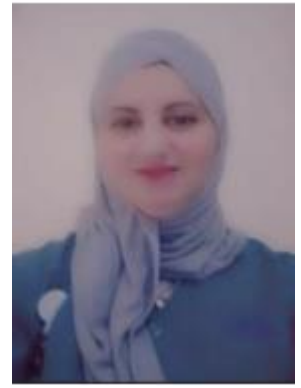


NAWEL MELBOUCI



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PROFESSIONAL SUMMARY

18 years plus experienced as a medical professional nurse in managing acute cases independently as per medical prescription given by doctors. I am doing my duty with great passion and dedication and selfless service toward serving the humanity. Responsible as nurse with strong background in delivering quality care to patients. Professional with more than 8 years of practice in emergency room care, triage, and postsurgical recovery. Strong knowledge of medicine, pharmacology, and standards of care in the hospital or private practice setting. Caring and reliable person with a reputation for building a great rapport between medical providers and patients. Committed to making patients more informed and comfortable during their care.

Experienced in managing acute **COVID 19** cases independently as per medical prescription given by doctors including the taking of samples and monitoring their health conditions.

Work Experience

Patients Affairs Coordinator (Jan 2022 to present (Emirates Hospital Jumeirah, Dubai, UAE) •

- Working as Patients Affairs coordinator
- Receives and responds to patients' compliments and complaints regarding hospital services and ensures that concerns are handled properly.
- Conducts patient satisfaction surveys (for inpatients and outpatients) and issues accordingly analysis reports to manager for review and approval.
- Responds to patients' needs and assists them in completing their transactions at the different hospital departments.
- Answers patients' inquiries about the Hospital policies, procedures, patients' rights and responsibilities, available services and coordinates between Departments when required

Assistance Nurse in Radiology Dept. Dec. 2020 to Dec 2022 (Emirates Hospital Jumeirah, Dubai, UAE)

- Prepare the patients and machine as per protocol for mammographic & CT. scan
- Preparing patients for breast biopsy , Uterine and Thyroid Biopsy.
- Translating and writing a report on a computer.
- Caring & observation of patient before/after procedure and checking vital signs
- Preparing and assisting during FNAC and Biopsy procedure
- Monitoring Patient before and after procedure.
- Documents actions by completing forms, reports, logs, and records
- Accompany patient for any procedure or other units of the hospital
- Maintaining confidentiality in all matters related to Emirates Hospital
- Works cooperatively with all staff within the department of nursing services as well as other departments
- Adheres to all emirates hospital policies and procedures.
- Attends all emirates hospital mandatory courses as assigned BLS body mechanics infection control, fire & safety Etc.
- Performing all other duties as required/ assigned by Supervisor / doctors in accordance with hospital policy.

Assistance Nurse (Obs. / Gyn.) 2018- to Nov 2020 Medicare Orthopedics & Spine Hospital, Dubai, UAE

- Handling the COVID Cases independently as per doctor prescription
- Timely taking of blood samples/ swab sample for lab analysis and updating the records
- Facilitated individual counseling and educational sessions for pregnant high-risk women
- Worked collaboratively with the nurse mid-wife in developing individualized care plans
- Developed group educational sessions for pregnant women and new mothers.
- Completed home visits to assess the environment and provide post-partum and infant assessments.
- assist the registered nurse in personal care procedures to patients including feeding, bathing, shaving, changing clothing, bed making, skin care ,bowel and bladder elimination, provides such additional care as required to meet the personal needs and comfort of assigned patients.
- answer patients personal calls and relay request to appropriate individual
- assist the nurse in the transportation of patient via stretcher
- transport a stable patient via wheelchair to another department without a nurse in attendance
- escort patients to various hospital locations
- moves various patient care equipment from one area to another as assigned by the nurse
- transports a discharge patient to his/her vehicle if necessary
- picks up urgent medical records and X ray folders and/or returns them to the appropriate department when assigned
- picks up and delivers supplies if necessary

- stocks and replenishes supplies and equipment as required

Assistance Nurse (Radiology Department) Since 2017 until 2018

Ibtisam Al Jamila Clinics, Al Majaz, , UAE

- Preparing the patient on the day of procedure
- Initiating intravenous access lines
- Monitoring vital signs and oxygen saturation during procedures
- Administering special dyes/contrast mediums into patients
- Administering barium enemas/solutions prior to procedures
- Administering analgesia and sedation as ordered by physicians.
- Operating radiology machines and at times reading diagnostic images
- Reassessing patients after their procedure and providing care until they are ready to be discharged

Emergency and Trauma Care Unit Since 2016 Until 2017 University Hospital, Nadir Mohammad, Algeria

- Treat and care for patients after major surgical procedures by monitoring vital signs administering medication, and cleaning surgical areas
- Collaborate with physicians , case managers , families and other staff members when developing a plan for care and treatment during the hospital stay
- Work as a supervisor for the unit and floor , and help train new nursing students who are completing their internship duties

Hospital Spihi Tassadir For Child Birth (2012 - 2014)

Working in department Neonatology (NCU) infants, as supervisor

- Visit patients
- Prepare the reports
- Registering the patient's medications
- Welcoming the patients and registering them open files for them
- Responsible for admission and discharge patients in the floor
- Supervising hospital staff and departments and coordinating a wide range of related administrative duties as well as working closely with the management team to ensure highest standards of patient care
- Coordinating and maintaining daily communication with doctors regarding treatment and discharge plans for patients
- Participating in weekly status calls with the leadership teams regarding respective patient care issues as well as maintaining comprehensive, up-to-date medical records
- Overseeing the hiring, reviewing, training and termination of administrative staff as well acting as an important resource for identifying, and solving administrative or operational problems of the hospital

Hospital , Tizi Ouzoe , Algeria as Supervisor 2005 - 2012

- Supervising hospital staff and departments and coordinating a wide range of related administrative duties as well as working closely with the management team to ensure highest standards of patient care

- Coordinating and maintaining daily communication with doctors regarding treatment and discharge plans for patients
- Participating in weekly status calls with the leadership teams regarding respective patient care issues as well as maintaining comprehensive, up-to-date medical records
- Overseeing the hiring, reviewing, training and termination of administrative staff as well acting as an important resource for identifying, and solving administrative or operational problems of the hospital
- Preparing work schedules to ensure proper shift coverage at all times as well as answering queries from patients, doctors, nurses and staff
- Providing effective guidance and feedback to the staff as well as establishing goals in compliance with established hospital policies and procedures
- Developing and implementing work hygiene rules and hospital regulations as well as maintaining, sterilizing, and distributing medical supplies and equipment as required

Hospital , Tizi Ouzoe , Algeria as Supervisor 2000-2005

- Delegated daily staff responsibilities as well as organized effective workflow for timely and reliable team performance
- Maintained continuous communication with all the parties involved in the plan of care as well as to determine medical necessity and patients' health conditions
- Facilitated patients' admission, discharge and transfer processes as well as ensured that hospital policies and procedures were properly followed
- Addressed patient care, staffing, and related issues as well as facilitated performance improvement activities in the absence of unit management to provide oversight for multiple hospital departments
- Ensured prompt ordering and stocking of medical equipment and office supplies as well as assisted with distributing and utilizing the available resources in a quality, and cost effective manner
- Resolved potential issues of patients, doctors and other hospital staff members as well as stayed updated with latest advancements or changes in healthcare laws or regulations

Nurse & Medical Secretary &Emergency and Trauma Care Unit 1998 - 2000) University Hospital, Nadir Mohammad, Algeria as administrator

- Performed and managed daily administrative duties of the hospital under minimal supervision as well as provided effective leadership that consistently supported high-quality patient care services
- Assisted senior hospital administrator in hiring, training, and monitoring performance of new employees and administrative staff
- Assisted in various fiscal operations such as accounting and budgeting as well as in establishing and implementing policies and protocols
- Performed the tasks of evaluating patients' requirements as well as keeping their records updated daily
- Coordinated ordering, stocking and distribution of medical equipment and supplies as needed

Skill

- **Able to speak Arabic, French & English.**
- Obstetrics, Pediatrics, Gyn & Ob, Gastritis and General Nursing
- Emergency Care Unit
- Dedicated patient advocate, which has me putting the needs and care of the patient above everything else.
- Strong oral and written communication skills, since much of this job requires speaking to patients kindly and discussing care with other medical staff.
- Expert multitasked and highly organized, which makes it easier for me to manage several patients on my caseload at once.
- Respected team player throughout my career, equipping me with the right mindset to want to offer anything I can to help improve patient outcomes.
- Excellent sense of integrity and honesty when dealing with sensitive subjects and

Education

University Hospital, Tiziouzhou, Ministry of Health, Population and Hospital Reforms, Algeria

1. Degree in Nursing (2016)

- **DHA license under Process**
- **BLS Certificate**

2. **Diploma in Medical Secretary**

University Hospital, Tiziouzhou, Ministry of Health, Population and Hospital Reforms, Algeria

LANGUAGE KNOWN

Language (Spoken & written) Skill : Fluent in Arabic, French and English

PERSONAL INFORMATION

Date of Birth	:	23/03/1979
Nationality	:	Algerian
Marital Status	:	Married
Religious	:	Muslim
Sex	:	Female
Visa Status	:	Employment (Transferable)

HOBBIES

During my days off, I enjoy cooking and baking. I have entered several amateur baking contests that focus on making exotic cakes or cupcakes. Practicing Sports and assist other in needs.

Nawel Melbouci

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