

Norma Johnson

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SUMMARY

- Proven qualifications to implement highly effective and respected patient care procedures.
- Thorough knowledge and excellent knowledge of modern office practices and procedures.
- Able to work well in interdisciplinary team environments, coordinating with physicians, physical therapists, psychiatrists, and other health care professionals.
- Proficient in general office duties, including Microsoft Office and knowledge of basic business techniques and methods of using standard word processing, spreadsheet, and other office software.
- Employed in the **medical** field for over 25 years, including positions as nursing assistant and dialysis tech prior to obtaining my RN License. Charge Nurse on Med-Surgical and Cardiac Step down units.

PROFESSIONAL EXPERIENCE

Nursing Coordinator, Veterans Center Boston, MA 2012 - Present
Nurse Coordinator

- Oversee care for residents at 200-bed, long-term health care facility. Supervise 6 restorative certified nursing aides. Duties included Wound Coordinator, and added responsibilities as Charge Nurse, directing resident health care. Maintain all facility records.
- Supervised (pressure ulcer) recommended assessment, treatment, and followed up with all patients on a continuous basis. Database tracking of statistics, on wound care procedures and follow up reports.
- Coordinate resident care, working closely with dietitians, physical therapists, and physicians. Serve as liaison between patients, facility, and families. Develop health care plans for patients suffering from bladder, bowel, mobility, contracture, as well as from ulcer related issues.
- Modified new wound care prevention program that has had a huge effect on a large percentage of patients with bed ulcers from 11% to 5%, and reduced the time necessary for pre-existing conditions to heal. My program is presently being prepared for use after review by upper management.
- Provide leadership in introducing a new skin treatment program. Developing new policies, and protocols, determining new equipment needed, selecting and purchasing/leased equipment, and currently carrying out all the training for my pilot program that was approved for expansion and use in all other facilities.

Rhode Island State Hospital 2006 – 2012
Staff Nurse

- Staff Nurse for 200-bed inpatient psychiatric hospital, supervising duties included LPNs and all aides.
- Coordinated all procedures and re-assess documenting my findings, and work with the clinical staff to coordinate a plan of care for use in a variety of psychiatric patients conditions.
- Carried out monthly reviews of employees as part of quality assurance program. Prepared all reports for the education department for identification of employee needs and training program options.
- As Nursing Therapy Leader, took the lead for anxiety reduction with various sessions with patients.
- Served as a key member of team that included: psychiatrists, physicians, nurses, and social workers.

EDUCATION

Boston College, Boston, MA
Bachelor of Science in Nursing, 2005

Cambridge Community College, Cambridge, MA
Associate of Science in Nursing, 1998

LICENSES AND CERTIFICATIONS

Registered Nurse / CPR Certification