

Professional Development Framework/Role Specific Advancement Model  
Application Portfolio  
**Resume Sample**

**(Fictional)**

**Jane Marie Doe, BSN, RN, OCN**

1100 XXX Rd., Ann Arbor, MI 4810X

Home: (xxx)xxx-xxxx Unit: xxx-xxxx janedoe@med.umich.edu

**Education**

**2012:** Bachelor of Science in Nursing with Honors, Eastern Michigan University

**2006:** Associate Degree in Nursing, Oakland Community College

**Licenses and Certifications**

**2006:** Registered Nurse, State of Michigan License

**2015:** OCN, Oncology Nursing Society

**Professional Employment History**

**2010-Present:** University of Michigan, Ann Arbor, Mi.

**Registered Nurse:** Adult Oncology Unit

Responsibilities include: patient/family centered care, patient/family support and staff education, charge nurse duties, precepting and clinical resource. Day to day duties include venipuncture, IV therapy, chemotherapy and blood.

**2008-2010:** University of Michigan, Ann Arbor, Mi.

**Registered Nurse:** 10 bed trauma unit and 5 bed step down unit

Responsibilities included: patient/family education, charge nurse duties, critical monitoring and assessment of patients. Day to day duties included wound care, hemodynamic monitoring, titration of drips, conscious sedation pain and nutrition management.

**2006-2008:** Home Infusion Providers, 2334 Huron Drive, Ann Arbor, Mi.

**Registered Nurse:**

Responsibilities included: in home infusions, patient/family education and precepting. Day to day duties included venipuncture, accessing ports, medication administration, monitoring of vital signs during infusions

**2005-2006:** Oakwood Medical Center, Dearborn, Mi.

**Nurse Extern:** Medical Surgical Nursing

Performed in a nursing student role under the supervision of an RN. Duties included patient care, vital signs, blood draws, blood sugar checks, dressing changes and venipuncture.

### **Hospital Committees and Unit Activities**

**2015-Present:** Magnet Ambassador: Central committee of unit-based staff who bring information related to our Magnet journey to staff on the unit. Presented to staff on Magnet process. Created Magnet poster.

**2014-Present:** Unit Based Committee—elected to be one of the members of the committee in the new Governance Model to represent the staff and work toward achieving and maintaining high quality patient outcomes on our unit. UBC accomplishments included:

- Created and continue to update a bulletin board to keep staff informed of our status on Quality Indicators (our unit dashboard)
- Rolled out Bedside Change of Shift Report (Transfer of Accountability), including education, pre/post measures and patient/family satisfaction
- Worked on improving patient inter-unit transfer process with Medical ICU

**2014-Present:** Mi-Chart Super-User—worked with staff at initial roll-out and beyond. Continue to emphasize special aspects of Mi-Chart in oncology related to documentation of chemo administration, care planning, and care notes

**2011-2014:** Workload Review Committee- Initially a member of workload review committee, then co-chair 2012-2014. Accomplishments included:

- Worked on implementing a regular process to ensure staff lunch breaks each shift
- Implemented Vacation and Holiday request process

**2012:** Comfort Care Design Team: Instrumental in the development of unit's Palliative Care Guidelines

**2012-Present:** Charge Nurse Core Team

**2011-Present:** Preceptor: Orient new staff to the unit and then continue to mentor them. Worked to improve orientation and retain nurses on the unit.

### **Professional Society/Organization Memberships**

**2011-Present:** Oncology Nursing Society: member of state and local chapter

**2008-Present:** University of Michigan Professional Nurse Council

**2008-Present:** Michigan Nurses Association

**2006-Present:** Sigma Theta Tau, XXX Chapter: President from 2008-2010

**2011-2012:** Eastern Michigan University Nursing Honor Society

### **Continuing Education Participation**

**2015** Cancer Chemotherapy and Biotherapy, UMHS, 8 Contact Hours

**2015** OCN Certification Review Bundle, Oncology Nursing Society, 40 Contact Hours

**2014** Nursing Interventions for Dignified Dying, Online class, 1 Contact Hour

**2014** ONS Great Lakes Chapter, Pain dinner, 1.5 Contact Hours

**2013** Evidence Based Practice Conference, 6 Contact Hours

**2013** Pain Management: Opioid Safety, UMHS Nurse Week Event, 1 Contact Hour

**2011** Charge Nurse Workshop, UMHS

**2010** Preceptor Workshop, UMHS

### **Presentations**

**2015** Poster: “Improving Transfers”, UMHS Nursing Poster Day, co-presenter with three other staff members

**2014** Transitioning to Bedside Report, presented to staff on the unit

**2012** Palliative Care: What it is and what it is not, presented to staff on the unit

### **Publications and Unit Based Tools**

**October, 2015** Article in unit Newsletter—“Our University of Michigan Journey to Magnet”

Palliative Care Resource Sheet Created a resource for nurses on the unit to use in order to promote greater understanding of palliative care and resources available for inpatients.

### **Awards and Professional Honors**

**2014** Daisy Award winner (nominated by husband of a patient)

**2010 to present:** Multiple “You Make a Difference” Awards

**2011:** Induction into Sigma Theta Tau

### **Innovation, Research, and Continuous Quality Improvement**

**2014** Bedside Change of Shift Report—UBC Quality project with measures before and after implementation (lead with one other nurse)

**2015** Inter-unit Transfer Project—UBC Quality project with measures before and after implementation (member of team)

**2010-Present:** Have participated in many medical research studies on the unit, including clinical trials