

CURRICULUM
VITAE

JITENDRA JOSHI

**H.No-B 25 Gokul Apartment
Near Cadila bridge Ghodasar
Ahmedabad Mob. No. :
9694842860**

CAREER OBJECTIVE:-

Open to changes at work place, positive attitude towards difficult situations self- motivated, ability to plan and learn fast achieve goals, high determination always takes feedback. In Constructive way, open to learning.

EDUCATIONAL QUALIFICATION:-

- **Matriculation passed from R.B.S.E. Jodhpur in the year 2004**
- **Senior Secondary passed from R.B.S.E. Jodhpur in the year 2006.**

PROFESSIONAL QUALIFICATION:-

- **3.5 year Diploma in General Nurse and Midwife Jodhpur (Rajasthan) in the year 2007 to 2010.**

COMPUTER SKILLS:-

- **Operating Systems: Windows 9X, Power point. MS Office**

WORK EXPERIENCE:-

❖ 8.3 Years' experience health

department (OHC)

**Presently working with M/s Nuvoco Vistas Corporation Limited
Nimbol as a, GNM from 1 *May 2013* to till date. (6 years 03 Month
'experience in Nuvoco Vistas Cop. Ltd.)**

PRESENT JOB RESPONSIBILITIES:

- To take care of Health of all employees.
- Provide First-Aid on site.
- Preparing First Aid report
- Rescue & First Aid to the Victim.
- Carry out accident investigation
- First Aid Training
- Providing First Aid treatment to site team.
- Recording all the accident in the register.
- Conducting Mock Drill for various Medical emergency situations
- To Co ordinate with local Health department.

JOB PROFILE & WORK EXPERIENCE:-

Worked with *Astha Hospital Maninager Ahmedabad* as a Male nurse from Jan 2012 to Dec 2012 as a senior male nurse.

Key Responsibility :

He will assess the needs of the patients in the ward and make nursing care plan for all patients consulting with ward sister.

He will give direct patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care to her by the ward sister.

He will fulfill all basic needs (hygienic need, nutritional need etc) of the patients.

He will provide comfort to the patient and maintain safety of the patient.

He will take over the charge from duty nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and handed over the same to the next shift.

To lay out the trolley according to operation list.

To prepare the trolley of anesthesia.

To check Oxygen, Carbon dioxide, Nitrous Oxide, emergency drugs, crush trolley etc & keep them ready at hand.

To carry out the instruction of O.T. GNM when necessary.

To assist the Surgeon and Anesthetic in operation theatre.

To count all instruments and mops before closing the wounds.

To monitor the condition and take care of patient during operation, and post operatively in recovery room.

To act as O.T. Sister in her absence.
To fumigate the O.T. room periodically.

DUTIES & RESPONSIBILITIES RELATED TO MCH CARE

He will be responsible -To provide antenatal, intra-natal, post natal care as taught in nursing curriculum.

Labour Room Management –

To carbolise the labour room daily.
To autoclave necessary instruments gloves, linen, equipments, etc. of the unit.
To keep ready the confinement trolley & episiotomy tray, forceps tray etc.
To keep ready emergency drugs, fluids, equipments, Boyle's apparatus and other necessary gadgets.
To keep ready the baby resuscitation table, warmer, 02, pre warmed linens etc. for resuscitation of the new born.
To check all electrical points are in working condition.
To assess the progress of labour by using partograph.
To assist the doctors in any procedure the labour room.
To supervise the students and ancillary staffs.
To conduct normal delivery and provide care to the new born. XI. To resuscitate newborn if needed.
To repair episiotomy wounds accordance the laid down policy of the hospital.
To carry out the duties as instructed by the unit in-charge.
To follow the waste management protocol.
To maintain Log book properly.

DUTIES & RESPONSIBILITIES RELATED TO CRITICAL CARE UNIT (I.C.U./ H.D.U./ S.N.C.U. unit)

- To maintain the prepared standard protocol of asepsis strictly.**
- To maintain the hand washing protocol, dress protocol as prescribed.**
- To autoclave and disinfect necessary articles, instruments, linen, gadgets, equipments, etc. and keep ready for use.**
- To check all electrical points, pipe line 02, in built suckers for proper working condition.**
- To communicate with concerned person for proper maintenance of unit.**
- To carry out the instructions of the sister-in-charge as allocated by her.**
- To prepare the drugs, crash trolley, etc. properly.**
- To check Oxygen, Carbon dioxide, Nitrous Oxide etc. for proper use.**
- To check monitor, ventilator, all life saving gadgets for proper working condition.**
- To provide special care to the patient guided by the Medical Officer e.g. endo-trachial suction.**
- To fumigate the department periodically.**

- To keep records of all the procedures of the patient neatly.

RESPONSIBILITY IN RELATION TO WARD ADMINISTRATION

- He will ensure to make the ward clean and tidy including bed.
- He will keep all articles well arranged and maintain the inventory.
- He will take the report, make bed to bed round at the time of changing of the shift of the unit.
- He will orient the new patient with ward.
- He will help the ward sister for supervision of work of Group D allotted in the ward for maintenance of cleanliness and sanitation.
- He will make list of patients belongings and keep in safe custody, according to laid down policy of the hospital.
- He will keep a sub stock of drugs, linen and other supplies for ward maintenance.
- He will maintain poisonous drugs registered.
- He will sterilized all articles, maintain all equipments, gadgets, electrical connections Sight, fan etc.
- He will indent drugs, diet, and other supplies if necessary.
- He will vigilant to protect the patient from injury or accident by providing side rail.
- He will write report of each shift and sign the report after checking properly.
- He will assist the ward sister in orientation programme of new staff and students.
- He will make round with doctors and senior nursing officers.
- He will help ward sister in indenting and checking of drugs, supplies and maintaining inventories.
- He will be deputed for the ward sister during her absent.
- He will keep herself up to date with nursing knowledge by taking part in -service education programmer.

JOB PROFILE EXPERIENCE:

One Year work experience in a **Mahatma Gandhi Govt. Hospital** Jodhpur in under training from Dec 2010 to Dec 2011 as a male nurse.

- Assisting the doctors during major operations.
- Prepare and maintain the daily records of patients.
- Monitoring the house-keeping activity of Hospital.
- Provide EMERGENCY services.

PERSONAL DETAILS:-

Father' Name : **Sh. Parasaram joshi**
Date of Birth : **29 Sept 1989**

Sex : **Male**
Marital Status : **Married**

Nationality : **Indian**
Language Knowledge : **Hindi, English &**
Gujarati Religion : **Hindu**

DECLARATION

I do hereby declare that all the statements made above are true to the best of my knowledge & belief.

Date:

Place: Ahmedabad

(Jitendra joshi)