**Janifer Walker Phillips**

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**Objective:** Focused, organized, and compassionate professional seeking a challenging and rewarding position as a Registered Nurse.

**Nursing Experience:**

Registered Nurse (April 2015 to current)

Occupational Health Nurse, Clinical Supervisor, Charge Nurse, Staff Nurse Peninsula Regional Medical Center/TidalHealth

* Coordinate and implement employee injury management program including workers compensation system processes and policies.
* Implement proactive safety and prevention guidelines and policies.
* Coordinate disability management programs for employees for personal and work related disabilities.
* Provide intervention for employee treatment within the Occupational Health scope of practice.
* Conduct new employee health physicals, provide feedback and education as necessary.
* Complete new employee drug screenings as well as accidental and random drug screenings on established employees and provide PRMC drug screening policies
* Evaluate all new employee immunizations to ensure that they adhere to the state of Maryland immunization requirements for healthcare workers.
* Plan and coordinate staffing based on census and create staffing assignments.
* Complete rounds on unit, appropriately address, resolve, and document patient concerns.
* Hold staff accountable for HCAPS.
* Maintain joint commission readiness.
* Hold daily huddle with charge and staff and support staff with coordination of care.
* Monitor individual performance monthly, quarterly, and yearly.
* Implement action plans and support efforts for performance improvement.
* Ensure that employees adhere to policies and procedures.

Registered Nurse (November 2013 to 2016)

Staff Nurse Med/Surg, Atlantic General Hospital, Berlin, MD

* Responsible for direct care of pediatric, adolescent, adult, and geriatric patients.
* Assess, plan, implement, and evaluate patients throughout each shift.
* Administer scheduled/PRN medications, including IV medications and blood products and assess and evaluate effectiveness.
* Assess the health status of patients, identify nursing needs, and complete care plans.
* Complete and document admission assessments.
* Assess, evaluate, measure, record, monitor, and treat a variety of wounds.
* Order and review lab tests and procedures as prescribed by the physician.
* Maintain universal precautions, including asepsis, sterile, and infection control.
* Start and/or maintain IV access on all patients.
* Collect blood for labs via peripheral draw, from PICC lines, and central lines.
* Initiate and follow up on changes in condition for patients.
* Complete variance and behavioral reports as they occur.
* Provide counseling, guidance, and education necessary in the treatment of physical, mental, and emotional health problems.

Registered Nurse (March 2013 to November 2013)

Staff Nurse Infirmary

State of Maryland Department of Health and Mental Hygiene, Holly Center, Salisbury, MD

* Responsible for the direct nursing care of clients in the infirmary unit/acute care.
* Administer scheduled/PRN medications and assess and evaluate effectiveness.
* Assess the health status of clients, identify nursing needs, and complete care plans.
* Assess, evaluate, measure, record, monitor, and treat a variety of wounds.
* Order and review lab tests and procedures as prescribed by the physician.
* Review and prepare monthly physician order forms and medication administration records.
* Complete, chart, and submit quarterly and annual assessments on clients.
* Initiate and follow up on changes in condition for clients.
* Complete variance and behavioral reports as they occur.
* Knowledgeable, experienced and skilled in PICC lines, tracheotomies, wound care including wound vacs, implanted ports, chest tubes, ostomies, urostomies, nephrostomies, and peg tubes/J tubes.
* Knowledgeable in seizure management, Vagus Nerve Stimulator therapy, and Baclofen pumps.
* Provide counseling, guidance, and education necessary in the treatment of physical, mental, and emotional health problems.
* Provide appropriate referrals and follow-up services.
* Provide supervision to Direct Care Staff and LPN’s.

Registered Nurse (September 2012 to March 2013)

Staff Nurse Rehab, Genesis Rehab and Nursing Center, Salisbury, MD

* Responsible for the direct nursing care of patients in the skilled rehab and long-term care units.
* Administer scheduled/PRN medications and assess and evaluate effectiveness.
* Assess, evaluate, measure, record, monitor, and treat a variety of wounds.
* Order and review lab tests and procedures as prescribed by the physician.
* Review and prepare monthly physician order forms and medication administration records.
* Complete and chart weekly, monthly, and quarterly assessments on patients.
* Initiate changes in condition for patients and chart all information.
* Complete incident reports as they occur.
* Meet with and give report to the medical director and department supervisor on a daily basis for all skilled patients and as needed for all long-term patients.
* Complete admission charting for new patients and patients being readmitted to the facility.
* Complete a full assessment on all new and readmitted patients, chart all assessment information, meet with physician, and start new care plans.
* Complete discharge planning, charting, and teaching to patients and family members.
* Provide supervision to LPN’s and GNA staff.

Licensed Practical Nurse (December 2011- October 2012)

Staff Nurse Dementia Unit, Atria Senior Living, Salisbury, MD

* Responsible for the direct nursing care of residents.
* Complete medication administration, wound care, and treatments for residents.
* Order and review tests and procedures as prescribed by the physician and transcribe medical orders.
* Review and prepare monthly physician order forms and medication administration records.
* Coordinate transportation for resident appointments.
* Complete incident reports.
* Communicate resident needs or concerns to the Director of Nursing, resident assistant staff, family members, and physicians.
* Complete admission paperwork for new residents and residents being readmitted to the facility.
* Provide supervision to the resident assistant staff.

**Other Work Experience (not related to nursing):**

Research Program Supervisor (March 2005 to June 2009)

Johns Hopkins University, Wilmer Eye Institute www.hopkinsmedicine.org/wilmer

* Recruit, train, and supervise a team of interviewers and administrative support staff.
* Create and implement office procedures manual in alignment with JHU policies.
* Conduct performance appraisals and provide coaching and counseling to employees.
* Manage and reconcile all purchase orders, petty cash, and travel expenses.
* Review patient files for completeness, accuracy, and consistency.
* Present lectures regarding study results to research team and investigators, including epidemiologist, physiologist, ophthalmologist, and physicists.
* Coordinate the recruitment of 1400 study participants.
* Organize and perform presentations throughout the community and correspond with local media.
* Administer clinical tests and interviews according to protocols related to vision, driving, and cognitive functional ability of study participants.
* Install and uninstall driving monitor system (computers and cameras) in study participant’s vehicles.
* Retrieve, analyze, and grade driving data of study participants.

Consumer Loan Manager (July 1989 to March 2005)

M and T Bank

* Successful in researching and establishing a Consumer Loan Customer Service Department, servicing over 300 branches.
* Recruit, train, and supervise consumer loan associates.
* Establish job descriptions, conduct performance appraisals, and provide coaching and counseling to employees.
* Monitor staff for quality assurance to enhance customer service.
* Conduct weekly and monthly staff meetings.
* Develop project plans, reports, and graphs to enhance employee growth, streamline and improve productivity, and measure service levels.
* Manage accounting entries, department files, and employee files.
* Create and perform power point presentations to Executive Management and communicate events and product changes to branches.
* Research, evaluate, and correct consumer affair and credit bureau disputes.
* Process and review new loan documents, loan histories, amended statements, and collateral files for loan approval.
* Maintain filing and monitoring of all mortgage payoffs for retention purposes.

**Education:**

RN License R202994 expires October 2022

Wor Wic Community College; May 2012 Associate of Science ADN

Wor Wic Community College; August 2011 Certificate in Practical Nursing

Wor Wic Community College: completion of pre-nursing curriculum 4.0 GPA-Deans List

Woodridge Business Institute: 1991 diploma in Business/Medical Administration, 4.0 GPA/valedictorian

CPR Healthcare Adult/Child/Infant Certification expires February 2022

Continuing education certificate Management of Infusion Therapy received December 2012

Emergency Management Certification FEMA received March 2013

Continuing education credits on research through Johns Hopkins University, Wilmer Nursing in Joint Commission on Allied Health in Ophthalmology received in 2008

References available upon request