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**PERSONAL DATA**

Age: 30

Date of Birth: April 16, 1985

Gender: Female

Civil Status: Single

Height: 152cm.

Weight: 50kg.

**PERSONAL SUMMARY**

Highly skilled, fully qualified and dedicated Registered Nurse with almost 7 years of experience in a hospital both government and private sector; Able to work on her own initiative or in support of other healthcare professionals, whilst ensuring that at all time, patient care procedures and practices are adhered; With experience of looking after patients with various illnesses from chronic condition such as asthma, diabetes, renal disease to acute condition like stroke. Now, currently seeking for a staff nurse position suitable for my qualification in a reputable institution that gives exceptional and complete medical care services and be able to commit myself through the delivery of quality, efficient, and effective nursing care making use of my acquired knowledge, extensive skills and abilities to pursue a challenging career and attain global demands competence.

**CAREER HISTORY**

Registered Nurse – 2

Medical, Orthopedic and Neuro-Spinal Ward

Dr. Sulaiman Al Habib Hospital – Arrayan Branch (JCI Accredited)

February 2014 – Present

A team leader responsible for performing the daily operational activities, coordinator duties and leading assigned team members under the direction of unit head nurse/nursing supervisor; Responsible to own practice and duties as indicated as well as the actions of the staff under my responsibility; Liaises with other departments including billing, patient relation staff, catering services and patient/family as needed; Reports to charge/head nurse.

* Attend the daily endorsement of all the designated area together with the team members.
* Assesses the number and level of personnel needed to provide quality patient care in the unit and collaborates with charge nurse in adjusting staffing assignments.
* Ensure the efficient and the correct delivery of nursing care.
* Conduct complete round to all patients within the designated area.
* Ensure the attendance of all assigned staff.
* Ensure the staffing coverage.
* Ask for support as needed.
* Responsible to process all needed documents related to the daily operation.
* Receives reports from the assigned staff, their patients/family and acts accordingly.
* Acts as preceptor for all assigned staff.
* Attends all admitted patients with the assigned staff and so the initial assessment, assists in preparing nursing care plan.
* Distributes the assignment according to the need of the area and the abilities of the staff.
* Updates the patient’s list.
* Observes and monitors the staff performance and ensures that the staff are able to carry out all planned nursing care/doctor’s orders.
* Follows up payments/invoice and related issues with billing staff.
* Attends to emergency events as required.
* Double checks the readiness of the crash cart and all emergency requirements.
* Checked the narcotics (compare the stock on hand with the narcotic registration logbook and empty ampules with the number of prescriptions).
* Can administer medication with physician prescription as per hospital policy.
* Ensures the cleanliness and the organization of all supports areas (medication room, utility room).
* Ensures that all staff complies with the approved policy and procedure as indicated in the departmental manuals and infection control manuals.
* Reports any incident to the head nurse and supervisor and react as required.
* Ensures all equipment is available and in good working order.
* Serves as hospital committees as needed and helps to review and revise policies and procedures as directed by the head nurse or as per the instruction of the director of nursing.
* Responsible to provide patient and family education.

Registered Nurse – 3

Medical Ward

Dr. Sulaiman Al Habib Hospital – Arrayan Branch (JCI Accredited)

November 29, 2011 – Present

Playing a key role by being responsible and focusing for total patient care including medications, orders, procedures, and treatment; supporting patients by monitoring of their long-term conditions and rehabilitation; and administering treatment and advising them on health prevention.

* Making patients aware of their treatment to ensure they are fully informed and consented to their treatment.
* Maintains effective communication in a caring manner with patients and their family members.
* Respects Patients’ and Family Bill of Rights
* Responsible in assessing the medical and surgical history of patients and their record details then evaluating patients and prioritizing their treatment.
* Involved in the administration procedures for a patient’s admission and also their discharges.
* Work within and monitor standards of care within the defined policies, procedures, standards and protocols of the unit, the nursing department, the infection control and the institution.
* Carrying out tests, evaluations and also investigations.
* Works collaboratively with other departments regarding patient health and treatment.
* Responsible in providing patient and family education about health and hygiene.
* Making sure the working environment is safe in a busy environment that is under pressure.
* Ability to remain calm in difficult situations whilst at the same time being observant, adaptable and firm with patients.
* Ensuring continuity of care after discharge through home medication instructions and follow up check-ups.
* Supervising and mentoring new staffs.

Staff Nurse

ER, Minor OR, LDR, OPD, Medical

La Paz District Hospital

April 2008 - November 7, 2011

Assumes full responsibility and accountability for all the patients seeking for medical help in the hospital during the time of duty using the nursing process and collaborates with other healthcare team members to ensure a high standard quality of nursing care is delivered as required and prescribed.

* Provides general and direct nursing care to patients in the hospital.
* Responsible for assessment and re-assessment.
* Assists Doctors in their physical assessment to patients and in performing any required procedures.
* Provides timely and accurate report on patients concern and condition to doctors.
* Maintains confidentiality of patients’ records and documents.
* Ensures documentation is current, complete, accurate and timely.
* Creates individual plans for patients according to their needs and re-evaluates when needed.
* Responsible for assessing daily patient care needs as well as develop and distribute patient care assignment appropriately.
* Takes appropriate nursing actions in emergency situations that compromise patient’s safety.
* Maintains good relationship with patient and their family at all times and provide health teachings whenever necessary.
* Promotes the programs of the DOH: Family Planning, Nutrition, Expanded Program of Immunization, and Communicable Disease through counselling.
* Responsible and accountable for the all the patients in the OPD, ER, Delivery Room and in the ward during the shift.
* Assisting the doctors during minor operations and delivery.

**ELIGIBILITY RECORDS**

DHA Eligibility Letter

Issued on 24th of November, 2015

Saudi Council for Health Specialties

Philippine Regulation Commission

ACLS Provider

BLS Provider

**ACADEMIC QUALIFICATIONS**

Master of Arts in Nursing

32 Units Earned (Academic)

University of Northern Philippines

Bachelor of Science in Nursing

Pines City Colleges

March 2007

**KEY COMPETENCIES AND SKILLS**

* Emergency assessment
* Prioritizing
* Multi-tasking
* Wound suturing and dressing
* Patient health care management
* Patient counselling