

Nancy Smith

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Objective: Interested in the position of a Supervisor, Community health nursing nurse with a leading community healthcare center.

Experience: *Birchwood Community Health center* *New York*
Supervisor, Community-Health Nursing Nurse 3/3/2005 to Present

- ♦ Supervised and coordinated the activities of nursing personnel in community health agency.
- ♦ Served as liaison between staff and administrative personnel.
- ♦ Developed standards and procedures for providing nursing care and for evaluating service.
- ♦ Provided orientation, teaching and guidance in order to improve quality and quantity of service.
- ♦ Evaluated performance of personnel.
- ♦ Interpreted nursing standards to staff, advisory boards, nursing committees and community groups.
- ♦ Recommended duty assignment of nursing personnel.
- ♦ Coordinated services with other health and social agencies in order to render program more effective.
- ♦ Reviewed, evaluated and interpreted nursing records and vital statistics affecting health service.
- ♦ Assessed community needs, planned and implemented programs to meet those needs.
- ♦ Assisted in the planning of educational programs for nurses, related professional workers and community groups to meet needs of personnel and practitioners.
- ♦ Assisted in the preparation of agency budget.
- ♦ Planned for and participated in field research related to community health nursing.

Birchwood Community Health Center *New York*
Staff Nurse 3/3/2000 to 3/3/2005

- ♦ 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

