

Caroline Todd

House Supervisor, Skilled Nursing

📞 (970) 555-1846 ✉ caroline.todd@example.com

🌐 linkedin.com/example/carolinetodd 📍 Fort Collins, CO 80525

STRENGTHS

- 👤 **Clinical Leadership**
During busy shifts, assigned staff by acuity and competency, helping residents receive safer, more consistent care.
- 🚑 **Emergency Response**
When residents changed suddenly, coordinated assessment, provider contact, family updates, interventions, and incident reporting.
- ♥️ **Resident Advocacy**
A careful conversation often revealed a hidden concern, leading to stronger follow up and more respectful care.
- ♥️ **Documentation Quality**
Chart audits helped staff correct missing details early, giving care teams clearer information for decisions.
- 💬 **Team Coordination**
Structured handoffs connected nursing, physicians, therapy, dietary, families, and operations around resident priorities.

SKILLS

<u>Clinical leadership</u>	<u>Skilled nursing</u>
<u>Long term care</u>	<u>Memory care</u>
<u>Care planning</u>	<u>Medication rights</u>
<u>BLS</u>	<u>Dementia care</u>
<u>Incident reporting</u>	
<u>Quality improvement</u>	
<u>Utilization review</u>	
<u>Electronic documentation</u>	
<u>Diabetic protocols</u>	
<u>Emergency response</u>	
<u>Resident advocacy</u>	

SUMMARY

Registered Nurse and **skilled nursing** supervisor with 8 years and 4 months supporting **long term care, short term rehabilitation, secure memory care**, and post acute residents. Active Colorado RN license and current BLS certification support safe clinical leadership across rotating shifts and complex resident needs. Directs RNs, LPNs, and CNAs through acuity based assignments, emergency response, medication administration, assessments, individualized care planning, treatments, physician orders, and electronic documentation. Brings practical knowledge of Elder Justice Act requirements, medication rights, diabetic protocols, dementia care, incident reporting, quality improvement, utilization review, and clinical surveillance for falls, skin integrity, and weight loss. Coordinates physicians, families, dietary teams, operations, management, and handoffs with steady communication. Can support safe coverage, resident advocacy, regulatory readiness, and accountable care across skilled nursing neighborhoods.

EXPERIENCE

House Supervisor, Skilled Nursing

Front Range Continuing Care 📅 January 2024 - Present 📍 Fort Collins, Colorado

Directs shift operations for a 96 bed skilled nursing and memory care community, supporting resident safety, staffing accountability, emergency response, documentation, quality review, and coordinated care.

- Assigned RNs, LPNs, and CNAs by acuity, competency, and neighborhood coverage needs.
- Coordinated emergency responses for **falls**, behavioral crises, acute changes, and facility incidents.
- Reviewed assessments and care plans before rounds, closing gaps in resident interventions.
- Audited **electronic records** for medications, skin, weights, falls, diabetes, and **physician orders**.
- Presented resident risks through quality improvement and **utilization review** meetings for revised interventions.
- Mentored nursing staff on **medication rights**, dementia care, **confidentiality**, and safe handoffs.

Charge Registered Nurse, Rehabilitation

Aspen Ridge Rehabilitation Center 📅 May 2021 - December 2023 📍 Loveland, Colorado

Coordinated clinical care for rehabilitation and **long term care** residents, guiding licensed nurses and nursing assistants through medications, treatments, admissions, status changes, and interdisciplinary follow through.

- Coordinated **medications**, treatments, admissions, assessments, and **status changes** for 34 residents.
- Verified **physician orders** through transcription, pharmacy coordination, laboratory follow through, and **electronic documentation**.
- Stabilized respiratory distress, hypoglycemia, falls, confusion, and behavioral escalation using **BLS** procedures.
- Guided LPNs and CNAs through priorities, infection prevention, safety concerns, and care plans.
- Tracked wounds, weights, falls, pressure risk, and diabetic indicators for interdisciplinary review.
- Strengthened handoffs among residents, families, physicians, therapy, dietary, and social services.

Registered Nurse, Memory Care

Harmony Memory Support 📅 July 2019 - April 2021 📍 Greeley, Colorado

Delivered nursing care in **secure memory care**, combining comprehensive assessment, medication **management**, dementia informed interventions, electronic records, resident advocacy, and provider communication.

- Delivered nursing care for residents with dementia, chronic illness, behavioral symptoms, and complex **medications**.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- House Supervisor, Skilled Nursing at Front Range Continuing Care (2.8 Years)
- Charge Registered Nurse, Rehabilitation at Aspen Ridge Rehabilitation Center (2.6 Years)
- Registered Nurse, Memory Care at Harmony Memory Support (1.8 Years)
- Staff Registered Nurse, Post Acute Care at Poudre Valley Post Acute (1 Years)

- Updated care plans after cognitive or functional changes, then communicated findings to providers and families.
- Administered medications and **treatments** using **medication rights** and monitored resident responses.
- Used dementia informed approaches during agitation, wandering, sleep disruption, and care resistance.
- Maintained **electronic records** for assessments, treatments, behaviors, provider communication, and incident follow up.
- Escalated suspected abuse, neglect, exploitation, and safety concerns through resident protection channels.

Staff Registered Nurse, Post Acute Care

Poudre Valley Post Acute 📅 June 2018 - June 2019 📍 Fort Collins, Colorado

Managed mixed post acute and long term care assignments, supporting admissions, clinical surveillance, treatment delivery, care transitions, emergency response, and concise shift communication.

- Managed post acute and **long term care** assignments after hospitalization and changing clinical needs.
- Monitored respiratory, cardiovascular, neurologic, skin, nutritional, and diabetic status during daily care.
- Obtained provider orders when findings required intervention, then documented follow through.
- Supported admissions by reconciling orders, confirming **treatments**, and communicating care priorities.
- Performed wound, **skin**, fall, weight, and clinical surveillance used in care plan updates.
- Responded to urgent events using BLS principles and facility emergency procedures.

PROJECTS

Skilled Nursing Quality Review 📅 2024

Built a recurring review process for falls, skin integrity, weights, diabetic indicators, electronic charting, and utilization concerns. Findings supported timely care plan changes and clearer shift communication.

Memory Care Safety Program 📅 2021

Applied dementia informed approaches across agitation, wandering, sleep disruption, medication response, incident follow up, and resident rights. Staff coaching supported safer, more dignified daily care.

LEADERSHIP & AWARDS

- Recognized by nursing leadership for dependable shift coverage and calm emergency coordination.
- Selected as a trusted clinical resource for dementia care, medication rights, and complex resident changes.
- Praised by interdisciplinary partners for clear handoffs, resident advocacy, and timely provider communication.

EDUCATION

Bachelor's Degree in Nursing

University of Northern Colorado 🎓 GPA: 4.0 📅 2018 📍 Greeley, Colorado

Coursework: *Comprehensive assessment, medication administration, gerontological nursing, community health*

CERTIFICATIONS

- Registered Nurse, Colorado Board of Nursing 📅 2018
- Basic Life Support, American Heart Association 📅 2024
- Dementia Care Training Certificate 📅 2022

TECHNICAL SKILLS

- **Nursing Practice:** Comprehensive assessments, individualized care plans, direct resident care
- **Medication Management:** Medication administration, medication rights, diabetic protocols
- **Electronic Records:** Electronic documentation, clinical tracking, physician orders
- **Emergency Care:** BLS, CPR, emergency response
- **Resident Monitoring:** Skin surveillance, fall tracking, weight monitoring
- **Long Term Care:** Skilled nursing, long term care, short term rehabilitation
- **Memory Care:** Dementia care, secure memory care, behavioral support
- **Clinical Leadership:** RN supervision, LPN supervision, CNA delegation
- **Quality Programs:** Quality improvement, performance improvement, utilization review
- **Compliance Standards:** Elder Justice Act, resident rights, nursing standards
- **Incident Management:** Incident reports, accident response, facility disaster response
- **Care Coordination:** Physician communication, family updates, interdisciplinary handoffs
- **Regulatory Readiness:** CDPHE standards, VA standards, accreditation requirements
- **Clinical Communication:** Status changes, order requests, shift handoffs
- **Professional Credentials:** Colorado RN license, BLS certification, dementia training

PROFESSIONAL AFFILIATIONS

- Colorado Board of Nursing, active registered nurse license holder.
- American Heart Association, Basic Life Support certified nurse.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST