JOYCE

**PERSONAL DETAILS:**

NATIONALITY: Kenyan.

MARITAL STATUS: Single.

DATE OF BIRTH: 5 th November 1978.

EMAIL ADDRESS: joyce.332996@2freemail.com

**OBJECTIVES**

To obtain the position of a nurse where my extensive skills may be best applied to your organization.

To use my extensive background in nursing for the benefit of your operational benefits.

**WORKING EXPERIENCE**

**2016Jan- Uptodate: Nova Academies**

**Position:** **School Nurse/Matron(Full Time)**

**Duties**

* Helping Students settle in school life
* Keeping parents informed about their children’s health and well being.
* Looking after students with minor illness
* Ordering medical and non-medical supplies and keeping stock of the same.
* Carrying out inventories of fixtures and fittings and reporting the need for repairs and replacement.
* Making sure student’s clothes and living quarters are kept clean.
* Taking students to hospital for treatment.
* Serving as consultant with other school professionals such as food service personnel, physical education teachers.
* Providing health related education to students and staff in both individual and group settings.
* Overseeing infection control measures.
* Overseeing medication administration, health care procedures.

 **2014 May-2014 September:Family Health Options Kenya.**

**Position: Nurse/Consultant(Full Time)**

**Duties**

* Assisted in setting up the cervical cancer screening project in Kakamega.
* Actively participated in outreach services for both long term methods of contraception and cervical cancer screenings.
* Worked in conjunction with the Africa Cancer Foundation in two of their camps in Kisumu and Kakamega.

**2010June– 2013 August: Marie Stopes Kenya.**

**Position:** **Project nurse(Full Time)**

**Duties**

* Counseling of clients and screening for eligibility for long term and permanent methods of contraception. Obtaining signed consent.
* Ordering for pharmaceutical and non- pharmaceutical supplies and keeping an inventory of the same as well as submitting reports on the same.
* Making imprested requests for project activities, managing and making monthly financial• reports. Service provision: insertion and removal of implants and IUDs.
* Assisting the team doctor to conduct tubal ligations and vasectomies.
* Attending stake holder meetings.
* Conducting cervical cancer screenings.
* Mentoring and training target health workers in the project supported facilities.
* Overseeing the decontamination, sterilization and disposal of medical waste productsafter any project activity.

**2006September- 2009 October: Ndhiwa sub-district hospital.**

**Position: Deputy nurse-in-charge.(Full Time)**

**Duties**

* Bedside nursing.
* Organizing and conducting outreach services in family planning with donor support.
* Administration , staff appraisal and deployment
* Participated in the setting up of the comprehensive care clinic with support from a donor partner
* Participating in developing the annual operation plan for the district.
* Organizing and participating in the national immunization campaign days and submitting facility reports on the same.
* Participating in preparing of the facility budget with the hospital management committee.
* Attending monthly and quarterly stake holders meetings.

**2005July – 2006 February: Port Florence Community Hospital.**

**Position:** **Nurse.(Full Time)**

**Duties**

* Infection prevention.
* Referral nurse.
* Participating in immunization campaign days.

**2005 February – 2005: Africa Air Rescue.**

**Position: Nurse(Full Time)**

**Duties**

* Taking vital signs and managing fever.
* Administration of stat and initial doses.
* Escorting very sick clients to hospital.
* Assisting in medical evacuations.
* Assisting the doctor conduct minor procedures.
* Making hospital visits to admitted clients
* Negotiating consultants’ fee notes
* Preparing clients’ medical reports

**2003 May – 2004 August: Marie Stopes Kenya.**

**Position: Nurse(Full Time)**

**Duties**

* In-charge of MCH/FP clinic
* Bed side nursing.
* Writing and submitting monthly work reports to the ministry and nursing home manager.
* Counseling clients on methods of contraception.
* Conducting rapid HIV tests to ante natal mothers
* Organizing well baby days.
* Conducting post-natal clinic assessments.
* Giving immunizations on regular and campaign days.

**OTHER TRAINED COURSES**.

* Neonatal resuscitation.
* Prevention of mother to child transmission of HIV.
* Customer care
* Orientation to the 6 month TB treatment regimen.
* Comprehensive pediatric care in HIV.
* Couple HIV testing and counselling.
* Orientation to HMIS reporting tools.
* Injection safety.
* Diagnostic testing and counselling.
* Implant insertion and removal.
* Effective management of anti- malaria drugs.
* Prevention with positives.
* Clinical training skills.
* Trainer and mentor orientation on family planning.
* Cervical cancer screening.
* pdate on malaria and HIV RDTs.

**EDUCATION:**

**1997 – 2001: Kenya Medical Training College.**

Diploma in nursing.

Kenya Registered Community Health Nurse.

**1993 – 1997: Ngiriambu Girls High School.**

 Kenya certificate of secondary education Attained grade -C (plain)

**1985 – 1992: Rabai Road Primary**.

Kenya Certificate of Primary Education.

**HOBBIES:**

* Reading books
* Watching movies
* Making new friends and travelling.