Portfolio

Anita Schultz, R.N.

New York City College of Technology

NUR 4130 Section OL48 Professional Nursing Practice

Professor Lynda M. Konecny

Due Date: April 29, 2014

Anita E Schultz, RN

260-59 75th Ave

Glen Oaks, NY 11004

(H) (718) 343-0230/ (C) (347) 992-9275/[aeschultz77@gmail.com](mailto:aeschultz77@gmail.com)

NYS Professional Registered Nurse License # 606829

Educational background (Nursing education):

New York City College of Technology (NYCCT) BS in Nursing (BSN) program

Courses taken include:

Physical Assessment

Leadership and Management

Community Health Nursing

Nursing Research

Nursing Case Management

HIV/AIDS Advocacy and care

Urban Health Nursing

Professional Nursing Practice

I/O Psychology

Queensborough Community College AAS in Nursing graduated 5/2008

Courses taken include:

Safe and effective care of client I

Safe and effective care of client II

Safe and effective care of client III

Safe and effective care of client IV

Nursing and Societal forces

Anatomy and Physiology I

Anatomy and Physiology II

Microbiology

Human Growth and Development

Certification(s):

Basic Life Support for Healthcare providers by the American Heart Association to be renewed 04/2015

Infection Control Certification for NYS licensure to be renewed 3/2018

Employment history:

8/2009- Present Registered Nurse, Treatment Services

The Fortune Society, Long Island City, NY

Perform medical assessments and Modified Mini screen for OASAS 822 clients, handle medical emergencies, administer intramuscular psychotropic medications, perform HIV Rapid OraQuick testing, Hepatitis C Rapid OraQuick testing, manage referrals to outside providers for medical follow up, identify clients for CSAT programs, orient new hires to medical and toxicology component of OASAS 822 program, Conduct Smoking Cessation education session, draw blood for Mental health program, monitor urine samples and test for toxicology results, manage laboratory results, educate clients on health related topics.

Resume:

Anita E Schultz, RN

260-59 75th Ave

Glen Oaks, NY 11004

(718) 343-0230/ [aeschultz77@gmail.com](mailto:aeschultz77@gmail.com)

OBJECTIVE To obtain a position to continue career advancement

EDUCATION New York City College of Technology

The City University of New York, Brooklyn, NY

Bachelor of Science, Nursing, Present, anticipated graduation 6/14

Queensborough Community College

The City University of New York, Bayside, NY

Associate in Applied Science, Nursing, 5/08

Clinical Experience: Visiting Nurse Service of NY

LICENSES & Registered Nurse, New York State Boards, 7/14

CERTIFICATES Cardiopulmonary Resuscitation, American Red Cross, 4/15

EXPERIENCE

8/2009- Present Registered Nurse, Treatment Services

The Fortune Society, Long Island City, NY

Perform medical assessments and Modified Mini screen for OASAS 822 clients, handle medical emergencies, administer intramuscular psychotropic medications, perform HIV Rapid OraQuick testing, Hepatitis C Rapid OraQuick testing, manage referrals to outside providers for medical follow up, identify clients for CSAT programs, orient new hires to medical and toxicology component of OASAS 822 program, Conduct Smoking Cessation education session, draw blood for Mental health program, monitor urine samples and test for toxicology results, manage laboratory results, educate clients on health related topics.

SKILLS Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Outlook

Harmony

Knowledgeable in Spanish

PROFESSIONAL Member, American Nurses Associate, 2008-Present

AFFILIATIONS Member, National Students Nurses Associate, 2005-Present

OASAS Nurse Advisory Panel, 5/8/2014

Personal statement about nursing:

Being a member of the medical field has been a passion of mine since I was a very young girl. I was diagnosed with Asthma at the age of 2 and have been under the care of physicians and nurses my whole life. I always knew I wanted to help others to feel better. My favorite toy was the fisher price doctor set, which I used to practice on all my family member “patients”. During many of my emergency visits or hospitalizations I encountered healthcare professionals who lacked the caring aspect of the profession and made me realized I could do better for patients then what I experienced. During clinical rotations I was always guided by the words “how would I want my grandmother to be treated?” It is these words today that guide my clinical practice as a registered nurse. Nursing is a caring profession. Nurses spend the more time with the patient than any other healthcare discipline. It is because of this, nurses are able to a special rapport with them. Nursing is the backbone of the health care industry. Nursing provide patients with: comfort, safety, motivation, encouragement and health promotion incentives. I am proud to be a nurse and to be able to help my patients. I hope to continue my education in order to better serve my patients and to help or profession meet the challenging demands of the futute.

Professional goals:

Obtain position in Emergency Department at acute care facility

Gain one year of Emergency Department acute care experience

Apply for Graduate School in the MSN in Family Nurse Practitioner Program

Complete Nurse Practitioner Program

Become Licensed as Acute Care Nurse Practitioner

Professional development (Conferences, Seminars, Workshops):

OASAS Nurse Advisory Panel May 8th, 20014 NY, NY (meeting every quarter)

Hepatitis C Online Course self-study program offered by The University of Washinton

American Lung Association Freedom from Smoking TTT 4/2010 NY,NY

HIV 1/2 Rapid Testing Training November, 2009 by Orasure Technologies at The Fortune Society

OASAS LSB Medication self-administration training

Continuing education certificates:

HIV Web study, HIV testing tutorials: OraQuick ADVANCE Rapid HIV-1/2 Antibody test, University of Alabama School of Medicine, 6/26/2013

HIV Web Study, HIV Life Cycle: HIV Integration, University of Alabama School of Medicine, 6/26/2013

Webinar: HIV and Hepatitis C Co-infection, NYS DOH AIDS Institute, 2/27/2012

Webinar: What support services providers need to know about mental health, NYS DOH AIDS Institute, 3/20/2012

Webinar: Older adults and HIV: Sex and prevention burnout, NYS DOH AIDS Institute, 3/6/2013

Webinar: How to create and update your agency’s HIV confidentiality policies and procedures, NYS DOH AIDS Institute, 3/7/2013

Overcoming barriers for people with criminal records, NYS DOH AIDS Institute, 3/21/2013

Essentials of managing financial and human resources in healthcare, Gannett Education, 2/22/2013

Apply perioperative evidence-based practices to put scared cows out to pasture, Gannett Education, 4/12/2013

Advanced Directives: An unrealized goal, Gannett Education, 5/10/2013

Child Abuse, Gannett Education, 5/11/2013

**Aspiration: Preventing a Deadly Complication in Vulnerable Populations**, Gannett Education, 10/3/2013

**Spanish for Healthcare provides CE series**, Gannett Education, 11/18/2013

Personal educational reading:

American Journal of Nursing

Nurse.com

Nursing Today

New England Journal of Medicine

Nursing Times

Kaiser Health News

Kaiser Family Foudation

Medscape Education

Medscape Special Report

ANA Nursing Insider

LWW Journals

The American Nurse

Nursing Spectrum

Mayo Clinic Newsletter

Sample of written work:

The right management style can determine the success of the facility or unit. Poor nursing management creates staff uncertainty and affects recruitment (Kenmore, 2008). The nurse manager’s management style can support the staff or set the staff up for failure. The management style utilized by the nurse manager at ABDC will be situational with a focus on transformational leadership. Situational or Contingency leadership recognizes that the nurse manager’s leadership style should vary according to the individual, situation or task at hand (Marquis &Huston, 2012). Utilizing the situational leadership style gives the nurse manager a wide range of resources and the flexibility for any circumstance that occurs. The best and most highly performing managers usually employ a more flexible approach and greater variety of leadership styles best directed to the situation (Kenmore, 2008). In addition to situational leadership the nurse manager will make use of transformational leadership. As stated in Casida and Parker (2011) “a transformational leader exhibits vision, charisma, risk taking, out-of-the box thinking and an aptitude for motivating others while acting as a role model and mentor” (p. 478). The Transformational leader can increase staff retention and job satisfaction, providing an atmosphere of collaboration, autonomy and organizational commitment. Staff nurses with greater job satisfaction and organizational commitment, have better patient outcomes, higher patient satisfaction, shorter length of stays and decreased infection rates (Casida & Parker, 2011). The nurse managers of ABDC that develop the staff nurses through the use of transformational and situational leadership will help to build a strong staff equipped with the skills to effectively care for the patients.

The staffing process of ABDC will begin with a twelve week orientation which will familiarize the nurse with the policies and procedures of the facility, and includes specialty learning and simulation experiences that conclude with tests to determine proficiency in each area presented. The foundation of the program is based on the five levels of proficiency from Benner’s Novice to expert model (Morris et al, 2009). New hires will not be able to proceed to the next level of training until proficiency of at least eighty-five percent in the areas of nephrology, hematology, telemetry/progressive care, phlebotomy and infection control is achieved. Expanded orientation programs have been shown to increase retention rates and motivate senior staff to become preceptors (Morris et al, 2009). Once proficiency is achieved the new nurse will move on to the preceptorship program and will be assigned a preceptor who will be teamed with the new nurse throughout the program. Harrison-White and Simons stated (2013) “preceptorship is a time limited, education-oriented module for teaching and learning in the clinical environment where clinical staff are role models” (p.24). Smooth transition from student to staff nurse with the support of a preceptorship program increases the likelihood of providing effective care, decreases staff turnover and provides empowerment. The preceptor will monitor and assess the new nurse’s knowledge base and provide feedback of their progress. The preceptee will have the assigned preceptor and the nurse manager as support when needed. The added support will help decrease new nurse burn out which has been an indicator of people leaving the profession of nursing (Harrison-White and Simons, 2013).

It has been shown that a preceptorship program of six to twelve months for specialized areas to be the prescribed time frame to offer the encouragement and assistance necessary for advancement. The preceptorship program is mandatory but the length of the program will be determined by the preceptor and the nurse manager. After the staff nurse is hired and has completed the probationary period continuing education and professional development will be required to maintain proficiency. Proficiency requirements will remain as indicated and expected during orientation. ABDC will periodically provide in-service classes on new equipment, procedures and research. Journal clubs will be formed for each shift to present articles pertinent to the issues regarding the patients. Staff nurses will be encouraged to attend conferences and training courses for professional development. Continuing education and professional development gives nurses the tools to perform effectively by motivating and maximizing one’s potential (Sykes, 2013). The orientation, preceptorship program and professional development criteria and requirements will be reviewed periodically to ensure relevance and efficiency in the care of our patients.

Staff nurses will be evaluated annually on performance in the areas of patient safety, assessment/intervention/documentation, coordination of patient care, professional growth and development, professional standards of conduct and critical care skills/competencies. The performance appraisal will be completed by the direct nursing manager and will be reviewed in a face to face meeting. Performance feedback from direct supervisors has been linked to employee job satisfaction and retention (Smith et al, 2010). The performance appraisal will be a tool to highlight positive outcomes and successes as well as identify need for improvement (Olmstead et al, 2012). The evaluation tool will be a criteria-based performance appraisal form divided into five categories with ratings ranging from exceeded criteria to below criteria. The performance appraisal has room for nurse manager comments as well as employee comments. The nurse manager will be required to add comments regarding the positive and negative aspects of the appraisal and meeting with employee. The performance appraisal will serve as a basis for compensation and rewards for outstanding performance.

An evaluation tool gives a nurse manager and an employee a chance to take a step back and assess how the employee's performance is measuring up to the requirements of his or her position. Indeed, performance evaluations are significant to staff development; therefore, as nurse managers, we need to know how to minimize tension and make the evaluations as productive as possible. It is a time to communicate, a time to set goals, and a time to strengthen manager-employee relationship. First, to complete an employee evaluation tool, we would communicate and provide continuous recognition and constructive feedback to employees when it is appropriate (Marquis & Huston, 2012). For example, if an employee has done well in the past few months, the nurse manager will briefly pull him or her aside and praise his or her good work.

At the ABDC center the nurse managers will work in a way that encourages open dialogue between employees and management at all times. It is been proven that it is very productive to always begin evaluation tools with the positives. Thus, by presenting the positives first, the employees will be assured that the purpose of the evaluation is not to tear them apart, but to help them grow professionally within the clinic, which is only possible by identifying areas needing improvement (Marquis & Huston, 2012). In doing so, we will make it easier for them to accept the negatives later while focusing on specifics when discussing the positives. Nurse Managers do not simply congratulate the staff member for working well with patients; at ABDC, they also point out any particular incident that they witnessed in the unit.

References

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the patient-centered medical home for subspecialty patients. *ISRN Nephrology,*

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Harrison-White, K., & Simons, J. (2013). Preceptorship: ensuring the best possible start for new nurses. *Nursing Children & Young People*, *25*(1), 24-27.

Kenmore, P. (2008). Applied leadership. Exploring leadership styles. *Nursing Management -*

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Professional activities:

American Nurses Association Member since 2008

National Student Nurses Association Member since 2005

OASAS Nurse Advisory Panel Member since 2014

Community activities:

6 part lecture series on Geriatric Health at Harbor Hill Senior center on 10/16/13, 10/30/13 and 12/4/13and at Shore Hill Senior Center on 10/2/13, 11/6/13 and 11/20/13

Nurse Consultant at Cypress Hills Child Care Corp from August, 2014 – present

HIV Testing Event Morrison Community Center offered by The Fortune Society on June, 2011

Honors and awards:

Certificate of Leadership from the Nurses Association of the Counties of Long Island presented May, 8, 2014

Letters (Cover letter, Thank you letter):

Anita E. Schultz

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June 10, 2013

Human Resources

Long Island Jewish Medical Center

270-05 76th Avenue  
New Hyde Park, New York 11040

Ms Regina Philange:

I am applying for the advertised registered nurse medical/surgical position at Long Island Jewish (LIJ) Medical Center. I would like to work for a hospital that provides excellent service and commitment to their clients.

LIJ is considered one of the best hospitals on Long Island according to Newsweek Magazine which is the kind of hospital I want to work for. LIJ has the honor to have some of the best Doctors according to US News Health report. It is also important to work for a hospital that supports their employees and provides a working environment conducive to success.

I am a hardworking person dedicated to providing my patients with care and compassion. I am a quick learner, retain information readily and you will find me to be a loyal employee. I genuinely believe a facility, such as yours, will afford me an opportunity to utilize my varied knowledge and skills set to your patients, families, and the hospital community’s advantage.

I look forward to hearing from you soon regarding an interview opportunity. I have included my resume for your review. As you will note, I have a full and varied healthcare experience and feel, if hired, will be a positive contributor to your healthcare team.

You can contact me at any time on my cell phone (347) 992-9275.

Thanking you in advance.

Sincerely,

Anita E. Schultz, R.N.

Enclosure

Thank you letter:

Anita E. Schultz

260-59 75TH Ave

Glen Oaks, NY 11004

(347) 992-9275 / [aeschultz77@gmail.com](mailto:aeschultz77@gmail.com)

April 28, 2014

Human Resources

Long Island Jewish Medical Center

270-05 76th Avenue  
New Hyde Park, New York 11040

To Ms. Jane Smith:

Thank you so much for taking time out of your busy day to meet with me for the Medical/Surgical registered nurse staff position currently advertised at your facility. Our meeting on April 10, 2014 was very informative and inspiring. It was great discussing with you the varied clinical settings encountered with patients and the expectations of care within this facility.

As I mentioned in my interview, I am a loyal employee, a fact displayed by my tenure with my current employer of 5-years and my previous employer of 6-years. I am a dedicated nurse, who commits herself to the advancement of the nursing profession. You will find me committed to this profession and to my patients. My attitude is to treat patients as if they were family and to insure that patients and their family receive the best care I am capable of delivering.

Long Island Jewish Medical Center is the kind of employer that mirrors the same values of care and professionalism in which I believe. Long Island Jewish Medical Center’s commitment to the nursing profession is encouraging and instills a sense of dedication and prosperity. Long Island Jewish Medical Center is the epitome of where I want to advance my career.

I thank you again for meeting with me. I look forward to hearing from you soon.

Sincerely,

Anita E. Schultz, R.N.