

# **RICHELLE O. VENDILLO**

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**Current Address:**

Paraair, Balaoan, La Union  
Philippines 2517

**Phone Number:**

+639453744270

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**POSITION DESIRED: Staff Nurse**

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**OBJECTIVE:**

To seek employment with executive function in a dynamic and reputable organization where there is opportunity to apply expertise and skills acquired from work experience.

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**PERSONAL BACKGROUND:**

Civil Status: Widowed  
Place of Birth: Baguio City, Philippines  
Date of Birth: December 1, 1973

**EDUCATIONAL BACKGROUND:**

LORMA COLLEGE  
Bachelor of Science in Nursing  
1991-1995

## **PROFESSIONAL EXPERIENCE:**

### **STAFF NURSE**

**September 13, 2021 - Present**

**Ilocos Training and Regional Medical Center**

**Parian, City of San Fernando, La Union**

**Clinical Area of Experience: COVID Ward and Orthopedics Ward**

#### **Clinical Skills:**

- Ensured that the patients acquire personalized, high-quality services irrespective of their infectious condition
- Maintained effective supply and usage of sanitation materials and personal protective equipment and offer screening information, confinement guidelines, and triage protocols based on the latest guidelines.
- Provided timely care coordination and management to patients in conjunction with the other health care team members
- Helped in decontamination and coordination with other healthcare providers
- Provided client education regarding COVID-19

### **STAFF NURSE**

**April 19, 2019 – September 2, 2021**

**La Union Medical Center**

**Nazareno, Agoo, La Union**

**Clinical Area of Experience: Emergency Room**

#### **Clinical Skills:**

- Maintained an accurate and complete record of nursing observations regarding patient's condition, medication and treatment
- Provided general physical care to patients assigned in my care
- Prepared the patient and necessary equipment for diagnostic procedures and assist the Physician
- Administered injections and intravenous infusion prescribed as well as other forms of treatment ordered by the Doctor

### **ENROLLED NURSE**

**Aug 1, 2016 – February 28, 2017**

**Mount Alvernia Hospital**

**820 Thomson Road Singapore 574623**

**Clinical Area of Experience: Day Ward Surgery**

#### **Clinical Skills:**

- Assist doctor in eye laser
- Pre and post operative care to patients (Phaco/IOL implants, ORIF cases, Hysteroscopy/dilatation and curettage, CVL cases, Lumber Puncture and OGD/Colonoscopy).

**ENROLLED NURSE**

**July 15, 2013 – July 31, 2016**

**Mount Alvernia Hospital**

**820 Thomson Road Singapore 574623**

**Clinical Area of Experience: Maternity Ward**

Clinical Skills:

- Received post-operative cases-LSCS and Normal deliveries.
- Received newborn and do routine assessment-monitor color, respiration, temperature and check for birth marks, skin tag, hard and soft palate abnormalities and check anal opening if present.
- Keep newborn under warmer before and after bathe to prevent hypothermia.
- Checked HGT for <2.5 kg and > 4kg and with DM mother.
- For newborn with GBS POSITIVE mother-obtain nasal or ear swab and do blood test-FBC and Blood Culture.
- Monitor Feeding-Bottle feed, syringe feed, cup feed, tube feed accordingly 3 or 4 hourly feeding.
- Monitor elimination.
- Watch for regurgitation and choking.
- Take blood for serum bilirubin monitoring of the newborn under phototherapy and as per Doctor's order.

**CLINIC NURSE**

**July 1, 2012 – June 30, 2013**

**Methuselah Center Pte Ltd**

**6A Napier Road #05-36 Annex Blk**

**Gleneagles Hospital**

**SINGAPORE 258500**

**Clinical Area of Practice: Andrology, Urology & Continence Center**

**DUTIES AND RESPONSIBILITIES:**

- Assist the Doctor during the procedures (STO, ultrasound kidney, prostate)
- Give medication and injection to the patients
- Assumes the responsibility of contact/charge nurse as assigned.
- Demonstrates positive effective communication skills, both verbal and written, using appropriate reporting structures/mechanism according to policy.
- Supports a positive work ethic, by complying with all established clinic policies.

**ENROLLED NURSE**

**January 8, 2007 – June 2012**

**Gleneagles Hospital**

**6A Napier Road**

**SINGAPORE 258500**

**Clinical Area of Practice: Medical, Surgical and Orthopedic ward**

## **CLINICAL SKILLS:**

- Giving pre-operative care/ teaching.
- Giving post-operative care/ teaching.
- Discharge planning/ teaching.
- Diabetic teaching.
- Tracheostomy care.
- Colostomy care.
- Giving tube feeding; bolus feeds continuous drip.
- Insertion of nasogastric tube.
- Insertion of foley catheter
- Administer blood transfusion.
- Use wound dressing devices e.g. Hemovac, etc.
- Apply burn dressings.
- Initiate respiratory treatment/ giving pulmonary aid.
- Care of patients with chest tubes/ under water seal drainage device.
- Recognize basic arrhythmias.
- Care for patient with terminal illness/ support family.
- Care for post critical care patients.
- Functions as primary nurse.

## **POST OPERATIVE CASES HANDLED:**

- Appendectomy
  - Close/Open Laparoscopic Cholecystectomy
  - Laparoscopic Gastric Bypass
  - Laparoscopic Vertical Banded Gastrostomy
  - Open/Close Reduction and Internal Fixation
  - Chest Tube Drainage Insertion
  - Coronary Artery Bypass graft/angiography (CABG)
  - Nephrectomy
  - Sub-Mucosal Resection (SMR)
  - Bilateral Partial Inferior Turbinectomy (BPIT)
  - Left/Right Inguinal Herniorraphy/Hernioplasty/Plug and Mesh Repair
  - Umbilical Herniorraphy
  - Hemorrhoidectomy/Fissurectomy
  - Endoscopic Retrograde Cholangio Pancreatography
  - Extra Shock Wave Lithotripsy (left and right)
  - Trans Urethral Resection /Prostatectomy
  - Varicocelelectomy
  - Rhinoplasty
  - (Gynecomastia) Liposuction
  - Craniotomy
  - Laminectomy
  - Microdisectomy
  - Insulin Therapy (blood sugar Monitoring including sliding scale)
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### **INSTRUMENT USED:**

- Terumo Infusion Pump/Syringe Pump
- Enteral Feeding Pump
- Dinamap Machine
- IVAC Thermometer
- Portable Cardiac Monitor
- Data Scope Monitoring Machine
- Sleep Apnea Monitoring Machine
- Pulse Oximeter
- Oxygen Accessories (Portable and Built-in Oxygen)
- Nebulizer
- Glucometer Machine
- Defibrillator
- ECG Machine
- Athrombic pump
- Air mattress/Egg mattress
- Suction machine (Portable and Built-in)
- Stryker and electrical beds

### **NURSING AIDE**

**The Salvation Army Peace haven  
Nursing Home, Singapore  
May 3, 2004 – April 28, 2006**

#### **Duties and Responsibilities:**

- Giving medication
- Insertion of NGT and feeding
- Changing dressing

### **STAFF NURSE**

**June 2,1996 – May 5, 2003  
Lorma Hospital  
Carlatan San Fernando, La Union  
Clinical Area of Practice: Surgical ward.**

### **JOB SUMMARY:**

Assumes responsibility and accountability for a group of patients, whose condition may be of a high level of acuity, using the nursing process in collaboration with other health care team members. Serves as contact nurse as assigned, by coordinating unit administrative duties, advising and directing clinical practice. Represents the unit on various committees and task forces.

## **DUTIES AND RESPONSIBILITIES:**

- Demonstrates clinical competence by consistently assessing, planning, providing and evaluating care given by self and other health care team members.
- Establishes priorities based on patient needs and availability of resources of time, personnel, equipment, supplies and maintains confidentiality of patient and personnel data.
- Assumes the responsibility of contact/charge nurse as assigned. Demonstrates appropriate delegation of tasks and duties in directing and coordinating patient care and unit activities.
- Serves as a role model, preceptor and resource person in providing and supervising clinical practice. Actively participates as a member of committee/task forces.
- Demonstrates professional accountability by actively participating in Continuing Education Program, unit staff development activities and minimum of 8 units in services. Maintains current CPR certification.
- Demonstrates positive effective communication skills, both verbal and written, using appropriate reporting structures/mechanism according to policy.
- Supports a positive work ethic, by complying with all established hospital policies.
- Comply with the standards laid down by the Approved International Accreditation Standards.
- Reports any occurrences not consistent with the operation of the hospital or standard of service for patients, employees or visitors and situations which put patient,staff or visitors at risk for injury or other harm.

## **CONDITIONS:**

- This job description is subject to periodic review and may change at any time in Consultation with the employee.

## **TRAINING / SEMINARS ATTENDED**

Basic Life Support  
Mount Alvernia Hospital

Automated External Defibrillation  
Mount Alvernia Hospital

Certificate Course on Practical Andrology  
Gleneagles Hospital, Singapore

OJT Certificate, Institute of Technical Education  
A. Administration of Medication  
B. Cardio-pulmonary Resuscitation  
C. Urinary Catheterization  
D. Wound Dressing  
E. Enteral Feeding  
Peacehaven Nursing Home, Singapore

Regular I.V Training Program  
Lorma Hospital

Strategic Planning Program  
Lorma Hospital

Expanded Operational Planning  
Lorma Hospital

Effective Communication Skills  
Lorma Hospital

### **CHARACTER REFERENCE**

Claire T. Fonbuena, RN, MAN  
OIC-Chief Nurse/Nurse IV  
La Union Medical Center  
Philippines 2504

Flordeliza R. Bobiles, RN, MAN  
Nurse VII, Chief Nurse  
Ilocos Training and Regional Medical Center  
Philippines 2500

Dr. Peter Lim Huat Chye  
Medical Director  
Methuselah Center Pte Ltd  
Gleneagles Hospital  
Singapore 258500