

**From,**



**Mrs. Vineetha Vijayan**

**Kumbalath Krishnamrudham House**

**S.H. Mount**

**Nattassery P.O**

**Kottayam, Kerala**

**Mob: 7022859664,6363889539**

**E mail : vinuvineetha92@gmail.com**

**To,**

**The Human Resource Manager**

**Sub: - Application for the post of staffnurse**

**Respected Sir/Madam,**

**It is known from reliable sources that there is a vacancy forStaff Nurse in your esteemed firm; I would like to offer my candidatefor the same.**

**If I’m selected I shall do my best for your organization, anticipating favorable reply in this regard.**

**Thanking You,**

**Date:**

**Place:Kottayam, India.**

### Career Objective

**To obtain a position as a Nurse to utilize my skills and expertise in patient care.**

**Strength**

**I am self-motivated, I can communicate reasonably well, I have a good level of emotional intelligence to get along with different types of patients and colleagues and I can keep myself cool in hard times, I am trained to be proactive.**

**Personal Details**

**Name : VineethaVijayan**

**Father : Mr. Vijayan Nair**

**Age : 16, December ,1992**

**Sex : Female**

**Marital Status : Married**

**Nationality : Indian**

**Contact Number : 7022859664**

**Religion& Caste : Hindu**

#### Academic Qualification

* **S.S.L.C : Holy Family High School**

**YEAR : 2008**

**Plus Two : Vocational Higher secondary School**

**YEAR : 2009-2010**

#### Professional Qualification

**QUALIFICATION & INSTITUTION YEAR**

**Bachelor of Science in nursing HILLSIDE COLLEGE OF NURSING 2010\_2015**

#### Experience Details

1. **Worked as a nursing Tutor in Hillside college of Nursing from August 2015-March 2016.**

**References**

**Ms.Vijayalakshmi**

**Principal**

**Hillside College of Nursing,Bangalore**

**Gubbalalacross ,Raghuvanahalli**

**Kanakapura Road.**

**Ph No:080-65466176**

1. **Worked as a staffnurse in Sevakshetra hospital (Medical &Surgical ward)Banashankari from march 2016-october 2016**

**References**

**Mrs.Shobha**

**Sevakshetra Hospital**

**Banshankari,2ndstage,Bangalore**

**Ph no:8431205606**

**3.**

**Institution: NU Hospitals, C.A 6, 15th Main, 11th cross, Padmanabhanagar, Bangalore.**

**Designation: Procedure Room/Minor OT staff**

**Period: April 5th  2017to March 19th 2019**

**Nature of work :- Urology Specialty Nurse.**

* **Procedure Trainer**
* **Nurse educator**

**Nursing duties in procedure room:**

**1. Perform/Assist procedures in the department.**

**2. Ensure the normal functioning of all equipment and report to the concerned personnel, if required.**

**3. Maintain duty roster and ensure the smooth functioning of the department.**

**4. Observe the standards of cleanliness within the department and report deficits.**

**5. Perform urological radiology procedures in the radiology department.**

**6. To be able to give information and advice about health promotion.**

**7. Delegate tasks to junior nurses and ensure that it is carried out in time.**

**8. Ensure the effective documentation of all patient care adhering the standards.**

**9. Perform procedure in the community for emergency /bed bound patients.**

**10. Report Needle Stick Injury to the hospital infection control nurse.**

**11. Keep up to date with changes in clinical practice and change practice of self and others as appropriate**

**12. Perform store indent to maintain stock.**

**13. Come to the hospital in absence of urology doctor, if any of the patients need emergency procedure**

**14. Ensure all the nursing services are in compliance with patient care related safety policies.**

**15. Assist Manager Nurse in the implementation of competency based training programmes.**

**16. Ensure required mandatory and competency based training is kept up to date.**

**17. To report untoward incidents to the higher authority.**

**Special expertise in procedure room:**

1. **Assist all cases following aseptic precautions**
2. **Wound dressing**
3. **IV cannulation**
4. **Foley catheterization and Foley exchange**
5. **SPC exchange and removal**
6. **Trocar cystostomy**
7. **IJC/FC suturing and dressing**
8. **IJC/FC removal**
9. **CIC Teaching and Initiation**
10. **ICD removal**
11. **Incision and drainage**
12. **Urethral calibration**
13. **Bladder neck dilatation**
14. **PCN wash**
15. **PCN tube removal**
16. **Ryles tube insertion and removal**
17. **Suture/stapler removal**
18. **Collection of urine sample from Foley/SPC/PCN**
19. **Suturing**
20. **Supra pubic aspiration of urine**
21. **Urotherapy**
22. **DT removal**
23. **ECG**
24. **Mitomycin instillation**

**Uro-radiological procedures**

1. **RGU**
2. **MCU-Suprapubic technique and catheter technique**
3. **IVU**
4. **Nephrostogram**

**References**

**(1). Dr. Venkatesh Krishnamoorthy**

**Medical Director and Head of department Urology**

**NU hospitals, Padmanabhanagar,**

**Bangalore.PIN: 560070**

**Ph.080 4248 9940**

**(2). Dr.Maneesh Sinha**

**HOD of Urology Department**

**NU hospitals,Padmanabhanagar,**

**Bangalore.PIN:560070**

**Ph.080 4248 9926**

**Language Proficiency**

**ENGLISH, HINDI, MALAYALAM, KANNADA, TAMIL**

**PARTICIPATION**

* **ACLS AND BLS FROM AHA**
* **Hospital Infection Control Committee**

Declaration

**I, Vineetha, do hereby declare that the above written particulars are correct and true to the best of my knowledge and belief.**

**Vineetha**

**Place: Kottayam**

**Date:**