

May 04, 2019

Dear Sir/Ma'am,

I am Jan Michael A. Solidum, 33 years of age, a Registered Nurse and an EMT-B (PSEMT). Holding a Family Visit Visa and I am applying for a vacant job that may suitable to my qualification. I already take and passed Qatar Prometric Exam (BASIC PARAMEDIC) last April 04, 2019. Data flow is still on process. Attached here with my CV for your reference.

Hoping to hear from your side and I am willing to take an interview at your most convenient time.

Respectfully yours,

Jan Michael A. Solidum, RN, EMT-B  
70053825

## **CURRICULUM VITAE**



### **JAN MICHAEL A. SOLIDUM, R.N, EMT-B**

House # 23, Yazeed Bin Hatem St., Matar Qadeem, Doha-Qatar

Passport #: P7845790A

Visa: Family Visit

Mobile No.: (00974) 70053825

E-mail Add: [janmykil85@yahoo.com](mailto:janmykil85@yahoo.com)

### **OBJECTIVE**

To acquire a position that entails my knowledge, experience and career opportunity that will further enhance my profession and skills.

### **LICENSURE**

#### **Qatar Prometric Exam (Basic Paramedic)**

- Passed (April 04, 2019)

#### **Registered Nurse, Philippines (Dec.2012 Board Passer)**

- License no. 0792216
- Valid until Nov. 13, 2019

#### **Philippine Society Emergency Medical Technician (PSEMT)**

- EMT-Basic License no. 03518
- Valid until Jan. 2020

## **WORKING EXPERIENCE**

**MEDICAL ONE SOLUTIONS PHILS., Inc.**

**Assigned at: NGCP (National Grid Company of the Philippines)**

**From December 01, 2018 up to March 08, 2019**

**Position: Company Nurse / EMT-B**

### **Responsibilities:**

- Making weekly, monthly and annual reports of what activities have been done, common health conditions of the employees, health programs and etc.
- Taking vital signs of the employees who are visited the clinic.
- Giving initial dose of medicine for common illnesses like flu, fever, headache, runny nose and many other minor illnesses.
- Giving first aid or wound dressing to those who has minor injuries or wound.
- Assisting in the Immunization or Vaccination Program of the company, like injecting Flu vaccine and Hepa B vaccine.
- Attending monthly meeting together with the Safety Engineer, Safety Officer, Chief Engineer, HR, and Other important personnel.
- Sending necessary reports to HR.
- Making Annual Medical Report to be submitted to DOLE.
- Giving lectures in common health problems or illnesses to the employees.
- A standby Medic during their Task Force activity or working outside the premises like restoration of transmission lines.

**MEDGRUPPE POLYCLINIC & DIAGNOSTIC CENTER, Inc**

**Assigned at: NGCP (National Grid Company of the Philippines)**

**From September 19, 2017 up to November 30, 2018**

**Position: Company Nurse / EMT-B**

**Responsibilities:**

- Making weekly, monthly and annual reports of what activities have been done, common health conditions of the employees, health programs and etc.
- Taking vital signs of the employees who are visited the clinic.
- Giving initial dose of medicine for common illnesses like flu, fever, headache, runny nose and many other minor illnesses.
- Giving first aid or wound dressing to those who has minor injuries or wound.
- Assisting in the Immunization or Vaccination Program of the company, like injecting Flu vaccine, Hepa B vaccine and Pneumo Vaccine.
- Attending Risk Management Meeting, monthly meeting together with the Safety Engineer, Safety Officer, Chief Engineer, HR, and Other important personnel.
- Sending necessary reports to HR.
- Making Annual Medical Report to be submitted to DOLE.
- Giving lectures in common health problems or illnesses to the employees.
- A standby Medic during their Task Force activity or working outside the premises like restoration of transmission lines.

**Iligan City Disaster Risk Reduction Management Office – Oct. 26, 2016 to Sept. 18 2017**

**Position: Nurse/Emergency Medical Technician - Basic**

**Responsibilities:**

- Respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.
- After receiving the call from the dispatcher, the EMT-B drives the ambulance to address or location given,
- Using the most expeditious route, depending on traffic and weather conditions. The EMT-B must observe traffic ordinances and regulations concerning emergency vehicle operation.
- The EMT-B functions in uncommon situations; has a basic understanding of stress response and methods to ensure personal well-being; has an understanding of body

substance isolation; understands basic medical-legal principles; functions within the scope of care as defined by state, regional and local regulatory agencies; complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

- Upon arrival at the scene of crash or illness, the EMT-B parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care,
- The EMT-B will also "size-up" the scene to determine: that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT-B creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients.
- The EMT-B determines the nature and extent of illness or injury and establishes priority for required emergency care.
- Renders emergency medical and or trauma care, to adults, children and infants based on assessment findings. Duties include but are not limited to;
- opening and maintaining an airway;
- ventilating patients
- administering cardiopulmonary resuscitation, including use of automated external defibrillators;
- providing pre-hospital emergency medical care of simple and multiple system trauma such as:
- controlling haemorrhage treatment of shock ( hypoperfusion ) bandaging wounds, immobilization of painful, swollen, or deformed extremities, immobilization of painful, swollen, or deformed neck or spine;
- Providing emergency medical care to: assist in emergency childbirth, manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.
- Searching for medical identification emblems as a guide to appropriate emergency medical care.
- Assisting patients with prescribed medications, including sublingual nitro-glycerine, epinephrine auto-injectors and hand-held aerosol inhalers.
- Administration of oxygen, oral glucose and activated charcoal.
- Reassuring patients and bystanders by working in a confident, efficient manner.
- Avoiding mishandling and undue haste while working expeditiously to accomplish the task.
- Where a patient must be extricated from entrapment, the EMT-B assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient.
- If needed, the EMT-B radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.
- The EMT-B is responsible for lifting the stretcher (be able to lift and carry 125 pounds), placing it in the ambulance and seeing that the patient and stretcher are secured continuing emergency medical care while enroute to the medical facility.
- The EMT-B uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction.

- The EMT-B reports directly to the emergency department or communications center, the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival.
- The EMT-B identifies assessment findings, which may require communications with medical control, for advise and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.
- The EMT-B constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control, assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility,
- reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics upon request provides assistance to the receiving medical facility staff.
- After each call, the EMT-B restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, makes careful check of all equipment so that the ambulance is ready for the next run.
- Maintains ambulance in efficient operating condition.
- Ensures that the ambulance is clean and washed and kept in a neat orderly condition in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous material exposure.
- Additionally the EMT-B determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service attends continuing education and refresher training programs as required.

**Al Emadi Hospital (Doha-Qatar) – Feb. 14, 2015 to Aug. 01, 2015**

**Position: Medical Health Insurance Coordinator**

**Duties:**

- Communicate with the Insurance Companies in getting approvals of specific test/s that have been requested by our Doctor/s, if it is requires approval from them.
- Getting approvals of the prescribed medicine for the insured member that was ordered by the attending Dr.
- Reviewing the contract of each insurance company for the policies and agreement between our hospital and the insurance companies.
- If the insured member has query with regards his insurance policies give him/her the direct contact person to be able to assist their needs.
- Reviewing policy, terms and condition for each insured member to prevent rejection from the Insurance Companies.
- Deals with the Insurance Companies regarding updating the price list or adding services that was not included in the contract.
- Maintaining good relation between our company / polyclinic as their health care provider and to the Insurance Companies.

**Property Hunter (Doha-Qatar) – Oct. 18, 2014 to Dec. 09, 2015**

**Position: Real Estate Agent**

**Duties:**

- Assessing clients need and develop trust to the client.
- Getting all the necessary information like;
  - Is he/she is looking for rent or buying a flat?
  - How many rooms?
  - Fully furnished, semi-furnished or unfurnished?
  - How much is her/his budget?
  - How many members of the family?
- After getting all the necessary information, look for the availability of the unit/room and prepare it for viewing.
- If clients are interested to the unit that you have shown to him discuss to him/her the terms of payment.
- If the deal of the unit/room is closed, forward the transaction to the assigned person for the signing of contract and the turnover of the key.

**Saint Catherine Academy (Philippines) – Aug. 15, 2012 to Aug. 20, 2014**

**Position: School Nurse**

**Duties:**

- Attends to students who are injured or who become ill while at school, administers first-aid and other emergency nursing treatment, and arranges for medical attention where the circumstances indicate.
- Assists in selecting first-aid supplies to be kept at the school and secures and carries out medically approved written instructions for care of sick or injured students.
- Confers with students and parents regarding health problems when requested.
- Assists with a variety of screening activities to ascertain student health appraisal.
- Excludes and readmits students in accordance with existing school health regulations and policies.

- Assists with in-service training activities by giving instructions to students and school personnel in such subjects as nutrition, rest and relaxation, communicable diseases, home health care, and interprets such subjects to parents.
- Maintains accurate and clear records of the health of school children in accordance with applicable regulations and procedures.
- Assists teachers and health authorities when special community health programs are carried out.
- Performs other related work as required.

### **AL SHEFA POLYCLINIC (Doha-Qatar) – June 2011 to Aug. 04, 2012**

#### **Position: Insurance Coordinator**

##### **Duties:**

- Communicate with the Insurance Companies in getting approvals of specific test/s that have been requested by our Doctor/s, if it requires approval from them.
- Reviewing claims and making it sure that all requirements for submission is complied before submitting to the different Insurance Companies.
- Reviewing the updated payment statements.
- Resubmitting those claim forms that has not been paid yet.
- Reviewing policy, terms and condition for each insured member to prevent rejection from the Insurance Companies.
- Deals with the Insurance Companies regarding updating the price list or adding services that was not included in the contract.
- Maintaining good relation between our company / polyclinic as their health care provider and to the Insurance Companies.

### **AL SHEFA POLYCLINIC (Doha-Qatar) – May 2009 to May 2011**

#### **Position: Insurance clerk / Insurance claims processor**

##### **Duties:**

- Attaching invoices to the insurance claim forms and their respective medical report such as laboratory and x-ray results of each patient who visited the clinic.
- Checking those claims forms if those claim forms are already complete and complying the requirements for the submission with the insurance companies.
- Segregate those claim forms according to Insurance Companies (AXA, QIC, NAS, INTERGLOBAL, OMAN and etc.).



- Making statement for those claim forms and applying discounts according to Insurance Policy / contract using the excel format.
- Encoding payments from the Insurance Companies.

### **SEMINARS and TRAININGS ATTENDED**

BOSH (Basic Occupational Safety and Health)	Jan. 27 – 30, 2018
Standard First Aid & BLS-CPR Training	August 2017
Ambulance Operation Training	Nov. 21-23, 2016
BLS, EMT –B, PHETC (Pre-Hospital Emergency Training Care)	Aug. 15- Sept.30, 2016
BLS-CPR for HealthCare Provider	October 18, 2013
Standard First Aid Training	October 16, 2013
I.V training Therapy	February 26-28, 2013
Chronic Obstetrical Condition in Pregnancy	February 19, 2008
Modern Methods of Family Planning	February 20, 2008
Oncologic Nursing	February 20, 2008
Neuromuscular Disorder	February 25, 2008
Geriatric Nursing	February 26, 2008

### **SKILLS**

- Knowledge in MS office (Word, Excel & Power point)
- Knowledge in Autocad & Photoshop
- Driving

## **PERSONAL INFORMATION**

Age: 33 yrs. Old

Sex: Male

Birth date: November 13, 1985

Birthplace: Iligan City

Religion: Roman Catholic

Nationality: Filipino

Civil Status: Single

Height: 5'6

Weight: 160 lbs

## **EDUCATIONAL BACKGROUND**

<b>2003-2008</b>	College	Bachelor of Science in Nursing
		Iligan Medical Center College
		San Miguel Village, Pala-o, Iligan City
<b>1998-2002</b>	Secondary	St Catherine Academy
		Zone Libra, Suarez Iligan City

**CHARACTER REFERENCE AVAILABLE UPON REQUEST**



**QCHP**  
المجالس القومية للتخصصات الصحية  
Qatar Council for Healthcare Practitioners



**PROMETRIC**

**Qatar Council for Healthcare Practitioners**



**Name:** Jan Michael Solidum

**Specialty:** Basic Paramedic

**Date of Exam:** 4/4/2019

**Result:** Pass

**Confirmation Number:** 8885000001430526

**Govt ID/Passport:** PASSPORT OR

**Exam Center:** 8479

**Grade:** 64%

**Diagnostic Information**

Category	Number of Items Correct	Total Number of Items
ABC	6	10
Infants and Children	6	7
Medical/Behavioral Emergencies & Obstetrics/Gynecology	7	10
Operations	1	3
Patient Assessment	7	11
Preparatory	5	11
Trauma	13	18
<b>Total</b>	<b>45</b>	<b>70</b>

**Prometric Authorized Signature**

This Certificate is Valid for 3 Years from Examination Date

**Notes**

1. Passing this exam is one of the mandatory requirements to obtain a Medical license in the state of Qatar.
2. Qatar Council for Healthcare Practitioners (QCHP) reserves the right to re-examine or re-evaluate candidates before issuing a license.
3. All other registration/licensing requirements should be fulfilled.
4. For further information regarding the registration/licensing requirements, please visit the following website [www.qchp.org.qa](http://www.qchp.org.qa).
5. Candidates can sit for exam for 3 consecutive times, whatever the gap between each attempt.
6. Candidates who failed to pass the exam for the third time will be permitted for two more attempts with six months mandatory gap in each, however, the total number of attempts should not exceed 5.
7. Any exam result after the fifth attempt will not be considered.

**ملاحظات هامة**

1. النجاح في هذا الاختبار هو أحد متطلبات الحصول على ترخيص مزاولة المهنة في دولة قطر.
2. يحتفظ المجلس القطري للتخصصات الصحية بحق إعادة اختبار أو إعادة تقييم المتقدمين قبل إصدار الترخيص.
3. يجب تلبية كافة متطلبات التسجيل/الترخيص الأخرى.
4. للحصول على المزيد من المعلومات حول متطلبات التسجيل/الترخيص، يرجى زيارة الرابط التالي [www.qchp.org.qa](http://www.qchp.org.qa).
5. يسمح بدخول الامتحان التأهيلي 3 مرات متتالية دون النظر للفترة الزمنية بين كل امتحان و الآخر.
6. في حال عدم اجتياز الامتحان التأهيلي في المرة الثالثة و الرغبة في التقدم للامتحان لمرات أخرى ، يسمح للمتقدم بذلك و لكن بمعدل مرة كل 6 شهور و لا يزيد إجمالي عدد المرات عن 5 مرات كحد أقصى في ذات التخصص.
7. لن يتم احتساب أي نتيجة امتحان بعد المحاولة الخامسة

8479  
04/04/2019  
[Signature]

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HomeIn Progress  
Applicant Details

<b>Name</b>	SOLIDUM JAN MICHAEL ARCASA
<b>Dataflow ID</b>	QCHP24201900198744
<b>Dataflow Case Number</b>	M004-1904-384174
<b>Registered Email ID</b>	mrsolidum.qatar12@yahoo.com
<b>Passport</b>	P7845790A
<b>Client</b>	Qatar Council for Healthcare Practitioners - Ministry of Public Health

Case Status

**We are working on your case.**

Case outcome

**The outcome of your case will be reported here when we have completed our processes.**

Education Check Status

**ILIGAN MEDICAL CENTER COLLEGE** In Progress

Employment Check Status

<b>MEDGRUPPE POLYCLINICS AND DIAGNOSTIC CENTER, INC.</b>	Completed
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<b>ILIGAN CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>	Completed
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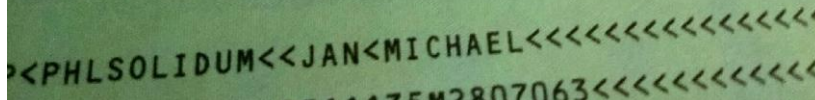
License Check Status

**PROFESSIONAL REGULATION COMMISSION** Completed

Cross Check Status

Completed





Republic of the Philippines  
**PROFESSIONAL REGULATION COMMISSION**  
Manila

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ► **SOLIDUM**  
FIRST NAME ► **JAN MICHAEL**  
MIDDLE INITIAL/NAME ► **ARCASA**  
REGISTRATION NO. ► **0792216**  
REGISTRATION DATE ► **02/21/2013**  
VALID UNTIL ► **11/13/2022**

**NURSE**

11/13/1985  
02/02/2019

Professional Regulation Commission  
P. Paredes St., Sampaloc, Manila 1008, Philippines  
www.prc.gov.ph ☎ (632) 7362248 / 3102009

CERTIFICATION

This is to certify that the person whose name, photograph, and signature appear herein is a duly registered professional, legally authorized to practice his/her profession with all the rights and privileges appurtenant thereto.

This is to certify further that he/she is a professional in good standing and that his/her certificate of registration/professional license has not been suspended, revoked, or withdrawn.

Signature of Professional

TEOFILO S. PILANDO, JR.  
CHAIRMAN

