

Yoga Rani Supramaniam
Matron, Department of Medical & Emergency Department
Hospital Tuanku Ampuan Najihah, Kuala Pilah Negeri Sembilan
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TGP Secretariat
Institute for Health Management
Ministry of Health
Jalan Rumah Sakit, Off Jalan Bangsar,
59000 Bangsar, Kuala Lumpur

Dear Sir/Madam

My nursing career has been rounded with my 20 years of experiences as RN and Matron Area in various units. I am very interested in applying my skills and experience in this programme. I believe I am the right person to be given this opportunity and with the enclosed resume, I am sure you will agree that we have a reason to meet. My qualifications include:

- Exceptional capacity to multi task and able to manage competing priorities with ease while fostering delivery of services.
- Solid administrative skills and clinical experience in managing range of patients.
- Demonstrate ability to lead, motivate and excel as a team player providing top quality patient care.
- Outstanding interpersonal and communication skills.
- Hardworking, and energetic, flexible and adapt easily to change of environment and work schedule.

As a Registered Nurse for many years, I have earned a reputation for dedication, teamwork and excellent work ethics. I assure you my excellent interpersonal skills and leadership qualities will be an asset in assisting me in this program. I have strong sense of responsibility and possess a lot of initiatives and willingness to learn new things under minimum supervision.

Thank you very much in advance for your consideration.

Sincerely,
Yoga Rani Supramaniam

CURRICULUM VITAE (2017)

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REGISTERED NURSE

SUMMARY OF SKILLS

Dedicated and patient- focused Registered Nurse with 20 years of clinical expertise in various units.

- Exceptional capacity to multi task and able to manage competing priorities with ease while fostering delivery of patient care.
- Solid administrative skills and referral experience in admission, assessment, treatment and education to a broad range of patients.
- Demonstrated ability to lead, motivate and excel as a team player providing top quality patient care.
- Outstanding interpersonal and communication skills and superior accuracy in patient history taking.
- Hardworking and energetic, flexible and adapt easily to change of environment and work schedule.

COMPETENCIES AND PROFICIENCIES

- | | |
|--|------------------------|
| • History taking, documentation and assessment | • Nursing Audits |
| • Intravenous therapy | • Ward management |
| • Administering medications | • IT skills |
| • Administering Blood Transfusion | • Administering skills |
| • ER procedures | • Quality Assurance |
| • Basic Life support | • Risk Management |
| • Communication | |

CAREER EXPERIENCES

Hospital Tuanku Ampuan Najihah, Kuala Pilah Seremban, Negeri Sembilan.

Matron, Department of Medical ward & Emergency Department

2013- present

- Playing a key role by being responsible for the delivery, teaching and monitoring of nursing service care to patients.
- Able to contribute in practical ways to the success of my team and the hospital target.
- Involved in providing direct patient care and monitoring care rendered by nurses
- Planning and discussion of patient care with nurses and Specialist

- Providing input on nursing aspects during rounds
- Checking of nursing reports and documentations
- Supervising and mentoring student and new qualified nurses
- Making sure the working environment is safe in a busy environment that is under pressure
- Monitoring and evaluation of nursing care rendered according to Standard of Procedure(SOP)
- Involvement in nursing audit at hospital and state level
- Coordinating research and quality improvement projects.
- Involvement as Internal ISO auditor at hospital level
- Planning and conducting courses, CNE and bed site teaching for nurses
- Monitoring of Department Key Performance Indicator (KPI) and taking appropriate remedial measures if target not achieved.

Hospital Tuanku Ampuan Najihah, Kuala Pilah Seremban, Negeri Sembilan
RN Intensive Care Unit (ICU)

2010-2011

- Responsible for the care and supervision of staff on critically ill patient ranging from young adult to geriatric: including surgical withdrawal, septic, head injuries, respiratory failure patients, and medically declining patients requiring ventilation, emergency dialysis, hourly assessments, continuous monitoring and critical care drips.
- Administer ACLS medicines and performs Cardiopulmonary Resuscitation.
- Critical drips include antiarrhythmic, pressors, sedatives, neuroblocking agents, antihypertensive agents, heparine, inotropes agents, diuretics, narcotics analgesis, benzodiazepine, and insulin infusion.
- Assist physician in bedside procedures: bronchoscopy, central line placement and intubation.

Hospital Tuanku Ampuan Rahimah Klang, Selangor
RN Emergency and Trauma

1997-2010

- Acute nursing care for medical and trauma emergencies in areas of vital signs, ECG, catheters, feeding tubes, intravenous therapy
- Experienced in basic life support care for clients during ambulance call for motor vehicle accidents
- Medical Standby for public and government meetings and conferences

Research Experience

- A quasi-experimental design: Theory based education intervention in improving nurses
- Knowledge and practice on blood transfusion in a public hospital: 2014
- Triage Decision Making Skills Assessment of Assistant Medical Officer and Nurses in
- Emergency Department after Education Intervention: A Pilot Study. 2013
- Knowledge and Practice on Use of Automated External Device (AED) among Paramedics in Emergency Department; 2009

Presented Research Paper at state and national level

- Quality Assurance Conference 2017-Market Place –LEAN Health Care
- Negeri Sembilan Research Day 2016-Poster Presentation
- National Nursing Colloquium(NNCR) 2015-Oral Presentation: 5th winner
- Malaysia and Singapore Nursing Conference 2014– Oral Presentation
- Negeri Sembilan Research Day 2014-Oral Presentation: 3 runner up

EDUCATION

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| • Degree of Masters of Nursing Science | 2013 |
| • Degree of Bachelor of Nursing Sciences, University of Malaya, Malaysia | 2009 |
| • Certificate In Emergency ,College Of Post Basic, Seremban, Malaysia | 2004 |
| • Diploma in Nursing, College Of Nursing Taiping,Perak, Malaysia. | 1994 |