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[**JEENA.298085@2freemail.com**](mailto:JEENA.298085@2freemail.com)

**JEENA**

Respected H.R Manager,

I would like to present myself as a candidate for **Registered Nurse** in your hospital to capitalize on my professional experience and advance with nursing in general.

Being a Registered Nurse and **DHA and MOH License holder & BLS certificate**, with **6 years** experience in **Medical / Surgical ward** and have detailed knowledge about my responsibilities in this role.

It would be a pleasure if you can arrange an interview for me so that you can judge my skills personally. Kindly review my letter and consider my enclosed resume

Sincerely,

**Curriculum Vitae**

**Objective**

To work in reputed organization that promotes learning and growth and makes a positive contribution through my knowledge, skills and commitment and continuously strives for individual excellence.

**PROFESSIONAL EXPERIENCE**

* Currently working as a **Registered Staff Nurse in Surgical Ward**

**[From Sept 2014]**

* Name of Hospital : **Iranian Hospital, Dubai, United Arab Emirates.**

**JOB RESPONSIBILITIES & DELIVERABLES**

* Monitor and report vital signs and medical information of the Patient.
* Prepare the patient and equipment for various procedures and assist the Surgeon.
* Attend and participate all activities of surgical ward and the nursing department
* Readiness for new learning and challenges and contributes to team building
* Prepare and administer medications (Oral, IV and SC) as per prescription.
* Perform surgical assessment upon admission of patients based on hospital policies and procedures and render necessary nursing interventions.
* Provide Oxygen therapy and secretion suctions if needed.
* Monitor any untoward reactions of patient and report to the surgeon
* Provide basic bedside care for Pre and Post-surgical patients.
* Use universal aseptic techniques during wound care and dressings.
* Provide psychological support to the patient and relatives and educate how to manage their wound/injury
* Participate in various training programs and seminars for registered nurses.
* Administer Intravenous Fluids and oxygen, if required.
* Render total nursing cares assigned to surgical patient according to condition based on standard nursing practice
* Assist doctors during treatment.
* Prepare the patient for various investigations like Ultra Sound, Echo, CT scan, MRI, Endoscopy etc.
* Provide general nursing care to all patients
* Participate in service RN Nurse Education programs conduct by the hospital
* Provide direct care to assigned patients
* Take the nursing history, summarise data, and state nursing diagnoses/patient care needs.
* Observe and record signs, symptoms, and behaviours, including the physiological status of patients; present the assessment of changes, the proposed revision of interventions, and desired outcomes.
* Deliver designated nursing interventions to assigned patients that are consistent with the stated medical plan of care.
* Perform admission, discharge and transfer procedures, and assist others with patient's activities and care.
* Execute physician's orders for all assigned patients; safely and properly administers medications and Treatments
* Notify appropriate nursing and medical staff to changes in the patient's status.
* Independently perform duties and assume responsibility for care of assigned patients
* Perform techniques and routines in the specialty service area.
* Perform or assist others to perform proper aseptic techniques, isolation procedures, and infection control measures.
* Document nursing care in all assigned patient records.
* Maintain patient's privacy and confidentiality of information and records at all times
* Evaluate care given including the patient response.

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* **3 Year worked as a Registered Staff Nurse in Medical & Surgical Ward [Rehabilitation ]**

**[From February 2010 to April 2013]**

* Name of Hospital : **Indian Spinal Injuries Centre & Institute of Rehabilitation** -

**Sciences**

Sector C, Vasant Kunj

New Delhi, India – 110070

* **The Indian Spinal Injuries Centre (ISIC**) is the most advanced Spine, Orthopedic and Neuromuscular Surgical centre in India with the latest state of the art diagnostics and surgical equipment and a highly qualified team of specialists recognized internationally who have been trained in leading institutes of India and abroad.

In addition the hospital hopes to consolidate on provision of super speciality service in the field of Spine Surgery, Orthopaedics, Rheumatology, Neurology, Rehabilitation, Urology, and Plastic Surgery.

**The rehabilitation department** is considered to be a vital core element of the hospital with one of the largest teams of therapists, trained in some of the best institutes of India and abroad.

* **The Indian Spinal Injuries Centre** has been set up in collaboration with the government of Italy, through **San Raffaele Hospital**, Milan and Government of United States of America along with support from the Government of India.

**JOB RESPONSIBILITIES**

* Assessment for the Nursing need and making plans to meet the Nursing need of the patient.
* Meeting the Psychological, Spiritual Social and rehabilitative needs of the patients.
* Respect the patient’s privacy and confidentiality.
* Monitoring recording and reporting of vital parameters, blood gas analysis and intake and output chart.
* Administration of medication and calculation of its dosage.
* Accompanies Doctor’s on rounds and implements treatments as required.
* Monitoring of all aseptic technique and isolation.
* Maintaining accurate records and reports.
* Setting the emergency Unit with all emergency equipments in the working condition.
* Check narcotic drug at each shift and record it in register and kept in locker.
* Hand over and takeover of equipment at each shift.
* Takeover of the article after every procedure, cleaning them properly and storing them at proper place.
* Giving accurate information to the patient relatives about the condition of patients.
* Give health education and counseling.
* Making good relationship with colleagues and supervisors.

**CASES HANDLED**

**General Surgery cases:**

* Laparoscopic Cholecystectomy
* Laminectomy
* Laparoscopic Appendectomy
* Open Cholecystectomy
* Open Appendectomy
* Repair of Hernia (Inguinal, Umbilical, Ventral)
* Hemorrhoidectomy
* Fissurectomy (Anal)
* Exploratory Laparotomy
* Incision and Drainage
* Excision
* Mastectomy
* Thyroidectomy
* Circumcision
* Nephrectomy
* Pilonidal cyst resection
* Breas mas resection
* Radical mastectomy
* Gastric banding

**ENT**

* Adentonsillectomy
* Adenoidectomy
* Tonsillectomy
* Tracheostomy
* Myringotomy
* FESS (Functional Endoscopic Sinus Surgery)
* Septoplasty
* Rhinoplasty
* Turbinoplasty
* Tympanoplasty
* Mastoidectom

**Orthopedic**

* Total Hip Replacement
* Hip Arthroplasty
* Release of Tendon Repair
* Bilateral Knee Replacement
* Above and Below Knee Amputation
* Removal of Foreign Body
* Wound Debridement and Suturing
* Open Reduction and Internal Fixation **(ORIF)**
* Close Reduction and Internal Fixation **(CRIF)**
* ACL Repair
* Hallux Valgus
* Carpel Tunnel Syndrome release(CTS )

**Neuro**

* Laminectomy
* Lumbar Discectomy fusion
* Cervical Discectomy fusion
* Craniotomy
* Burr hole Surgery

**Urology**

* Transurethral resection of the prostate **(TURP)**
* Extracorporeal shock wave lithotripsy **(ESWL)**
* DJ stent removal
* DJ Stent insertion
* Cystoscopy
* Hydrocolectomy
* Bladder TUL

**Medical cases:**

* Urinary Tract Infection (Upper and Lower)
* Respiratory Tract Infection (Upper and Lower)
* Epilepsy
* Sickle Cell Disease
* Tuberculosis (TB)
* Acute Gastroenteritis (AGE)
* Pneumonia
* Bronchial Asthma
* Diabetes Mellitus (DM)
* Hypertension (HTN)
* Cardiovascular Accident (CVA)
* Chron’s Disease
* Typhoid Fever
* Severe Acute Respiratory Syndrome (SARS)
* BURNS
* Hypothyroidism/Hyperthyroidism
* Deep vein thrombosis
* Chronic Obstructive Pulmonary Disease
* Appendicitis
* Cholecystitis
* Tonsillitis
* Dengue Fever
* Hansen’s Disease/Leprosy
* Coronary Heart Disease
* Hepatitis
* Congestive Heart Failure
* Diabetic Ketoacidosis

**EXCELLENT KNOWLEDGE OF BASIC FUNCTIONS & SKILLS**

Trained to perform the following Procedures /Functions

* Assist Doctor while patient examination, insertion of Peripheral line, taking ECG,CPR in case of emergencies, Catheterization and insertion of nasogastric tube, Cardiac monitoring and close observations, Monitoring central venous pressure, Suctioning (Endotracheal,Oral,Tracheostomy),

Oxygen Administration, Tracheostomy care, N.G Feeding, Bladder wash, Gastric Lavage, care of prevention of Bedsore, Dressing major and minor, assisting in Suturing and suture removal, Lumbar Puncture, POP applications.

**CERTIFICATES**

* The Basic Life Support (BLS) for health care Provider course is design to provide vide variety of Health Care Professionals the ability to recognize several life threatening emergencies, provide CPR, use an AED and relieve chocking in a safe, timely and effective manner.

**FAMILIAR IN HANDLING THE FOLLOWING MACHINES AND EQUIPMENTS**

* ECG Machine, Cardiac Monitors, Pulse Oxymeters,Infusion Pump, Syringe Pump, Suction Apparatus,Glucometer,Digital thermometer, Nebulizer and Steam Inhaler,Sphygmomanometer,Ambu Bag, Laryngoscope, Breast Pump,Stethoscope,Opthalmoscope,Automated External Defibrillator, Tympanic Thermometer, Cardiac Monitor.

**HAVE ADEQUATE EXPERIENCE IN TAKING CARE OF PATIENT WITH**

* CVA,Spinal code injuries (Paraplegia and Quadriplegia),Deep Vein Thrombosis(DVT),Scoliosis & Kyphosis,Hypertension and Hypotension,Epilepsy,Road Traffic Accident, Rheumatic Arthritis,

Upper & Lower Respiratory Tract infections,Tuberculosis,Asthma,Diabetes Mellitus,Hepatitis,Renal failure,Pre and Post-operative care after orthopedic and spinal surgeries.

**LIST OF SEMINARS THAT I HAVE WORKED OUT**

* Diabetes Mellitus
* Care of Spinal Cord Injury Patients
* Cerebro Vascular Accident
* Bio-Medical waste management

**MANAGERAL SKILLS**

* Orientation of patients & relatives about the hospital and its functioning, Preparation of emergency drugs & emergency trays (Intubation Tray, Catheterization Tray, Aspiration sets, Gown Pack), Maintenance of Environmental hygiene, Asepsis and infection control, Maintenance of records and reports, Maintain ward inventory Indent.

**SUMMARY OF QUALIFICATIONS**

* Highly motivated, flexible and patient focused Registered Nurse with proven expertise in utilization review and quality assurance, patient communication, organizational planning and detail orientation. Solidly credentialed and diversely experienced comprehensive background in **Medical & Surgical Ward**. Extremely effective able to remain calm, level headed and productive in challenging situations. Excellent communication skills and interpersonal skills, good relationship with Physicians, Nursing Staff and supporting service professionals.

**EDUCATIONAL QUALIFICATION**

**Secondary Level**

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| Girls High School,Kadampanad,Board of Kerala - India | 10th | 2003 |

**Senior Secondary Level**

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| M.K.G.A.M Higher Secondary School,Mannady –  Board of Kerala - India | 12th | 2005 |

**PROFESSIONAL QUALIFICATION**

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| **Course** | **Institution** | **Year** |
| B.Sc. Nursing | Nightingale College of Nursing,Noida,India | 2005-2009 |

**REGISTRATION DETAILS**

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| **Name of Council** |
| U.P Nursing Council |
| Delhi Nursing Council |

**DECLARATION**

I hereby declare that the above mentioned details are true up to the best of my knowledge.