

# OFORI EDEM

## Registered General Nurse

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### PROFESSIONAL SUMMARY

Seasoned registered general nurse with 13 years of working experience in several disciplines including pediatrics, medical, surgical and nursing administration. Focused, result oriented, initiative driven, team player and can work independently. Possess excellent interpersonal, verbal and written communication skills. Adapt quickly to changing environments and working in challenging positions in a variety of nursing environments. A dynamic and forward-thinking professional with the right balance of empathy, assertiveness and strong leadership skills.

### SKILLS

General Nursing	Patient Safety	Infection Prevention and Control	Stress Management
Attention to detail	Resourcefulness	Occupational Health and Safety	Patient Assessment
Inservice Training	Pediatric Care	Patient and Family Education	Problem solving and
Critical thinking	Preceptor	Medical Surgical Nursing	Teamwork

### WORK EXPERIENCE

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|--|---|------------------------|
| • Sanford world clinic, Eduosia<br>Enrolled nurse  | - | April 2012- June 2018  |
| • Jamra polyclinic<br>Senior enrolled nurse<br>Principal enrolled nurse                  | - | 2018- October 2019     |
| • Domeabra CHPS<br>Principal enrolled nurse<br>Nursing officer<br>Senior nursing officer | - | October 2019 – Present |

### LEADERSHIP RESPONSIBILITIES

- Nurse Manager in charge of nurses and midwives at Sanford world clinic, Eduosia
- Clinical coordinator for student and rotation nurses.
- Ward In-charge of male and female ward for 1 year at Jamra polyclinic
- Preceptor for nursing students.
- Focal person for infection prevention and control practices for Eduosia and Domeabra CHPS.
- GHILMIS focal person for Odoben sub-District

- Facility head for Domeabra CHPS.
- Acting facility head for Jamra polyclinic

### **NURSING RESPONSIBILITIES**

- Assessment, Planning, and Implementation of interventions for addressing patient care problems
- Provide leadership and supervise nurses and other staff in the ward and assess their training needs to upgrade their skills
- Promote the rights of both nurses and patients in the ward
- Maintain a safe and therapeutic environment for patient care within the ward.
- Ensure proper documentation of nursing activities in the ward
- Investigate incident reports on patient care safety council staff accordingly.
- Work harmoniously with a multidisciplinary team.

### **COMMUNICATION AND WORKING RELATIONSHIPS**

- Establish and maintain effective communication with colleagues, patients, and relatives
- Organize and attend ward meetings as required
- Discuss management of patient condition through health talk
- Encourage patients and relatives to ask questions about their care and allay all anxiety

### **PERSONAL AND PEOPLE DEVELOPMENT**

- Develop and maintain continuing personal and professional development to meet the changing demands in nursing care
- Monitor own performance against agreed objectives
- Ensure continuous professional development (CPD) of staff in the ward
- Maintain clinical supervision
- Participate in the development and implementation of education programs for patients and their families about post-discharge care

### **MANAGEMENT**

- Take charge of the ward as delegated by the ward manager or by initiative in the absence of the ward manager
- Maintain accurate staffing
- Promote a positive image of the ward
- Ensure complete and accurate documentation on nursing activities
- Plan and budget for nursing activities
- Prepare and submit regular reports on nursing activities

### **HEALTH AND SAFETY RESPONSIBILITIES**

- Adhere and encourage other team members to adhere to the health and safety policies, and protocols (e.g. the use of personal protective equipment)
- Ensuring the safety of patients, relatives, and assisting the ward manager in maintaining a safe, clean, and therapeutic environment

## EDUCATION

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- University of Ghana Legon .....2021- 2022  
Master of Science in clinical leadership and management.
- University of health and allied science Ho .....2015-2019  
Bachelor of Science in Nursing (General)
- Nurses' and Midwifery Training College ..... 2009-  
2011 Certificate in Enrolled Nursing: Dunkwa on offin,  
Ghana
- Peki Secondary School .....2003 – 2006  
Senior Secondary School Certificate Examination  
Peki, Volta Region Ghana

## WORKSHOPS AND PROFESSIONAL DEVELOPMENT

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Workshops attended include:

- Infection prevention and control practices in 2019 at UCC School of medical sciences by Cape Coast regional health directorate.
- A one-day participation in series of personal and career development conference.
- A one-day participation in Stand Tall at the Bed Side, not in the courtroom by MSSSI in 2022
- A one-day training in medical law and ethics by MSSSI in 2022
- A one-day training in Suturing Technique for nurses and midwives in 2018 at UCC Sakasaka conference Hall
- A one-day training in management of high risk in pregnancy at the medical and surgical institute in Korlebu in 2018
- Five days training in palliative care at the school of nursing and midwifery at the university of Ghana in 2019
- A one-day training in understanding the dynamics of viral Hepatitis infections in the African context at the school of basic and applied science Korlebu Teaching Hospital in 2019
- Two weeks course in conflict prevention at the Kofi Annan International Peace Keeping and Training center, Accra in 2024.

## CITATIONS AND AWARDS

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- Presidential Honour for Distinguished Service during the covid 19 outbreak
- Citation for exhibiting outstanding leadership qualities in CHPS management
- Rural service award of the year 2024 by GRNMA

- Ghana Health Service Excellence Awards 2024, Most outstanding staff CHPS category in the Asikuma Odoben Brakwa District in the central region.

## **PUBLICATIONS**

- Evaluating the impact of electronic health records on healthcare quality in resource limited settings evidence from a Ghanaian mission hospital. Published in the Ghana Journal of nursing and midwife, 2025.

## **PROFESSIONAL AFFILIATIONS**

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Registered Nurse, Ghana Registered Nurses, and Midwives Association (GRNMA)

## **REFEREES**

1. Mr. Samuel Kwabena Ofosu, District Director of Health Service, Cape Coast Municipal-Ghana Tel: 0243437174
2. Madam Rebecca Addae, District Human Resource Manager, Asikuma Odoben Brakwa District, Central Region-Ghana, Tel: 0246338008
3. Mr. Cletus Bayor, District Director of Health Services, Asikuma Odoben Brakwa District, Ghana, Tel: 0249448710