**CURRICULUM VITAE OF NONCEDO ALICIA TSOTSI - KLAAS**

PERMANENT POSTAL ADDRESS: 26 Sidumo Street

Kwa Dwesi

Port Elizabeth

6211

South Africa

CONTACT TELEPHONE NUMBER: +966536643145

1. **PERSONAL DETAILS**

SURNAME: Tsotsi-Klaas

FIRST NAME: Noncedo Alicia

DATE OF BIRTH: 17 August 1978

IDENTITY NUMBER: 780817 0629 082

NATIONALITY: South African

HOME LANGUAGE: IsiXhosa

OTHER LANGUAGES: English (read, speak and write)

Afrikaans (read and write)

Zulu (speak, read and write)

Arabic (speak)

MARITAL STATUS: Married

DEPENDANTS: Three

HEALTH STATUS: Excellent

RELIGION: Christian

1. **FORMAL QUALIFICATIONS**

HIGH SCHOOL ATTENDED: Ndyebo Senior Secondary School

YEAR: 1997

HIGHEST STANDART PASSED: Matric/ Grade 12

SUBJECTS PASSED: Xhosa, English, Afrikaans, Mathematics, Biology and Physical Science

* 1. **TERTIARY INSTITUTION**

**INSTITUTION 1:** Lilitha College of Nursing

YEAR: February 2003 – January 2007

COURSE: General Nursing Science, Psychiatry, Community Nursing Science and Midwifery

QUALIFICATION: Registered Nurse

**INSTITUTION 2:** North West University

DEGREE: B.Cur in Nursing Administration and Nursing Education

YEAR: July 2009

COMPLETION: Nursing Admin – Completed

Nursing Education – not completed

REASON: Went to Saudi Arabia for a new job

**INSTITUTION 3 : Robert Kennedy College**

**Degree : MBA (Leadership and Management)**

**Expected year of completion 2023**

1. **WORK EXPIRIENCE**

**INSTITUTION 1** **Livingstone Hospital**

ADDRESS: Standford Road

Korsten

Port Elizabeth

6001

South Africa

CONTACT: (041) 405 2142

POSITION: Registered Nurse

(Part -Time Team Leader)

YEAR STARTED: February 2007 – June 2013

REASON FOR LEAVING: Resigned to start a new job in Saudi Arabia

**DUTIES AND RESPONSIBILITIES**

* Check staff required to be on duty are present, and signed attendance register.
* Check the unity equipment for ready use and availability
* Ordering of unity stock and medication, avoid overstock.
* Make sure the unity is therapeutic clean by liaising with the housekeepers.
* Attend to admission of emergency and no emergency patients.
* Assist doctor’s rounds and carry out doctor’s orders
* Assist with procedures like, Insertion of chest drain, Insertion of CVP, Intubation, member or CPR.
* Maintain patient’s privacy and confidentiality.
* Make sure patient’s received optimum nursing care and medication given at due times.
* Performing procedures like insertion of urinary catheter nasogastric tube, intravenous line.
* SURGICAL CASES: Head injury patients, Motor Vehicle Accident patients, near drowning patients, disembowelment patients, acute abdomen, Diabetic related conditions, e.g. gangrene, diabetic foot, different types of fractures.
* MEDICAL CASES; Pulmonary conditions (e.g., pneumonia, PTB) asthma, cardiac arrest, Diabetes condition (e.g. DKA) hypertension, cardiac condition, e.g. MI, CMO

**INSTITUTION 2:** NORTHERN AREA ARMED FORCES HOSPITAL

**YEAR:** 08 July 2013

**EOC:** 07 July 2017

**JOB STATUS:** Emergency Department (Acting Head Nurse)

**INSTITUTION 3:** NORTHERN AREA ARMED FORCES HOSPITAL

**YEAR:** 29 August 2017

**EOC:** 28 August 2022

**JOB STATUS:** Emergency Department RN 1

**Team Leader/Acting Head Nurse**

**DUTIES AND RESPONSIBILITIES**

* ER Acting Head Nurse duties:
* Performs a variety of supportive and technical nursing skills utilising a range of equipment, supplies, medications and others in carrying out specific medical orders for administration of medication and performance of specific patient treatments, using equipment in a safe and effective manner
* Maintain safety and wellbeing of patients and staff in accordance with hospital policies
* Performs procedures accurately, completely and safely according to hospital policies and procedures
* Supervises junior and new staff and participates in orientation and development program.
* Assists in the formation of nursing care standards/ policies and support the head nurse and unit staff in its implementation
* Participates in the care, custody and administration of medicine in accordance with hospital policy
* Ensures that infection control practice are adhered to in accordance with approved infection policies
* Documents and report all incidences to the Unit Nurse Supervisor. Also perform Head nurse duties
* Ensures that all nursing documents are completed accurately and legibly and understands the importance and relevance of their confidential nature
* Assists in data collection for monitoring and statistical purposes
* Demonstrate effective communication in the work place
* Collaborates with interdisciplinary health team in establishing the plan of care for selected patient population
* Assists with the resolution of problems on a shift to shift basis, with appropriate documentation and follow up reports to the head nurse
* Participate in nursing committees
* Demonstrates high standards of clinical knowledge and practices
* Maintain confidentiality of patient’s illness and care
* Contribute to continuous quality improvement by identifying nursing problems in the unit.
* Ordering ward stock cost effectively
* Schedule staff according to scope of practice
* Ensures staff development, orientate new staff and students.
* Actively involved in students preceptorship.
* Training staff, interns and new recruits in the unit, and update unit specific competencies.
* Actively participating in patient experience projects.
* December 2014 until January 2018 (four years)
* November 2020 up to date
* 20 Staff members reported directly to me
* Emergency Department has 24 beds, 9 highly equipped beds 24 hours service. Attend to all population no exclusion. Cases... AMI, HTN, DM (type1 and type2), Renal diseases, Cardiac related, Acute abdomen, Urology, Respiratory cases and Trauma cases. Hospital beds capacity with 265.

**TYPE OF PATIENTS**

**PEDIATRICS AND CHILDREN**

* Moderate to high grade Fever, Dehydration, Chest Infections, ARDS, Burns, Cardiac Conditions, Trauma Cases, Sickle Cell, Anaemia, Thalassemia, Middle East Syndrome, Convulsions
* Suspects/Confirmed CIVID 19 cases.

**ADULTS AND ELDERLY PATIENTS**

* Cardiac Conditions, e.g., Acute Myocardial Infection, Respiratory Conditions; e.g. MERS-COV, Pneumonia, other Chest Infections, Trauma Cases, Burns, Sickle Cell Anaemia, Psychiatric Conditions, Diabetic Disorders, Hypertension, Ophthalmology Conditions, Gynaecological Conditions and Pregnant Woman All Trimesters, Full Term and Deliveries, Baby Born On Arrival (BBA). Suspects/Confirmed CIVID 19 cases.
* Preparing Patient for Operating Room Stat.

**EQUPMENTS**

Cardiac monitor, defibrillator, Baxter, infusion pump, pulse oximetry, bair hugger blanket, oxygen equipment, blood glucose measure device (accu check), portable ventilator, syringe pump, immobilization splints.

* SCFHS will expire on August 1, 2022
* Registered as Nurse Technician
* Yes, I am studying MBA
* Studying with Robert Kennedy College affiliated with York Street John

University and expected to finish on February 2023

**REFERENCES**

* **LIVINGSTONE HOSPITAL**

Unit Manager: Miss Ncwadi

Contact Details: +2741 405 2142/ +2782 551 0775

Operational Manager: Miss Peter

Contact Details: +2774 448 4382

* **NORTHERN AREA ARMED FORCES HOSPITAL**

Unit Manager: Ms. Amina Al Matooq

Contact Details: +966 544140292

Nursing Supervisor: Ms. Sharon Mzulwini

Contact Details: +966 55392074