Robert Smith

Medical Surgical Nurse Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Nurse Manager with a focus on developing high standards of practice, evaluating patient care for effectiveness and implementing necessary changes to program. Extensive experience in recruiting, developing and managing clinical staff. Expert in planning and organizing activities consistent with agency goals and mission. Specialist in managing patient care.

WORK EXPERIENCE

Medical Surgical Nurse Manager

ABC Corporation - March 2000 – August 2004

Responsibilities:

- Participate in nursing and organizational policy formation and decision making.
- Evaluate the quality and appropriateness of care.
- Provide guidance for and supervision of personnel accountable to the nurse manager.
- Coordinate nursing services with the services of other health care disciplines.
- Participate in the recruitment and retention of personnel.
- Assume responsibility for staffing and scheduling personnel.
- Assignments reflect appropriate utilization of resources.

Nurse Manager

University Of Wyoming Family Medicine Residency Program - 1998 – 2000

Responsibilities:

- Manage staff of fifteen nursing and support staff.
- Write policies and procedures to improve the clinic work flow.
- Educating nursing staff.
- Immunization Coordinator.
- Schedule nursing staff.
- Guest lecturer at LCCC on HIV/AIDS for nursing students.
- Work with faculty to ensure residents get quality education..

Education

Master of Science in Nursing - 2000(Wilmington College - Georgetown, DE)

SKILLS

Executive Leadership & Management Skills, Attention to Detail, Integrity and Compassion, Effective Communication, Computer Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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