

Eman Yousef Alhayek

Acting Clinical Nurse Manager at
Emergency Department

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EXECUTIVE PROFILE

Deeply **accomplished** Bachelor of Science in International Nursing. Combined with 6 years of extensive practical experience working in private & government settings with studied intensive courses. Experienced in **diagnosing and managing a variety of technical problems to find a way of solving.**

Very passionate about patient's safety, and committed to **provide the highest care to the patients and work environment.**

Playing critical role in all areas of patients **care, education, Quality, and safety at work.** Diversified experience in **auditing, preparation document, safety regulations.**

Vital in **ensuring that medicine is used in safety dosage,** while ascertaining safety for using through carefully monitored and inspection programs.

Career Objective: Seeking a pivotal role to impart knowledge and experience of occupation and patient's safety in an organization. In addition, I am very passionate about improving myself through continues learning.



KEY SKILL AREAS

- Nursing
- Quality Management
- Environment Work Management
- Solving technical problems
- Medication safety
- Make presentations
- Operational Excellence
- Reliable medical Knowledge
- Work Improvement
- patients Care & patients Safety
- Team worker
- T.V interviews
- Performance Planning & Control
- Leadership
- Communication skills
- Knowledge of Microsoft packages



PROFESSIONAL EXPERIENCE

King Saud Medical City, Riyadh (Jan 2013 – present)

Key high lights:

- Received a certificate of thanks and appreciation from the Ministry of Health for participating in international nursing day.
- Interviewed on T.V about the role of the nurse (Rotana Khalijia, Saudi Channel 1 and MBC1)
- Participate in improving the perception on nursing among the public through social media.
- One of the members to visit Alfred, Australia to observe the trauma verification process in (November 2018).
- Participated in a research about Trauma patients.
- Got nominated for daisy award for extraordinary nurse (January 2019).
- Worked as preceptor for training new staff, interns & nursing students.
- Hold position as a nurse in 300G for Care after surgery for male (Jan 2013 – Jul 2014).
- Hold position as Nurse in Emergency department at Care Unit (Oct 2017 – Sep 2018).
- Hold position as Charge Nurse in Emergency Department at Care Unit (Oct 2018 – Feb 2019).
- Hold position as Head Nurse in Emergency Department at Care Unit (Feb 2019 – Nov 2019).
- Hold position as Clinical Nurse Manager of Emergency Department (Dec 2019 – up to date)
- I was participating to make Brachial Asthma disaster Plan (2019) for KSMC.
- I was participating to make COVID-19 preparedness Plan (2020\ ONGOING) for KSMC.

Key Responsibilities as Charge and Head Nurse.

- Performs on sight assessment of all patients in the care unit at the end of the shift in the absence of the Head Nurse.
- Reassess the staff assignment within the shift to ensure equal distribution of workload.
- Monitors staff compliance in checking of crash cart based on the assignment.
- Ensures completion of OVAR form for incidents occurred and medication error reported through survey monkey within duty hours and forwards to the responsible person.
- Ensuring compliance with physician orders and established policies and procedures for delivery patient care.
- Assists staff in developing organizing skills and in selecting priorities for the delivery of nursing care, monitors progress of staff and assists with reorganization of the care unit as required.
- Plans, organizes, directs and evaluates the delivery of patient's care and unit/clinic operational management functions within the shift.
- Ensures complete handover process of patient' using SBAR and unit's activities within the given shift.
- Maintains patients' privacy and confidentiality throughout the care process.
- Demonstrates effective communication and collaboration skills when interacting with patients/families, other health care them members and staff of other departments.
- Participates in unit orientation and evaluates staff performance on an ongoing basis in collaboration with the head Nurse.
- Assesses develops and then monitors the implementation of standards of care and nursing unit policies.
- Ensures a comprehensive quality improvement program that established and monitors specific indicators, assesses problem areas and sentinel events and implements corrective.
- Assists the head nurse in setting action plan for related issues and helps her in identifying risks in the unit.
- Monitor the unit performance indicator data and understands the responsibilities of the nurse performance in achieving the results.
- Participate actively in Nursing and /or Hospital committees and work groups.

Responsibility as Nurse Manager:

Management of 340 employees with different positions Head nurses, charge nurses and nurses. I have managerial responsibility for a defined units and/or activity. Work closely with the hospital director and director of nursing to deliver high quality patient centered care. Provide leadership and guidance to nursing staff to ensure that patient care needs are met appropriately. Plan and implement service improvements, and modernize practices within their area of responsibility working across professional boundaries, encouraging multidisciplinary team working for the benefit of improved patient care and outcomes. Be a visible, accessible and authoritative figure maintaining high standards of professional attitude and behavior.

National Center for Vitiligo and Psoriasis, Riyadh, (July 2012 to January 2013)

Key high light:

- phototherapy nurse and Lazier specialist

Key responsibilities:

- Understanding dealing with phototherapy machines.
- Given instruction and health education for the patients in dealing with vitiligo and psoriasis.
- Monitor and follow up the patients



EDUCATION

- Bachelor of Science with Honors Upper Second Class (BSc) in International Nursing Studies (2017) at Anglia Ruskin University, UK.
- The Associate Degree in Health Science -On First Dean List- in General Nursing, Excellent Grade, GPA of (4.79) out of (5). Graduated from college of Health Sciences for Girls, King Faisal University (2011).



PROFESSIONAL DEVELOPMENT

Training and Certificates:

- Mar 2020: working part time in the Medical Referral Center (Command and Control Center\Ministry of Health) as a Life Saving Specialist up to date.
- Mar 2020: Successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Advanced Cardiovascular Life Support (ACLS) Program.
- Dec 2019: Successfully completed the cognitive and skills performance examination in accordance with the standards of American Heart association as **BLS PROVIDER**.
- Sep 2019: successful completed the training course of the Nursing Pioneers Program for Media (interview) Appearance Training, within the program of pride in the nursing profession.
- Sep 2019: Attended the training program for nursing pioneers within the project of pride in the nursing profession.
- Mar 2019: Successfully completion of moderate procedural sedation and analgesia provider course
- Mar 2019: attended and successfully completed the continuing education course as a part of the NEDSP project (Clinical Pathways and ED Staffing).
- Dec 2018: Successfully completion The King Saud Medical City – The Alfred Research Course.
- Jul 2018: Certificate of completion of Golden Emergency Course Program.
- Jan 2018: completing training of the Emergency drugs nursing course.
- **Apr 2018: certificate of Professional Classification and Registration Record from form Saudi Commission for Health Specialist.**
- Mar 2018: attended and completed the Advanced Cardiovascular Life Support Provider Course, conducted in accordance with the standards and Guidelines of the American Heart Association.
- Nov 2017: attended and completed the FMS training on General Safety, Security, Hazardous Materials, Emergency Preparedness, Fire (Life) Safety, Medical Equipment and Utility System.
- Nov 2017: Nursing Management and Leadership Training Course at King Saud Medical City, Riyadh.
- Nov 2017: Successful completed the General Nursing Orientation Program and Task Training.
- Nov 2017: Participating in the practical operation of Water, Carbon dioxide and Dry powder Portable fire extinguisher training and applying P.A.S.S. method.
- Oct 2017: A certificate of congratulations from Saudi Arabia Cultural Bureau in the UK for academic excellence
- Oct 2017: Certificate of attendance 32 hours of taught clinical skills simulation at Anglia Ruskin University for the following subjects:
 - ✓ **Module Title: Leading Change in Promoting Health and Wellbeing in an international Context.**

Catheterization – 3 hours (4th Jun 2016), Aseptic Technique -3 hours (24th Jun 2016), Wound assessment & Wound Care -6 hours (22nd Jul 2016), Basic Life Support & Pre & Post – Operative Care -5 hours (4th Nov 2016), and Moving & Handling – 3 hours (23rd Mar 2017).

✓ **Module Title: Managing Care for the Adult Patient**

Infection Control - 3 hours (23rd Feb 2016), Respiratory Assessment & NIV Part 1&2- 3 hours (8th Mar 2016), Pre & Post-Operative Care – 3 hours (5th Apr 2016), and CVS Assessment & Rhythm Strip Interpretation – 3 hours (19th Apr 2016).

- July 2016: The Press Association Social media and web marketing course, London, UK.
- May 2016: The Journey of Change Workshop organized by the Arab society, Anglia Ruskin Students' Union, UK.
- Feb 2016: Volunteering Certificate was given by the students' union at Anglia Ruskin University for Global Week, UK.
- 2016: certified as a volunteer by the students Union for Global Week 2016.
- 2015: Intensive English Course, an IELTS preparation course and CPE Cambridge Preparation Course at Kaplan International Collages, London, UK.
- IELTS overall band score (6.5).
- Has Successfully Completed the Internship.
- May 2014: Successfully completed the cognitive and skills performance examination in accordance with the standards of American Heart association as **BLS PROVIDER**.
- Dec 2014: attended and successfully completed the Point of Care Testing (POCT) Training for Glucometer, Hemocue, Urine dipstick and Pregnancy testing.
- Nov 2013: Complete training course for Infinium Medical Patient Monitor – Model OMNI-II from Saudi Health Services Co.
- Nov 2013: attended the Infection Control Training Program.
- Mar 2013: certificate of appreciation for participation during the conduct of General Nursing Orientation.
- Feb 2013: attended and completed the FMS training on General Safety, Security, Hazardous Materials, Emergency Preparedness, Fire (Life) Safety, Medical Equipment and Utility System.
- **May 2012: certificate of professional classification and registration record form Saudi Commission for Health Specialist.**

Other achievements and participate:

- Mar 2019: participated in a number of campiness about nursing and health in the society.
- Mar 2019: chosen by the Ministry of Health to be one of the nursing squad among the Kingdom of the Saudi Arabia.
- Mar 2019: Attended Challenges of sepsis symposium.
- FEB 2019: Attended trauma registry workshop.
- May 2018: I attended the celebration of the World Nursing Day held at the Ministry's headquarters for three days.
- Certificate of appreciation in recognition of the tireless assistance in guiding, supporting and encouraging nursing interns.
- May 2014: attended Saudi Health Exhibition and Conference 2014 In Riyadh.
- May 2013: completed the educational Activity Titled in the Saudi Health Conference 2013 in Riyadh.
- I Participated in a number of activities in the Anglia Ruskin University, such as, establishing a student club. I was a member of the Student Union as well, organizing and launching my own club

which was called “the Arabic Society Club”. This club aimed to support international students studying in the university, especially those from the same background as me.

Memberships

- Member of the Hajj Supervisory Nursing Committee for the year 1441H.
- Member of the Public Administration Educational and Awareness Initiative Committee for its employees and society.

Languages:

- Arabic (Mother language)
- English fluent (writing, reading, listening and speaking)

PERSONAL DETAILS

- Date of birth : 27 / May / 1990
- Nationality : Saudi
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