

## COVERING LETTER



**JOBY JOSE**

Email: jobysalu@gmail.com

Mobile No: 00971- 505490541

### **SUB: Application for the Post of Staff Nurse**

Sir/Madam,

An energetic & dynamic 33 year old, **5 years experienced and staff nurse in Neonatal ICU (NICU &CARDIAC)with BSC NURSING** holder and seeking a position in a hospital that is rapidly expanding and offer advancement potential. I would like to see myself, as a team member where I can pick up any additional skills that may be required and confident of my own skills.

I would like to give more strength to my career associating myself with an organization for your repute. I am enclosing here with my resume. I am quit to work with an organization like yours and do hope my resume meets your requirements.

I enclose a copy of my CV for your consideration and I would welcome to hearing from you looking forward for the pleasure of yours response.

Sincerely Yours,

JOBY JOSE

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## CV of JOBY JOSE

Seeking a challenging position in your institution where my extensive professional knowledge and experience can be fully utilized.

### Personal Details:

Name : JOBY JOSE  
Father's Name : JOSE.P.CHACKO  
Date of Birth : 12<sup>th</sup> JULY 1987.  
Sex : Female  
Religion : Christian  
Marital Status : Married  
Nationality : Indian  
Permanent Address : Jose Cottage ,Poozhikkad,Kudassanad P.O, Pandalam  
Pathanamthitta Kerala 689512  
Passport No : N 4258689  
Place Of Issue : TRIVANDRUM  
Date Of Issue : 05-11-2015  
Date Of Expiry : 04-11-2025  
Language Known : English, Hindi,Telugu, Malayalam

### Educational Qualification:

#### Plus Two:

Year : 2006  
School : Popepius HSS, Kattanam, Kerala State, India.

#### SSLC:

Year : 2004  
School : N S S G H.S., Pandalam, Kerala State, India.

## **Professional Qualification**

- ❖ **BSC NURSING (2006-2010)** From Prathima College of Nursing, Karimnagar Andhra Pradesh, INDIA. (NTR University)

## **Working Experience**

**02/06/2011 – 02/06/2012 Staff Nurse (neonatal ICU)** Prathima Institute of medical sciences Andhra Pradesh.

**15/10/2012 – 01/10/2014 Staff Nurse (Cardiac ICU)** Medanta medicity Gurgaon Haryana, New Delhi. (This is a JCI and NABH accredited hospital. All procedures are being carried out in conformity with JCI and NABH protocols)

**03/10/2017 –to 14/10/2019 Staff Nurse (neonatal ICU)** Metro Multy Speciality Hospital Noida, Delhi (NABH accredited hospital)

## **LICENCE & COURSE ATTENDED**

- ❖ DHA-RN Licensure Examination Passed Reg.No :23653871
- ❖ Basic Life support (BLS) Certificates from American Heart Association
- ❖ Neonatal resuscitation programme first golden mints project Certificate

## **EXCELLENT KNOWLEDGE OF BASIC NURSING FUNCTION AND SKILL TRAINED TO PERFORM THE FOLLOWING PROCEDURES FUNCTIONS :**

Assessing the client, Checking vital signs & collecting present complaints  
Allay the anxiety of the client by proper explanations,  
Making the client comfortable for e.g. Asthmatic client – keeping bed propped up position, Giving nebulization, administering O<sub>2</sub> inhalation, monitoring SpO<sub>2</sub>,  
Carrying out orders promptly, Making admissions & discharges of clients  
Preparation of unit for the client, Assessing Blood pressure, Maintain intake and output chart, Maintain all the emergency equipments & medicines, Performing 12 lead ECG.  
Emergency client care: Assessing condition, vital signs monitoring, cardiac monitoring as possible, administering emergency medications, administration of oxygen, assisting and performing CPR, assisting and performing endotracheal intubation, administration of intra cardiac injections etc.  
Collecting personal, medical and family history of the client, IV cannulations & blood sampling, Assisting and performing defibrillation in emergency.  
Calculation and administration of medicines, injections, Cleaning & dressings of wounds. stitch removal etc.  
Assist doctors in various procedures  
Teach & guide the juniors, nursing assistants & other auxiliary personnel, Co-ordinate the team, Photo therapeutic care to babies, Maintain good and healthy interpersonal relationship with all members of the health team,  
Care of the patient with endotracheal tube, tracheostomy tube, and drainage tube etc.  
Maintaining patent airway – Assess the airway patency, insertion of oral airway, perform physiotherapy, and postural drainage to mobilize secretions.  
Preparation and maintenance of Crash cart, Maintaining syringe pump and infusion pump.  
IV preparation, IV cannulation, administration of IV fluids, care of IV sites etc.  
Assisting and performing dressing (e.g. bedsores and surgical wounds).

Care of the client with closed chest drainage tubes, Maintaining asepsis throughout all the procedures, Care of narcotics and other costly medication, Admission, discharge and transfer of the client. Proper biomedical waste management.  
Proper disinfection of contaminated articles and utensils.

### **COMPUTER SKILLS :**

E-His (Hospital Information System)

Inpatient services , Basic Knowledge (word, Microsoft Excel)

### **FAMILIAR INHANDLING THE FOLLOWING MACHINES AND EQUIPMENTS :**

- B.P. Apparatus
- Nebulizer
- Steam Inhaler
- Alpha Bed
- Cardiac Monitor
- Syringe Pump
- Glucometer
- Laryngoscope
- ECG Machine
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- Ventilator
- Infusion Pump
- Suction Apparatus
- Pulse Oxy Meter
- Defibrillator
- BIPAP Machine
- Ambubag
- TCD Machine
- Crash Cart

### **Duties and Responsibilities**

- Asses, plan, implements and evaluate nursing, care.
- Participate in the teaching program and teaching junior staffs in the unit.
- Providing psychological supports to allay patients fears in a kind, reassuring and confident manner
- Arranging for emergency and elective procedures
- Preparation of patients for all procedure
- Assisting in procedures like central & arterial line insertion, intubation & estuation initiation of dialysis.
- To assist the physician for insertion of central line & pick line insertion
- Monitoring Vital Signs arterial blood gases and cardiac pacing
- Collection of specimens
- Medication: ORAL, IM, IV, SC, ID and topical administration
- Caring of central line & pick line.
- Following strict aseptic techniques
- Careful attention to sterilization of instruments
- Maintaining of records and reports.
- Diet planning & serving diet

- Disinfection and sterilization of the unit
- Carryout the discharge procedure, follow-up & health education
- Care of unconscious patient
- Care of death
- Cardiac pulmonary resuscitation

**DUTIES INCLUDE:**

Giving Basic Life Supports and Advanced Cardiac Life Supports

- ❖ Receive the patient with case files, from emergency ward, cathlab as direct admission endorsement in the patient register.
- ❖ Make the patient comfortable on the bed & check the general condition record vital signs in the master chart
- ❖ Connect all necessary monitoring devices to the patient
- ❖ E.C.G, blood transfusion, Catheterization, Bladder wash,
- ❖ Help the patient in their daily ailments.
- ❖ Raising the slip through computer for medicines investigations and diet
- ❖ Intend the required drugs everyday and remaining medicines will be returned to the pharmacy.
- ❖ Early morning sponge bath mouth care will be given for immobilized patients
- ❖ Q2H position changing frequent mouth care, eye care will be given for immobilized patients.
- ❖ If the patient is posted for surgery prepares the patient for surgery and sent to the OT on time.
- ❖ Explaining the patients relatives about visiting hours
- ❖ Receiving patient of cardiac emergencies like myocardial infarction, cardiac arrest, unstable angina, heart block and pulmonary edema
- ❖ Care of patient with the burns head injury trauma, CVA, poisoning, DM, DKA, hepatic encephalopathy, TB, COPD, Asthma, HIV, Hbs Ag.
- ❖ Dressing of minor and major wounds.
- ❖ Monitoring intake and output chart
- ❖ Collection of specimens, and sent to laboratory as early as possible

Declaration.

I hereby affirm that above mentioned details are fully true to the best of my knowledge and belief.

Place:sharjah  
Date:

JOBY JOSE