

Stacy McManus

123 Birchwood Drive
New York
999-999-9999
mcmanusstacy@xyz.com

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
- Received special commendation from Nurses Association for exemplary performance in the emergency room during a local crisis

Education

State University of New York
Bachelors of Science in Nursing

New York
2005

License

Licensed to practice in State of New York

References: Available upon request