

# Shiloh Stephen, RPN

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5580 Meadowbrook Dr.  
Iroquois, Ontario  
K0E 1K0

Phone: 705-917-1926  
Email: [shilohstephen@hotmail.com](mailto:shilohstephen@hotmail.com)

To:

Hiring Manager

South Ottawa Medical Centre  
2-1650 Queensdale Ave.  
Gloucester, ON  
K1T 1N8

## **Re: Registered Practical Nurse (RPN) Part Time 1 Year Contract**

January 18<sup>th</sup>, 2021

Please accept my application for employment with South Ottawa Medical Centre. I was most recently employed as a Registered Practical Nurse on B5 General Inpatient Surgery at Peterborough Regional Health Centre. I am a graduate of the Practical Nursing program at Fleming College in Peterborough, Ontario. I have a passion for patient centered care and take pride in the work that I do as an RPN.

I have currently relocated to Eastern Ontario, as my spouse has recently accepted a new position in the area. I am confident that my experience of working to my full scope of practice over the past five years on inpatient surgical and surgical orthopedic units would allow me bring professionalism and practical experience to this role.

My professional career thus far has given me the opportunity to:

- Create positive interpersonal relationships in a clinical setting
- Multitask and manage a full patient load of varying complexity
- Develop excellent assessment and critical thinking skills
- Provide quality care to patients in a surgical/medical nursing environment
- Review medical information as well as input orders on MediTech
- Safely administer medications to patients following all prescribed standards of procedure
- Initiate IVs, access PICC lumens, administer medication through PICC lines and change & maintain the sterility of PICC sites/dressings
- Educate patients on medical issues, including homecare methods, while offering mentoring and support
- Respectfully engage patients, family, medical professionals and support staff to enhance patient care

I would greatly appreciate the opportunity to have an interview to discuss how my educational background, work background, personality and skills would make me an excellent addition to your team. I can be reached at 705-917-1926 or by email at [shilohstephen@hotmail.com](mailto:shilohstephen@hotmail.com).

Attached is my resume.

Sincerely,

Shiloh A. Stephen

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## Key Qualifications

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- Ontario College Diploma in Practical Nursing from Fleming College
- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse
- Over five (5) years' experience on orthopedic and general surgery inpatient units
- Extensive customer service experience through work in a retail environment
- CPR certification through the Heart & Stroke Foundation
- Ability to work safely and promote safety in the workplace for myself and others
- Experience using Meditech & Microsoft Office suite of programs
- Ability to work independently and contribute positivity, energy, and respect in a team environment

## Education, Training and Certifications

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### ***Education:***

- ***Practical Nursing, Ontario College Diploma;*** Fleming College, Peterborough, ON (June 2015)
- ***Pre-Health Sciences, Ontario College Certificate;*** St. Lawrence College, Kingston, ON (June 2012)

### ***Training:***

- Successful completion of IV Medication Administration course
- Successful completion of Gentle Persuasion Approach (GPA) course

### ***Certifications:***

- Registered Member of the College of Nurses of Ontario (CNO) since August 2015
- CPR-C + Standard First Aid
- Blood Easy Certification - 2020

# Employment History & Highlights

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## Registered Practical Nurse

B5 General Inpatient Surgery

May 2017 to November 2020

A5 Orthopedic Inpatient Surgery

August 2015 to May 2017

Peterborough Regional Health Centre Peterborough, ON

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- Proven ability to provide care to patients experiencing a variety of medical, surgical and post-procedural needs
- Transcription of doctor's orders as well as input of orders into Medi Tech
- Assisting patients with transition from hospital to home environment through patient education & mentoring to facilitate continued care & recovery
- Ability to engage patients, family, medical professionals & support staff with professionalism, attentiveness, and tact
- Knowledge base and ability to think critically in emergent situations and cope under stressful conditions
- Experience conducting post-procedural assessments including Q4H vitals, neuro-vitals, anesthetic effects, levels of consciousness
- Experience administering medications including IV & PICC, sub-cutaneous, oral, intramuscular, rectal, topical, and NG & G tubes
- Experience with various types of dressings including simple dressings, VACs and packings.
- Accurate documentation of patient health history, incidents, medication & care at a level consistent with the legal standard
- Knowledge of medical/surgical procedures and ability to administer appropriate patient care
- Knowledge of pain and nausea management techniques

## Cashier on Duty

Chapters Indigo

April 2006 – August 2013

Kingston, ON

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- Interacted with customers at cash registers, on the store floor as well as answer phones to provide customer service and assistance
- Assisted management in re-assigning cashiers to various tasks (store floor, stock etc.) based on volume of customers
- Processed large volume orders for institutional clients, prepared daily cash for secure pick-up and processed returns

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**References available upon request.**

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