

11th June 2023

To,
Nursing Director/ Manager

Sub: Staff Nurse

Dear Mam/Sir

I am pleased to be writing to you today regarding my application for the RN position. I believe my qualifications and experience make me an ideal candidate for this job.

I have a bachelor's degree in nursing and 13+ years of proven experience effectively and efficiently managing both patients and staff. I am an extremely organized, calm, and patient professional with excellent healthcare skills.

In my present role as Staff nurse at Sharjah Social Service Department (SSSD) (Government Facility under Sharjah Municipality, in U.A.E), I am tasked with evaluating the medical conditions of patients daily in the field of home care, aged care, Psychiatric care, and rehabilitation for individuals and families. Developing and directing a rotational system to manage the care of patients and otherwise coordinate workforce management. During this time, I have been recognized as a dedicated, ambitious, and reliable person who could work without supervision.

In addition, my four years of experience as a Staff Nurse at Care and St. Joseph Hospitals helped me to realize and implement clinical duties I learned while my education. While employed at a Care Hospital, I was awarded for distinguished services.

I am seeking a challenging work environment where I can fully utilize my skills. I look forward to hearing from you and would love to explain my skills further during an interview. Please find a detailed account of my work history in the attached resume.

Sincerely,



Jancey Thomas

Jancey Thomas

Sharjah,

United Arab Emirates

+971-56-1918004, 055-6857083

thbnancy@gmail.com



REGISTERED NURSE

Bachelors in nursing – Leadership – Staff Development – Quality Patient Care

A dedicated professional benefiting from experience (13+ Years), working effectively as part of multi-disciplinary teams. Resourceful, Responsive to change whilst achieving collective objectives in the caring and development of patients. Undertaking a variety of roles whilst working effectively and supporting multidisciplinary colleagues and actively contributing to team goals. Experience gained within departmental management, Record of managing busy caseloads, promoting services, increasing personal and professional standards.

AREA OF EXPERTISE

- Case management
- Team Working/ Supervision
- Staff Inductions and Development
- Health Promotion support
- Paediatrics and Medical-Surgical
- Trauma / Wound Management
- Cannulation
- Pain Assessments
- Patient Counseling

PROFESSIONAL DEVELOPMENT

| ACADEMIC | BOARD/ UNIVERSITY | YEAR | SCORE |
|--|-----------------------------------|-----------|-------|
| Post Certificate in B.SC Nursing | Kerala University | 2007-2010 | 71% |
| Diploma in General Nursing & Midwifery | Kerala Nurses & Midwives Councils | 1998-2001 | 73% |
| +2 | Mahatma Gandhi University | 1996 | 42% |
| Matriculation | Board of public Exams Kerala | 1994 | 68% |

REGISTRATION AND MEMBERSHIPS

- **Ministry of Health (MOH-UAE) Reg. RN011104** Expiry 01/05/2025; **Data Flow done for DHA & HAAD**
- Kerala Nursing Council (KNC) Reg. No 30749.
- Trained Nurses Association of India (TNAI) Reg. No 108365 (Lifetime Member)
- Indian Nursing council (INC)
- **BLS & NRP** Trained from American Heart Association.



PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS

Staff Nurse

Social Service Department, Sharjah, UAE. <https://sssd.shj.ae/>

Government Facility

Oct 2021 to till date.

Department of Social Services is a government institution in the Emirate of Sharjah, UAE. The Department provides curative, preventive, and developmental social services in the field of home care, aged care, Psychiatric care, Security, Protection and rehabilitation for individuals and families in the Emirate of Sharjah.

- Provides support and services to individuals and families that are challenged to cope with terminal, acute, or chronic illness.
- Provided patients and family's emotional support.
- Vital Signs and Patient Monitoring.
- Aid and accompany patients to access better healthcare whenever and wherever necessary.
- Maintaining accurate records and preparing reports
- Participating in multidisciplinary teams and meetings.
- Observed and documented patient status and reported patient complaints to facility.

Staff Nurse in Paediatrics/Gynae/ Med Surg. Ward

Zulekha Hospital Sharjah, UAE. www.zulekhahospitals.com

Jan 2013 to March 2021

Zulekha Hospital is a full-fledged, multi-disciplinary **JCI accredited** hospital with all specialties in the UAE. The Cardiac care, Intensive care, Neo-natal Intensive care and Burn units and have super specialty beds etc.

- Helped develop and implement high quality policies and procedures.
- Co-ordinate activity within a designated area, such as patient admission and discharges.
- Nursing care of children with respiratory, Gastrointestinal, Neurological, Renal and Urinary disorders.
- Handling Specialist Equipment like Infusion pump, Syringe pump, ECG machine Defibrillator and Cardiac Monitors.
- Department specific competencies such as Nursing assessment, fall assessment, Pain assessment, nursing care plan and evaluation, Nursing Documentation, and Infection Control Practices.
- Pre- and Post-operative care of patients with ENT Surgeries, Ophthalmology Surgeries, Orthopedics Surgeries and Health education of respective areas.

CME CNE Programs

Dubai, Abu Dhabi U.A.E.

May 2010 to March 2012

- Attended **30.25** hours **CME** (HAAD approved) Programs in United Arab Emirates.
- Attended **10.00** hours **CNE** (HAAD approved) Programs in United Arab Emirates.

Post Basic Nursing

Holy Cross Super Specialty Hospital (College of Nursing), Kerala, India. www.holycrosskottiyam.org

Aug 2007 to Aug 2009

Holy Cross Hospital Kottiyam, Kollam is a premier Centre in the field of medical service, 54 years of its glorious existence in the field of health care in the state of Kerala.

- As a Graduation Student with Holy Cross hospital both Theoretical and practical learning takes place in various area of health care, experience gained from Rural and Urban centers of Community Health Development program and other affiliated institutions such as, Caritas Hospital Kottayam for Oncology nursing, Ananthapuri Hospital, Trivandrum for Cardiothoracic nursing skills, Rural Health Centre, Urukunnu Thenmala for community health nursing, rural field training.

Shift in Charge Neurological ICU

Care Hospital Hyderabad, India. www.carehospitals.com

Sept 2003 to July 2005

A 200-bedded multi-specialty, with 36 ICU beds and 7 operating theatres. Covering care of the elderly, surgical (including gynecology and plastic surgery), intensive care, 2 special baby care and obstetric.

- **Awarded for Outstanding services to the Organization in April 2005.**
- In charge of areas in the Neurological Intensive Care Unit and of the whole ward in the absence of Head Nurse, assigned duty to nursing staff according to nurse patient ratio.
- Neurological: CVA Complications, Epilepsy, Dementia, Parkinsonism, Meningitis, Brain hemorrhages.
- Ensured patients physical, social, and psychological needs by maintaining an individual patient care system, evaluation and updating as necessary.
- Assisted for Tracheotomy, Lumbar Puncture, Bone marrow Biopsy, Intubation, Extubation, Removal of drainage tubes, Insertion of central lines, arterial line, Transportation of patients from investigations like MRI, CT scan, USG and Endoscopy.
- Assessed patients on arrival, their diet and advised accordingly.
- Monitored MAP and BP, drawing arterial blood gases and taking care of the arterial lines.
- Gained experience in Ventilators, CVP monitoring and Arterial BP monitoring.

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (Continues....)

Staff Nurse Medical ICCU & MICU

St. Joseph Hospital Kerala, India. www.sjmh.in

April 2002 to April 2003

Around 300 bedded Multispecialty general Hospital with 2 operating theatres, General Medicine, General Surgery, Obstetrics and Gynecology, Pediatrics, E.N.T, Orthopedics, ICCU, Cardiology and Dental Care.

- Responsible for the assessment of care needs, and the development of programs of care and or the implementation and evaluation of patients.
- Improved nursing and patient care procedures and practices.
- Monitoring patients with 12-lead EKG monitors.
- Handling and assisted in procedures like Thrombolytic Therapy, Defibrillation, Cardiopulmonary Resuscitation and Heparin Therapy Etc...
- As a primary nurse care communicated with the doctors and senior health care authorities.

Staff Nurse in pre-operative post-ward Surgical ICU

St. Joseph Hospital Kerala, India.

April 2001 to March 2002

- Helped develop and implement quality policies and procedures.
- Developed nursing staff in anesthesia and recovery nursing.
- Co-ordinate activity within a designated area, such as patient admission and discharges.
- Handling Equipment's like Infusion pump, Syringe pump and Cardiac Monitors etc...

SOCIAL AND ORGANISATIONAL SKILLS AND COMPETENCES

- Good Leadership ability and team spirit.
- Good communication skills gained through my experience.
- Good experience in Documentation and Reporting.
- Good experience in Team Management.
- Gained more experience in doing Nursing Procedures.
- Played a major Role in organizing workshops and seminars in different Departments of Nursing like Psychiatric Nursing, Medical Surgical Nursing and Community Health Nursing.

PERSONAL

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|-----------------|---|-----------------|---------------------|-------------------------|
| Nationality | : | Indian | Permanent Address : | Thamarasseril House, |
| Date of birth | : | 17th April 1979 | | Kizhakkupuram P.O |
| Marital Status | : | Married | | Pathanamthitta – 689653 |
| Visa Status | : | On Husband Visa | | Kerala - India |
| Passport Expiry | : | 17th Feb 2030 | | ☎ +91 468 2349896 |

REFERENCES

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