

JANE SMITH, RN

12345 Street Drive ♦ Plano, TX 12345 ♦ (555) 555-5555 C ♦ (555) 555-5555 H ♦ Jane.SmithRN@gmail.com

HEALTH CARE PROFESSIONAL

AREAS OF EMPHASIS - CLINICAL RESEARCH COORDINATION & NURSE MANAGEMENT

Registered Nurse with more than 12 years of experience looking to transition into a full time Clinical Research Coordination role. **Seeking to leverage 7 years of experience in Clinical Research and 2 ½ years in management and teaching.** Well-developed skills collaborating with research organizations and managing studies from initiation through close-out. Dedicated leader with outstanding communication skills and a proven track record of success recruiting patients for studies, enrolling patients, collecting medical data, performing patient education, and entering information into electronic databases.

Areas of Expertise

Clinical Research Coordination | In-Service Coordination | Nurse Management
Staff Development & Training | FDA Regulations & Compliance | Quality Improvements

EXPERIENCE

ABC Company, Dallas, TX

January 2002 – Present

A corporate health care facility specializing in the treatment of a variety of immune conditions.

Special Projects Coordinator/Registered Nurse (May 2011 – Present)

- Spearheaded the launch of a new line of business to buy, bill, and dispense a specialty infusion drug for use by patients at home.
- Secured contracts and agreements with Pharmacy Benefit Managers for major insurance companies.
- Located medical and pharmaceutical suppliers as well as software distributors.
- Purchased medical supplies for infusion pumps and other ancillary equipment.
- Created and wrote reports to track progress.
- Develop decision trees, flow charts, and procedures from the ground up.
- Managed all purchasing of the specialty drug and coordinating necessary equipment.
- Trained and educated patients and clinical staff regarding sub-cutaneous infusion procedures.

Key Accomplishments

- Instrumental in fulfilling pharmacy requirements to obtain a Physician Dispensing Pharmacy License.
- Contacted Pharmacy Benefit Managers for major insurance companies for contracts and agreements including Prime Therapeutics, Medco, and Medicare Durable Medical Equipment (DME).
- Located and met with Pharmacy Software Distributors including McKesson, QS/1, and Health

Senior Nurse Manager (January 2009 – May 2011)

- Managed and oversaw the daily activity and scheduling of up to 16 Registered Nurses and Medical Assistants for 10 different clinic locations.
- Hired, trained, and mentored staff including training on products, drugs, procedures, services and equipment.
- Routinely met with pharmaceutical sales representatives, medical science liaisons, and other industry vendors.
- Responsible for the procurement of all medical supplies and drugs.
- Performed patient education and supported clinicians on the floor.
- Developed, updated, and revised clinical documents such as Medical History Questionnaire, Recurrent Infection Questionnaires, and Outpatient Lab and Diagnostic Order forms; these patient forms were uploaded to the business website and are still used today.

Key Accomplishments

- Developed and created a Nursing Procedure book for the clinic that listed different processes for each procedure performed at the clinic.
- Created and implemented a new employee orientation program that included procedures for Fire, Tornado, Inclement Weather, Safety, and other nursing guidelines.
- Conducted educational seminars and in-services for medical staff.
- Developed and implemented the use of Excel spreadsheets for the scheduling of all medical staff at 10 clinics with approximately 15 staff members.
- Created guidelines for scheduling testing and procedures for the front desk staff with different spreadsheets to track infusion drugs, insurance coverage and other relevant data.
- Developed and implemented a blood borne pathogens exposure control plan.

Senior Clinical Research Coordinator (January 2002 – January 2009)

- Coordinated and conducted multiple clinical trials for asthma, allergy and immunology.
- Recruited patients for studies, enrolled patients, performed patient education, collected medical data, and entered information into a software program for Electronic Data Capture (EDC).
- Conducted and managed Phase II thru Phase IV studies from initiation thru close-out working directly with Contract Research Associates on-site.
- Attended investigator meetings and met with contract research organizations, pharmaceutical sponsors, and institutional review boards.
- Gathered and submitted adverse events and serious adverse events data.
- Conducted studies in accordance to study guidelines; completed case report forms.
- Developed industry contacts for leads on new trials.
- Tracked site payments and studied revenues.
- Developed and wrote quarterly reports.

Key Accomplishments

- Selected to serve on a Pharmaceutical Advisory Board for Research Coordinators out of 712 sites.
- Selected to speak at an Investigator Meeting on Patient Retention Strategies with an audience of approximately 300 that included physician, pharmaceutical leaders, and other healthcare professionals.
- Represented the clinic during a Food and Drug Administration 3-day audit; clinic passed audit with 100% success and no fines.
- Instrumental in increasing clinical research revenues by 50% from 2002 to 2007.

ABC Company, Arlington, TX

August 1999 – December 2000

Staff Registered Nurse

- Assisted surgeons with in-office procedures.
- Scheduled procedures at hospitals and worked with other healthcare departments and professionals to request medical records/history prior to surgery.
- Performed a variety of nursing procedures such as removing staples and assisting with biopsies.

EDUCATION & PROFESSIONAL LICENSE

University of Nebraska Medical Center, Omaha, NE

Bachelor of Science Degree in Nursing

Registered Nurse – State of Nebraska