

Diana Keith

RN Charge Nurse

📞 (817) 555-2831 ✉ diana.keith@example.com

🌐 linkedin.com/example/dianakeith 📍 Fort Worth, TX 76104

STRENGTHS

- 🚑 **Emergency prioritization**
During respiratory distress and altered mental status events, rapidly reassigned coverage and kept physician communication clear.
- 👂 **Secure care communication**
Calm conversations with hostile patients helped preserve safety, dignity, and practical clinical escalation during tense shifts.
- 👥 **Team coordination**
Peers relied on clear RN, LVN, and CNA assignments when acuity shifted and clinic coverage tightened.
- 📄 **Clinical documentation**
Record reviews connected treatment plans, laboratory findings, and handoffs, giving staff a clearer picture of ongoing care.
- 🎓 **Staff development**
Coaching around medications, wound care, infection control, and HIPAA helped staff apply safer habits during busy operations.

SKILLS

Charge Nursing Clinical Supervision

Staff Scheduling

RN LVN CNA Assignment

Emergency Triage

Texas Nurse Practice Act HIPAA

Infection Control

Medication Administration

Wound Care

Laboratory Procedures First Aid

CPR Medical Records

Secure Health Care

SUMMARY

Registered Nurse with eight years of experience across acute care and secure clinical settings, including more than four years leading nursing teams. Directs RN, LVN, and CNA assignments, balances patient acuity with staffing coverage, and supports safe care during emergencies, behavioral crises, and changing clinic demands. Hands on practice includes wound care, **medication administration**, **vital sign monitoring**, **laboratory procedures**, medical testing, documentation review, **infection control**, First Aid, CPR, and HIPAA confidentiality. Works closely with physicians, nurses, patients, families, and administrative partners while maintaining continuity across shifts. Provides clear instruction, practical coaching, and respectful communication with patients who may be hostile or distressed. Brings dependable judgment, Texas nursing knowledge, and focused leadership for secure health care operations.

EXPERIENCE

RN Charge Nurse

Lone Star Detention Health Partners 📅 May 2022 - Present 📍 Fort Worth, TX

Directs shift nursing operations in a secure health setting, guiding RN, LVN, and CNA coverage across clinics, medication rounds, urgent care, documentation, and staff development.

- Assigned RN, LVN, and CNA coverage by acuity, clinic demand, and emergency needs.
- Reallocated nursing resources during respiratory distress, injuries, and altered mental status events.
- Reviewed treatment plans, laboratory findings, and records for continuity across changing shifts.
- Coached staff on medication administration, **wound care**, specimens, infection control, and **HIPAA** documentation.
- Completed evaluations using observed practice, reliability, documentation quality, and safety adherence.
- Supported safe escalation through calm communication with hostile or aggressive patients.

Charge Registered Nurse

Trinity Regional Medical Center 📅 January 2020 - April 2022 📍 Arlington, TX

Led medical surgical unit operations, coordinating assignments, emergency responses, care documentation, staff coaching, patient education, and family communication during high census periods.

- Coordinated assignments around acuity, admissions, discharges, isolation needs, and staff competencies.
- Led deteriorating patient responses, organizing **CPR**, **First Aid**, and physician communication.
- Audited medication records, nursing notes, test results, and care plans during handoffs.
- Coached nurses and assistants on **infection control**, equipment, documentation, and escalation.
- Delivered **wound care**, medications, **vital sign monitoring**, specimens, and patient education during peak census.
- Resolved patient and family questions through concise communication and confidential clinical support.

Registered Nurse II

MetroCare Community Hospital 📅 July 2018 - December 2019 📍 Dallas, TX

Managed adult inpatient assignments while coordinating assessments, medications, procedures, testing, discharge teaching, infection control, and multidisciplinary care for changing patient needs.

- Managed adult inpatient assignments covering assessments, medications, procedures, testing, and discharge education.
- Recognized infection, respiratory compromise, medication reactions, and neurological changes for timely escalation.
- Performed wound care, **medication administration**, **vital sign monitoring**, specimens, and point of care testing.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● RN Charge Nurse at Lone Star Detention Health Partners (4.4 Years)

● Charge Registered Nurse at Trinity Regional Medical Center (2.2 Years)

● Registered Nurse II at MetroCare Community Hospital (1.4 Years)

- Coordinated care with **physicians**, pharmacists, therapists, case managers, and nursing colleagues.
- Reinforced **infection control** and environmental safety during isolation care and equipment use.
- Counseled patients and families on medications, symptoms, follow up, and daily care needs.

Registered Nurse

Brazos Valley Medical Center 📅 June 2018 - June 2018 📍 Waco, TX

Completed supervised inpatient transition, applying assessment, prioritization, medication safety, wound care, testing, documentation, confidentiality, and communication practices with adult patients.

- Completed supervised transition into inpatient practice with adult patient assignments.
- Applied assessment and prioritization methods during changes in vital signs and pain.
- Administered medications, **wound care**, specimens, and bedside testing using safety checks.
- Documented conditions, interventions, and education in electronic **medical records** for handoffs.
- Used routine **medical instruments** to collect and communicate clinically relevant findings.
- Practiced CPR readiness, **infection control**, confidentiality, and concise clinical communication.

PROJECTS

Secure Clinic Continuity Review 📅 2026

A shift change revealed gaps in scattered records. Reviewed treatment plans, laboratory findings, nursing notes, and handoff practices, then aligned review habits with continuity needs across secure clinical operations.

Emergency Staffing Response Workflow 📅 2025

A sudden clinical change tested every assignment. Mapped acuity based coverage, emergency deployment, physician notification, and documentation steps for faster coordination during respiratory distress, injuries, and behavioral crises.

LEADERSHIP & AWARDS

- Charge Nurse Leadership Recognition for dependable emergency coordination and clear shift communication.
- Clinical Practice Recognition for consistent infection control, documentation quality, and patient education.

EDUCATION

Bachelor of Science in Nursing

Texas State University 🎓 GPA: 3.5 📅 2018 📍 San Marcos, TX

Coursework: Adult health nursing, pharmacology, community health, nursing leadership

CERTIFICATIONS

- Registered Nurse, State of Texas 📅 2018
- Cardio Pulmonary Resuscitation CPR Certification 📅 2026

TECHNICAL SKILLS

- **Nursing Operations:** Charge nursing, staffing assignments, clinic scheduling
- **Clinical Assessment:** Emergency triage, patient prioritization, vital sign monitoring
- **Medication Practice:** Medication administration, dosage review, expected effects
- **Wound Care:** Wound assessment, dressing changes, infection observation
- **Laboratory Procedures:** Specimen collection, laboratory procedures, result recording
- **Emergency Response:** CPR, First Aid, emergency deployment
- **Infection Control:** Isolation care, environmental safety, infection prevention
- **Health Records:** Medical records, clinical documentation, recordkeeping
- **Privacy Standards:** HIPAA, confidential information, privacy practices
- **Medical Instruments:** Vital sign equipment, testing instruments, point of care testing
- **Secure Care:** Behavioral escalation, hostile individuals, secure facility care
- **Nursing Regulation:** Texas Nurse Practice Act, nursing standards, health care laws

PROFESSIONAL AFFILIATIONS

- Texas Nurses Association member supporting continued nursing practice and professional learning.
- American Nurses Association member connected with nursing standards and leadership development.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST