

Example of a general practice nurse curriculum vitae

Curriculum vitae

- *An experienced nurse with a clinical background in general medical and surgical nursing of adults and paediatrics*
- *Experience in team management and team working, and proven skills of working in a multidisciplinary team*

Personal details

Surname: Smith

First Names: Nelly

Date of Birth: 11 November 1969

Current Post: Staff Nurse, General Medicine (adult)

Work Base: City Hospital
Smithy Road
Smith Town
SM12 4RT

Professional Registration: Registered general nurse, part 1 of the Nursing and Midwifery Council register
Extended and supplementary nurse prescriber

NMC Pin No: 88J04567

Expiry Date: September 2007

Qualifications

Academic: BSc (Honours) Nursing Studies, Happyville University (2000)

Teaching: ENB 998, Happyville University (1993)

Professional: Registered general nurse, Happyville University (1992)
Extended and supplementary nurse prescribing, Andor University (2003)

Continual professional education

- 2005:**
- Association of nurse prescribing conference
 - NRTC COPD diploma module
 - Basic life support update

- 2004:
 - 'Agenda for Change' study day
 - NRTC Asthma diploma module
 - Basic life support update
 - 'Nurse-led discharge' study day

- 2003:
 - Clinical leadership course (LEO) –12 days
 - Basic life support update
 - Nurse prescribing module
 - Tissue viability course

- 2002:
 - Basic life support update
 - 'Diabetes care' study day

- 2000:
 - 'Care of fluid balance' study day
 - 'Management of burns' 3-day course
 - Ethics in health care module
 - Research awareness module

- 1999:
 - Clinical care for acutely ill patients module
 - Diabetes management module
 - COPD management module

- 1998:
 - Renal dialysis short course
 - Basic life support update

- 1996:
 - I.V. additives, venepuncture and cannulation training course

Current role and responsibilities

Senior Staff Nurse – General Medicine

Salary: _____

Full time

- General nursing duties and administrative responsibilities
- Clinical education for junior staff
- Link nurse on the ward for respiratory patients
- Work within a multidisciplinary team to provide quality care for medical patients

Achievements in post

- Developed a structured education programme for staff on medical wards with protected teaching time
- Implemented a structured care pathway for respiratory patients admitted onto the medical wards
- Gained experience and qualifications in asthma and COPD management to gain the responsibility of being the link nurse for respiratory patients on the ward
- Mentorship and clinical supervision of pre-registration and trained nurses on the ward

Previous posts

Staff Nurse (Full Time) Nov 1997 – April 2001

Ward 12, General Surgery, City Hospital

Achievements in post

- Participation in the development of a teaching programme for ward staff in general surgical care
- Teamwork and leadership skills developed along with time management skills

Staff Nurse (Full Time) Nov 1995 – Nov 1997

Ward 112, Paediatrics, City Hospital

Achievements in post

- Development of experience of working with sick children and their families
- Undertook training in child protection and joined child protection training team on the unit

Staff Nurse (Full Time) Nov 1992 – Nov 1995

Intensive Care Unit, City Hospital

Staff Nurse (Full time) July 1992 – Nov 1992

Accident and Emergency, City Hospital

Professional/clinical activities

- Chair of Professional Nurse Group within general medicine, 2003 – present
- Patient Group Direction Review Group Member, City Hospital, 2002 – present

Interests

Respiratory medicine and allergy, diabetes, patient education and self management, nurse prescribing and pharmacology, clinical psychology and working with children

Academic activities and interests

Link nurse for respiratory disorders for medicine, tutor for ward staff and mentor for general medicine and for the PHD group in developing PGDs

Interests

Respiratory disease, diabetes, psychology, patient education and self management, and prescribing activities

Publications

Articles

Smith N, King S. Implications of a structured care pathway for respiratory patients on a general medical ward. *Nursing Times* 2003; 53(2): 34–37.

Reports

Audit of inpatient bed days for respiratory patients on the general medical unit April 2003 – April 2004. (2004), City Hospital

Research activity

2003–2004: Implications of a structured care pathway for respiratory patients on a general medical ward

Personal interest and hobbies

- Cycling
- Watercolour painting
- Gardening
- Squash

References

Two referees should normally be included, one of whom should be your present employer. Examples include the sister on the ward and the consultant on the ward. A referee needs to be a senior professional colleague who knows you fairly well and is able to comment on your clinical and other skills, and performance to date. Referees are often asked about your suitability for the post you are applying for. You should always seek the permission of the person you are going to include as a reference before inserting their details.

If you do not want your referees to be informed of your application, it is quite acceptable to stipulate that referees are not to be contacted unless your application is successful.

Hints and tips on compiling your CV

Your curriculum vitae (CV) is your shop window. It has to be good enough to get you that interview so that your undoubted qualities have an opportunity to shine through. Pay attention to the following points:

- *A poorly organised CV may be interpreted as evidence of poor communication skills. Think carefully about lay out. Make sure that your strengths are clearly presented.*
- *Do not go into too much detail about your earlier years, but make sure all dates are correct and there are no gaps to account for. If you have had a career break be prepared to justify it.*
- *Tailor your CV for each application. Identify important information in the advertisement and the person specification, and draw the attention of the people short-listing to your suitability by summarising your key strengths on a front sheet.*
- *Consider a competence-based CV. Explain how it is that you are competent for the job you have applied for. This does not concentrate on the posts you have held, but what you have achieved within them.*
- *Resist the temptation to say 'please see CV' if an application form is required to be filled in.*
- *Spelling mistakes are inexcusable. Get someone to proofread it for you for other errors. Consider asking a senior colleague for their comments.*

This document comprises an example of a CV from a staff nurse working in secondary care who wants to work as a general practice nurse (GPN). Use this example as a guide to the type of layout and information that is likely to be required. There are many other ways to structure a CV and you should consider other headings if you feel these would highlight your strengths more effectively.

What sort of practice do you want to work in?

Completing the following table will make you think about the sort of things that are important to you at work and may prevent you from applying for jobs in practices where you are unlikely to feel truly happy or fulfilled.

Features of the practice	How important is this to you?		
	Very important	Quite important	Not important
A pleasant working environment			
Regular team meetings between partners and staff			
Good socialisation among work colleagues			
Within short travelling distance from home			
No other GPNs to work with			
Health care assistants employed			
Friendly and equal relationship between GPs and other staff			
Required to provide holiday cover for colleagues			
GPNs expected to attend courses for development			