**CURRICULUM VITAE**

 James

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**PERSONAL ATTRIBUTES**

Flexible attitude and committed to the needs of nursing services. Self-motivated and ability to motivate others Excellent team player with good interpersonal skills. Strong communication skills and good judgment in critical situations Fast learner, quick to incorporate and implement new procedures A positive and confident personality blend with a strong work ethic Reliable, versatile, known for tenacity and resourcefulness Self-aware; always seeks to learn and grow

**EDUCATION AND QUALIFICATIONS**

***YEAR SCHOOL/QUALIFICATION***

August, 2013 – May, 2015 Bachelor of Science (Nursing)

University of Cape Coast, Ghana

October, 2006 – August, 2009 Diploma in General Nursing

Holy Family Nursing Training School, Berekum

October, 2001 – July, 2004 Senior Secondary School Certificate Examination

(Science)

Saint James Seminary and Senior High School, Sunyani

**PROFESSIONAL EXPERIENCE**

Management of all kinds of fractures on the ward

Very good experience in the orthopedic theater as a scrub nurse

Zonal Public Relation Officer (GRNMA) 2012-2016 St. Joseph hospital, Koforidua

Medical Ward In-Charge of November 2015- Present St. Joseph Hospital, Koforidua

Knowledge in computer (Microsoft excel, power point among others).

**CAREER HISTORY**

YEAR ROLE ORGANIZATION

**July 2015- present Nursing Officer St. Joseph Hospital**

**Responsibilities:**

* Ensure efficient management of human and material resources for nursing service delivery in the ward/unit.
* Provide leadership for the nursing team in the ward/unit
* Supervise nurses and other staff in the ward/unit and assess their training needs to upgrade their skills
* Ensure that planned nursing care is delivered safely and effectively taking into account the views of the patient and their relatives.
* Ensure that plans of care for patients are written and updated and that all observations, documentation and communication are accurate ensuring that appropriate care is given accordingly
* Assess the care needs of patients, develop and implement plans of nursing care accordingly.
* Ensure maintenance of inventory of specialized items and ensure items are available at all times.
* Formulate, initiate, and revise patient care as condition warrants.
* Participate in the ward rounds
* Allocate task based on skill of staff
* Evaluate nursing care and ensure continuity of care.
* Ensure that the planning, delivery and evaluation of care programmes address the changing needs of patients in the ward/unit

**April 2013 – 2015 Senior Staff Nurse St. Joseph Hospital**

**Responsibilities:**

**•** Develop and maintain continuing personal and professional development to meet the changing demands in the area of nursing care.

• Monitor own performance against agreed objectives.

• Participate in the facilitative supervision of Health Care Assistants, students and other junior staff in the ward/unit and teach such staff.

• Participate in the induction of new staff in the ward/unit.

• Participate in the development and implementation of education programmes for patients, their families and others about post discharge care programs

• Keep log of own performance and in-service training log for purposes of appraisal

• Take charge of the ward/unit, as delegated by the ward/unit manager or by initiative in the absence of the ward/unit manager or shift in-charge.

• Assist in the effective running of the ward/unit by ensuring that adequate supplies and logistics are available to meet the needs of the patients/clients in the ward/unit

**•** Participate in roster planning and monitoring

• Assist in maintaining up-to-date records in the unit

• Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment

• Take care of own safety and take all measures to ensure the safety of the patient, relatives and staff - reporting all accidents, risk assessments and incidents, completing relevant documentation and undertake further investigation as directed.

• Assist the Ward Manager/Unit in-Charge to maintain a safe, clean, pleasant and therapeutic environment taking remedial action when necessary.

• Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the nursing care

**April 2010 – April 2013 Staff Nurse St. Joseph Hospital**

**Responsibilities**

**•** Undertake assessment, planning and implementation of interventions for addressing patient care problems.

• Evaluate patient responses to interventions and modify plans as needed.

• Undertake and demonstrate nursing tasks in the best interest of patient care and professional standards. These include:

o Washing and bathing

o Bed Making

o Elimination including catheterisation, bowel and stoma care

o Feeding e.g. oral, nasogastric or parenteral feeding and ensuring adequate nutritional intake for patients in liaison with the dietician.

o Obtaining specimens e.g. bodily fluids, wound swabs, blood.

o Administration of drugs e.g. oral, intravenous, subcutaneous, rectal and topical and monitoring of effects.

o Simple and complex dressings.

o Demonstrate an enquiring approach towards patient care.

**•** Read reports and take note of critical cases, do chart rounds and ensure treatment has been given

• Participate in the ward rounds

• Assist with manual handling and transferring of patients in compliance with the hospital policy

• Maintain a safe and therapeutic patient care environment

• Undertake the last offices for deceased patients and give relevant information to relatives/carers

• Advise on the promotion of health and prevention of illness, teaching patients and their relatives where appropriate

• Assist the Ward Manger/ Unit In-Charge in promoting the right of patients/clients and maintaining the privacy and dignity of clients/patients and staff

• Perform other official duties assigned by the Ward Manager/Unit In-Charge

• Maintain effective communication with colleagues, clients/patients and visitors in the ward/unit.

**HOBBIES/INTERESTS**

Reading books

Playing football

Watching movies