**CURRICULUM VITAGE**

**MINI**

**MINI.362061@2freemail.com**

 **OBJECTIVE: Position as a Charge Technician or Shift supervisor or Staff nurse in Medical / Surgical wards, Pediatrics ward, Labour room and Accident & Emergency unit**.

**PERSONAL STATEMENT**

I Mini George am Registered Nurse& Midwife from India with 27years overall experience in multi-specialty hospitals. Presently working in Ministry of Health, Sultanate of Oman as a charge nurse since 24years .( Khasab Regional hospital 18 years and since 6years working in Dibba Hospital Sultanate of Oman). I have completed 3.5 years Diploma in General Nursing and Midwifery in 1989.I attended preceptor ship training course and leadership and management course. I am highly motivated, self initiative and follow instructions to carry out tasks in an efficient and professional manner. Mainly experienced in pediatric units and expanded program of immunization, accident & emergency, medical surgical wards and labour room. I am also hard working and professionally oriented nurse and believe strongly in medical ethics and practicing it as a divine job. I wish to work in UAE to better my future and to broaden my experience in the nursing context. If given me a chance I assure you that I will discharge my duties with at most sincerity and will give best care to clients.

 **PERSONAL DATA**

Date of Birth : 28/5/1967

Citizenship : Indian

Number of children : 2

Languages spoken fluently : English, Arabic, Malayalam, Hindi.

**PASSPORT DETAILS**

Date of Issue : 12/03/08

Date of expiry : 11/03/2018

**UAE REGISTRATION DETAILS :-**

Date of Issue : 17/06/2013

Date of expiry : 17/06/2017

**EDUCATIONAL QUALIFICATION**

S.S.L.C : Board of public exam, Kerala in 1982

PRE-DEGREE : Kerala University in 1984

**PROFESSIONAL QULIFICATION**

**Diploma in General nursing& Midwifery : Samaritan Hospital Pazhaganad, Always in 1989**

**PRESENT EMPLOYER** :- **M.O.H. Sultanate Of OMAN**.( 24 years)

6/4/2011- Till date :- Shift in charge in Dibba hospital ,S.O. Oman.

29/6/2008 - 5/4/2011:- Charge nurse in Accident & Emergency unit. Khasab Regional hospital.

1/2/2003 – 28/6/2008:- Regional In-charge of vaccination and communicable disease

2/5/2001-31/1/2003 :- Charge nurse in Labour room & maternity ward. Khasab Regional hospital.

2/6/1998-1/5/2001:- Charge nurse in Pediatric ward. Khasab Regional hospital.

12/10/1992-1/6/1998:-Staff nurse in medical/surgical wards. . Khasab Regional hospital.

 **HOSPITAL INFORMATION** :-

Khasab Regional Hospital has 200 beds capacity and Dibba Hospital has 50 beds capacity.

Duty 140 hours per 28days.

**PREVIOUS EMPLOYER**

15/1/1991 – 5/10/1992 :- Staff nurse in ICU ,Holy Family Hospital, Mumbai(350 beds) 1/12/1989 – 30/11/1990 :- Staff nurse in ICU ,Samaritan Hospital, Pazhaganad, Kerala(250 beds)

**JOB DISCRIPTION**

Job Title Senior General Nurse

Report to Nursing Supervisor

**Main Responsibility**

Responsible for the efficient and effective nursing administration of a unit and maintaining the highest standards of patient care.

**Duties and Responsibilites:-**

1.To maintain highest standard of nursing care within the unit.

2.To develop own skills and knowledge and contribute to the development of others.

3.To supervise the work of a team.

4.Ensure a safe environment for the patients ,visitors and staffs.

5.Assesses quality of patient care and make appropriate interventions.

6.Plans patient education programs appropriate to the unit.

7.Oversees and supports mentorship and preceptorship programs of the unit.

8.Evaluates nursing staff in accordance with standards of care and evaluation criteria.

9.Prepares the duty rota and annual leave rota for the staff on the unit.

10.Conducts regular ward meeting wth the nursing staff.

11.Acts as a nursing supervisor in her absence.

12.Ensure custody of controlled drugs and medications in accordence with the hospital policy.

13.To ensure the adequate supply of drugs & equipments.

14.To ensure unit equipments and instraments are maintained in good working order.

15.Prepares and submits monthly statistics and activities.

16.Serves as a resource person in the nusing unit.

17.To ensure that code of professional conducts are abide by team members.

18.Plans and coordinates with unit activies.

19.Performing life saving care for all type of accidents and emergencies.

20.Observe and monitor closely the patient and report undue development to the physician.

21.Perform nursing assessment to all emergencies,plans , implements & evaluates nursing care rendered.

22.Maintains accurate patient records and respects privacy and confidentiality.

23.Initiate CPR for necessary cases.

24.Perform i/v canulation and i/v fluid therapy.

25.Insertion of foleys catheter and ryles tube.

26.Assist physician during emergency like intubation,cutdown and suturing.

27.Operate equipments used in the unit.

28.Check inventory and crash trolly during each shift.

29. Responsible for ward cleanliness.

30.Conducting the normal deliveries.

31.Communicates effectively with patient and their relatives.

**Cases encountered.**

Road Traffic Accident, water transport accident, gun shot, burns, tissue and bone injuries, fractures, animal bite, insect bite, snake bite, poisoning cases, electric shocks,anaphylatic reactions,acute M.I., intestinal obstrution, post operative cases, bronchial asthma, diabetics mellitus, hypoglycemia, liver disease, CVA, COPD,ARI, ventricular tachycardia,ventricular fibrillation, congestive heart failure, pneumothorax, gastroentrities,pneumonia,renal failure, bleeding disorders, abortions, APH, PPH,delivery cases,LSCS, Brith aspexia.

 **SEMINARS AND TRAINING ATTENDED**

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| S.NO | Name of the workshop | Date attended | Place |
| 1 | Effective communication skills workshop. | 29/10/16 | Dibba Hospital |
| 2 | Management of common respiratory disorder in ICU | 30/4/16 | Dibba Hospital |
| 3 |  New Diabetics Medicines | 30/1/16 | DIbba Hospital |
| 4 | Orientation program on New Anti Diabetic Medications. | 7/5/15 | Dibba Hospital |
| 5 | Child nutrition and growth monitoring workshop | 17-19/6/14 | Muscat |
| 6 | Vaccine Safety Basics workshop | 28/5/14 | Khasab Hospital |
| 7 | Child health programs Training workshop | 4/5/14 | Khasab Hospital |
| 8 | Paracitology workshop | 12/4/14 | Dibba Hospital |
| 9 | Patient Safety work shop | 29/5/13 | Khasab Hospital |
| 10 | Adolescent & Youth Health workshop | 27/5/13 | Khasab Hospital |
| 11 | Annual Laboratory Symposium | 23/5/13 | Khasab Hospital |
| 12 | MCH Training | 19-20/5/13 | Khasab Hospital |
| 13 | Basic Life Support Course | 21/12/11 | Dibba Hospital |
| 14 | National Symposium on update in Medicine | 17/2/11 | Khasab Hospital |
| 15 | Pediatric Scientific Day | 11/10 | Khasab Hospital |
| 16 | Pain Management Course | 26-27/7/10 | Khasab Hospital |
| 17 | Reg. Medical Symposium On Osteoporosis | 29/7/10 | Khasab Hospital |
| 18 | Nursing Standard workshop | 14/6/10 | Khasab Hospital |
| 19 | Reg. Medical Sympo.on CerebralHemorrhage | 27/5/10 | Khasab Hospital |
| 20 | Reg.Medical Symposium. on High risk Pregnancy | 25/3/10 | Khasab Hospital |
| 21 | Reg. Medical Symposium. on Pediatric Emergencies | 11/3/10 | Khasab Hospital |
| 22 | Gender Mainstreaming workshop | 14/2/10 | Khasab Hospital |
| 23 | Midwifery Scientific day | 7/1/10 | Khasab Hospital |
| 24 | Reg. Medical Symposium. on Accident& Emergencies | 2/12/10 | Khasab Hospital |
| 25 | Legal & Safe Nursing practice | 9/12/09 | Sohar Hospital |
| 26 | Evidence Based Medicine | 27/5/09 | Khasab Hospital |
| 27 | Management of Poisoning case | 14/2/09 | Khasab Hospital |
| 28 | Injection safety survey | 19-22/12/07 | Musandam |
| 29 | Training workshop for injection safety | 20-21/11/07 | Muscat |
| 30 | Injection safety | 23-24/1/07 | Muscat |
| 31 | Core Standard of Nursing | 31/7/07 | Khasab Hospital |
| 32 | Staff performance Appraisal | 4/9/07 | Khasab Hospital |
| 33 | Code of Professional conducts | 25/5/06 | Khasab Hospital |
| 34 | Infection Control | 13/5/06 | Khasab Hospital |
| 35 | Integrated management of childhood illness | 1/03 | Khasab Hospital |
| 36 | Training in EPI & Cold Chain Monitoring | 12-16/1/01 | Muscat |
| 37 | Wound Management | 26/12/01 | Khasab Hospital |
| 38 | Ear health care | 15-16/1/01 | Khasab Hospital |
| 39 | Leadership & Management training course | 25-26/6/01 | Khasab Hospital |
| 40 | Preceptor ship training | 26-28/8/00 | Khasab Hospital |
| 41 | I/V Therapy & Drug calculation | 30-31/7/00 | Khasab Hospital |
| 42 | Eye health care | 15-16/7/00 | Khasab Hospital |
| 43 | Birth Spacing | 23-25/4/01 | Khasab Hospital |
| 44 | CPR | 17/11/98 | Khasab Hospital |
| 45 | PEM | 26/4/98 | Khasab Hospital |
| 46 | CDD | 19/12/97 | Khasab Hospital |
| 47 | ARI | 18/12/97 | Khasab Hospital |
| 48 | IFHI | 19/11/98 | Khasab Hospital |
| 49 | BFHI | 13/8/94 | Khasab Hospital |
| 50 | Medical Record policies | 23/8/94 | Khasab Hospital |
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Awards:

Certificate of Appreciation (2002-03) - For tremendous activities being conducted throughout our region to improve health care services which reflects positively on quality of health care rendered to the community.

Certificate of Appreciation (2004-05) - For tremendous activities being conducted throughout our region to improve health care services in the Governorate, 2004-05.

Certificate of Appreciation (2002-03) - For tremendous activities being conducted throughout our region to improve health care services.

Certificate of Appreciation (2007) - For injection safety survey conducted in OMAN during December 2007 by Department of Communicable Disease Surveillance and Control, MOH in collaboration with WHO.

Certificate of Appreciation (2011) - For outstanding performance, hard work and dedication over the years for achieving high coverage of Expanded program of Immunization in Musandam Governorate.

Best Staff Nurse Award in Musandam Governorate (2013)

Certificate of Appreciation (2014) - For outstanding performance, hard work and dedication over the years for achieving high coverage of Expanded program of Immunization in Musandam Governorate.

I hereby declare the above details are true with best of my knowledge and belief.