

**MARY JONES, RN**  
123 Any Street  
Any City, State 55555

**(213) 555-1234**  
**Cellular: (213) 777-5678**  
**e-mail: MaryJones@earthlink.net**

A highly successful healthcare educator/trainer with 19 years' experience in nursing who has developed and delivered training programs in perioperative nursing, CPR, instrument utilization and RN First Assistant preparation for more than 500 doctors, nurses and medical staff.

Expertise includes the development, implementation and evaluation of programs; selection and orientation of personnel; and budget and resource management.

### **ACCOMPLISHMENTS**

#### **PROGRAM DEVELOPMENT**

- Designed a post-graduate perioperative nursing program for Registered Nurses to develop skills in scrubbing and circulating in the operating room.
- Constructed an RN First Assistant program for Registered Nurses to practice an expanded perioperative role.
- Modified the curriculum for training Central Processing Technicians. Implemented an operating room instrument processing program that resulted in the standardization of instrument processing activities and increased efficiency.
- Developed a train-the-trainers tool for the successful implementation of computerized intraoperative documentation.
- Revamped the Quality Assessment and Improvement Program for the operating room, contributing to a successful JCAHO survey.

#### **SELECTION OF STAFF AND ORIENTATION**

- Instructed and mentored experienced registered nurses in becoming perioperative nursing clinical instructors.
- Developed a standardized orientation program for a variety of job classifications.

#### **TEACHING AND PUBLIC SPEAKING**

- Prepared and delivered more than 50 presentations on Perioperative Nursing, Designing RNFA Programs, Operating Room Management, CNOR Review Courses and Staffing for leading medical centers.

#### **MANAGEMENT**

- Managed operations and budgets for the endoscopy support team that provided support services for 50-75 procedures per week. Directed night shift registered nurses, surgical technicians, logistics technicians and the instrument technician. This included coaching, counseling and evaluating performances.

### **PROFESSIONAL EXPERIENCE**

**Los Angeles Medical Center**, Los Angeles, California 2001-Present

**Assistant Director of Nursing and Operating Room Services for Perioperative Education**

**Tempo Medical Center**, Los Angeles, California 1996-2001

**Clinical Nurse Specialist** (1998-2001)  
**Nurse Teacher Practitioner** (1996-1998)

**Veterans' Administration Medical Center**, Los Angeles, California 1992-1996

**Head Nurse**  
**Staff Nurse, Operating Room**

**MARY JONES, RN**

**Page Two**

**National Health Center**, Oceanside, California

1990-1992

**Staff Nurse**

### **EDUCATION**

**Wilson University**, San Diego, California

**Master of Science, Nursing**

**Georgetown University**, Washington, D.C.

**Bachelor of Science, Nursing**

**County Community College**, Los Angeles, California

Registered Nurse First Assistant Certificate

**University of California, San Diego**, San Diego, California

Post Graduate Nurse Educator Certificate

**Special Training:** Laser Safety and Instructor, Cardiopulmonary Resuscitation American Heart Association

### **REGISTRATION/CERTIFICATIONS**

Certified for Professional Achievement as a Registered Nurse First Assistant (CRNFA, Certification #00000)

Certified Nurse Operating Room (CNOR, Certification #000000)

Registered Nurse, California (RN 000000)

### **AFFILIATIONS**

Association of Operating Room Nurses (AORN):

Los Angeles Chapter, President-Elect

National Committee on Education, Member

Operating Room Council of California (ORNCC)

Sigma Theta Tau, Gamma Tau Chapter, Los Angeles, California

Association of Surgical Technologists of Southern California, Chapter 10, Honorary Member

### **PUBLICATION**

Contributed a section on orthopedic clinical applications, The RNFA: An Expanded Role, Second Edition, J. Rothrock, 2002, published by The Putterman Company.