

From

Mrs. Jincy Joy
Madappallikunnel
Varekkatt Road
Vyttla - 670674
Ernakulam
Email : jincyjophine@gmail.com
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To,

SUB: APPLICATION FOR THE POST OF STAFF NURSE

Respected Sir/Madam

With reference to the above I wish to apply for the post of staff nurse in your institution. I have completed **General Nursing and Midwifery** from **SMT.NARAYANI. D.R.KARIGOWDA INSTITUTE OF NURSING, HASSAN, KARNATAKA** (Recognized by KNC &INC) and working on **Artemis Hospital**, Gurgaon. I have come to know from reliable sources that there are some vacancies for the post of staff nurses in your esteem organization.

Here I request you to grant me an opportunity to work in your institution. I assure that I will extend the best of my services to the organisation. My curriculum vitae is enclosed here with for your kind perusal.

Thanking you in anticipation

You're sincerely,

JINCY JOY

Place

Date

CURICUTAM VITAE



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OBJECTIVES:

To practice high nursing care in accordance with the needs and problem of the clients and to seek a challenging works environment in nursing care and upgrade my knowledge

PERSONAL DETAILS:

Name	: Mrs. Jincy Joy
Husband name	: Mr. Jophine George
Sex	: Female
Date of birth	: 09-04-1986
Religion	: Christian
Cast	: Jacobite
Nationality	: Indian
Mother Tongue	: Malayalam
Marital status	: Married
Languages known	: English, Hindi, Tamil & Malayalam
Permanent address	: Mrs. Jincy joy Madappallikkunnel, Chettiamparambu (po) Kannur, Kerala – 670674.

EDUCATIONAL QUALIFICATION

Course	Name of the institution	Year of passing	Percentage of marks
Diploma in nursing	N.D.R.K. Institute of nursing, Hassan, Karnataka	2004-2007 1 st year 2 nd year 3 rd year	59% 65% 69%
12 th standard	Malabar college, Thamarassery	2001-2003	43%
10 th standard	Govt. High school Puduppady	2000	40%

WORKING EXPERIENE:

- Worked as a staff nurse in **Pondicherry institute of medical science**, Pondicherry from 03-03-2008 to 03-10 2019. (19 months)

DESCRIPTION OF THE HOSPITAL: Multy specialty hospital with attached medical college

BED CAPACITY : 560 Bedded

NURSES AND PATIEND RATIO: 1:10

WARD NAME AND CAPACITY : Pediatric ward (40 Beds)

- Working as a staff nurse with **World Laparoscopy Hospital, Gurgaon** from 06-01-2010 to 05-10-2012.

DESCRIPTION OF THE HOSPITAL: Laparoscopy treatment training and research.

BED CAPACITY : 150 Bedded

NURSES AND PATIEND RATIO: 1:5

WARD NAME AND CAPACITY : Post-operative ward

- Working as a staff nurse with **Artemis Hospital, Gurgaon** from 04-02-2013 to 31-12-2014. (22 months)

DESCRIPTION OF THE HOSPITAL: Super specialty hospital accredited by **JCT** and **NABH**.

BED CAPACITY : 400 Bedded

NURSES AND PATIEND RATIO: 1:2

WARD NAME AND CAPACITY : MICU (40 Bed)

COMPUTER SKILLS: Ms Word and Internet

TYPEP OF PATIENTS HANDLED

- SHOCK
- JAUNDICE
- GASTRO ENTRITIS
- TB
- CHF
- DM
- CP
- Meningitis
- Head injury
- Typhoid
- Tonsillitis
- Pneumonia
- Malaria
- Hepatitis A&B
- Anemia
- Septicemia
- Hydro cephalous
- RHD
- Nephritic syndrome
- Cleft lip& cleft pallet

EQUPMEMNTS HANDLD

- Cardiac monitor
- Oxygen cylinder
- Pulse ox meter
- ECG machine
- Laryngoscope
- Defibrillator
- BP apparatus
- Syringe pump
- spo2 cable
- Infusion pump
- Intubation kit
- Cut down set
- Lp tray
- Suction machine
- Ambu bag with mask
- Gluco meter
- Endo tracheal tube
- Crash cart
- Pacemaker
- Nebulizer, steam inhaler
- Phototherapy
- Warmer
- Ventilator

DUTIES AND RESPONSIBILITIES

- Hand over and taking responsibilities
- Admission and orientation
- Monitoring of vital parameters
- Arterial cannula insertion
- Catheterization
- Suctioning
- Transfusion of Intravenous Fluids and Blood Transfusion
- Carrying out the treatment regimen prescribed by the physician
- Make plan for Nursing care to be providing
- Preparation and Administration of Medication and I.V Fluids
- Taking ECG Assessment of the patient and responding Cyanosis, Apnea ect.
Collection of specimens for various investigations, dispatching and receiving reports
- Maintaining fluids and electrolytes balance and recording immediately
- Attending to the patient's needs of comfort hygiene, nutrition and position ect.
- Accompanying with the physician and other senior professional in routine and ward rounds
- Management of material, equipments and supplies.
- Clear information and proper explanation to the patients and relatives for better cooperation
- Discharge of the patient and make the unit ready for the next patient
- Health education and follow up
- Orientation and supervision of junior and monitoring systems and postural drainage system
- ET and oral suction
- Provide comprehensive nursing to prevent complications
- Maintaining cleanliness in the unit
- Taking care of unconscious patient insertion of I.V Canula needs to be introduced
- Suctioning the patient , giving stomach wash ,Oxygen Administration ,Maintain the patient case chart

DECLARATION

I hereby declare that above mentioned particular and true and correct to best of my knowledge and belief.

(Mrs. Jincy Joy)