**Maree Hill (Rolfe)**

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**Education**

**Tertiary**

2014 **Certificate IV in Training and Assessment**

**Mater Health Enterprises**

This course enables me to have the skills, knowledge and therefore the ability to successfully guide students within their studies as a facilitator and mentor. I am able to develop courses (building), educate effectively and have an understanding on adult learning techniques.

2012 **Immunisation Nurse Program**

**Australian Catholic University**

This course is made up of 5 theory online units, end of unit exam and 10 hours of practical experience, which I completed with the Brisbane City Council – baby clinics.

June 2007 - **Bachelor of Nursing**

June 2009 **Queensland University of Technology**

2002 – 2005 **Bachelor of Health Science (Public Health)**

**Queensland University of Technology**

The primary role is to promote the general health and wellness of a community or population. Public Health focuses on Health Promotion, Education and Prevention of Preventable Diseases.Hes;lkjdfsHealth Education

**Individual and Team Programs**

* **Policy Analysis:** Smart State: Health 2020 Directions Statement compared with the Health Policy for the Veteran Community in Rural and Remote Areas
* **Program, event organization and co-ordination** of a Skin Cancer event within the Queensland University of Technology
* **Designed** **Child Safety Planning:** Mental Health for Primary School Children

**Skills Development**

* Policy, Data and Intervention Analysis
* Research Methodology [Qualitative and Quantitative]
* Implementation and Evaluation

**Certificates**

* **5th Orthopaedic Course 2010** [1st October – 12th November 2010]
* **Fundamentals of V.A.C Therapy** [September 2010]
* **Cardiac Course Module 1** [31st March – 28th April 2010]
* **Cardiac Course Module 2** [6th July – 10th August 2011]
* **Advanced Life Support** [May 2014]

**Computer Skills**

* Citrix
* Cerner
* Dentroid
* Trend Care
* Adobe Reader 7.0
* Data base searches
* Internet Explorer
* Microsoft Access
* Microsoft Excel
* Microsoft Outlook
* Microsoft Power Point
* Microsoft Word
* SPSS 14.1

**Work History**

**2009 - Wesley Private Hospital**

**Present Acting Clinical Nurse [February to September 2014]**

**Coronary Care Unit**

**Responsibilities and skills developed as a Clinical Nurse:**

Ability to coordinate a busy critical care unit and staff appropriately accordingly to care acuity. I have developed strong leadership skills with problem solving traits in order to be a good team leader. I utilize my resources at hand to ensure all patients are cared for appropriately and all staff are treated equal. I allocate accordingly and seek guidance if I am unsure of something. I am always updating my skills and take pride in my work.

**Registered Nurse**

**- Coronary Care** [2nd November 2009 – 19th June 2010 ]

**- Orthopeadics** [21st June 2010 – march 2011]

- **Coronary Care** [March 2011 – Present]

**Project: Hand Hygiene Auditor**

I have developed an initiative for staff to encourage the correct usage of hand hygiene moments. Firstly, I provided staff with information card handouts and talking to them regarding the correct moments of hand hygiene (the Five moments include: 1. Before touching a patient, 2. Before a procedure, 3. After a procedure, or bodily fluid exposure, 4. After touching a patient and 5. After touching patient’s surroundings). Then observing the staff undertake the correct moments and recording who had done the correct moments. Once an individual reaches 3 correct moments in a row then they are rewarded a sticker – this encourages people to participate within the hand hygiene hero scheme. I then award the person who has the most amounts of correct moments for the month as the ‘Hand Hygiene Hero’ of 2E for that month. By educating staff this has increased the wards compliance rate for hand hygiene and ensures compliance will continue to grow.

**Responsibilities and Skills Developed in Coronary Care [2 E]:**

This position involved: taking responsibility for patient’s observations pre and post procedures [Cardioversions, Coronary Angiograms, Coronary Angioplasty’s, Permanent Pace Makers], reporting abnormal observations to my shift leader, Administering, preparation and understanding the properties of Medications – Inter-venous, Sub-cut, Inter-muscle, Oral, and Rectal; Understanding of the cardiac monitoring system and notifying appropriate staff if required due to interpretation of patient’s heart rhythms; working both day and night shifts; following policy and procedures when performing tasks; completing paperwork such as patients’ notes and care plans; organizing warfarin care; communication within multi-disciplinary teams; organization of tests for patients from Doctor’s orders; reporting hazards; re-stocking and general upkeep of the nurse’s station. From December 2012 I am also part of the Hand Hygiene Auditing process – which entails conducting hand hygiene audits on the staff within the ward and ensuring people are using the correct techniques in order to keep their hands safe and protecting themselves and patients.

**Responsibilities and Skills Developed in Orthopeadics [1 M]:**

This position involves: Taking responsible for patient’s observations pre and post operatively [Knees, Hips, Backs, Wrists]; responsible for working with the patients and physiotherapy to ensure patients are appropriately rehabilitated to move onto either home [preferred] or a rehabilitation facility; Administering, understanding and preparation of medications Inter-venous [through PICCs and peripheral lines], Sub-cut, Inter-muscle, Oral and Rectal; Understanding the procedures and attending courses in order to care for patients appropriately; reporting hazards; education of patients [e.g. How to administer Enoxaparin subcutaneously on discharge]; working both day and night shifts; communication within a multi-disciplinary teams; completing paperwork such as patients’ notes and care plans; organization of doctors’ procedure requests; phoning doctors if required; organizing warfarin care; following policy and procedures when performing tasks [e.g. Wounds]; general up-keep of the nurses station, medication room and ward; general office duties and restocking.

**2013 - 2014 Charter House Medical**

**Immunisation Registered nurse**

[01st March to 30th June 2013 - *Contract*]

[01st March to 30th June 2014 – *Contract*]

**Responsibilities and Skills Developed:**

This position involved stock take of vaccines and consumables, organization of run sheets for businesses, ensuring enough consent forms for the number of vaccines to be given, clear communication between myself and Charterhouse medical and clients, organizing myself to find various businesses throughout Brisbane and the surrounding areas, time management of giving vaccines, cleaning of area used and leaving in the same state as found it in, recording consent forms within computer programs, updating Charterhouse Medical of any changes, ordering of vaccines and consumables required for booked jobs and professional mannerism and dress.

**2011-2012 Saint Andrews Private Hospital [Spring Hill]**

**Cardiac Data Coordinator**

[20th September 2011 to 10th March 2012]

**Responsibilities and Skills Developed:**

This position involved data collection, data entry, data checking and general office duties. I use a Citrix/Dentroid based spreadsheet based data base (SAMI-NET) and can negotiate effectively within documents required, and understand how to effectively use the programs.

**2009 Quilpie District Hospital**

**South-West Queensland Graduate Program**

**Registered Nurse**

[27th July to 12th October]

**Responsibilities and Skills Developed:**

This position involved: Taking responsibility for my team I was working with by attending to emergency and ward patients – notifying of appropriate senior staff and doctor if required post examination; taking patient’s observations and an understanding of abnormal observations and who to notify; pharmacy – dispensing discharging patients medications and educating the patients about the medications; communication to other facilities and organistaions’ such as the Royal Flying Doctors’ Service; reporting hazards; re-stocking and general upkeep of the nurse’s station.

**2008 Royal Brisbane and Women’s Hospital**

**Alcohol and Drug Unit**

**Assistant Nurse**

[20th October to 1st July 2008]

**Responsibilities and Skills Developed:**

This position involved: taking patient’s observations, reporting abnormal observations to my shift leader, observing patients throughout the night on a 30 minute checking plan, completing paperwork, communication, reporting hazards, re-stocking and general upkeep of the nurse’s station.

**2008 Best Practice Australia**

**Research Support Officer**

[20th February to 1st July 2008]

**Responsibilities and Skills Developed:**

This position involves batching of new medical based surveys to clients, data entry (both quantitative and qualitative), data checking and general office duties. I use a spreadsheet based data base and can negotiate effectively within documents required.

**2008 Queensland University of Technology**

**Volunteer Student Peer Mentoring Scheme**

[February to November]

**Responsibilities and Skills Developed:**

This position involves being available one day per week at allocated times for students to come and discuss if they have any problems/concerns with their studies. It is then my job to either refer them onto the specific service or if appropriate assist the students sort out their issues/problems.

**2007 Tricare Village**

**Personal Care Assistant**

[13th December to 9th April, 2008]

**Responsibilities and Skills Developed:**

This position involves showering, feeding, sponging, dressing, toileting, feeding residents and responding to managers and team leaders instructions. I work within a team and if have difficulties I know that I can consult with my team members to help resolve issues.

**2007 I-View**

**Interviewer for the Kids Eat Kids Play Study**

[5th February to 31st August – *7 month contract*]

**Responsibilities:**

This position involved traveling to people’s homes and interviewing the parents and children. The participants were aged between 2 – 16 years. I worked in the field solitarily completing over the required number of interviews. I liaised with parents arranging days and times to conduct the interviews.

**Skills Developed:**

* Telephone and negotiation skills
* Using programs such as LINZ and MACRA.
* Taking measurements (height, weight and waist circumference).
* Measuring children’s strides to set pedometers
* Conducting interviews with parents and children.
* Frequently updating programs
* Frequently emailing and sending completed work
* Working with a range of children (2-16 years) and parents.
* Ability to prioritize and complete work, in an orderly fashion.
* Qualitative and Quantitative research methods

**2006 Youth Challenge Australia**

**Central Australia Placement**

**Participant [Kintore - Northern Territory]**

[9th October to 17th December – *10 week contract*]

**Responsibilities and Skills Developed:**

* Working with the community through the clinic and school
* Communicating with Non-English speaking background people
* Working cross-culturally
* Developed a diabetes educational tool for the high school
* Ability to test community for Iron and Sugar levels
* Ability to assist teachers in class room with children
* Ability to assist in running an after school program
* Ability to assist in organizing community events

**2006 University Of Queensland**

**Healthy Kids Queensland Project**

**Research Assistant**

[13th March to 2nd October – *6 Month Contract*]

**Responsibilities Developed:**

This position involved traveling to different schools in Queensland collecting data. I was within a team of four, responsible for going into various schools talking with students, teachers, principals and parents, to ensure a board sample was obtained.

**Skills developed:**

* Negotiation between teachers within schools
* Ability to record data accurately
* Communication in person, email or telephone for clients needs.
* Following guidelines set by the Healthy Kids Queensland Study
* Dealing with the public within a health-orientated situation
* Ability to work with sensitive issues
* Ability to administer questionnaires effectively and efficiently
* Qualitative and Quantitative Data Collection

**2006 Queensland University of Technology**

**Palliative Care Study**

**PEPA Program**

**Data Entry Assistant**

[18th April to 22nd June – *10 Week Contract*]

**Responsibilities:**

My responsibilities included data entry with SPSS 14.1, altering variables, data entry, coding and cleaning within verbatim, filing and composing statistical tables.

**Skills developed:**

* Ability to use programs such SPSS and verbatim.
* Ability to code, enter, clean and type data accurately
* Ability to follow guidelines set by project manager

**2005 International Diabetes Association**

**Field Survey Staff**

[3rd October to 24th November – *2 Month Contract*]

**Responsibilities:**

This position involved traveling around Queensland, collecting data for the AusDiab Study. I was responsible for collecting participant’s height, weight, waist circumference and completing questionnaires.

**Skills developed:**

* Ability to use programs such as the Body Mass calculator
* Ability to record data accurately
* Ability to attend to participants needs
* Following guidelines set by the AusDiab Study
* Telephone skills
* Dealing with the public within a Health orientated situation
* Ability to work with sensitive issues
* Ability to administer questionnaires to adults and elderly

**References**

**Haunnah Rheault Nathasha Mulherin Eldjie Welsh**

Clinical Nurse Consultant Clinical Nurse Clinical Nurse

Heart Failure Coronary Care Unit Coronary Care/ Catheter Lab

Gold Coast Hospital The Wesley Hospital The Wesley Hospital

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