



SNEHA MATHEW

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Address for Communication

H-3/52
Flat No. 106
Bengali Colony
Mahavir Enclave
Palam, Delhi
Pin-110045.

Personal Information

Father's Name: K. MATHEW
Date of Birth: JAN 29,1993
Sex: Female
Nationality: Indian
Marital Status: Married
Linguistic ability: English, Hindi & Malayalam

PASSPORT DETAILS:

Passport No. - P5828813
Date of Issue - 26/10/2016
Date of Expiry - 25/10/2026
Place of Issue - DELHI

Career Objective

Personal Objective: To serve community with at most commitment and there by enhance the reputation of institution

Professional Objective: To climb up the professional ladder with hard work and dedication.

Professional Education

General Nursing & Midwifery - Nightingale Institute of Nursing, Noida.

Post Basic B.sc Nursing - Jamia Hamdard, New Delhi

Certification

Registered Nurse/Midwife – Uttar Pradesh State Nursing Council.
(Registration no. **78243**)

B. Sc. Nursing (Post Basic) – Enrollment No: **2015-313-016**; Roll No: **219**

Strengths

- Self Motivated
- Good Communication Skills.
- Fast Learner.
- Optimistic Thinker & Positive attitude.
- Hardworking.
- Adoptive to working environment.
- Ready to Perform Challenging Task.

Educational Qualification

Examination	Institute	University/ Boards	Year of Passing
10 th Grade	Kendriya Vidyalaya Tagore Garden	CBSE	2009
12 th Grade	Kendriya Vidyalaya Tagore Garden	CBSE	2011
General Nursing & Midwifery	Nightingale Institute of Nursing	Uttar Pradesh State of Medical Faculty, Lucknow	2015
Post Basic B.sc Nursing	Jamia Hamdard	Hamdard University New Delhi	2017

ADDITIONAL COURSE:

- **BLS Course** completed from **American Heart Association**.

Clinical Experience (During Course)

- Safdarjung Hospital, New Delhi
- Northern Railway Hospital, New Delhi
- Metro Hospital, Noida
- Pushpanjali Crosslay Hospital, Ghaziabad
- IHBAS Hospital, New Delhi
- Vidyasagar Institute of Mental Health and Neuro Science, New Delhi

Work Experience

Hospital	Year	Experience
Artemis Hospital, Gurgaon	24 nd July, 2017 – 14 th Nov, 2018	1 Year & 3 Months
Venkateshwar Hospital, Delhi	19 th Nov, 2018 – 18 th Nov, 2019	1 Year

ARTEMIS – EMPLOYER DESCRIPTION

Artemis Hospital is a Super Multispecialty Hospital in Haryana region of India. It provides international health care to the clients in various major specialties like Cardiac Surgery, Nero Surgery, Liver Transplantation, Kidney Transplantation, Bone Marrow Transplant Unit, Hip & Knee replacement surgery, URO surgery, Oncology surgery, Bariatric surgery, Gastrointestinal surgery, etc.

The hospital has 360 beds; 8 OTs and 5 ICUs. This is a JCI and NABH accredited hospital. All procedures are being carried out in conformity with JCI and NABH protocols: -

- Assisting and performing dressing (e.g. bedsore 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.

VENKATESHWAR – EMPLOYER DESCRIPTION

At **Venkateshwar Hospital**, state of the art technology and dedicated medical practitioners have been brought together under one roof for giving ethical medical care. Equipped with the most modern equipment's and Information Technology, our practitioners work together as a team to provide the best possible treatment to our patients.

- Bed Capacity – 325.

COMMON ACUTE CASES/DIAGNOSES ENCOUNTERED

- Breast Cancer
- Lung Cancer
- Stomach Cancer
- Pancreas Cancer
- MDS
- Multiple myeloma
- Leukemia
- Hodgkin Disease
- Lymphoma
- SCID (**Severe Combined Immuno Deficiency**)
- Blood Cancer
- Sickle Cell Disease

LIST OF DUTIES AND RESPONSIBILITIES IN BULLET POINT:

- Asses the condition of the patient
- Preparation and administration of chemotherapeutic drugs
- Care of patients with Central Lines, PICC Line, Hickman and Chemo port
- Perform intravenous cannulation, Chemo port needle insertion and blood transfusion
- Handling PICC Line and Chemo port while transfusing chemotherapy, intravenous medicines, taking blood samples, etc.
- Ensure documentation
- Assist doctors in carrying out treatment and procedures
- Perform adequate hand washing and prevention of infection
- Health education
- Provide adequate death care and
- Dealing Patients relatives and family

FAMILIAR IN HANDLING THE FOLLOWING MACHINES AND EQUIPMENTS:

- B. P. Apparatus
- Nebulizer
- Steam Inhaler
- Alpha Bed
- Cardiac Monitor
- Syringe Pump
- Laminar hood
- Glucometer
- Laryngoscope
- ECG Machine
- DVT Pump
- Infusion Pump
- Suction Apparatus
- Pulse Oxy Meter
- Defibrillator
- BIPAP Machine
- Ambu bag
- TCD Machine
- Crash Chart

Certification of Various Workshops

- Indian Medical Association & CMAAO in association with UNICEF
- Global Fund to fight Tuberculosis, AIDS & Malaria
- National Skills Lab “DAKSH”
- National Workshop on “Research Methodology: Academics & Beyond”

COMPUTER SKILLS:

- E-His (Hospital Information System)
- Inpatient services
- Basis knowledge in MS office (MS Word & MS Excel)

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 the procedure.
- Assisting in procedures like central & arterial line insertion, intubation & estuation initiation of dialysis.
- To assist the physician for insertion of central line & PICC 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 & PICC line.
- Following strict aseptic techniques.

EXCELLENT KNOWLEDGE OF BASIC NURSING FUNCTION AND SKILL TRAINED TO PERFORM THE FOLLOWING PROCEDURAL FUNCTIONS:

ONCOLOGY

- Assessing the client.
- Checking vital signs and collecting present complaints from client or parents.
- Allay the anxiety of the client by patient/family education.
- Preparation of positive pressure room for the client.
- Maintain proper intake and output.
- Emergency client care
- Maintain all the emergency equipment's & medicines.
- Management of Hickmann line, PICC line, Chemo Port.
- Medication delivery, pediatric dose calculation and proper administration.
- Maintaining syringe pump and infusion pump.
- IV preparation, IV cannulation, sampling, administration of IV fluids, care of IV sites.
- Assisting and performing sterile dressing.
- Chemotherapy drug preparation and administration.
- Care of chemo side effects.
- Maintaining proper hand hygiene and hand washing.
- Maintain strict aseptic technique during every procedure.
- Preparation of child for peripheral stem cell transplantation.
- Assist doctors in peripheral stem cell transplant.
- Pre procedure management (bone marrow biopsy, bone marrow aspiration, bone marrow transplant, lumbar puncture)
- Post procedure management (bone marrow biopsy, bone marrow aspiration, bone marrow transplant, lumbar puncture)
- Nutritional support (internal feeding, TPN, IV fluids, feeding supplement's).

- Neutropenic care and management.
- Administration of oxygen and pulse oximetry.
- Continuous and intermittent pain management.
- Acute/chronic pain control including epidural/PCA analgesic administration & management.
- Care of palliative care patients and end of life care patients.
- Admission, discharge and transfer of the client.
- Proper biomedical & chemo therapy waste management.
- Maintain infection control practices.
- Maintaining records & reports.

MEDICAL SURGICAL UNIT

- 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 O2 inhalation, monitoring O2.
- 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 equipment's & 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 canalization's & blood sampling.
- Assisting and performing defibrillation in emergency.
- Calculation and administration of medicines, injections.
- Cleaning & dressing of wounds, stitch removal, etc.
- Assist doctors in various procedures.
- Teach & guide the juniors, nursing assistants & other auxiliary personnel.
- Co-ordinate the team.

- 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 records and reports.
- 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.
- 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.

REFERENCE:

1. **Dr. Gaurav Kharya**, HOD, Bone Marrow Transplant Unit & Pediatric Oncology Unit - Artemis Hospital, Gurgaon, Haryana.
2. **Mrs. Josephine Cyrill**, The Nursing Director - Artemis Hospital, Gurgaon, Haryana.
3. **Mrs. Manju Benny**, Team Leader, Bone Marrow Transplant Unit- Artemis Hospital, Gurgaon, Haryana.
4. **Mrs. Jyothi Gussain**, Nursing Superintendent – Venkateshwar Hospital, Dwarka
Contact no: +91-9990878336
5. **Mr. Jijo**, Assistant Nursing Superintendent - Venkateshwar Hospital, Dwarka
Contact no: +91 99993 05698
6. **Mrs. Somkala**, Incharge of Oncology Department- Venkateshwar Hospital, Dwarka.
Contact no: +91 99461 40479

DECLARATION:

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

Date:

Place:

SNEHA MATHEW