

Charlene Mae Tan
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SUMMARY

With an overall working experience of more than 21 years: OPD In Charge / IVF Nurse Coordinator, OT in-charge in Abu Dhabi, OT staff nurse in Dubai, U.A.E and Part time Clinical Instructor in the Philippines.

Areas of Expertise

- Knowledgeable in OT Nursing Management
- With good interpersonal training and leadership
- Infection Control Link Nurse
- IVF

KEY EXPERIENCE AND BACKGROUND

Organized, versatile, resourceful, independent, and committed person. Accustomed to coordinating and managing people effectively, as well as time and resources in order to achieve goals and deliver quality services. Generate viable solutions by utilizing skills and proficiency in problem solving and innovation. Trustworthy, energetic, and dynamic, demonstrates the ability to accomplish tasks and can work under pressure.

EXPERIENCE

OPD In Charge / IVF Nurse Coordinator

2013 – September 2021

FakihIVF Fertility Center
Abudhabi, UAE

- Educate patients on individual treatment plans, medication instruction (schedule, dosage, and administration), anticipatory guidance, clarification of physician instructions.
- Manage OR schedule for OPU, embryo transfers, frozen egg cycles and intrauterine insemination.
- Coordinates patients' treatment and procedures required to initiate the treatment plan with their treating physician.
- Coordinate with all departments (clinical and administrative) to provide highest quality patient care.
- Delegate the shift's tasks to all the nurses in the unit and coordinate with the physician who might need assistance.

OT In-Charge / Infection Control Link Nurse

2006 – 2013

Cosmesurge & Emirates Hospital
Abudhabi, UAE

- Functions as expert clinician, educator and advisor focusing on nursing services within the Operating Theater, CSSD and Recovery Room.
- Plans, directs, controls, co-ordinates and evaluates all clinical activities related to Nursing Services in the OT, CSSD and RR.
- Is responsible for the supervision of clinical aspects of providing the highest standard of Pre-operative, Operative and Post-operative care with effective personnel performance and management within the OT, CSSD and RR.
- Has a specific responsibility for Link Nurse Infection Control: works closely with oversight Infection Control Manager and provides Infection Control reference in conjunction with COO.

OT Staff Nurse

2003 – 2006

Emirates Hospital
Dubai, UAE

- Functions in the role of Scrub Nurse and Circulating Nurse in addition to providing CSSD decontamination and sterilization duties as required.
- Collects information on patient status from a variety of sources using assessment skills including observation, communication and physical assessment.
- Completes Nursing Time Out Policy on all assigned patients on entry to the Operating Theatre.
- Plans care and instruments needed during the Operating Procedure.
- Ensures maintenance of a sterile field during surgical procedures at all times to include the following: Use of sterile supplies, aseptic technique, surgical scrub, sterile gowning and gloving, standard precautions.
- Initiates prompt nursing interventions bases on changes in the patient condition, age and circumstances.
- Is adept and knowledgeable with the use of specific equipment used in the Operating Theatre to include the following: General Surgical Instruments, Obstetrics and gynaecological Instruments, Ear, Nose and Throat Instruments, Orthopaedic Instruments, Urological Instruments, Dental Instruments, Plastic Surgery/Cosmetic Instruments.

OT Staff Nurse

2000 – 2003

Novaliches General Hospital
Manila, Philippines

❖ **SCRUB NURSE**

- Prepares instruments and other articles according to specified order.
- Serve and handle instruments gently to the surgeon.
- Making initial count before the operation starts, during the operation and the last count before closing.
- Consciously alert on the entire operation, taking note of the cutting time, closing time, securing of needles and sutures and the time when specimen is obtained.
- Checks equipment and materials at the end of the operation. Ensuring the completeness of needles, sponges, needles and instruments.

❖ **CIRCULATING NURSE**

- Check the chart, check consent for operation and operative checklist.
- Ensure the availability and sterility of instruments before surgery.
- Prepare the patient physically, emotionally and psychologically.
- Perform skin preparation on the client.
- Proper positioning of the patient and exposure of the surgical site.
- Alerts the surgical team on any break of sterility.
- Anticipate the needs of the sterile team such as adjusting the light keeping the nurse supplied with sponges, sutures and other instruments needed.
- Preserves and labels operative specimen for laboratory analysis.
- Make an accurate documentation of the entire operation from beginning to end until pt. is transported to RR.

❖ **LABOR ROOM NURSE**

- Renders nursing care to laboring patient.
- Monitors progress of labor (interval, duration, and intensity).
- Monitor FHT.
- Alerts / refers attending physician of any problem regarding patient's progress of labor.

❖ **DELIVERY ROOM NURSE**

- Assist and handles delivery cases if needed.
- Assist Obstetrician in deliveries.

❖ **NURSERY ROOM NURSE**

- Prepare needed materials and clothes to be used.
- Keep suction machine ready to remove secretions from the oral and nasal; area of the newborn.
- Proper identification, anthropometric measurements, oil bath, place on warm environment, giving crede's prophylaxis and Vitamin K injection.
- Monitor vital signs according to doctor's order.
- Assist doctor in certain procedure like NGT insertion, gastric lavage and gavage and intravenous insertion.

EDUCATION

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- Galang Medical Center** 1997 - Graduated
, Manila, Philippines
- Bachelor of Science in Nursing
 - Graduated Magna Cum Laude

CERTIFICATES

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- **VISA SCREEN** : **International Commission on Healthcare Professional (CGFNS)**
Certificate No. : 4008004
Expiry Date : July 19, 2023
 - **ACLS** : **American Heart Association**
Expiry Date : Sept 2023
 - **BLS** : **American Heart Association**
Expiry Date : Oct 2023

PROFESSIONAL DETAILS

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- Licensing Body : **New York Board of Nursing**
Registration No. : 744809
Expiry Date : April 30,2023
- Licensing Body : **California Board of Nursing**
Registration No. : RN95286444
Expiry Date : June 30,2024
- Licensing Body : **Philippine Regulatory Commission**
Registration No. : 0334640
Expiry Date : May 28,2024

PERSONAL DATA

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- Date of Birth : May 28, 1976
Nationality : Filipino
Marital Status : Single
Gender : Female