

# **Nursing Assistant - Proactive Resume**

**Full Name:**

**Email:**

**Phone:**

## **Nursing Assistant Duties Experience**

Take medical histories and perform specific assessments for new patients.

Takes and records Vital signs including temperature, pulse, respiration, blood pressure, height and weight.

Provides personal care such as: baths, showers, oral hygiene, skin care, hair care, fingernail and toenail care, monitoring fluid intake and output, toileting care, etc.

Performs/Assists with the personal hygiene and activities of daily living (ADL's) and documents as needed.

Prepare admission packets/supplies for new admissions.

Maintain Exam Rooms neat & clean, receive and return patient calls, assist with scheduling, update, and maintain patient records in ECW.

Handle medication refill requests, insurance prior authorizations, plans of care, and general clinical paperwork.

Educate patients, and their family/ caregivers on needed testing/procedures, medications, and share educational materials.

Assist with range of motion, positioning, exercise, and ambulation.

Assist with dining and nutrition.

Communicates any change in patients and/or resident condition to nurse during each shift.

Comply with all policies, local, state and federal laws and regulations.

Other:

## **Nursing Assistant Skills and Certifications**

Able to work independently.

Excellent organizational ability to maintain a system with few major problems and addresses the needs of all participants.

Able to relate cooperatively and constructively with clients, families, and co-workers.

Clear and Active Certified Nursing Assistant certification to practice in the state of Florida.

CPR Certification (preferred).

Hospice experience (preferred).

Ability to work in an electronic medical record system.

Problem-solving skills.

Time management skills.

Good understanding of body mechanics.

Ability to lift 50 lbs.

Bilingual English/Spanish preferred.

Referred of Practice or 1 Year of Experience 1 preferred.

Other: