

Stacy McManus

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Objective: Interested in applying for the post of a Head Nurse with a reputed Health Center/ Hospital.

Experience: *Birchwood Health Center* *New York*
Head Nurse 3/3/2007 to Present

- ♦ Supervised and coordinated nursing activities in hospital unit.
- ♦ Assigned duties and coordinated nursing service.
- ♦ Evaluated nursing activities to ensure patient care, staff relations and efficiency of service.
- ♦ Observed nursing care and visited patients.
- ♦ Trained and managed a team of 10 staff nurses.
- ♦ Ensured that nursing care was carried out as directed and treatment administered in accordance with physician's instructions.
- ♦ Directed preparation and maintenance of patients' clinical records.
- ♦ Inspected rooms and wards for cleanliness and comfort.
- ♦ Accompanied physician on rounds and kept informed of special orders concerning patients.
- ♦ Participated in the orientation and training of personnel.
- ♦ Ordered and directed the ordering of drugs, solutions and equipment.
- ♦ Maintained records on narcotics.
- ♦ Investigated and resolved complaints and referred unusual problems to superior.

GPL Health Center *New York*
Staff Nurse 3/3/2005 to 3/3/2007

- ♦ Provided general nursing care to patients in this large community hospital
- ♦ Reviewed reports of patients' general physical condition, reactions to medications and medical histories
- ♦ Prepared equipment and aided physician during patient examinations and treatment
- ♦ Administered prescribed medications and treatments, and observed and reported patient reactions
- ♦ Examined instruments, equipment and surgical setup to ensure sterile environment
- ♦ Rotated among clinical specialties: emergency room, surgery and psychiatry

