****Dolores

[Dolores.243769@2freemail.com](mailto:Dolores.243769@2freemail.com)

Nationality : Filipino

Date of Birth : May 13, 1988

Place of Birth : Tuguegarao City

Age : 27

Marital Status : Married

Languages : English, Filipino

Visa Status : Tourist Visa

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**CAREER SUMMARY**

• Over 5 years of combined experience in neonatal intensive care, pediatric-adult intensive care, obstetrical and surgical nursing; and now seeking for a position in a healthcare organization where I can utilize my skills, knowledge and experience.

• Registered Nurse, Graduated Master of Science in Nursing, Licensed Intravenous Therapist, Trained Phlebotomist, Trained Basic Life Support Provider, Advance Cardiovascular Life Support Provider and Pediatric Life Support Provider.

• Cross trained to handle and assist Operating Room / Post Anesthesia Care Unit and Neonatal Intensive Care Unit cases

* Dubai Health Authority (Registered Nurse)- Passer; Saudi Commission for Health Specialty (Nurse Specialist)- Passer

**EDUCATIONAL BACKGROUND**

2012-2014 Master of Science in Nursing

St. Paul University of the Philippines, Philippines

2005-2008 Bachelor of Science in Nursing

St. Paul University of the Philippines, Philippines

2008-2009 Bachelor of Science in Nursing

Medical Colleges of Northern Philippines, Philippines

2001-2005 Secondary

Cagayan National High School, Philippines

**OTHER ELIGIBILITY**

Dubai Health Authority Examination for Nurses

Registered Nurse

June 11, 2015

Saudi Commission for Health Specialist

Nurse Specialist

June 11, 2015

***WORK EXPERIENCE***

Employment Dates: 04/05/2015-14/08/2015

Employe : **R.D. Interior Junior Construction**

Position Held: Company Nurse

DUTIES AND RESPONSIBILITIES:

* Administer first aid treatments and provide medications for employees as needed
* Assess job hazards and plan safety programs
* Assist all injured employees to the nearest hospital
* Coordinate health care services for injured employees
* Develop, implement, and ensure safety standards are followed by all
* Educate employees on following caution at workplace
* Generate medical reimbursement report every month
* Hold individual and group meetings and get information about employees' lifestyle
* Incorporate health promotional plan to avoid illness
* Interpret and evaluate diagnostic test based on the verification of medical certificates
* Maintain all employees medical and other similar records
* Maintain constant communication with employees and management
* Monitor absenteeism especially AWOL and conduct visitation at home as needed
* Monitor and record the patient's condition
* Perform other duties and responsibilities that maybe assign from time to time
* Secure and ensure that the sick employees submit "fit to work" certificate

Employment Dates: 16/01/2012-28/02/2015

Employer: **Ronald P. Guzman Medical Center**

Hospital Category: Secondary - 100 hospital beds

Position Held: Staff Nurse

Unit/Ward: Neonatal Intensive Care Unit

No. of Beds (Area): 10

Nurse/Patient Ratio: 2:1 or 3:1

DUTIES AND RESPONSIBILITIES:

* Provides quality intensive nursing care on a 24-hour basis.
* Performs or assists the pediatrician in newborn and cord care after delivery following newborn and cord care protocol.
* Ensures safety and assist the patient in transferring from the bassinet to the NICU bed or incubator.
* Receives endorsement thru kardex and patient to patient bedside endorsement rounds.
* Assesses level of consciousness, chief complaint, general appearance and initial vital signs at the time patient is admitted in the unit.
* Secures informed consent and materials for certain procedures.
* Administers medications (oral, IV, IM, SQ, nasal, topical, suppository) observing the 10 R’s of safe drug administration and updates medication sheets, medication cards and standing order sheets.
* Ensures that all contraptions (I.V. lines, Foley Catheter, OGT, Endotracheal Tube, etc.) are intact and properly placed. The NICU nurse checks the patency and proper placement of all the contraptions and I.V. fluid level and regulation.
* Takes and records vital signs and reports abnormalities.
* Notes previous management given to the patient, the diagnostic and laboratory work ups made and to be done and assume responsibility of care once the patient is endorsed.
* Practices proper documentation of all nursing care rendered to the patient.
* Maintains confidentiality and privacy when rendering procedures to the patient.
* Prioritizes clinical problems accurately and in a timely manner.
* Prevents clinical problems from occurring by:
* Direct observation;
* Proactive surveillance of adverse physiological trends;
* Assurance of appropriately ordered prophylactic strategies;
* Medical chart review; and
* Appropriate reaction to alarms.
* Properly endorse all medical history, present condition and special nursing care needs of the patient to the ward nurse if patient is for transfer to ward or PICU.
* Do post mortem care and assist parents in the discharging procedure.
* Provides health teachings (including home medications, OPD follow-up, diet, and hygiene) to family members and facilitates proper clearance of patients prior to discharge.
* *HEALTH TEACHINGS MANUAL on the BASICS OF NEWBORN CARE shall be followed by NICU nurses in rendering health teachings to mothers. Health teachings shall be rendered by NICU to mothers after their newborns had been roomed-in to guide them in taking care of their babies especially for first time mothers with the promotion of breastfeeding, importance of immunizations and newborn screening.*
* Promotes proper and timely breastfeeding as well as Kangaroo care and newborn screening.
* Observes strict asepsis technique and maintain sterility at all times in the working area.
* Checks working conditions and completeness of equipment and supplies.
* Checks and maintains availability of emergency drugs.
* Maintains cleanliness and orderliness of bedside and units.
* Reports clinical, administrative or technical problems that result in medical errors, unsafe care or suboptimal communication.
* Acts as liaison between patients and hospital personnel.
* Ensure all NICU forms and documents and the like are filed completely and accordingly.
* Facilitate requisition of supplies for NICU use at CENTRAL SUPPLY SECTION likewise pending requisitions.
* Ensure that all equipment are in good working condition and report to BIOMED technician if fixing is needed.

**Newborn Screening Assistant Coordinator**

May 14, 2013- February 28, 2015

DUTIES AND RESPONSIBILITIES:

Report directly to Newborn Screening Coordinator the problems or concerns regarding Newborn Screening

* Ensure Newborn screening protocols shall be strictly followed
* Ensure proper filing of newborn screening documents and logbooks are updated
* Update the quarterly positive results census to be reported to Newborn Screening Center
* Facilitate/ assist the NBS Coordinator in purchasing filter cards at Newborn Screening Center
* Ensure a dry, clean and segregated area for filter card drying
* Coordinate well with the other NICU staff in ensuring safe practice in collecting newborn screening specimens
* Collects samples, facilitate release of results, perform prompt recall and follow-up of positive cases
* Examines samples collected by NBS Facilitators to prevent rejection of samples and repetition of the procedure
* Ensure the proper and on time sending of newborn screening filter cards
* Follow-up normal and positive results patients once results are received
* Ensure that all newborns delivered in the hospital are screened prior to discharge

Employment Dates: 15/02/2011-16/01/2012

Employer: **St. Francis de Assisi Medical Surgical Clinic**

Position Held: Clinic Nurse

Unit/Ward: Clinic

DUTIES AND RESPONSIBILITIES:

* To manage day-to-day operations of the Health Care Clinic.
* To maintain health records, documenting each patient contact and updating patient profiles.
* To check equipment and supplies, restocking as necessary. Check emergency kit.
* To ensure confidentiality during visits and telephone contact, as well as patient’s health records.
* To provide primary care for patient’s/ client’s concerns during scheduled   
  health service hours.
* To distribute non-prescription medication after appropriate assessment.
* To encourage health maintenance and promotion through counseling and awareness activities.
* To take initial and interim history and vital signs on each patient.
* To assist physician as needed during exams.
* To assure that patients understand instructions.
* To advise the Department of Health of reportable diseases.
* To serve as liaison between physicians and the patients.
* To refer patient to the appropriate community resources, and to obtain signed releases from patient if a copy of the chart is sent.
* To reconcile referral billings with clinic records insuring the validity of the claims.
* To function as a team member in the development and implementation of processes necessary to accomplish the goals and philosophy of the Health Clinic.
* To assume special responsibilities on assignment by the Physician

Employment Dates: 07/15/2010-02/16/2011

Employer: **Notre Dame De Chartres Hospital**

Hospital Category: Tertiary – 87 hospital beds

Position Held: Staff Nurse

Unit/Ward: Intensive Care Unit

No. of Beds (Area): 10

Nurse/Patient Ratio: 1:1 / 2:1

DUTIES AND RESPONSIBILITIES:

* Performs Professional nursing care to patients with an assigned unit of the Hospital
* Assesses individual patient needs for nursing care based on: history, results of diagnostic/ laboratory tests, and physical examinations
* Plans and prioritizes nursing care activities according to patient’s condition and needs
* Institutes nursing interventions relevant to the overall plan of care: nursing procedures/techniques, health teachings
* Performs nursing techniques for the comfort and well-being of the patient
* Prepares equipment and assists physician during examinations and treatments of patients, explains to patients procedures to be done
* Executes legal orders of the physicians relevant to the patient’s care
* Administers prescribed medications, orally and by injections, observes patients reactions to the medications and treatments
* Assists physician in dressing of wounds/ cleaning of wounds or incisions
* Takes vital signs: pulse, temperature, respiratory rate, blood pressure and heart rate/ beat to detect deviations from normal
* Observes, records and reports facts about the patient’s conditions: assessment of data, nursing care plan, nursing care instituted and legal orders executed
* Completes all forms of the patient’s chart: record vital signs, medications given and etc.
* Transcribes physician’s orders to the Kardex; update Kardex and endorse thoroughly nursing care plan to assure continuity of care
* Attends meetings as required. Reports on time for duty
* Assists the head nurse in teaching/ staff development activities through participation/ demonstration/ supervision and role modeling
* Supervises patient in carrying out activities designed to promote recovery and rehabilitation
* Records and reports patients suffering from contagious

**Trainings and SeminarsAnd Conferences Attended**

**ACLS: Advance Cardiovascular Life Support Course**

July 15-16, 2015

Healthcare Advantage Training Institute

Hotel Carmelita, Diversion Road, Tuguegarao City

**Basic Life Support: BLS for Health Care Provider Course**

July 14,2015

Healthcare Advantage Training Institute

Hotel Carmelita, Diversion Road, Tuguegarao City

**Advance Cardiovascular Support: AHA-ECG and Pharmacology Course**

July 14,2015

Healthcare Advantage Training Institute

Hotel Carmelita, Diversion Road, Tuguegarao City

**Phlebotomy for Healthcare Professionals**

**Blood Borne Pathogens; Infection Prevention and Control; Arterial Blood Sampling for Blood Gas Analysis; Specimen Labelling and Transportation; Capillary Blood Specimen Collection; Management of Adverse Phlebotomy Events; ASHI Blood Borne Pathogens**

December 11-12, 2014

Heart Solutions- Line Heart Learning Institute

Hotel Carmelita, Balzain, Tuguegarao City

**Basic Cardiac Rhythm Recognition (ECG)**

December 12, 2014

Heart Solutions- Line Heart Learning Institute

Hotel Carmelita, Balzain, Tuguegarao City

**12th Newborn Screening Convention “Widening the Scope of Care: Implementing the Expanded Newborn Screening**

October 28-29, 2014

Newborn Screening Society of the Philippines, Inc

Manila Hotel, One Rizal Park 0913 Manila

**Newborn Screening Training (Specimen Collection)**

May 22-23, 2014

Department of Health, RO-02

Crown Hotel and Restaurant, Tuguegarao City

**Pediatric Advanced Life Support**

December 12-13, 2013

Nursing Center for Clinical Lab. Experience,Inc.

KB Arizona Tower, P. Campa St., Sampaloc Manila

**Lactation and Management Education Training (LMET)**

April 28-30, 2013

RPGMC- Conference Hall, Tuguegarao City

**The Basic of ECG**

April 15, 2013

RPGMC- Conference Hall, Tuguegarao City

**Back to Basic Part 2: Pediatric Emergencies in Cardiology, Hematology and Pulmonary**

January 22, 2013

Philippine Pediatric Society-Northeastern Luzon Chapter

Convention Hall, Hotel Carmelita ,Tuguegarao City

**Intravenous Therapy Refresher Course on: Total Parenteral Nutrition, Blood Transfusion, Nursing Documentation**

February 22-24, 2013

Association of Nursing Service Administrators of the Philippines, Inc. (ANSAP)

Casa Angela, Aguinaldo St., Tuguegarao City

**Additional Skills :**

Good leadership and managerial skills: Good Interpersonal and Therapeutic Communication Skills;

With Mastery on Pediatric Advanced Life support, Advance Cardiac Life Support, Basic Life Support, and Standard First Aid;

Possess Flexibility/Adaptability/Managing Multiple Priorities; Capable to work under pressure

**Computer Applications**

Microsoft Word

Microsoft PowerPoint

Microsoft Publisher

Microsoft FrontPage

Microsoft Excel

Windows Movie Maker

BizBox Hospital Sytem/ Hospital Information Support System

**References:**

(Available upon request)

DECLARATION:

I hereby certify that all the information above are true and correct to the best of my knowledge and belief.

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