* CAREER SUMMARY

Person-focused, compassionate, and enthusiastic 2ndyear student nurse with a strong knowledge in providing evidence-based nursing care and support for people with diverse medical conditions and needs in my 6 week placement at aged care and hospital. Offering a talent in building therapeutic relationships with individuals, empathy and advocating on behalf of patients through communication, interpersonal and conflict resolution skills. Keys to success include excellent clinical skills and a passion for improving the quality of life of patients and their families, along with strong analytical, decision-making, and organizational skills. An initiative-taking and dependable professional who is looking for a rewarding opportunity and challenge to use clinical practice and knowledge as a Graduate Registered Nurse in a supportive and flexible work environment to further enhance clinician confidence and competence

36/36 Rushton Street, Runcorn, QLD 4113

Mobile: 0452 228 044 ● rashi.saini@griffithuni.edu.au

**PROFESSIONAL SKILLS**

* Exceptional patient care and administrative skills
* Strong clinical judgement
* Patient and family focused approach
* Comprehensive knowledge of OH&S standards and other regulatory requirements

**PERSONAL ATTRIBUTES**

* Strong leadership qualities
* Exemplary work ethics; motivated, conscientious, enthusiastic, and reliable
* Excellent organisational and time management skills
* Strong communication, interpersonal and liaison skills
* Ability to work well in a team or independently with minimal supervision
* Superior analytical and problem-solving skills
* Keen attention to detail
* Quick learner

**HOBBIES & INTERESTS**

* Further education, Reading, Voluntary work

**REFERENCES**

**Saritha Simon**

*Registered Nurse*

Regis Anchorage House

M: 0470 239 240

**Kate McGregor**

*Clinical Manager*

Ph: 37371200

**EDUCATION & QUALIFICATIONS**

**Certificate II and III in Business Management (Mater Hospital)**

**Medical Computing (Mater Hospital)**

**BSB 40207 Certificate IV in Business**

**Diploma in Business Management**

**Advanced Diploma of Management**

**Diploma of Nursing**

**Certificate IV in Disability**

**Certificate IV in Mental Health**

**Currently studying RN 3RD Year student at Griffith University**

**LICENCES & PERMITS**

**Enrolled Endorsed Nurse** // Australian Health Practitioner Regulation Agency (AHPRA)

**Member** // Australian Nursing Federation (ANF)

**CORE COMPETENCIES**

* Comprehensive skills in providing support and care for people with complex support need and medical supports.
* Clinically competent in performing procedures, administering medications, and maintaining patient’s safety and dignity.
* Excellent interpersonal skills and the ability to build relationships with stakeholders including team members, residents, patients, and family members.
* Possession of manual dexterity and physical ability required to provide support.
* Ability to accurately gather information in a systematic manner to determine the health-related needs.
* Trained in culturally competent and age appropriate care.
* Extensive experience in the areas of:
* Care Planning and Implementation
* Diagnostic Testing
* Vital Signs and Patient Monitoring
* Medication Administration
* Administrative Duties including Documents Management and Reporting
* Fully conversant with EO, OSH and Disability Service Acts requirements and knowledge of practical applications.
* Strong computer skills with proficiency in Microsoft Office suite.

**EMPLOYMENT HISTORY**

**Enrolled Nurse**

*Regis Aged Care, Salisbury* // November 2015 – Present

* Develop and maintain effective relationships with residents, their families or carers and members of the health care team.
* Administer prescribed medicines and maintain intravenous fluids, in accordance with their educational preparation and organisational policy.
* Provide assistance to the residents with their medication, personal care and hygiene needs whilst promoting their independence whenever possible.
* Undertake resident assessments and reviews of care plans, particularly for residents with complex needs, including palliative care.
* Ensure any clinical care needs are managed and communicated in a professional, accountable and timely manner.
* Monitor residents’ daily menu requirements to ensure dietary need and preferences are communicated correctly to the kitchen.
* Maintain and enhance resident’s health and well-being, capabilities, independence, choice, privacy, dignity and safety.
* Comply with medico-legal, professional and Regis standards regarding client and resident documentation.

**Enrolled Nurse**

*TriCare Aged Care Residence, Sunnybank Hills* // May 2016 – 2019

* Identify and implement strategies to promote the physical, emotional and social needs through assessment and observation.
* Enhance the integrity of the residents by respecting and following their personal values, beliefs, and by protecting their rights.
* Participate in the effective day to day management of the nursing home, including maintenance of care levels, as they apply to all residents.
* Maintain accurate clinical documentation and resident information systems ensuring the data is accurate and complete.
* Utilise and check equipment and facilities correctly, reporting any need for maintenance, or replacement.
* Ensure a safe environment for residents and visitors utilising a contemporary quality and risk management framework.
* Maintain all aspects of confidentiality relating to the residents and any policies or procedures at the facility.

Forest lake lodge Nursing Home

Wound Nurse September 2019- 2020

**Assistant in Nursing (AIN)**

*TriCare Aged Care Residence, Mount Gravatt* // November 2009 – May 2016

* Provided safe, effective assistance to residents to support their specific needs in performing activities of daily living.
* Identified and implemented strategies to promote the physical, emotional and social needs through assessment and observation.
* Communicated with members of the nursing care team verbally and in writing and provided specific feedback to Registered Nurses on the personal care given.
* Performed clerical duties including data entry, documents creation and management, and spreadsheet management.
* Served and protected the community by adhering to professional standards, policies and procedures, state and local legislation.

**Assistant in Nursing (AIN)**

*Regis Aged Care, Salisbury* // September 2012 – November 2015

* Attended to the individual needs of residents, which may include assistance with grooming, bathing, oral hygiene, feeding, incontinent care, toileting, communicating or other needs in keeping with the individuals’ care requirements.
* Interacted with residents in a manner that displayed warmth and promoted a caring environment.
* Provided assistance in maintaining a safe, neat and clean environment; reported environmental deficiencies to the Register Nurse in charge, such as lighting or equipment problems.
* Lifted, moved, and transported residents using proper body mechanics or lifting devices for accident prevention.
* Implemented all infection control and hygiene procedures, disposed equipment correctly and sanitised equipment as required.

**Administrative Assistant**

*Mater Children’s Hospital, South Brisbane* // April 2009 – October 2009

* Answered phone inquiries, directed calls, and provided basic hospital information.
* Provided high quality customer service using professionalism, confidentiality, and good judgment is required.
* Processed confidential fax transmissions; providing word processing, schedules, work-plans, charts, reports, and other documents; making, collating, and distributing photocopies, as requested.
* Maintained accurate and complete records consistent with legislation, policies and procedures.
* Ordered and maintained stock of authorised supplies, equipment, devices, and program resource materials; disseminating supplies, etc. as authorised; maintaining appropriate inventory controls for all health programs.