floor & the skilled unit

Charge Nurse, RN

Pecan Valley Nursing & Rehab - San Antonio, TX

November 2018 to June 2019

Duties included:

- Patient Care
- Medication administration
- Any help the LVN's may have needed

Administrator and Director of Nurses

Beacon Hospice - San Antonio, TX

January 2018 to June 2018

I was the administrator and Director of Nurses for the new San Antonio Branch.

Duties included:

in the beginning I did all of the marketing, which included getting all of the contracts for all of the surrounding areas.

Hired Staff/ Responsible for trying to build the San Antonio branch

Nursing Supervisor

Select Specialty Hospital - San Antonio, TX

April 2013 to June 2017

I was the evening Nursing Supervisor from 7:00pm-7:00am. I was also the connection between the CNA and the Director of Nurses.

My Job duties as the nursing supervisor included:

scheduling; staffing; All evaluations; assisted with hiring/termination and any disciplinary actions needed

Director Of Nursing

Baptist. Health System - San Antonio, TX

February 2001 to March 2013

I was the Director of Critical Care, which included:

- MICU/SICU/PCU/CVU/DIALYSIS/TELE AND THE MONITOR TECHS
- Oversaw all of the staffing/payroll/hiring/termination and any disciplinary actions
- 24/7 on Call
- At Northeast Baptist I started the Sitter Program
- I was also instrumental in helping the Baptist Health System become stroke certified

Director Of Nursing, Educator

Baptist. Health System - San Antonio, TX

January 2001 to March 2013

I have been the DON at several of the Baptist Hospital's. From the former Southeast Baptist as a Nursing supervisor (House officer) and the DON

of the MICU, SICU, TELE, Monitor techs and dialysis. North Central Baptist House

officer and Clinical Coordinator of Adult ICU and Tele. Northeast Baptist Hospital

DON of the MICU, SICU, PCU, CVU, Monitor techs as well as the Dialysis area.

Baptist Hospital (downtown) Clinical Educator for Med/Sur to include

2D, 4D, 8D, Acute Rehab. Unit and Dialysis.

Education

Diploma in Nursing

Baptist Professional School of Nursing - San Antonio, TX

1996

Nursing

St Phillips School of nursing - San Antonio, TX

1986

Nursing Licenses

RN

Expires: February 2022

State: TX

RN

State: TX

Skills

- ACLS (10+ years)
- Cardiac (10+ years)
- Cardiac Life Support (10+ years)
- training (Less than 1 year)
- Payroll (7 years)
- Scheduling (10+ years)
- Team Building
- Leadership Experience (10+ years)
- Management Experience (10+ years)
- Acute Care (10+ years)
- Supervising Experience (10+ years)
- Administrative Experience
- Budgeting
- Critical Care Experience (10+ years)
- Nursing (10+ years)
- ICU Experience (10+ years)
- Medication Administration (10+ years)
- Hospital Experience (10+ years)
- Documentation Review
- Nurse Management (10+ years)
- Management
- Hospice Care (1 year)
- EMR Systems
- Vital Signs (10+ years)
- Employee Orientation (10+ years)
- Medical Records
- Laboratory Experience
- Venipuncture

- Triage
- Experience Administering Injections
- Phlebotomy
- Customer service
- Patient Care

Certifications and Licenses

BLS Certification

Assessments

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

July 2019

Measures a candidate's ability to motivate the performance of others through feedback to identify improvements or corrective actions.

Full results: [Highly Proficient](#)

Electronic Medical Records: Best Practices — Highly Proficient

July 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: [Highly Proficient](#)

Logic & Critical Thinking — Familiar

July 2019

Using logic to solve problems.

Full results: [Familiar](#)

Clinical Judgment — Proficient

September 2020

Assessing a patient's condition and implementing the appropriate medical intervention

Full results: [Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

September 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Highly Proficient](#)

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September 2020

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Full results: [Highly Proficient](#)

Clinical Judgment — Proficient

September 2020

Assessing a patient's condition and implementing the appropriate medical intervention
Full results: [Proficient](#)

Work Style: Conscientiousness — Highly Proficient

October 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Highly Proficient

October 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

ELNEC training (End-Of-Life-Care)

Skilled cardiac care nurse

Strong medical ethic

Advanced Cardiac Life Support

(ACLS) certification