**CURRICULUM VITAE**

Name : Jocelle

**PERSONAL DETAILS**

* Date of Birth : February 21, 1991
* Age : 25 years old
* Gender : Female
* Nationality : Filipino
* Marital Status : Single
* Religion : Catholic
* Height : 5 feet 0 inches
* Weight : 120 lbs.

**EDUCATION**

* **Course : Bachelor of Science in Nursing**

Dates Attended : June 11, 2007 – March 26, 2011

Completion Date : March 26, 2011

School : Holy Name University

* **Course : Master of Arts in Nursing major in Medical Surgical**

Dates Attended : November 2011-March 2012

Units taken : 9 units

Completion Date : Did not finish

School : Holy Name University

**PROFESSIONAL LICENSE**

* **Licensing Body : Professional Regulation Commission**

Professional Status : Registered Nurse

Registration Date : November 16, 2011

Validity Date : February 21,2017

* **Licensing Body : Health Authority-Abu Dhabi (HAAD)**

Professional Status : Registered Nurse

Registration Date : N/A

Validity Date : N/A

**WORK HISTORY**

* Duration of Employment : May 14, 2012-August 16, 2015

**Name of Hospital : Englewood Hospital**

**Address : National Highway, Bo-ol District, Tagbilaran City, Bohol. Philippines 6300**

**Bed Capacity : 75 beds**

**Unit : Pediatric, Medical,Surgical, OB-Gyne wards and Emergency Room**

**Position : Staff Nurse**

* Hospital and Unit Description:

A secondary Private Hospital with authorized bed capacity of 75. Englewood hospital is duly licensed with the Department of Health and accredited with Phil Health Insurance Corp... The services offered are: Surgery, Obstetrics and Gynecology, Internal Medicine, Pediatrics, ICU, Nursery, Out-patient Department and complete ancillary services such as Pharmacy, Radiology, Laboratory etc. The patient/nurse ratio is 1/12.

* Job Description:

Reporting to: Head nurse/ Supervisor/Chief Nurse

Responsible for rendering nursing care to patients within her/his assigned unit. In the absence of the head nurse, she/he acts in her/his capacity.

Duties and Responsibilities:

* + - * Receives endorsement from outgoing staff regarding patient’s condition, equipment and ward supplies.
			* Makes nursing rounds together with outgoing staff.
			* Perform the nursing process; nursing assessment, nursing diagnosis, nursing plan, nursing intervention and evaluation.
			* Gives comprehensive nursing care to patient according to their individual needs.
			* Orients patient/significant others regarding hospital policies and its physical set-up.
			* Assists patient when doctors perform special procedure.
			* Coordinates with doctors by carrying their orders
			* Observes and responds to the emotional, spiritual needs of the patient.
			* Observes strict medical aseptic technique in performing procedure.
			* Takes and records vital signs; body temperature, pulse/heart rate, respiratory rate, weight, height, and blood pressure.
			* Continuously documents, observes, and evaluates symptoms/reactions and/or progress of patient through use of the nursing record.
			* Records and reports all incidents, events and injuries to the head nurse or nursing supervisor and make a precise copy of the incident report for documentation.
			* Supervises the nursing assistant, nursing aides and care givers in bathing and provide bed shampoo to critically elderly and bedridden patients.
			* Charts accurately all treatment, medications and supplies used by the patient on patient charge card.
			* Checks and updates nursing Kardex every shift.
			* Checks the maintenance and availability of necessary medicines and supplies, equipments and orders as needed.
			* Prepares and administers medication as ordered and observes the ‘’5 rights ‘’ in giving medication, notes and records reaction if there is any.
			* Supervises nursing aides and seniors carers feeding patient. Sees to it that proper diet is carried out correctly as per doctor’s advice.
			* Supervises junior staff in assisting the patient in performing simple body exercise like walking and flexing of extremities.
			* Instructs patient proper collection and handling of specimen and makes sure correct filling of label/request forms to be submitted to the laboratory for prescribed examination.
			* Follows-up patient laboratory result and report to attending physician.
			* Attends seminars, conferences and workshops. Participates in on-going education activities to improve the clinical competency, ability, to interact with patient, family and members of the health team.
			* Explains and conducts to the patient proper positioning and manage turning schedules to avoid stress, strain, bruise, and bedsore.
			* Records all nursing interventions and signs order off after it has been carried out effectively and safely.
			* Provides and maintains suitable and comfortable environment for the patients.
			* Assists senior staff in the orientation of new assistant and volunteer helpers, students and visitors.
			* Establishes and maintains good channels of communication with all doctors, nurses, hospital personnel and departments to coordinate the activities required to meet the holistic needs of the patient.
			* Initiates request for any repair or replacement of an equipment or facilities in the unit.
			* Performs aseptic intravenous infusion, irrigation, catherization and enemas.
			* Interprets to the patient and his/her family their role in promoting successful therapy and rehabilitation.
			* Sees all emergency cases immediately by using keen observation and wise judgment in performance of duty.
			* Provides patient support by listening, talking and encouraging expression of feelings, ensuring confidentiality of information within the health team.
			* Maintains quality of care to preserve individual dignity and self-esteem.
			* Acts as liaison between patients and hospital personnel.
			* Familiarizes all equipment and emergency procedures. Ensures awareness of all hospital staff regarding fire and safety procedure.
			* Communicates effectively and constructively to the nurse in-charge supervisor all professional and personal problems of the staff members in the unit.
			* Maintains the discipline of the entire staff and personnel in the area.
			* Maintains at all times high standard of dress appearance and conduct.
			* Cooperates with any responsibility assigned.
			* Supervises in proper disposal of waste, vials of medication, supplies and other hospital trash to its appropriate container according to hospital protocol to avoid health hazard, contamination and spread of infection.
			* Makes discharge planning. Gives health teaching designed to improve the patient’s health status.
			* Properly endorses patients to the next shift.
			* Strictly abides to hospital policies and procedures.
* **Equipment Used:**
	+ Suction machine
* Defibrillator (Life Pack)
* ECG machine
* 0xygen
* Nebulizer
* Infusion pump
* Doppler

**AFFILIATIONS**

* Philippine Nurses’ Association
* Philippine National Red Cross

**TRAININGS ATTENDED**

* Certification : Basic Life Support Training for Professional Rescuers, AED Training, First Aid Training

Date Attended : July 14-17 2015

Venue : Philippine Red Cross Bohol Chapter Tagbilaran City Bohol Philippines

* Certification : Hospital TB DOTS Orientation and Planning Worshop

Date Attended : May 21-22 2015

Venue : Panglao Regents Park, Bohol Philippines

**Job Seeker First Name / CV No: 1713240**

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