

**Address:** Glenfield, NSW 2167

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## **Poonam Gupta**

Experienced assistant nurse with a dynamic and responsive approach, can do attitude, strong background in serving aged care resident in a very professional manner with exceptional communication skills with highest level of self-motivation and discipline.

## **Skills**

- Patient care skills
- Vital signs monitoring
- Infection control and prevention
- Medical terminology knowledge
- Multitasking and time management skills
- Adaptability in the workplace
- Medical equipment proficiency
- Empathy and compassion

## **Experience**

07/2018 -12/2021

### **Assistant Nurse – Catholic Health Care St Anne's- Hunters' Hill Sydney**

- Personal Care:
  - Assisting with showering, bathing, dressing, and grooming.
  - Assisting with toileting and oral hygiene.
  - Providing comfort and dignity during personal care routines.

- Mobility and Exercise:
- Assisting residents with mobility and exercise regimes.
  - Using mobility aids, such as walkers and wheelchairs.
  - Ensuring residents are safely positioned and supported.
- Meal Assistance:
  - Helping residents with eating and drinking, especially those with swallowing difficulties.
  - Monitoring dietary requirements and addressing special needs.
- General Support:
  - Assisting with communication and social interaction.
  - Providing companionship and emotional support.
  - Answering call bells and ward telephones.
  - Ensuring the resident's room and surrounding area are kept clean and tidy.
- Documentation and Reporting:
  - Maintaining accurate and detailed patient records.
  - Reporting any changes in a resident's condition to the nurse.
  - Contribute to the creation and updating of care plans.
- Other Responsibilities:
  - Following therapy plans, including interventions for residents with dementia or behavioral problems.
  - Participating in staff meetings and continuing education.

01/2018-12/2021

**Assistant Nurse- National Nurses Plus (NNP)- Frenches Forest NSW**

**Designated Location: Montefiore Randwick, Hunter's Hill and Maroubra**

- Personal Care: Assisting with showering, bathing, toileting, dressing, oral hygiene, and shaving.
- Mobility and Daily Living: Helping residents with walking, transferring between locations, and managing their environment.
- Meal Preparation and Assistance: Preparing and serving meals, assisting residents with eating, and ensuring appropriate hydration.

- **Monitoring and Reporting:** Observing changes in residents' conditions and reporting them to nursing staff.
- **Documentation:** Maintaining accurate records of residents' care and observations.
- **Communication and Support:** Building relationships with residents and their families, providing emotional support, and advocating for their rights.
- **Assisting with Rehabilitation Exercises:** Helping residents with exercises to improve their mobility and function.
- **Supporting Nursing Staff:** Assisting with routine tasks, such as setting up for procedures and cleaning equipment.
- **Hygiene and Cleanliness:** Maintaining a clean and comfortable environment for residents, staff, and visitors.

06/2016-05/2017

**Personal Care Assistant/ Disability Care Assistant- Oxley Home Care- Castle Hill, Sydney/ Cass Campsie Residential aged care- Campsie Sydney**

- Assisting with bathing, showering, dressing, and undressing.
- Helping with hygiene, including oral care and grooming.
- Providing assistance with toileting and incontinence care.
- Supporting clients with mobility, including transfers and ambulation.
- Helping with meal planning and preparation.
- Assisting with feeding clients who have difficulty swallowing or eating independently.
- Performing light housekeeping tasks, such as dusting, vacuuming, and sweeping.
- Assisting with laundry and cleaning.
- Assisting with getting clients to and from appointments and other outings.
- Providing emotional support and encouragement.
- Offering companionship and engaging in activities with clients.
- Communicating effectively with clients, family members, and other healthcare professionals.
- Reporting any changes in the client's condition or behavior.

## **Education**

Aged Care Certificate III- Global Educational Institute (GEI), Campsie, NSW

2014- Bachelor in Commerce- Major Finance – Hari Khetan Multiple Campus, Birgunj Nepal

2010- Year 10- Galaxy Public School, Bara Nepal

## **Residential Status**

Permanent Resident (PR Holder)

## **Vaccination Status**

Covid-19 vaccinated including booster shot.

## **Reference**

Reference will be provided upon request