**Education and Credentials**

Bachelor of Science in Nursing, Central Philippine University, April 2006

Certified Basic Life Support Provider, March 12, 2016

Registered Nurse, March 2007

Certified IV Therapy Nurse, October 2008

HAAD-RN Exam Passer, October 2011

Academic IELTS Passer, June 2013

**Objective**

To find a challenging and competitive career opportunity where my experience and skills can be better utilized.

**Work Experience**



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| **I.** | **Company** | **:** | **Rushcliffe Care Group** |
|  |  |  | **Partridge Care Centre, Partridge Road, Harlow, Essex, CM18 6TD, UK** |
|  | **Year** | **:** | **2013 – January 2015** |
|  | **Position** | **:** | **Care Team Leader** |

**Job Description:** To coordinate the care of a group of Service Users by leading a team of Care Assistants in the provision ofcare planned by delegation of the Manager of the Home/Unit. The role requires good knowledge and skills in areas of organization, teaching, supervision, communication skills, discipline and troubleshooting as well as good practical caring skills.

Key Responsibilities:

* To administer any prescribed medications (under company’s policy and procedure) and follow best practice.
* Order and received monthly medications
* Refer and request GP’s for a home visit
* Refer patients to other inter-agencies for co-management
* Complete daily report and endorse to the incoming shift
* To do monthly Rota / Schedule of unit workers
* Update Care plans
* To provide Service Users with physical, social, emotional and psychological care.
* To ensure Service Users dignity at all times, taking into account their individual abilities, disabilities, [personal and characteristics, race, religion and social background.
* To give Service Users freedom of choice wherever possible e.g. daily routines, bath times, clothes etc.
* To promote the independence of Service Users as far as possible, but to give assistance as required / necessary or identified.
* To maintain safety, comfort and privacy of Service Users.
* To assist with the care of Service Users personal clothing and tidiness.
* To assist Service Users with organizing and participating in social activities e.g. outings, parties, entertainment, games and hobbies and assist social activities leader as directed.

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* To help Service Users with letter writing, phone calls and generally maintaining social contacts outside the home/unit.
* To report any deterioration in the physical, psychological or environment state of the service user and note in daily report sheet.
* To report any complaints, mishaps or untoward incidents to nurse in charge immediately.
* To fulfil the role of key worker with regard to delegated tasks.
* To report all complaints or accidents/untoward incidents directly to the nurse in charge, which affects the health and safety of Service Users, staff or visitors.
* To teach, supervise, guide and mentor new care staff in terms of orientation to the home/unit, training on physical care routines for the service user e.g. assisting with washing and dressing, bathing, showering, feeding and toileting.
* To attend study days or teaching sessions etc. to develop own role.
* To organize Service Users care and routines of care staff within a designated area.
* Follow instruction, advice and guidance of qualified nurses.
* To monitor and report any problems/issues of care/environment/staffing nature to nurse in charge immediately.

In line with other Rushcliffe Care Group employees the post holder is also expected to:-

* Work with positive attitude towards the Health and Social Care of all Service Users groups.
* To adhere to Health and Safety at Work Act 1974 in ensuring as far as possible one’s own safety at work, and that of those around, by reporting and documenting any hazards which may come around notice immediately.
* To ensure understanding of fire procedure and the role and responsibility of the fire warden within designated areas.
* Maintain good time keeping and punctual on duty
* Maintain a clean, tidy and safe environment within Home/Unit.
* To maintain a clean, neat and tidy appearance, as per uniform policy, whilst on duty.
* To take due care of all equipment and property of the Company and to ensure that there is no unauthorized personal used of said equipment/property.
* To practice economy at all times in the use of supplies, materials, equipment, heating and lighting.
* To maintain Confidentiality of the clients/customers, staff and Management of the company at all times, in terms of verbal and written information relating to the company.
* To adhere to the current legislation in terms of protection of vulnerable adults, whistle blowing policy, no secrets documentation and the Care Standards Act 2000.

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| **II. Company** | **:** | **Rushcliffe Care Group** |
|  |  | **Partridge Care Centre, Partridge Road, Harlow, Essex, CM18 6TD, UK** |
| **Year** | **:** | **January 2011 - 2013** |
| **Position** | **:** | **Senior Support Worker** |

**Job Description:** To coordinate the care of a group of Service Users by leading a team of Care Assistants in the provision ofcare planned by delegation of the Manager of the Home/Unit. The role requires good knowledge and skills in areas of organization, teaching, supervision, communication skills, discipline and troubleshooting as well as good practical caring skills.

Key Responsibilities:

* To provide Service Users with physical, social, emotional and psychological care under the supervision and collaboration with trained staff members.
* To ensure Service Users dignity at all times, taking into account their individual abilities, disabilities, [personal and characteristics, race, religion and social background.
* To give Service Users freedom of choice wherever possible e.g. daily routines, bath times, clothes etc.
* To promote the independence of Service Users as far as possible, but to give assistance as required / necessary or identified.
* To maintain safety, comfort and privacy of Service Users.
* To assist with the care of Service Users personal clothing and tidiness.
* To assist Service Users with organizing and participating in social activities e.g. outings, parties, entertainment,

games and hobbies and assist social activities leader as directed.

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* To help Service Users with letter writing, phone calls and generally maintaining social contacts outside the home/unit.
* To report any deterioration in the physical, psychological or environment state of the service user and note in daily report sheet.
* To report any complaints, mishaps or untoward incidents to nurse in charge immediately.
* To fulfil the role of key worker with regard to delegated tasks.
* To report all complaints or accidents/untoward incidents directly to the nurse in charge, which affects the health and safety of Service Users, staff or visitors.
* To teach, supervise, guide and mentor new care staff in terms of orientation to the home/unit, training on physical care routines for the service user e.g. assisting with washing and dressing, bathing, showering, feeding and toileting.
* To attend study days or teaching sessions etc. to develop own role.
* To organize Service Users care and routines of care staff within a designated area.
* Follow instruction, advice and guidance of qualified nurses.
* To monitor and report any problems/issues of care/environment/staffing nature to nurse in charge immediately.

In line with other Rushcliffe Care Group employees the post holder is also expected to:-

* Work with positive attitude towards the Health and Social Care of all Service Users groups.
* To adhere to Health and Safety at Work Act 1974 in ensuring as far as possible one’s own safety at work, and that of those around, by reporting and documenting any hazards which may come around notice immediately.
* To ensure understanding of fire procedure and the role and responsibility of the fire warden within designated areas.
* Maintain good time keeping and punctual on duty
* Maintain a clean, tidy and safe environment within Home/Unit.
* To maintain a clean, neat and tidy appearance, as per uniform policy, whilst on duty.
* To take due care of all equipment and property of the Company and to ensure that there is no unauthorized personal used of said equipment/property.
* To practice economy at all times in the use of supplies, materials, equipment, heating and lighting.
* To maintain Confidentiality of the clients/customers, staff and Management of the company at all times, in terms of verbal and written information relating to the company.
* To adhere to the current legislation in terms of protection of vulnerable adults, whistle blowing policy, no secrets documentation and the Care Standards Act 2000.

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| **II. Company** | **:** | **Iloilo Mission Hospital** |  |
|  |  | **Mission Road, Jaro, Iloilo City, Philippines, 5000** |  |
| **Position/Year** | **:** | **Out Patient Department and Emergency Room Staff Nurse,** December 1, 2009 to |  |
| January 17, 2011 |  |
|  |  |  |
|  |  | **Probationary Nurse,** June 1, 2009 to November 2009 |  |
|  |  | **Casual Nurse,** September 16, 2008 to May 31, 2009 |  |
| **Job Description:** |  |  |  |

Emergency Room / OPD

* Gets the endorsement from the outgoing staff nurse. Endorsement includes patient assignment and department inventory.
* Sees to it that equipment receive proper care and maintenance.
* Gives proper endorsement to the nurse of the incoming shift.
* Gives report to the charge nurse on next shift and narcotics with her/him.
* Completes the Nursing Care Checklist every shift.
* Identifies nursing needs of patients. Plans, gives and evaluates nursing care.
* Admits patients
* Observe signs and symptoms, institute remedial actions when appropriate and records these to patient’s chart.
* Provide good nursing care to patients in his/her area. Give direct nursing care.
* Assess and documents changes in patient’s condition, reports changes in patient’s condition to the

Physician/Head Nurse.

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* Demonstrate competent standards of clinical knowledge and practice according to nursing policies and procedures.
* Chart all observations and changes in patient’s condition on the appropriate patient’s chart. Practice safe medication administration. Administer and charts medications and patient’s reactions to medication.
* Participate in Nursing Education programs by attending lectures, case presentations, reading medical literature to improve professional growth and improvement of patient’s care and administration.
* Check E-cart and replace any expired drugs and other stocks.
* Assist patient upon admission.
* Check patient vital signs, noting any abnormalities and significance.
* Prepares patients for, and assist physician with, diagnostic and therapeutic procedures.
* Perform irrigations, catheterizations and give Enemas.
* Starting Fluid replacement by inserting a patient IV line.
* Initiate oxygenation by giving Oxygen and checking for Oxygen Saturation by using the pulse oximeter.
* Attached patient to Cardiac monitor and Ventilator machine if needed.
* Carries out doctor’s legal order.
* Initiate Basic life support and Advance Cardiac Life Support according to doctor's order.
* Assist physician in early defibrillation as per protocol.
* Assist doctor in endotracheal intubation and CTT/CVP insertion.
* Initiate blood transfusion when necessary.
* Perform C.P.R. as necessary.
* Activate code as situation arises.
* Assist all E.R. patients who need priority.
* Assist Doctors in minor operation/surgery in emergency situation.
* Perform 12 lead E.C.G., IV/Heplock insertion, Bandaging/Splinting, NGT/Catheter insertion, Feeding via NGT, Dressing of wounds, Gastric Lavage/Gavage, CBG monitoring.
* Prepare patient for “STAT” operation.
* Perform post mortem care.
* Acts as Senior Nurse when delegated.
* Interprets hospital policies and procedures.
* Give health Teaching.

**Trainings and Seminars**



* **Basic Life Support**, Uniteam Medical Assistance, Abu Dhabi, UAE, March 12, 2016
* **60 CME hours training**, Abu Dhabi, January- March 2016
* **Motivating People**, Essex County Council UK, December 4, 2014
* **GULP Training**, South Essex Partnership University UK, October 3, 2014
* **Complaint Handling**, Essex County Council UK, September 25, 2014
* **The Rushcliffe Care Annual Mandatory Programme (Theory) for Care Staff**, Partridge Care Centre, UK,April 17, 2014
1. Bed Rail Safety
2. Continence Care
3. Tissue Viability
4. Person Centered Care
5. Fall Prevention
6. Hand Hygiene
7. Long Term Conditions
8. Record Keeping
9. Behaviors of Concern
10. Catheter Care
11. Diabetes
12. Fire awareness
13. Health and Safety
14. MCA and DOLs
15. Safe Guarding and POVA
16. Care Planning
17. Communication
18. Dignity
19. Epilepsy Awareness
20. Food Hygiene
21. Infection Control
22. Nutrition and Hydration
23. End of Life Care
	* **Nutrition Swallowing, Food Textures, Pressure Area Care and Advance Care Planning**, The Lecture Theatre,

St. Margaret’s Hospital, The Plain, Epping, CM16 6TN, UK, December 10, 2013

* + **The Rushcliffe Care Dignity in Care Training**, Partridge Care Centre, UK, September 17, 2013

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* **Pressure Area Care**, Helmsman, Essex County Council, UK, August 6, 2013
* **Social Care Information and Learning Services “Pressure Care – an Introduction Training and Assessment**

**Workbook”**, Partridge Care Centre, UK, July 31, 2013

* **The Rushcliffe Care Annual Mandatory Training for Medication Awareness**, Partridge Care Centre, UK, July31, 2013
* **The Rushcliffe Care Annual Mandatory Training**, Partridge Care Centre, UK, March 22, 2013
* **The Rushcliffe Care Update for Moving and Handling**, Partridge Care Centre, UK, February 28, 2013
* **The Rushcliffe Care Annual Mandatory Training for Health and Safety / COSHH / Fire and Safety**, PartridgeCare Centre, UK, February 20, 2013
* **Rushcliffe Care Emergency First Aid Training Session**, Partridge Care Centre, UK, February 2, 2013
* **Care Plan Workshop**, Partridge Care Centre, UK, October 26, 2012
* **Ambulatory Syringe Pump**, CME Medical Clinical Support and Specialist Royal College of Nursing UK,September 25, 2012
* **Care Team Leader**, Partridge Care Centre, UK, September 25, 2012
* **Supervision Skills**, Essex County Council UK, September 21, 2012
* **Support the Use of Medication in Social Care Settings**, Care Home Meds UK, July 13, 2012
* **Record Keeping and Care Planning**, Partridge Care Centre, UK, June 14, 2012
* **Challenging Behavior**, Partridge Care Centre, UK, May 31, 2012
* **Annual Mandatory Training Course**, Health and Safety Group Ltd., London, UK, March 28, 2012
* **HIV Awareness Training**, Terrence Higgins Trust, London, UK, December 6, 2011
* **Fire Warden Training Session**, Partridge Care Centre, UK, August 25, 2011
* **Medication Management**, Partridge Care Centre, UK, June 28, 2011
* **NPA Medicines in Care Homes Training**, National Pharmacy Association, UK, September 9, 2011
* **Record Keeping**, Partridge Care Centre, UK, May 31, 2011
* **Tissue Viability Teaching Session**, NHS West, Essex, UK, March 30, 2011
* **Infection Control and Food Hygiene**, Partridge Care Centre, UK, February 28, 2011
* **Mental Capacity Act and DOLS**, Partridge Care Centre, UK, February 10, 2011
* **Manual Handling**, Partridge Care Centre, UK, February 2, 2011
* **Academic IELTS passer**, IDP Philippines, June 5, 2010
* **Basic Life Support Course**, Iloilo Mission Hospital, Iloilo, Philippines, January , 2010
* **CLOGGED “Deep Vein Thrombosis Story”**, Iloilo Mission Hospital, Iloilo, Philippines, October 27, 2009
* **Lay Forum in Endocrinology**, Iloilo Mission Hospital, Iloilo, Philippines, August 28, 2009
* **Shock, Rattle and Roll**, Iloilo Mission Hospital, Iloilo, Philippines, October 15, 2008
* **Regular IV Training Program**, Iloilo Mission Hospital, Iloilo, Philippines, February 27-29, 2008
* **A Friendly Pet for a Fatal Death (Rabies)**, Iloilo Mission Hospital, Iloilo, Philippines, June 17, 2008
* **Training Program for Registered Nurses**, Iloilo Mission Hospital, Iloilo, Philippines, February 5, 2008
* **Academic IELTS Passer**, IDP Philippines, April 14, 2007

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| **Personal Information** |  |  |
| Date of Birth | : | October 31, 1985 |
| Nationality | : | Filipino |
| Age | : | 30 |
| Sex | : | Female |
| Civil Status | : | Married |

**First Name of Application CV No:** **1671024**

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