

CURRICULUM VITAE



Dordoye Joshua Amele

Bole Municipal Hospital

P.O. Box 11

Bole Savannah Region, Ghana

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PERSONAL DATA

Nationality: Ghanaian

Marital status: Married

OBJECTIVE

Dedicated Registered General Nurse seeking to utilize clinical expertise and compassionate care skills to provide high-quality healthcare services within a dynamic healthcare environment, fostering patient well-being and contributing to positive health outcome.

CORE SKILLS AND COMPETENCES

- Providing compassionate and competent care to patients, including administering medications, monitoring vital signs, and assisting with daily activities.
- Personal Care: Assist patients with daily living activities, including bathing, dressing, grooming, toileting, wound care, and feeding, while ensuring dignity and comfort.
- Mobility Support: Help patients with mobility, including transfers, positioning, and walking assistance, to enhance their independence and safety.
- Health Education: Ability to educate patients and families on disease prevention, treatment plans, and healthy lifestyles.
- Infection Prevention & Control: Knowledgeable in maintaining aseptic techniques and hospital hygiene protocols.
- Health Monitoring: Observe and report any changes in patient's physical or emotional condition to healthcare professionals or family members.
- Emotional Support: Provide companionship and emotional support to clients, fostering a positive and encouraging environment.
- Documentation: Maintain accurate records of care provided, client progress, and any significant observations during each visit.

- Team Collaboration: Work closely with healthcare professionals, family members, and other caregivers to ensure comprehensive and coordinated care.

ACADEMIC QUALIFICATION

Certificate in Registered General Nursing: (2022)

- Valley View University - Techiman Campus, Techiman Bono East Region-Ghana

Bachelor of Science (BSc.) Degree in Nursing: (2018-2021)

- Valley View University – Accra, Ghana

Certificate in Registered General Nurse Assistant Clinical: (2010-2012)

- Nursing and Midwifery Training College, Kpembe, Northern Region-Ghana

WASSCE: - (2004–2007)

- Kpandai Senior High School, Kpandai, Northern Region - Ghana

B.E.C.E: - (1999-2002)

- St. Kizito Junior High School, Kpandai, Northern Region-Ghana

OTHER QUALIFICATIONS

Leadership and Management (December, 2023)

- University of Washington, United States of America

Project Management in Global Health (September, 2023)

- University of Washington, United States of America

Introduction to Basic Life Support Nursing (May, 2023)

- La Plage Meta Verse Training Institute, Nigeria

Certificate in Emergency and Disaster Response (May, 2023)

- La Plage Meta Verse Training Institute, Nigeria

Certificate in Disaster Risk Reduction (May, 2023)

- La Plage Meta Verse Training Institute, Nigeria

Certificate in Introduction to Monitoring and Evaluation (May, 2023)

- La Plage Meta Verse Training Institute, Nigeria

PROFESSIONAL WORK EXPERIENCE

November 2023 to present: Registered General Nurse, Bole Municipal Hospital, P.O. Box 11, Bole Savannah Region, Ghana

Duties:

- Assess the care needs of patients, and develop and implement plans of nursing care accordingly. These include:
 - All general nursing care.
- Formulate, initiate, and revise patient care as condition warrants.
- Participate in the ward rounds.
- Allocate tasks based on the skill of staff.
- Supervise staff and students in the ward/unit.
- Evaluate nursing care and ensure continuity of care.
- Take responsibility for the protection of patients' valuables during the shift.

- Perform delegated assignments by the ward/unit manager.

2013–2023: Nurse Assistant, Bole District Hospital, P.O Box 11, Bole Savannah Region, Ghana

Duties:

- Assign work and supervise the activities of the Health Care Assistants and other junior staff in the ward/unit.
- Provide direct contact with patients and their families as well as the performance of indirect patient care activities such as providing a clean, efficient and safe patient care environment.
- Contribute to the safe and efficient delivery of nursing care in the ward or unit.
- Assess, plan, implement and evaluate patient care and make changes as necessary.
- Safely administer prescribed medication and monitor the effects.
- Collect, report and document data related to direct patient care activities and ensure that documentation is accurate and up to date.
- Assist with manual handling and transferring of patients in compliance with the hospital policy.
- Participate in the ward rounds.
- Etc.

2017–2024: Secretary, Ghana Registered Nurses and Midwives Association (GRNMA), Bole District, P.O Box 11, Bole Savannah Region-Ghana.

Duties:

- Writing of minutes.
- Report writing.
- Processing Nurses and Midwives documents to the region and national levels.
- Monitoring activities of other colleague district executives.
- Calling of executive and general meetings.
- Monitoring activities concerning the GRNMA in the Bole District.
- Sending information to regional and national and getting feedback to members.

2016–2017: Acting Secretary Ghana Registered Nurses and Midwives Association (GRNMA), Bole District, P.O Box 11, Bole Savannah Region-Ghana.

Duties:

- Writing of minutes.
- Report writing
- Processing Nurses and Midwives documents to the region and national levels.
- Monitoring activities of other colleagues District executives.
- Calling of executive and general meetings
- Monitoring activities concerning the GRNMA in the Bole District
- Sending information to regional and national and getting feedback to members

2014–2017: Assistant Secretary Ghana Registered Nurses and Midwives Association (GRNMA), Bole District, P.O Box 11, Bole Savannah Region-Ghana.

Duties:

- Writing of minutes.
- Report writing.
- Processing Nurses and Midwives documents to the region and national levels.
- Assist my boss in calling executive and general meetings.
- Monitoring activities concerning the GRNMA in the Bole District.
- Sending information to regional and national and getting feedback to members on behalf of my boss.

2010: Financial Secretary, Samson's Fishing Canoe, Nkanchina No-2, Kpandai Northern-Ghana

Duties:

- Taking a record of income generated from the fishing.
- Handling and saving money generated.
- Rendering accounts to the workers when the need arises.

2008–2010: Football Captain, Nkanchina No-2 Bator Football Team, Kpandai Northern Region-Ghana

Duties:

- Supervising teammates.
- Calling team members to meetings and deliberating on issues concerning the team.
- Ensure members attend training regularly.
- Calling of football matches.

2008–2009: Labourer, Michelle Construction Company Limited, Accra-Ghana

Duties

- Mixing mortar for plastering.
- Lifting bricks, creating slabs, and digging holes.
- Cleaning the site of the construction field.

2004–2005: Assistant House-4 Prefect, Kpandai Senior Secondary School

Duties:

- Supervise colleague students in the house to keep the school compound cleaned
- Inspect to see if the colleague students are doing their work effectively.

PROFESSIONAL VOLUNTEER WORK

2021–2024: Volunteer, Seasonal Malaria Chemoprevention, Bole-Sub, Savannah Region-Ghana

Duty:

- Administration of Malaria Chemoprophylactics to children between 3 months to 59 months.

MAJOR ACHIEVEMENTS

- Leading a successful patient safety initiative that reduced medication errors by 20% in my department.
- As a District Secretary of Ghana Registered Nurses and Midwives Association Bole-Branch, the association is united, formidable, and vibrant in the district.
- As a Nursing Student Association (NURSA) Vice President, VVU-Techiman Campus, the Union was united, and the needs of nursing students were addressed.
- Drawing process mapping for the various units in Bole District Hospital to give directions to staff on how to carry out their duties in the years 2017, 2019, 2022, and 2024.
- 95% reduction of Malaria infection rate among children between 3 months to 59 months in the year 2021-2022.

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

- 2013 to the Present: Ghana Registered Nurses and Midwives Association.

RESEARCH/PUBLICATIONS

- Dordoye, J. A. (2021). None-compliance to Anti-tuberculosis Treatment among TB Patients in Bole District, Savannah Region of Ghana, 2021.

ICT SKILLS

- Microsoft Office (Word, PowerPoint).
- Internet Exploration and Research.

LANGUAGE SKILLS

- Ewe, English, Twi, Gonja.

INTERESTS/HOBBIES

- Attending to the needs of the sick.
- Reading.
- Investigations and lobbying.
- Listening to music and news.
- Watching movies.
- Playing football and watching games (any interesting game).

REFEREES

1. Dr Ahmed G. H. Gbeadese
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