

**I.** **PERSONAL INFORMATION**

**Name:** Arlene

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**I. PERSONAL PROFILE**

I am an efficient Registered Nurse who have undergone all kinds of hospital exposure. A person of good character with excellent observational and assessment skills, knowledgeable in a variety of special and complex fields such as Emergency, Critical Nursing care. Well-motivated with an outstanding track record who ensures full and professional service is delivered to patients at all times in accordance to institutional policies using my skills and capabilities through perseverance, hard work and determination.

**II.EDUCATIONAL BACKGROUND**

**College** **Brokenshire College ( Bachelor of Science in Nursing)**

(SY 2008-2012) Brokenshire Heights, Madapo, Davao City

**High School** **St. Augustine International School**

(SY 2007-2008) 123 Gen. Malvar St., Davao City

**Elementary** **AMA Basic Education**

(SY 2003-2004) Marfori Heights, Davao City

**IV. EMPLOYMENT RECORD**

**BUSINESS INFORMATION**

**Name of Employer:** Brokenshire Integrated Health Ministries, Incorporated (BIHMI)

**Position:** Staff Nurse (Primary Nursing)

**Unit/ Department:** Emergency Room / December 10, 2013 – March 9, 2017

**Duties and Responsibilities**

* 1. Assess patients' condition, observes signs and symptoms and institutes measure and record appropriately.

1. **Identifies needs of the patients, plans and gives direct and effective nursing care.**
   1. Monitor Vital Signs record and refer to Medical Doctor if needed.
   2. Carries out medical orders in conforminty of hospital policy.
   3. Attends to emergency cases and participated inresuscitation procedures.
   4. Assists in Minor Surgeries.
   5. Accompanies patients admission to the unit and endorses to ward staff nurse properly.
   6. Ensures complete documentation of needed information following hospital documentation policy.
   7. Orients and gives health teachings to patients and watchers.
2. **Provide/ maintains adequate facilities, equipments, medicines, and supplies necessary for patient care.**
   1. Ensures availability of supplies and functioning equipment and instruments all the time.
   2. Checks crash cart for completeness and document logbook.
   3. Reports for any malfunctioning equipment/instruments.
3. **Participates in implementing objectives and policies of the unit and Nursing Service Department.**
   1. Attends monthly unit meeting, lectures, training and other activities.
   2. Adheres strictly to policies and procedures.

3.3. Observes medical and surgical asepsis.

* 1. Accomplishes logboog and other documents needed for patient care.

1. **Participates in the clinical training of nursing students and other affiliates.**
   1. Coordinates with Clinical Instructors in planning and evaluating of the clinical experience of students.
   2. Helps in Supervising students in the performance of their duties.
   3. Participates in the clinical training of nurse trainees.
2. **Perform other tasks as may be assigned.**

**Instrument Handled and Procedures**

* Documentation to Patient Chart and Logbooks
* Medication
  1. Intravenous Insertion, IVTT Push, Skin Testing, IM and Subcutaneous Injection 2.Oral, Sublingual, Enteral
* Blood transfusion
* Foley Catheter Insertion
* Nasogastric Tube Insertion
* Patient Assessment
* Admission to Emergency Room to other Unit
* Discharging
* Endorsement
* Transfer Patient
  1. To other Unit/ Special Areas
  2. To other Hospitals
* Referrals to Doctors
* Preparing patients for Diagnostic Procedures
* Preparing Patients for Surgery
* Collection of Specimen (Sputum, Urine, Stool and Blood )

**VII.COMPETENCIES AND INTERESTS**

* **Computer Skills-** Proficient with MS Word, MS PowerPoint, MS Excel, Windows MovieMaker and the Internet
* **Language Skills-** Can speak and understand English with good in oral and writtencommunication skills
* **Personal Skills-** Excellent Interpersonal and Listening Skills, Flexible, Open-minded,Responsible, Fast Learner, Humorous and Creative
* **Personal Interests-** Wakeboarding, Singing, Dancing

**VI.SEMINARS ATTENDED**

**“ MRSA Control in the Hospital Setting.”**

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated

October 30, 2013

**“ ECG Lecture and Workshop.” By; Dr. Sheila Mangelen, MD**

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated

January 28, 2014

**“ Ebola Virus Disease.”**

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated

September 4, 2014

**“ Physical Assessment Lecture.” By: Dr. Lora Deles, Md**

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated

October 24, 2014

**“ Heart to Care with Hands to Serve: Journey Towards a Better Community”**

*Community Service/ Health Outreach Commitee*

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated July 25, 2016

**“ Lactation Management Training.”**

Emma Noreen Hall, Brokenshire Integrated Health Ministries, Incorporated

October 5, 6 and 7, 2016