

Raymonde P. Housseiny

Address : Hadad – Mount Lebanon - Lebanon

Date of Birth :10 - 04 -1989

Email : raymonde.housseiny@gmail.com

Mobile: 00961 (0)3 824790

Nationality : Lebanese

Marital status: Single

Curriculum Vitae

Work Experience

February 2019 – present: Staff Development Coordinator.

- ✓ Coordinates with the Human Resources Department to design and plan an orientation program for new employees and Adapts the orientation program according to the positions of the new employees.
- ✓ Evaluates the orientation and training sessions with the attendees.
- ✓ Evaluates the orientation and training sessions with the concerned Head of Sub-departments and its impact on the employees' performance.
- ✓ Conducts new employee orientation and coordinates competency completion.
- ✓ Conducts needs assessment evaluation in coordination with the concerned Head of Sub-departments and Quality Department and Nursing Administration Department to plan a training program whenever.
- ✓ Coordinates with the Human Resources Department and Nursing Administration Department to develop a general and specific annual training plan with relevant and accurate objectives.
- ✓ Assures the implementation of annual training plan.
- ✓ Defines and develops new methods for training evaluation processes.
- ✓ Performs knowledge tests to reassess the skills of the concerned personnel to ensure that the targeted objectives of the training are obtained.
- ✓ Assesses the quality of the continuing education program and the achievement of the objectives of the department.
- ✓ Assures the linkage between continuing educational sessions and professional practices.
- ✓ Follows the approval process of external trainings and assures that the required documents after the training are provided by the concerned employee.
- ✓ Incorporates on a related software the attendance of the education sessions.

Orients the various trainers about the targeted objectives of each training session, according to their field of expertise, in order to adapt the adequate instructing methods. Teaches certain in-house courses when needed.

- ✓ Maintains employee education, training and competency tests files.
- ✓ Develops, coordinates and monitors the competency tests required by all nursing staff with the Head Nurses.
- ✓ Provides a summary of in service sessions performed by staff and department internally and externally.
- ✓ Provides a summary of competency test done by the staff and by the department.
- ✓ Completes required forms and documents in accordance with the hospital policies and the Ministry of Health required.

June 2017- January 2019: Clinical educator at Mount Lebanon Hospital.

- ✓ Ensures proper application of standards of patient care.
- ✓ Confers with administrative personnel to determine procedures and techniques for patient care and to implement new programs.
- ✓ Promotes the concept of Interdisciplinary Plan of Care and multidisciplinary Patient Care Conferences.
- ✓ Cooperates with nursing specialists and Staff Development Coordinator to organize educational programs for staff and community.
- ✓ Obtains educational materials for use in teaching and demonstrating nursing and other health related activities.
- ✓ Practices the functions of Registered Nurses on the patient care units to maintain clinical competence, as assigned.
- ✓ Determines and revises priorities for scheduled and unscheduled educational activities.
- ✓ Evaluates effectiveness and outcomes of educational endeavors by performing tests.
- ✓ Participates in coordinating complex educational offerings for nurses MLH and outsiders.
- ✓ Participates in preparing and providing orientation programs for new registered nurses and practical nurses.
- ✓ Coaches orientees during the 3 to 6 months of employment.
- ✓ Participates in the evaluation of orientees
- ✓ Be proactive in setting priorities to validate competencies on Infection Control and Quality Report
- ✓ Devises, revises and trains staff on competencies for hospital policies and nursing standards of care and practice.
- ✓ Maintains required documentation and record keeping system of all educational activities.
- ✓ Coaches and provides feedback to improve performance.
- ✓ Helps others to adopt change and adapt to it, changes may occur at unit, institutional, regional, national, or international level.

Septembre 2017- present : Part time instructor in Red Cross (Babdaa).

April 2017- present: Part time instructor in Nursing school at Mount Lebanon hospital

February 2015- present: Part-time instructor at the Lebanese University (hadad).

- ✓ Provide Orientation for new students at the healthcare facility, including the facility's job description for Nursing staff, the Policy and Procedure Manual, location of educational resources, safety precautions, emergency protocols and blood-borne pathogens protection.
- ✓ Assign students to a variety of medical departments/procedures to gain experience in the role of the Nurse (Licensed Practical or Registered Nurses).
- ✓ Promote a positive learning environment with emphasis on patient/student safety and compliance that meets national accrediting agency standards.
- ✓ Exhibit professional behavior and communication that serves as a positive role model for students.
- ✓ Complete weekly clinical evaluations with systematic observations, and timely objective/subjective feedback to the student according to Southeast Technical Institute Program and hospital standards.
- ✓ Meet regularly with Southeast Technical Institute's Dean of Curriculum and Instruction, Nursing, to maintain productive two-way communication between the Program and the hospital/medical facility.
- ✓ Provide feedback to the Dean of Nursing about current department/hospital policies or changes

in practice in the nursing field, and recommend appropriate program changes.

- ✓ Maintain current state-of-the-art knowledge and skills through continuing education and professional development opportunities.
- ✓ Perform supervisory and other duties as assigned by the Dean or other designee

April 2017 – April 2018 : Nursing Supervisor at Sahel General Hospital.

- ✓ Prioritizes workload and manages time and resources effectively.
- ✓ Supervises and coordinates nursing activities in the hospital units through clinical audits to ensure patient care, staff relations and efficiency of service.
- ✓ Delegates activities to team members based on capacity and expertise.
- ✓ Addresses conflicts promptly and creatively.
- ✓ Monitors and adjusts staffing to meet unexpected needs and/or crisis situations.
- ✓ Makes the weekly staff roster based on a fair distribution of the staff on day and night shifts.
- ✓ Helps in competency validation of policies and procedures.
- ✓ Properly manipulates all equipment according to the recommendations. – General tasks, nursing care- Performs Cardio Pulmonary Resuscitation (Code Blue) when needed.
- ✓ Admits, transfers, and discharges patients / new borns as required.
- ✓ Controls the personal hygiene of the patient / infant (bathing, cleaning, bed making, nail cutting and other tasks)

August 2014- August 2015: Part time infection control at Mount Lebanon Hospital.

- ✓ Gathering and analyzing infection data to make evidence-based decisions
- ✓ Educating medical and public health professionals on infection prevention protocols to facilitate emergency preparedness
- ✓ Isolating and treating infected individuals to contain the spread of infectious diseases
- ✓ Assisting with the development of action plans in case of a community or hospital outbreak to minimize the potentially devastating impact
- ✓ Studying pathogens to determine origin in order to prevent future outbreaks
- ✓ Assisting scientists and physicians with developing treatments and vaccines to ensure the health and safety of patients and the community

August 2010 – June 2018: Registered Nurse - Intensive Care Unit (ICU) at Mount Lebanon Hospital.

- ✓ Critical thinkers who can analyze data to determine health conditions
- ✓ Tracks information and patient records in an organized manner
- ✓ Prepared to deliver intensive care in case of health emergencies
- ✓ Develop a treatment pathway based on the patient's age, health condition, and personal beliefs
- ✓ Monitor, record, and update patient vitals to note any significant health changes
- ✓ Detail-oriented when taking notes and vitals with the ability to deliver an assessment on patient's health status to other team member.
- ✓ High emotional intelligence to create a positive patient care experience that includes simplifying medical terminology and concepts to the patient.
- ✓ Performs initial assessment and completes required documentation within organizational standards

- ✓ Performs and documents ongoing assessments including observation, physical examination, laboratory/test results, and patient response to procedural intervention
- ✓ Participates in the identification and clarification of patient needs, as evidenced by participation in multidisciplinary care planning, to achieve optimal patient outcomes
- ✓ Assists other staff in the delivery of patient care, as appropriate

Training:

2010: Mount Lebanon Hospital and Military Hospital

2009: Sahel Hospital and RHUH Hospital

2008: Sahel Hospital and Zahraa Hospital

2007: Sahel hospital

Summer 2006 : Saleswoman at Borboretta - Hadath

Summer 2005: Assistant at “Tournesol Nursery” – Yarze Club.

Education

2014- 2016: Master in Hospital Management at La sagesse University et “ ingegneria de la santé “ a l’universite de lille 2

2007 - 2011: - Bachelor of Science (BS) in Nursing - Lebanese University – Faculty of Medical Sciences - Branch 1 – Hadad

2006 - 2007: Lebanese Baccalaureate - Life Sciences - “Collège des Soeurs des Saints Coeurs” - Hadath

Certifications

2011 Advanced Cardiac Life Support (ACLS) Certification from Saint George Hospital-University Medical Center

2012 Basic Life Support (BLS) Certification from the Lebanese Red Cross.

2012 New Oral Anticoagulant Therapy Certificate

2012 ACLS

2014 Specialization Emergency Medicine Techniques

2016 Coaching for employees and nurses

2016 Capacity Building in order of nursing

2018 Second Lebanese Oncology Forum

2018 Journee de la cardiologie francophone

2019 The Syndicate of Hospitals in Lebanon & The Lebanese Society for Quality and Safety in Healthcare

2019 Physical Exam Certification from Saint Georges Hospital Achrafiye.

2019 Writing Policies and Procedure Workshop

2022 ACLS

2022 Convatech workshop

2024 Embracing Innovation with Nursing Wisdom

Computer Skills

Office Applications : Proficient in the use of Microsoft Office (Word, Excel, Power Point)
Social Networking and Internet Research

Languages

- Arabic: mother tongue
- French : fluent
- English: good