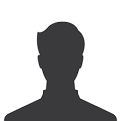
**YOUR NAME HERE**

****

**123-456-7890 |** [**E-mail**](mailto:youidhere@example.com) **ID | further Contact Info Address here  
Country**

**OBJECTIVE: (Nursing Resume)**

To be part of an organization that will develop and enhance knowledge and secretarial skills and contribute to the success of the hospital in rendering healthcare services to the people with the best of my abilities.

**WORK EXPERIENCE:**

OSPITAL NING CAPAS (CAPAS HOSPITAL)

CAPAS, TARLAC

OCTOBER 01, 2011- MAY 31, 2014

(worked as Nursing Staff)

**Job Description:**

*Out Patient Department:*

* Filing and retrieving medical records and other paperwork
* Undertaking General office duties like data entry, scanning, and updating patient records
* Registering new patients, checking their identification.
* Assessing their vital signs as well as present complaint and coordinating them with the physician.
* Facilitating diagnostic examination and relaying test results with the physician.
* Maintaining a safe work area, free from hazards and using appropriate infection control procedures
* Completing necessary documents with regards to patient’ records.
* Ability to deal with people in a caring, courteous and professional manner.

*General Ward: (Pediatric, Obstetric, Medical and Private/VIP Patients)*

* Assessing patient’s physical, psychosocial, and emotional needs.
* Monitoring Patient’s condition and informing physician for patient’s status and progress.
* Assisting Physician for conduction of patient’s rounds and examinations.
* Informing co nurses for any changes on patient’s condition and physician’s order.
* Vital Signs taking, monitoring and proper recording.
* Administering Physician’s ordered medications.
* Oral medications
* Topical medications
* IV medications
* IM medications
* SQ medications
* ID medications
* Facilitates Laboratory test and Diagnostic Examinations.
* Maintaining Oxygen Inhalation for patients care.
* Facilitating Nebulization, Suctioning and proper ways for effective expectoration
* Re inserting and changing Intravenous fluid.
* Preparing and Transfusing of Blood Products.
* Checking for proper tube placement and feeding the patient through Nasogastric Tube.
* Ensuring that all dietary requirements are followed by the patient.
* Ensuring patient’s for proper personal and protective hygiene.
* Facilitating proper Electrocardiography procedure.
* Proper Wound Dressing
* Inserting of Indwelling Foley Catheter.
* Performing Cardio Pulmonary Resuscitation for arrested patients.
* Performing Maternal and New Born Care.
* Protecting patient’s privacy and confidentiality.
* Ensuring Patient’s chart is always in correct documentation and updated.
* Coordinating patient’s available test results and present status to physicians.
* Provides patient and family teaching depending on their needs
* Serve as a resource person for knowledge of medication uses, dosage and possible side effects.
* Notifies pharmacies of physician’s approved prescriptions; reviews drug samples to ensure they have not exceeded the expiration date; labels sample drugs and educates patients of medication administration.
* Instructing and demonstrating health teachings, home care procedures and follow up checkups.
* Referring patient to other Hospitals for more care and management.

**WORK EXPERIENCE: (Nursing Resume)**

MYRENE DAVID-UMIPIG, M.D. OBSTETRICS-GYNECOLOGY CLINIC

McArthur Highway. Capas Tarlac

January 15, 2011 to August 30, 2011

*(NURSE)*

Job Description:

* Assisted the physicians by managing all secretarial work.
* Ability to maintain work area in neat and orderly manner.
* Extensive knowledge of medical terminologies.
* Handle tasks of organizing and maintaining medical forms and office stationary required for front desk activities.
* Handling and managing continuous flow of information in the health care centre.
* Perform essential clerical tasks like e-mail and data entry (60 wpm).
* Assisted patients in solving their queries by providing detailed and precise information.
* Perform the tasks of greeting patients and scheduling appointments.
* Perform responsibilities of registering patients by following protocols of the organization.
* Responsible for checking and verifying accuracy of medical record of patients.

**EDUCATIONAL QUALIFICATION:**

Central Luzon Doctor’s Hospital Educational Institution

Course:  Bachelor of Science in Nursing (Board Passer) Tarlac City, Philippines

PERSONAL INFORMATION:

Date of Birth                          :           0000

Sex                                           :           Female

Civil status                              :           Single

Citizenship                               :           Filipino

Language spoken                    :           English, Filipino

Religion                                     :           Catholic

Visa Status                                :           Visit Visa

ACHIEVEMENTS:

* Nursing Licensure Examination Passer
* HAAD Examination Passer