

# JOYCE NAA-ADEI KOTey

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## SUMMARY

Hardworking registered well-versed in primary care. Treats patients of all ages and specializes in delivering effective quality nursing care. Performs in stressful and crisis situations and interprets and applies policies and procedures with good judgment.

## SKILLS

- Patient Monitoring
- Medical Screening
- Patient Care Assessment
- Compassionate
- Patient Examination
- Treatment Preparation
- Monitoring Vital Signs
- Attention to Detail
- Creative Problem Solving
- Patient Condition Monitoring
- Care Coordination
- Diet and Nutrition
- Accurate Documentation
- Specialized Healthcare Referrals
- Clear Patient Communication
- Medical Recordkeeping
- Instrument Sterilization
- Nursing Consultation
- Equipment Sterilization
- Critical Thinking
- Decision Making
- Medical Supply Management
- Medication Administration
- Preventive Healthcare
- Blood Draw and Sample Collection
- Medical Procedure Preparation
- Medication and IV Administration
- Emotional Awareness
- Home Visits
- Patient Relations
- Intake and Discharge
- Documenting Vitals
- Palliative and Pain Management
- Strong Medical Ethic
- Family and Patient Support
- Infectious Disease Control
- Nursing Plan Development and Modification
- Inpatient and Outpatient Care
- Follow-Up Calls
- Coordinating Referrals
- Health and Wellness Expertise
- Taking Vitals
- Immunization Skills
- Wound Care Specialist
- Patient Education and Counseling
- IV Drug Therapy Management
- Direct and Indirect Patient Care
- Patient Management

## EXPERIENCE

### GHANA HEALTH SERVICE

Sefwi Bonsu Nkwanta , Ghana

#### Registered Nurse

06/2020 to Current

- Participated in bedside reporting and handoff at change of shift and for patient transfers.
- Assessed and prepared patients for procedures, performing initial and ongoing patient assessments.
- Monitored and managed various treatment and care interventions.
- Updated physicians on patient test results and assisted in developing care plans.
- Collected lab specimens, ordering and interpreting diagnostic tests and lab results.
- Documented nursing intervention and patient and family responses accurately and in compliance with hospital policies.
- Monitored and recorded patient condition, vital signs, recovery progress, and medication side effects.
- Administered medications, tracked dosages, and documented patient conditions.

- Assisted patients with healing and recovery after surgery by closely monitoring and caring for wounds, answering questions and educating about continued care strategies.
- Prioritized nursing tasks and assignments and accurately reported patient status.
- Counseled patients and caregivers, providing emotional, psychological and spiritual support.
- Maintained personal and team compliance with medication administration standards and patient care best practices.
- Treated patients using pharmacological and non-pharmacological treatment modalities to address various disorders, diseases and injuries.
- Collaborated with doctors to plan post-treatment home care and prevent return hospitalization.

### **GHANA HEALTH SERVICE**

Sefwi Bonsu Nkwanta , GH

#### **Nursing Assistant**

04/2012 to 06/2020

- Assessed vitals and noted medical information to report changes to nursing staff and physicians.
- Promoted patient satisfaction by assisting with bathing, dressing, toileting and exercising.
- Managed supplies and restocked inventory to promote optimal availability for patient care.
- Documented nursing assessments, treatments and follow-up care to maintain patient safety and optimize workflow.
- Maintained sanitary conditions by providing immediate wound care and dressing changes.
- Collected biological specimens and packaged for laboratory transport to complete diagnostic tests.
- Recorded patient conditions and vital signs before and after medical operations.
- Provided basic patient care by bathing and grooming patients, changing bedding and assisting in feeding activities.
- Facilitated activities of daily living, personal hygiene management, feeding and ambulation.
- Collected and documented vital signs to track current patient conditions.
- Recognized and reported abnormalities or changes in patients' health status to nursing staff for immediate assessment.
- Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
- Conducted routine checks on patient vitals, blood pressure, blood sugar and heart rate.
- Took patients' blood pressure, temperature and pulse and documented height and weight.
- Communicated concerns regarding patients' status, care and environment to nursing supervisors, clinical care supervisors, and case managers.
- Delivered high level of care to every patient.
- Documented patient intake and dietary requirements and aided with feeding and monitoring.
- Answered patient and family questions to educate on optimal treatment procedures.
- Comforted patients and provided each with reassurance and encouragement.
- Exhibited compassionate care and communication regarding issues surrounding death and dying.
- Followed safe lifting techniques and individual resident lifting instructions.
- Managed and maintained patient rooms, shared-living areas, and nursing stations.
- Performed light cleaning duties by emptying wastebaskets, sweeping, mopping and sanitizing surfaces.
- Documented information in patient charts and communicated status updates to interdisciplinary care team.
- Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
- Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
- Collected specimens, monitored vitals and maximized patient comfort to maintain optimal environment.
- Planned, prepared and served meals and snacks according to prescribed diets.
- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
- Assisted with adequate nutrition and fluid intake.
- Assisted patients during ambulation and moved from one place to another by pushing wheelchairs.
- Turned or re-positioned bedridden patients to promote blood flow and prevent bedsores.
- Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.
- Used mobility devices to transport patients.
- Provided support with bathing, toileting, grooming, and washing.
- Assisted patients gently and respectfully with daily living activities and documented care per unit protocols.
- Assisted over [Number] residents with daily needs, personal hygiene, dressing and facility transfers.

- Protected and promoted patient rights and assisted individuals to achieve maximum independence.
- Obtained and documented vital signs, collected lab specimens and drew blood under supervision of [Type] nurse.
- Maintained composure and efficiency during rapid response situation and emergency codes.
- Provided compassionate care and clear communication in dealing with issues of death and dying.
- Maintained clean and neat environment in patient care area, checked and restocked supplies and handled linen management and trash removal.
- Watched over patients to identify potential symptoms of medical conditions.
- Monitored and observed patients' to accurately records changes in condition and reaction to medications and treatment.
- Assisted physicians with examinations and patient scans during diagnostic processes.
- Completed daily patient charting on computer with [Software] and [Software].
- Charted patient blood pressures, temperatures, blood sugar levels and vitals, using [Software].
- Monitored fluid intake and output levels to evaluate electrolyte imbalances.
- Performed passive range of motion, simple dressing changes, skincare, and glucose testing.
- Observed patient conditions compassionately, listened attentively and reported abnormal changes to supervisor verbally and in writing while also following up with patient.
- Prevented drug interactions and contributed to correct diagnosis by recording patient health information, monitoring vitals and updating patient files.
- Collected blood, tissue and other laboratory specimens and prepared for lab testing.
- Collaborated with other disciplines to deliver patient care continuity from admission to discharge in support of medical and nursing care plans for individual patients.
- Administered medications to patients and performed follow-ups regarding prescriptions and supplements.
- Examined and treated patient lacerations, contusions, and physical symptoms and referred patients to other medical professionals when necessary.
- Managed intravenous medication to stabilize patient heart and blood pressure.
- Administered medications, monitored edemas and took blood and other body fluid samples for diagnostic purposes.
- Used sterile techniques to prepare patients for procedures.
- Used clinical skills to conduct lab draws, assess vital signs, complete glucose evaluations and treat pre-and post-operation patients.
- Guaranteed accurate, timely flow of information by maintaining [Number] patient charts and updating healthcare team on patient status.
- Assessed patients' physical and mental conditions by thoroughly assessing medical histories and communicated to patients to base trust.
- Performed inventory by monitoring expiration of medical supplies and medications.
- Cultivated relationships with residents to support happiness and emotional well-being.

### GHANA HEALTH SERVICE

Scfwi Juaboso , GH

#### Health Aide

10/2007 to 03/2009

- Maintained safe, secure, and healthy patient environments by following asepsis standards and procedures, maintaining security precautions and following prescribed dietary requirements.
- Delivered basic health care services for patients by checking vital signs and administering prescription medications.
- Assisted patients with personal hygiene, dressing, bathing and other daily tasks.
- Completed daily progress notes and journal entries, reporting patients' status and concerns to [Job title].
- Helped patients with bathing, grooming and dressing.
- Monitored patient condition by observing physical and mental status, intake and output, and exercise levels.
- Assessed patient condition by observing food intake and output, mental and physical condition and exercise.
- Administered daily medications, checked vital signs and handled basic requests.
- Followed asepsis procedures and safety standards to maintain healthy, secure and safe patient environment.
- Arranged non-medical and medical transportation accommodations and assisted with entering and exiting vehicle.
- Collaborated with family and nutritionist on nutrition standards and prescribed dietary requirements.
- Taught proper lifting, turning and repositioning procedures to family members.
- Empowered patients to increase independent skills by teaching personal hygiene techniques, self-feeding and utilization of walker or cane.
- Maintained clean and well-organized environment for client happiness and safety.

- Improved patient outlook and daily living through compassionate care.
- Tracked and reported clients' progress based on observations and conversations.
- Developed strong and trusting rapport with patients to facilitate smooth, quality care.
- Provided primary resident care and assistance with daily living activities.
- Aided with mobility and independence for disabled individuals and continually monitored safety.
- Assisted patients with healing and recovery after surgery by closely monitoring and caring for wounds, answering questions and educating about continued care strategies.
- Scheduled and accompanied clients to medical appointments.

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#### EDUCATION AND TRAINING

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**ASSOCIATE OF APPLIED SCIENCE: NURSING** 06/

Sunyani Nursing And Midwifery Training College , Sunyani , Ghana

**ASSOCIATE OF APPLIED SCIENCE: NURSING ASSISTANT** 11/

Sefwi Wiawso Nursing Training College , Sefwi Wiawso , Ghana

**HIGH SCHOOL DIPLOMA** 06/

Sekondi College , Sekondi-, Ghana

**SOME COLLEGE (NO DEGREE): HEALTH AIDE**

Ministry of Health , Sefwi Wiawso , Ghana

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#### LANGUAGES

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**English:** C1

Advanced