Jessica Jordan

106 Juanita Avenue
Gallatin, TN 37066
jjordan8130@yahoo.com

615-668-4006

**OBJECTIVE**

* Dedicated professional seeking to secure a position that will allow continued educational growth of nursing experience and skills.

**PROFILE**

* Reliable worker with the ability to quickly learn new concepts and skills.
* Goal-oriented individual with strong leadership qualities.

eDUCATION

* TSU school of nursing-AASN May 2014
* APSU Pursing BSN-Current

WORK EXPERIENCE

Assistant Director of Nursing

Nursing Administration

Trevecca Center for Rehabilitation and Healing

10/2021-Present

* Effectively manage 240 bed facility to include the following units: respiratory specializing in skilled chronic ventilator patients, Long Term Care residents, Memory Care, and Rehabilitation/Skilled patients
* Communication and collaboration with the care team to ensure continuity of care
* Oversee 5 Unit Managers, Admissions Nurse, Discharge Nurse, Social Services, Respiratory Therapy, and Core Nursing Staff
* Practice and adhere to organizational standards
* Round daily on residents to assess for needs/concerns
* Provide patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Assessment and intervention of critical care patients
* Educate staff on new policies, procedures, and nursing processes
* Oversee order entry
* Staff recruitment, retention, and education
* Participate in Quality Assurance process
* Promote and implement a staff culture of leadership and accountability

Registered Nurse

Emergency Department

Mount Juliet Freestanding ER-HCA

10/2021-Present

* Practice and adhere to organizational standards
* Managed patient flow
* Patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with Physicians
* Assessment and intervention of critical care patients
* Conscious sedation care, assessment, recovery, and discharge care

Clinical Nurse Manager

Nursing Administration

Suncrest Companion Services, Private Duty and Skilled Nursing Services

11/2019-10/2021

* Manages approximately 40 team members
* Appropriately delegates tasks to RN, LPN, CNA, and HHA
* Maintains records and staffing for approximately 200 patient census
* Practices and adheres to organizational standards
* Manages patient flow
* Executes staffing matrix, hire and term employees
* Maintains referral relationship sources
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with all providers
* Patient and family education
* Oasis admission, recertification, and discharge
* Payroll processing

Nursing Supervisor/ED Charge Nurse

Nursing Administration/Emergency Department

Sumner Regional Medical Center

10/2016-11/2020

* Practice and adhere to organizational standards
* Managed patient flow
* Patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with Physicians
* Assessment and intervention of critical care patients
* Conscious sedation care, assessment, recovery, and discharge care
* Staffing for approximately 167 bed capacity
* Operating room, cardiac catheterization lab, labor and delivery, and other specialties resource and leadership nurse
* Nursing board leadership, administration, and representation

Registered Nurse

Labor and Delivery

Hendersonville Medical Center

07/2016-2/2017

* Practice and adhere to organizational standards
* Continuum of care planning (discharge/transfer needs)
* Organizes and triages patient care
* Manages patient flow
* Patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with Providers (MD, CNM, WHNP, and NP)
* Electronic Fetal Monitoring
* Assessment and intervention of critical care patients
* Operating room circulation
* General anesthesia recovery-PACU

Registered Nurse

Operating Room-Circulator-Trauma

Skyline Medical Center

02/2016-7/2016

* Practice and adhere to organizational standards
* Manages patient flow
* Patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with Providers (MD, NP, and PA)
* Assessment and intervention of critical care patients
* Operating room circulation
* General anesthesia recovery-PACU

Registered Nurse

Labor and Delivery

Vanderbilt University Medical Center

05/2014-02/2016

* Practice and adhere to organizational standards
* Continuum of care planning (discharge/transfer needs)
* Organizes and triages patient care
* Manages patient flow
* Mentoring/preceptorship nursing students and VSNIP students
* Patient and family education
* Problem solving (Identifies and takes action to resolve patient safety related problems and clinical issues)
* Communication and collaboration with Providers (MD, CNM, WHNP, and NP)
* Electronic Fetal Monitoring
* Assessment and intervention of critical care patients
* Operating room circulation
* General anesthesia recovery-PACU

SKILLS

* First Assist, Surgical Scrub
* Advanced Vascular Access-Ultrasound guided IV/EJ
* Current BLS, ACLS, PALS, TNCC and Tennessee RN License #202387