

---

---

# MELVA CHAUCER-HAMMOND

+233 57 051 0203/ +233 54 453 8521 | [melvachaucer@gmail.com](mailto:melvachaucer@gmail.com)

Accra, Ghana | | [linkedin.com/in/melvachaucer-hammond](https://www.linkedin.com/in/melvachaucer-hammond)

---

---

## PROFESSIONAL PROFILE

---

Patient-focused and well organised Nurse who has experience and knowledge in delivering nursing services while maintaining code of ethics. Proven ability to work urgently and efficiently in varying clinical and healthcare settings. A great team player who can work with little or no supervision. Excellent record of accomplishment of maintaining positive relationships with customers and healthcare organizations. Passionate about customer experience and making sure the quality of care always exceeds expectations.

## KEY SKILLS & COMPETENCIES

---

- Interpersonal skills
- Excellent Verbal and Oral Communication Skills
- Attention to detail
- Medical terminology
- Administrative duties
- Compassion
- Problem-solving & innovation
- Cultural awareness
- Patient safety
- Attitude and confidence
- Stress management
- Basic prescribing
- Time management
- Strategic improvement & planning
- Supply chain management
- Multitasking
- Patient counselling
- Software proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Sales & Marketing Strategy

## WORK EXPERIENCE

---

Independent Distributor | 07/2017 - date  
LONGRICH INTERNATIONAL

- Marketed and developed sales strategies for products sale.
- Recruited individuals personally

Nursing Rotation Practice  
37 ILITARY HOSPITAL | December 2021-date

- Rotating all departments including Medical, Surgical, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Public health, Dental and ENT.

Internship

OASIS INTERNATIONAL SCHOOL (School Nurse) | September-December 2021

- In charge of making sure anyone who walks into the school observed Covid 19 protocols.
- Administered medications and gave consult
- Wound dressing and nursing of ill students
- Educated staff and students on health and hygiene

Nursing Clinical | 2017 - 2020

KORLE-BU TEACHING HOSPITAL

- Assisted in general care of patient at the Medical and Surgical Wards
- Administered drugs to patients
- Fed severely ill patients
- Assisted in preparing pregnant women in labour for delivery, cleaning of babies and checking vital signs at the Labour Ward
- Triaged patients in the Emergency Ward
- Assisted in the care of severely ill children at the Child Health Centre

Nursing Clinical | 01/2020 - 02/2020

ANKAFUL PSYCHIATRIC HOSPITAL

- Daily checked vital signs of patients
- Assisted mentally ill patients to perform self-care activities

- Administered drugs to the mentally ill
- Assisted in nursing diagnosis of medical and emotional status of patients
- Covered a lot on drug use for mentally ill patients, including notes on reaction to psychotropic drugs
- Practised ethical conduct and patient confidentiality

Nursing Clinical | 11/2019 – 12/2019

37 MILITARY HOSPITAL

- Assisted in assessing and planning nursing care requirements
- Assisted in monitoring and administering medication and intravenous infusions
- Checked patient vitals and took samples for laboratory screening
- Assisted in pre- and post-operation care
- Administered Vitamin K to neonates with deficiency
- Taking patient histories and organizing health records
- Attended and contributed at general staff meeting

Nursing Clinical | 2012/2019

LEKMA HOSPITAL

- Triage patients and assisted in emergency admission protocols
- Prepared patients for surgery
- Actively involved in post-operative care and wound dressing
- Monitored babies in incubators and under phototherapy sessions, checked vital signs
- Scrubbed in to assist in cleaning babies delivered through caesarean section

Nursing Clinical | 03/2017

GREATER ACCRA REGIONAL HOSPITAL

- Assisted in monitoring and administering medication to patients
- Checked patient vitals and took samples for laboratory screening
- Cared for patients referred from Triage unit

Attachment Training | 2016

NONA GRACELAND MONTESSORI

- Fed babies and monitored pre-school children in eating their meals
- Taught rhymes and songs through audio-visually
- Taught nursery class alphabet, colours and shapes
- Ensured every child received equal care
- Prepared meals for children and babies and put them to sleep

---

## EDUCATION & TRAINING

---

Bachelor of Science in Nursing | 2016 - 2020

PENTECOST UNIVERSITY

Bachelor of Art in Communication Studies | 2015 – 2016

CENTRAL UNIVERSITY

Home Economics | 2011 - 2014

WESLEY GIRLS' HIGH SCHOOL

Training:

Global Leadership Summit (Ghana) | October 2019

Google Training Workshop | 2017, 2018

## EXTRA CURRICULAR ACTIVITIES

---

Nursing Students Association, Pentecost University | 2016-2019

Springboard Roadshow National convocation, Accra | 2017-2018

Welfare Committee; Mass Choir, Pentecost University | 2018

Academic and Business Symposium, Omega Links International | 12/2018

Success Africa, LEC Group | 11/2017

Communications Workshop | 10/2017

Career 101, Reach Marketing Ghana | 04/2017

After School, what next? | 03/2017