

# [Memo about a recent job interview you had in nursing](https://assignbuster.com/memo-about-a-recent-job-interview-you-had-in-nursing/)

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Clinical Nurse PHS Indian Health Hospital To Dr. Pearman P. O. BOX 854 Arlington Texas By Adebisi Tijani Clinical Nurse Applicant PHS Health Hospital   
https://www. usajobs. gov/GetJob/ViewDetails/358764800   
May 29th 2014   
The job I am applying for is referred to as “ Clinical Nurse.” It is offered at PHS Indian Health Hospital in Pipe Ridge, South Dakota, USA. The job was published at USA. GOV site by the department of health and Human Services. The http link: https://www. usajobs. gov/GetJob/ViewDetails/358764800   
There are 10 promotional potentials: housing facility is not available, the duty hours are 40 hours of work per week, and possible overtime may be required depending upon need basis and there is no drug test required for the work. However, the government would have a background check. Occasional travel may be required for training purposes. According to Gurak and Lannon (2013), “ Always create a dynamic tone with active voice.”   
The job required people with prior experience in nursing. It also recommended education; people with proper education are much appreciated by the Department of Health and Human Services. According to the job description the candidate has to perform several duties. Some of those duties include assessing patient care need, adjusting the staff appointments accordingly, and assessing the opportunities of improvement. It also requires the candidate/applicant to serve on committee as well as review and revise nursing policies. An applicant must also be ready to participate in problem solving, developing plans for the care of patients, and to formulate nursing intervention based on their identification of the diagnosis. A candidate is also obliged to consult with healthcare professional on patients to coordinate the diagnosis, to promote harmonious environment, and to initiate treatments and medications based on appropriate utilization of standing orders. Additionally, the candidate must be able to operate specialized equipment and maintain professional knowledge through updating himself or herself by continuing learning. A candidate must also be able to perform other related duties related to the nursing profession. In other words, the candidate applying for this job must be ready to work industriously with other people. He or she must also be ready to continue learning so as to gather new technological knowledge.   
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Objective   
To expand my knowledge by learning what takes place in the world around.   
To help people by ensuring that I do something that can have positive impact on other people.   
To give wholeheartedly because life involves giving out what you have.   
Experience   
Kingwood Medical Center Delhi, Jan. 2007 – Present   
Charge Nurse   
Look after patients and their care needs; and constantly update the medical condition   
Assign job rotation of other nurses; and to ensure that all nurses are rotated fairly   
Customer interaction with respect to medical needs and coordinate care of patient with all medical personnel.   
Responsibilities   
Took care of patients that were recovering from amputations, cerebral vascular accidents, and hip and knee replacements, and spinal cord injuries on a forty-five bed rehabilitation unit.   
Collaborated with members of an interdisciplinary team.   
Involved in patient transfers, cauterizations and wound care.   
EDUCATION   
Education Malcolm X College May 2008   
Chicago Illinois   
Associate degree in nursing   
Skills and Abilities   
Good interpersonal skills   
Can speak French and English   
Have good administrative and leadership quality   
Good computer skills in managing and updating of data   
References   
Job, Nurse. USA Jobs. 2014. 27 may 2014 .   
Gurak, L. J; Lannon, J. M(2013) Strategies for technical communication in the workplace Boston, MA: Pearson.