

SHIELA MAE R. CASTILLO

HEALTHCARE ASSISTANT

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EXPERIENCE

Pre-Internship Training:

Southern Isabela Medical Center
De Vera Medical Center, Inc.
Callang General Hospital
Santiago City Health Office
(2017)

Internship Training:

Bulacan Medical Center
Malolos, Bulacan
(2017-2018)

Work Experience:

- **Registered Medical Technologist**

San Mateo Integrated Community Hospital
Barangay 4, San Mateo, Isabela.
December 2018-August 2022

Job Description:

- Performs professional laboratory work following established clinic procedures and performs chemical and biological tests on patient specimens for medical diagnosis.
- Assists the clinic physician in making a medical diagnosis by accurately performing and reporting all in-house laboratory testing procedures and obtaining necessary specimens for reference laboratory testing, as required.
- Ensures accurate lab testing by personally drawing specimens from patients and/or by giving clear, precise instructions to patients for self-administered lab tests.
- Maintains quality assurance of the Laboratory by performing proficiency testing.
- Enhances the efficiency and accuracy of lab testing by maintaining adequate laboratory supplies, keeping equipment in operational condition, and maintaining a clean and orderly laboratory work area.

- **Health Care Assistant**

Health and Social Care Services Ltd
3700 Parkway, Solent Business Park
Whiteley Way, Whiteley PO15 7AW
October 13, 2022-Present

Job Description:

- To carry out agreed delegated tasks and care plans involving direct patient care and activities within patients' own homes or any alternative placement working within the level of training and competence.
- Working independently and/or under the supervision of a designated Regional Nurse Manager, perform the following:

- To assist in physical care involving hygiene, elimination, eating and drinking, re-positioning, transfer, mobility needs, rest, sleep and/or comfort needs and any assessed delegatable tasks.
- To assist in meeting the patient's and his/her family's spiritual and psychological needs, recognising and respecting religious and cultural beliefs.
- religious and cultural beliefs.
- Routinely oversees and monitors other care staff and to work under the direction of care plans, to deliver motivational care including goal setting and promoting independence.
- Takes responsibility for the shift and for the service whilst on duty.
- To respect the patient's, need for social interaction or solitude, recognising the importance of work and recreation.
- To assist in effective and professional verbal and written communication between patient, families and professionals involved in patient's care
- To maintain accurate records of patient care
- To administer and record certain prescribed medication where the patient is unable to self-administer - only after being trained and passing the Medication competency.
- To perform certain clinical tasks, if appropriate, after being trained and deemed competent by a member of the clinical management. Undertakes light cleaning and domestic duties including cooking/ meal preparation, grocery shopping, washing the patient's (only) clothes, driving the client's motability car to access the community and any other household chores agreed by the client, the company and the clinical commissioning group/case management.
- To refer to the clinical management team or medical emergency services any symptoms, concerns for either the patient or family and any changes or deterioration of the patient's condition.
- To work as part of the team to promote a positive atmosphere in the home that is conducive to high standards of care.
- To participate in the planning, implementation and management of care in conjunction with the Clinical Senior Management Team, seeking and taking advice as required and maintaining accurate records of patient care.
- To ensure all clinical issues and concerns requiring input from the Clinical Lead are escalated in a timely and coordinated manner.

- To ensure that all assessed delegated tasks are administered in line with company policy and best practice guidelines, acknowledging own limitations in knowledge and training if any, and seeking advice from the Senior Management Team as and when it is needed.
- Ensure effective communication with clients, their relatives, friends, other staff and other stakeholders creating a culture of open communication based on trust.
- Work in partnership with other care staff and clinical management team to provide seamless quality service to all stakeholders, high-level customer service ethos to ensure complex care clients are dealt with promptly and with the highest level of professionalism on every occasion.

TRAININGS / SEMINARS

PHILIPPINES

Training:

- "Virtual Seminar/Workshop on the Manual of Operations for Screening Drug Testing Laboratories" (June 2022)

Seminars:

- Protecting the Workforce: Occupational Health in the New Normal (February 2021)
- HIV Pre-Exposure Prophylaxis Management Training (February 2021)
- Practice of Biomedical Laboratory Science (June 2022)
- Expanding the practice of Biomedical Laboratory Science (June 2022)

UNITED KINGDOM

Online Mandatory Training

- Caring for Someone with Epilepsy
- Conflict Resolution and Complaints Handling
- Dementia Level 1
- Equality, Diversity & LGBTQ+
- Fire Safety

- Fluids and Nutrition Training
- Food Hygiene
- Infection Prevention and Control (Level 2)
- Information Governance, Data Protection & GDPR
- Mental Health Awareness
- Moving and Handling Theory
- Pediatric Basic Life Support (Infant and Child) L1&2
- Understanding learning disabilities and Autistic Spectrum Disorder
- Working In a Person-Centered Way

SKILLS

- Speak and understand Filipino, and English.
- Ability to organize and prioritize work.
- Ability to make clear and precise observations with good problem-solving ability.
- Ability to work independently.
- Ability to interact with patients, families, and healthcare team members.
- Has a sense of responsibility and confidentiality.

OBJECTIVES

- To attain a position commensurate to my qualifications and pursue a career that will provide service and personal advancement.
- To be part of an institution that is willing to train and maximize effectively my skills and capabilities in order to become a better professional.
- To be an independent and responsible individual who is always open to ideas and ready to learn new things.

PERSONAL INFORMATION

Birth Date : June 05, 1998
Birthplace : San Mateo, Isabela
Age : 25 years' old
Gender : Female
Civil Status : Single
Citizenship : Filipino
Religion : Roman Catholic
Height : 5'
Weight : 52kg

EDUCATION

- **Primary**
Sinamar Norte Elementary School
2004-2010
- **Secondary**
La Salette of San Mateo, Inc.
2010-2014
- **Tertiary**
University of La Salette, Inc.
Bachelor in Medical Laboratory Science
2014-2018

CHARACTER REFERENCES

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