

Iman K. Quhah

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LinkedIn:

Education

- 2019- Present: **The World Islamic Sciences and Education University, WISE-Jordan**
PHD in Psychological Health
- 2015 - 2017: **Applied Science University – Jordan**
Master's Degree in Clinical Nursing
- 1986 - 1990: **University of Jordan - Jordan**
Bachelor of Nursing

Work Experience

*2014- Current: Amman National School; **Head of Health Department***

- Manage all healthcare processes for students and staff members
- Perform regular health screenings
- Coordinate referrals to private healthcare providers
- Serve as a liaison between school personnel, family and community healthcare providers to ensure a healthy school environment
- Monitor immunizations and manage communicable diseases
- Assess the school environment to prevent injury and ensure safety
- Oversee infection control measures
- Work with all school employees on sick leaves

*2012 - 2013: Al-Khaldi Medical Center; **Senior Staff Nurse***

- Observing and recording patients behavior
- Coordinating with physicians and other healthcare professionals for creating and evaluating care plans
- Providing harmonious environment in order to provide emotional and psychological support to the patients and their families
- Nursing diagnosis for the disease by analyzing patient's symptoms and taking required actions for recovery
- Maintaining reports of patients medical histories and monitoring changes in their condition
- Checking the stock on regular basis for maintaining the inventory level and placing orders if required
- Follow up on patient's medication as indicated by their conditions and responses
- Adhering with protocols, norms rules and regulations in order to maintain complete medical records
- Maintaining hygienic and safe working environment in compliance with the healthcare procedures
- Conducting research improving the nursing practice and healthcare outcomes

*2011 - 2012: Specialty Hospital; **Senior Staff Nurse***

*2009 - 2012: Palestine Hospital; **Senior Staff Nurse in Surgical Ward***

2002- 2008: *Home Nursing Services Center*; **Administrative Assistant**

- Assess patient's condition during every visit while performing chart observations
- Perform evaluation tasks, including vital signs and medication review
- Educate patients and their families on proper home healthcare strategies and procedures
- Coordinate with occupational therapists, physical therapists, physicians and anyone else involved in the patients care plan
- Accomplish nursing human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees while communication clear job descriptions and expectations
- Meet nursing financial standards by providing annual budget information, monitoring expenditure, and implementing corrective plan

2000- 2001: *Jordanian International Schools*; **Head of Health Department**

1999- 2000: *Cambridge School*; **Head of Health Department**

1992- 1999: *Royal Jordanian*; **Healthcare Officer**

- Work directly with all RJ employees on sick leaves, processing of medical bills as well as support staff insurance claims.
- Responsible for processing and recording/data entry of RJ employees sick leaves and medical claims/bills
- Handle purchasing of medical supplies and medicines for all RJ clinics in Jordan
- Prepare monthly medical statistical reports on RJ employees for management

Professional Development & Training

- 2013 - 2015: Health Care Provider License, American Heart Association
- 2011: Nursing Process Course
- 2010: Expanding Horizons of Nursing Profession Science and Application Conference Attendance
- 2010: Infection Control and Waste Management

Languages

- Arabic: Native Proficiency
- English: Bilingual Proficiency

Other Skills

- Expert in using Microsoft Office Applications (Word, Excel, PowerPoint)
- Insurance Forms, Reservations Databases

References Available Upon Request