



CURRICULUM VITAE

NORMA S. Dela Cruz

Riyadh Care Hospital

Al- Rawabi Rayyan

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Kingdom of Saudi Arabia

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PROFESSIONAL EXPERIENCE HISTORY

July.01, 2013 up to present :	Administrative Job Medical Services Division Riyadh Care Hospital
January 03, 2013 – April 17, 2013:	Medical Secretary (Training) Medical Services Division Riyadh Care Hospital
March 24, 2012 January 01, 2013:	Coordinator/Assistant Ob-gyne & Pedia Department Riyadh Care Hospital
July 10, 2011 to March 22, 2012:	Patient Care Assistant Out Patient Department Neurology Clinic Riyadh Care Hospital
June 15, 2010 to July 9, 2011 :	Encoder OPD CENTRAL /Internal Medicine Department Riyadh Care Hospital
March 28, 2005 to June 14, 2010:	Patient Care Assistant Out Patient Department Ophthalmology Clinic

JOB DESCRIPTION/Administrative Job

- Composes correspondences as instructed and prepares various statistical reports as required by the Medical Services Division.
- Undertakes administrative work related to Committees chaired or attended by the assigned Head(s) of Department including arranging meetings, venues/times; taking and transcribing minutes of meeting, and ensuring that all open issues discussed are followed up to its completion.
- Monitors the monthly statistical reports being submitted by assigned head(s) of departments including the performance assessments and leaves of all staff under the assigned department(s)
- Responsible in maintaining all fixed assets of the office of assigned department(s) including all office supplies, through regular inventory and monitor issuance.
- Operates office machines such as fax, copy machine and computer.
- Performs other applicable tasks and duties assigned within the realm of the employee's knowledge, skills and abilities.

JOB DESCRIPTION/Patient Care Assistant

Check files, investigations results and clinic preparation in the assigned area prior to and following clinic sessions.

- Follow up laboratory results and other diagnostic procedure; prepare the clinic room including instruments and supplies.
- Ensure all needed documents are available in the clinic.
- Assist in coordination with the charge nurse, especial consideration for the insurance patients, clinic schedules (change, close etc.) walk-in patients, doctors leave or absence from the clinic.
- Assist the doctor inside the clinic.
- Before patient goes to the clinic vital signs should be taken, temperature, pulse rate, respiratory rate, blood pressure, weight and height especially with the children.
- In case of admission the assistant should inform the OPD charge nurse as well as the concerned ward and the medical record section
- Follows the doctor rounds to report patient conditions.
- Adheres to the hospital policy concerning universal precaution and infection control.
- Maintaining an acceptable standard of attendance and report to work on time.
- Record nursing care data accurately designated records.
- Assist patient in all activities including feeding, bathing and ambulating as directed.
- Measures vital signs record on graphic sheet according to policies and procedures.
- Assist doctor during dressing of wound and bedsores.
- Transport patient for special procedure as directed.

Sept. 2004 – Feb. 2005 : (Live-In) Caregiver
Mr. & Mrs. Moreno C. Claro Family
50 Valiant St., Fairview, Quezon City
Philippines

Nov. 2002 – June 2003 : Checker
Market Strategic Firm, Inc.
SM Fairview, Philippines

October 25, 2002 - On the Job Training (OJT)

United Coconut Planters Bank
Makati Avenue, Makati City, Phil's.

EDUCATIONAL BACKGROUND

27/03/2007	Microsoft Unlimited Potential (Computer Fundamentals) Philippine Embassy, K.S.A.
28 July 2004	Six Months Caregiver Asian Institute of Health Care Manila, Philippines
Aug.25,2000	Computer Science - Graduate Asian Institute of Computer Science JTM Building, Regalado Fairview Q.C Manila, Philippines
1997-2000	Sarrat National High School Sarrat Ilocos Norte Philippines
1990-1996	Ruiz Elementary Schools Brgy.17, Sarrat Ilocos Norte Philippines

TRAINING PROGRAM

October 5, 2013	Basic Life Support (Adult, Children & Infant) CPR Riyadh Care Hospital Kingdom of Saudi Arabia
October 29, 2008	Basic Life Support (Adult, Children & Infant) CPR Riyadh Care Hospital Kingdom of Saudi Arabia
Sept.2005-13/2/05	Hired as a private care giver of Stroke, NGT feeding patient, DM & Hypertension. Fairview Quezon city Manila Philippines
29/04/2004 13/4/2004	Access Professional Nursing Care On job training of elderly care #65 Camaro St. West Fairview Q.C

Manila Philippines

19/03/2004

First Aid Training (Standard)
Philippine College of Surgeons
Manila Philippines

8/03/2004

Basic Life Support (Adult CPR)
Philippine College of Surgeons
Manila Philippines

CHARACTER REFERENCES

Dr. Emad Hamdi Mahmoud : Consultant Internal Medicine
Head of Internal Medicine Department
Riyadh Care hospital
P.O box 42142 #11541
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Dr. Raed Yousef : Consultant Intensivist
Head of ICU/CCU Department
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Dr. Samara Mimesh : Consultant Dermatologist
Head of Beauty Center Department
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