

# Navjot Kaur

0492333173, jnav786@gmail.com

## PROFILE

A patient-focused and well-organized student registered nurse. Expertise in compassionate patient care and delivering nursing services while maintaining the code of ethics. Ability to maintain a positive attitude in stressful situations. Assistant with one and a half years of experience in a fast-paced hospital setting and nursing home. Overseas Registered nurse with 3 years of experience providing clinical care to a variety of patients. Highly organized and able to multitask while allowing nursing staff to work together toward positive results.

## EDUCATION

Jun 2020 — Present	Bachelor of Nursing (Graduate Entry) , University of New England	Parramatta, NSW 2150
Oct 2019 — Feb 2020	Certificate III in Individual Support and Disability, Institute of Health and Nursing Australia	Paramatta, NSW 2150
Feb 2019 — Jan 2020	Graduate Diploma of Nursing , Institute of Health and Management	Parramatta. NSW, 2150
Jun 2011 — Jun 2015	Bachelor of Nursing , Baba Farid University of Health and Science	Faridkot, Punjab, India, 151203

## EMPLOYMENT HISTORY

Jun 2022 — Present	Assistant in Nursing in Mental Health , SWSLHD	Campbelltown, 2560	<ul style="list-style-type: none"><li>Provides physical support to patients such as lifting, guiding movements in recreation, meal, therapy and other activities, escorting to and from activities, and restraining when appropriate.</li><li>Maintains patient's living environment in a clean and orderly fashion including bed making, cleaning of the unit, and wiping up spills.</li><li>Performs basic nursing duties such as back rubs, bed baths, collection of urine specimens, weighing patients, and reporting signs of illness or unusual behaviour.</li><li>Provide aid to staff and patients in cases of accidents, fire drills and other emergencies.</li></ul>
Jul 2021 — May 2022	Assistant in Nursing, South West Sydney Vaccination Centre	Macquarie fields, NSW 2564	<ul style="list-style-type: none"><li>Provide support to the nursing team in order to deliver a high standard of care to patients.</li><li>Provide support to the nursing team, both Enrolled and Registered, in the delivery of nursing care in an acute care environment.</li><li>Prepare and draw up the vaccine under the observation of RN.</li></ul>
Jan 2021 — Jan 2022	Assistant in Nursing , RSL LifeCare	Picton, NSW 2571	<ul style="list-style-type: none"><li>Assisting patients with their personal care needs such as showering, toileting, shaving, oral hygiene, dressing and eating.</li><li>Assisting patients with their mobility and communication needs.</li><li>Following therapy plans such as interventions to assist those with dementia and behavioural problems.</li><li>Observing and reporting changes in patients' conditions.</li><li>Assisting nursing and midwifery staff with routine technical support functions including setting up for procedures, cleaning equipment and completing basic documentation.</li></ul>
Jan 2022 — Feb 2022	Acute Care Certified Placements, 160 hours , Tamworth Rural Referral Hospital	Tamworth, NSW 2340	<ul style="list-style-type: none"><li>Monitoring post-operative patients' levels of consciousness during recovery from anesthesia.</li><li>Measuring and recording patients' vital signs.</li><li>Closely observing patients for signs of side effects of anesthesia medication.</li><li>Treating pain, nausea, and other post-operative symptoms of anesthesia.</li><li>Updating charts, patient files, and medical records.</li><li>Collaborating with the medical team on post-operative patient care and facilitating timely specialized interventions.</li><li>Providing comfort and reassurance to distressed post-operative patients and concerned family members.</li><li>Educating patients and their families on post-surgery care, as well as answering questions.</li></ul>
Feb 2022 — Mar 2022			

**Primary and Community Health Certified Placements, 80 hours, Armidale, NSW 2350**  
**Hunter New England Community Health**

- Provide direct nursing care to sick or disabled in the home, clinic, school, or workplace
- Develop the family's capability to take care of the sick, disabled, or dependent member
- Coordinated with individuals, families, and group for health-related services provided by various members of the health team.
- Coordinates nursing programs with other health programs like environmental sanitation, health education, dental health, and mental health to identify needs, priorities, and problems of individuals, families, and communities.

Nov 2021 — Dec 2021

**Assistant in Nursing Certified Placements, 80 hours , Summit Care Baulkham Hills, NSW 2153**

- Assisting residents with mobility equipment, helping with food and fluids, maximising a resident's physical function through rehabilitation and maintaining domestic aged care arrangements
- Perform head-to-toe patient assessments. This includes providing and receiving verbal reports, preparing and administering medication, documenting care appropriately.
- Display a professional attitude to patients, their families, and other members of the health care team.

May 2021 — May 2021

**Mental Health Placements 80 hours complete both in community and Inpatient. , Cottage Complex, Morisset Hospital Morisset, NSW 2264**

- Carry out checkups on patients; look out for new developments and inform the professional medical staff in charge of patients treatment of observations so that treatment can be commenced quickly to avoid deteriorating health conditions
- Maintain good working relationship with the medical team, which consists of nurses, psychiatrists, social workers, and psychologists
- Assist patients to get used to their treatment routine to prevent resistance in receiving medication
- Assist in collecting patients' specimen, such as blood, urine, and feces, for laboratory testing and diagnoses

Apr 2021 — Apr 2021

**General Nursing Placements Certified, 80 hours completed in Kingswood, NSW 2747**  
**CCU and ED , Nepean Hospital**

- Consult and coordinates with health care team members to assess, plan, implement and evaluate patient care plans.
- Prepares and administers (orally, subcutaneously, through an IV) and records prescribed medications. Reports adverse reactions to medications or treatments in accordance with the policy regarding the administration of medications by a licensed registered nurse f Provides basic, bedside care.
- Teach patients and significant others how to manage their illness/injury, by explaining: post-treatment home care needs, diet/nutrition/exercise programs, self-administration of medication and rehabilitation

Jan 2021 — Feb 2021

**Assistant in Nursing Certified Placements completed 160 hours, St. Kogarah, NSW 2217**  
**George Hospital**

- Grooming and bathing patients with low mobility
- Preparing each patient's room with necessary items like blankets, pillows, medical equipment and bathroom needs
- Make sure they have regular meals and proper medication dosages
- Monitoring vitals and patient behavior and reporting them to the nursing and medical staff

Jan 2020 — Feb 2020

**Assistant in Nursing Certified, Placements completed 120 hours, St. Marys, NSW 2760**  
**Summit Care**

- Assisting patients with their personal care needs such as showering, toileting, shaving, oral hygiene, dressing and eating.
- Assisting patients with their mobility and communication needs.
- Following therapy plans such as interventions to assist those with dementia and behavioural problems.
- Observing and reporting changes in patients' conditions.
- Assisting with rehabilitation exercises, basic treatment and delivering medications.
- Building effective relationships with patients through clear communication and empathy.

Jun 2018 — Dec 2018

**Registered Nurse , KD Hospital & Blood Bank Amritsar, India**

- Providing round-the-clock care to premature and severely ill newborn infants.
- Caring for the basic needs of infants; for example, feeding and changing diapers.
- Performing medical procedure; for example, inserting intravenous lines, performing tests, and administering medications.
- Assisting the NICU physicians in medical procedures and treatments.
- Using and adjusting specialized medical equipment.
- Formulating nursing plans and evaluating the effectiveness of treatments.
- Comforting ill newborns and anxious parents and family members.

- Offering support to parents and family members and educating them on the at-home care of their newborn.

Apr 2022 — Present

## Assistant in Nursing ED Department , WSLHD

Blacktown

- Conducting preliminary patient examinations to ascertain the patient's condition
- Referring patients to other departments such as osteopathy, radiology and cardiology
- Receiving patients from Paramedics and taking over their care
- Sharing information and updates with family members
- Analysing test results
- Taking detailed and accurate notes
- Applying dressings and administering pain relief, antibiotics and other medications as required
- Completing all necessary discharge paperwork
- Maintaining care standards in accident and emergency

### SKILLS

Critical thinking and creative problem solving  
Conflict resolution  
Excellent verbal and written communication

Professionalism  
Ability to Work in a Team  
Able to work in a physically demanding environment

### HOBBIES

Painting and writing

### LANGUAGES

English  
Punjabi

Highly proficient  
Native speaker

Hindi

Highly proficient

### REFERENCES

References available upon request