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| **CURRICULUM VITAE**  **CLARA MATARE**  **General nurse/Midwife**  Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.  EXPERIENCE  Gaborone Botswana  *January 2021*  *Present*  **General Nurse practice. Clinic Nurse.**  *Storkfort Health*  General Nurse practice at Botswana accountancy college school clinic.  Duties performed: General consultation of staff and students. Ordering of medication from different pharmaceutical companies and also doing drug quotations. Consultation of students and staff, prescribing medication and administering of the prescribed medicines. Counselling of both students and staff. Compiling of monthly to quarterly reports and sending it to the student support team. Monthly drug auditing with the procurement team. Holding meetings whenever necessary with the stake holders.  Gaborone Botswana  *January 2015*  *January 2021*  **Principal Registered Nurse**  *Ministry of health Botswana Gaborone District Health Team.*  I worked in two different clinics under Gaborone DHMT.  Duties performed: Attending to emergencies cases in the Out Patient Department.  Monitoring of clients admitted in observation ward.  Reporting any abnormalities to the medical officer on duty.  Screening of clients to be consulted by the doctor.  Collecting of blood and other specimens and sending them to the laboratory as prescribed by the doctor.  Ordering of supplies and medications on stipulated days.  Home Based Care:  I was also responsible for Home based clients, so I was doing weekly visits to check on chronically ill clients and also ordering for their basic needs monthly.  Counselling of clients and relatives.  Liaising with other stake holders for the benefit of the client and other care givers.  Sexual Reproductive Health:  Duties :  Screening clients for proper administration of suitable oral contraceptives to individuals.  Cervical cancer screening and referring clients appropriately for further management.  Monitoring all pregnant mothers and referring risk clients to hospitals for further management.  Under five clinic:  Weighing all babies and immunizing babies as per Botswana protocols.  Health education to all mothers.  Referring sick babies to the doctor for further management.  Others:  Team leader in accreditation for service element 13{Housekeeping}  Handling customer complains.  Proactively participated in meetings and helped to create good practices.  Trained, couched and supervised new staff members.  Chitungwiza Zimbabwe  *May 2004*  *June 2006*  **Charge Nurse/Night superintendent end**  *Ministry of Health Zimbabwe*  Duties :  Supervision of all night staff.  Doing night rounds in all hospital departments to ensure safety of both clients and staff.  Monitoring of patient care and cleanliness of all departments.  Attending to customer complaints and staff problems.  Liaising with the doctor and other staff on call.  Getting reports from all departments.  Giving report to the Matron and other Head of department in the morning and discussion of any other issues.  Chitungwiza Zimbabwe  *April 1989*  *June 2007*  **Nurse/ Midwife**  *Ministry of Health Zimbabwe*  I worked in all these different, departments monitoring and evaluating clients.  Male surgical, Medical wards  Female medical Surgical wards  Gynaecological/obstetric wards  Paediatric. wards  Out Patient department  Infectious disease department  Observation ward  Operating Theatre  And all maternity departments  EDUCATION  Chitungwiza Zimbabwe  *April 2002*  *March 2003*  **Diploma in midwifery**  *Chitungwiza school of nursing*  Chitungwiza Zimbabwe  **Diploma in general nursing**  *Chitungwiza school of nursing*  Chitungwiza Zimbabwe  *April 1985*  *March 1988*  **State certified nurse**  *Chitungwiza school of nursing*  I attained the best results at Chitungwiza school of nursing in my final year and got a trophy.  CERTIFICATES & COURSES  Family planning  HIV and Aids workshops  Management short course  Care for terminal ill clients |  | CONTACT INFORMATION  **Email**  claramattr@gmail.com  **Address**  Plot 50667/Suite 2/Medical Mews ,Fairgrounds, Gaborone ,Botswana  **Phone**  +26774297550  **Date of birth**  12-06-1961  **Nationality**  Zimbabwean  **Link**  claramattr@gmail.com  SKILLS   * I have good communication skills, critical thinking and problem management skills, I manage time effectively. * Team work and confidentiality is my priority, I am dependable and maintain ethical standards.   LANGUAGES  **1.English 2.Shona 3 Setswana** |