

**JINCY JOHN**

**Mob: 050-8096411/054-7140221**

Email: [gincy\\_ginu@yahoo.com](mailto:gincy_ginu@yahoo.com)/jincykondoor780@gmail.com

Nationality: Indian



### **Career objective**

Pursue a career in Senior Nursing profession in dental specialization and become part of a dynamic organization that is committed to deliver excellence and dedicated to the highest standard of medical and professional practice.

### **Qualification & Skills**

- Qualified and result oriented professional with more than 15 years of experience in nursing field.
- Part of JCI accreditation implementation in Thumbay Hospital, Ajman UAE during 2014.
- Working as Senior Academic Nurse-in-charge for internship and students (DMD) Thumbay Hospital Ajman.
- Worked as dental nurse Acting-in-charge in Thumbay Hospital, Ajman.
- Worked as nurse in Infection control for Academics.

### **License Details**

- UAE - MOH registered Dental assistant License No; T20414.

### **Professional Experience**

1. Dental Nurse Ajman University(Currently working )15Nov-2020- to still
2. Senior Dental Assistant Thumbay Dental Hospital Ajman. 20<sup>th</sup> Sep-2018 to 12<sup>th</sup> Nov 2020(JCI Accredited Hospital)
3. Senior Dental Assistant  
Thumbay Hospital Ajman, UAE. June, 2010 to Sep 2018  
(First JCI accredited hospital in Ajman)
4. Nursing Care Assistant grade A ( Jan 2007 to May 2010)  
Thumbay Hospital Ajman, UAE.

### **Job description**

#### **Professional Responsibilities:**

- Organizing and maintaining a highly equipped specialty dental clinic that adheres to strict infection control guidelines.
- Ensures that the JCI policies, quality, monitoring and dental audits are being complied and implemented.
- Assist the dentist with a variety of treatment procedures such as handling instrument, preparing and mixing materials and using suction devices to keep patients mouth clear and dry during the procedure.
- Working in different specialty clinics such Periodontics, Pedodontics, Endodontics, Oral surgery, Prosthodontics etc as well as handling medically compromised patients.
- Efficient in assisting all aspects of dentistry-surgical, implant, and cosmetic treatments.

- Acquire dental radiographs and process them accordingly.
- Ensure all prescriptions to dental laboratory are complete.
- Ensure all cases are sent to dental laboratory in a timely fashion and returned on time for delivery.
- Preparing dental impressions and pouring the cast.
- Sterilize and maintain all dental instruments.
- Maintain and monitor cleaning and disinfection of surface areas of Dental chair and equipment in dental clinic.
- Assist the dentist in completing and filling-up patient's documents.eg; dental treatments performed. Etc.
- Documentation and ensuring all forms relating to JCI are complied.
- Provide post-operative instruction to patients.
- Attend all JCI related trainings and quality improvement activities.

#### **Academic Responsibilities:**

- Dispensing, monitoring, documenting, and follow up of instruments, equipment issued to students.
- Provide departmental orientation for new students.
- Infection control Audit for students (Hand hygiene, biomedical wastes).
- Responsible for sterilization of instruments handled by students.
- Ensure student - patient related documentations are complete.

#### **Administrative responsibilities:**

- Setting the duty Rota of the staff(D.A)
- Reviewing the sterilization and disinfection protocol of department
- Preparing the department for accreditation JCI and inspections of (MOH)
- Monitor stocks of dental materials, equipment and instruments and office supplies and re –orders.
- Processing the attendance of Dental assistant.

#### **Educational Background**

Diploma in General nursing & Midwifery,  
Cherrans College of Nursing, Tamil Nadu Nursing council, India.(2000-2003)

#### **Certifications**

- ACLS from American Heart association,
- BLS from American Heart Association  
Training provider; GULF MEDICAL UNIVERSITY.AJMAN

#### **Career Achievements**

- Best Dental Nurse Award for the year 2011 in Thumbay Hospital UAE.
- Customer champion award of the year 2018.

#### **Languages Proficient**

English, Hindi, Malayalam, Tamil, Arabic (Basic)  
Driving License - UAE

#### **Reference**

Supplied upon request.