


SUNITA PUDASAINI POKHAREL

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 Raby, NSW, Australia 2566

PROFESSIONAL SUMMARY

An empathetic care worker with a sensitive and compassionate approach to cultivating a trusting, stimulating, and varied lifestyle for residents. Offers enhanced care with a flexible learning approach for patients and residents. With over 10 years of experience in the health care industry, which includes hospital and residential aged care home settings, I possess excellent abilities in carrying out all nursing duties, including personal care, palliative care, dementia care, and clinical support. I have acquired the appropriate level of education, skills, and experience required to provide people-centered nursing care to promote independence and the quality of life of the elderly and people with special care needs. I am seeking a full-time position where I can utilize skills and knowledge that I have obtained through formal education, training, and work experiences to provide guidance and encouragement to patients and residents through physical and emotional support in order to achieve better health outcomes.

SKILLS

- Compassionate Patient Care
- Care Plan Implementation
- Chronic Disease Management
- Client Relationship Management
- Medication Administration and Management
- Patient Assessments
- Effective communication and organizational skills
- First aid knowledge
- Behavioural Management
- Progress Documentation and Medical Record Management

EDUCATION

Charles Sturt University

Wagga Wagga, NSW • Expected in 11/2024

Bachelor of Nursing: Nursing

Education Centre of Australia,
Sydney, NSW Australia
2016

Professional Year Program

(SIMP): Accounting And Business
Management

Holmes Institute, Sydney, NSW
Australia
2015

WORK HISTORY

Signature Care - Personal Care Assistant (Grade -4)

Wagga Wagga, NSW • 02/2023 - Current

- Undertaken clerical work, including new admission of residents, liaison with families, including residents, assistance with preliminary assessment, identification of their care needs, and development of a care plan based on their health condition and individual needs.
- Assist the elderly with their daily personal care needs based on their individual needs and care plan.
- Attend to routine blood pressure, temperature, and pulse checks, urine analysis, and monitor blood glucose levels as required.
- Assist and support diabetic residents in the management of their ongoing medical condition.
- Report and respond appropriately to any changes in the health condition of the residents within the skills and competence, as well as organizational policies and procedures.
- Monitoring and documentation of resident's behaviour and incontinence (bowel and urine records) on a daily basis and documenting them.
- Provide assistance to registered nurses, doctors, and other allied health professionals in assessing resident's physical and mental abilities.
- Assist a registered nurse to review and develop Individual Care Plan.
- Mentor new staff in carrying out care services in a professional manner and assess the risks associated with the work.
- Liaise with the resident's family and concerned agencies, i.e., doctors, pharmacies, paramedics, and allied health professionals, as required, as well as escort residents to healthcare service providers.
- Participate in continuous improvement activities, trainings, regular meetings and other activities as required
- Adhere to organizational policies and procedures and state legislation, including WH&S, Infection control, Emergency management, etc.

Master of Business Administration:
Business Administration

Holmes Institute, Sydney, NSW
Australia
2015

Master of Professional Accounting:
Accounting

Signature Training Pty Ltd, Sydney,
NSW, Australia
2012

Certificate III in Aged Care

Tribhuvan University, Kathmandu,
Nepal
2008

Bachelor of Business Studies:
Business Management

Kathmandu Institute of Science
And Technology, Nepal
2004

**Higher Secondary Certificate
Examination (Year 12 equivalent)**

- Built strong relationships with residents and their family members to deliver emotional support and companionship.
- Engaged residents in meaningful conversation, socialization, and activity while providing personal care assistance.

Catholic Healthcare (Previously The Haven) - Personal Care Assistant (Grade-2)

Wagga Wagga, NSW • 07/2018 - 02/2023

- Assist the elderly with their daily personal care needs based on their individual needs and care plan.
- Attend to routine blood pressure, temperature, and pulse checks, urine analysis, and monitor blood glucose levels as required.
- Assist and support diabetic residents in managing their ongoing medical condition.
- Recognized and reported abnormalities or changes in residents' health status to a nurse in charge or duty manager.
- Monitoring and documentation of resident's behavior and incontinence (bowel and urine records) on a daily basis and recording them into the E-Case health software.
- Provide assistance to registered nurses, doctors, and other allied health professionals in assessing resident's physical and mental abilities.
- Assist a registered nurse to review and develop Individual Care Plan.
- Liaise with the resident's family and concerned agencies, i.e., doctors, pharmacies, paramedics, and allied health professionals, as required, as well as escort residents to healthcare service providers.
- Participate in continuous improvement activities, trainings, regular meetings and other activities as required
- Adhere to organizational policies and procedures and state legislation, including WH&S, Infection control, Emergency management, etc.

Uniting Care -Mingaletta - Inspired Care Worker (Grade-2)

Port Macquarie, NSW • 07/2016 - 05/2018

- Assist elderly with their daily personal care needs and Activity of Daily Living (ADL's)
- Provide quality support to the residents based on their individual needs and care plan
- Assist residents to meet their specific requirements based on their changing needs and priorities in order to ensure their comfort and independence.
- Engaged resident's in meaningful conversation, socialization, and activity while providing personal care assistance.
- Recorded temperature, blood pressure, pulse, or respiration rate as directed by medical or nursing staff.
- Assist and support diabetic residents in the management of their condition.
- Supported residents with mental support and physical activities to improve their quality of life and sustain their needs.
- Provided safe mobility support to help patients move around personal and public spaces.
- Monitored changes in clients' conditions to report concerns to the nurse in charge or care supervisor.
- Assist RN, doctor and other allied health professionals in assessing resident's health condition, i.e mobility, cognitive and physical

abilities, vision, hearing ability, pain, etc

- Monitor and record resident's behaviour and incontinence (bowel and urine record) every day and document it into the I-care computer system
- Provide relevant information and advice on all residential support requirements, equipments and service needs to the supervisor or RN.
- Assist RN in developing or reviewing Individual Care Plan and documenting the ACFI's of each resident as per the plan.
- Adhere to organizational policies and procedures and state legislation, including WH&S, Infection control, Emergency management, etc
- Ensure resident's confidentiality, privacy and dignity is maintained at all times.
- Train and mentor new staffs to undertake care activities in a professional manner.
- Participate in continuous improvement activities, trainings, regular meetings and other activities as required.

Baptist Care - Care Service Employee (Grade-2)

Sydney, NSW • 06/2014 - 06/2016

- Assist Elders in Daily Activities of Living (ADL's) and attending personal cares as per their care needs.
- Provide quality support to the resident based on the individual care plan and individual needs.
- Assist residents to meet their specific requirements based on changing needs and priorities in order to ensure their comfort and independence.
- Observe and monitor resident's behaviour every day and report it to the shift supervisor or RN, as well as document any changes.
- Provide relevant information and advice on all residential support requirements, equipment, and facilities to the supervisor or RN.
- Maintain accurate records and documentation.
- Work under the policies and guidelines of the facility and state legislation.
- Work in a team environment and liaise with resident's family members and other professionals, i.e service providers, doctors, and allied health professionals, as required.
- Participate in training, meetings, and other activities as required.

Bupa Aged Care - Extended Care Assistant

Hobart, TAS • 09/2012 - 02/2014

- Assist Elders in Daily Activities of Living (ADL's) and attending personal cares as per their care needs.
- Provide quality support to the resident based on the individual care plan and individual needs.
- Assist residents to meet their specific requirements based on changing needs and priorities in order to ensure their comfort and independence.
- Observe and monitor resident's behaviour every day and report it to the shift supervisor or RN, as well as, document any changes.
- Provide relevant information and advice on all residential support requirements, equipments and facilities to the supervisor or RN.
- Assisted with dressing guidance, grooming, meal preparation, and medication reminders.

- Engaged residents in meaningful conversation, socialization, and activity while providing personal care assistance.
- Assisted clients with their daily living needs to maintain self-esteem and general wellness.
- Work in a team environment and liaise with resident's family members and other health professionals, i.e doctors and allied health professionals, as required.
- Participate in training, meetings, and other activities as required.
- Built and maintained rapport with residents and family members to facilitate a trusting caregiver relationship.

Glenview Community Services - Lifestyle Worker (Grade-2)

Hobart, TAS • 08/2013 - 02/2014

- Assist elderly with their daily personal care needs and Activity of Daily Living (ADL's).
- Provide quality support to the residents based on their individual needs and care plan.
- Assist residents to meet their specific requirements based on their changing needs and priorities in order to ensure their comfort and independence.
- Attend to routine blood pressure, temperature and pulse checks, urine analysis and monitor blood glucose level as required.
- Assist and support diabetic residents in the management of their ongoing medical condition.
- Report and respond appropriately to any changes in the health condition of the residents within the skills and competence, as well as organizational policies and procedures.
- Monitor and record resident's behaviour and incontinence (bowel and urine records) every day and document them in the I-Care computer system.
- Provide relevant information and advice on all residential support requirements, equipments and service needs to the supervisor or RN.
- Assist the RN in developing or reviewing a Care Plan and documenting the ACFI's of each resident as per the plan.
- Adhere to organizational policies and procedures and state legislation, including WH&S, Infection control, Emergency management, etc
- Ensure resident's confidentiality, privacy and dignity is maintained at all times
- Liaise with the resident's family and health professionals, i.e doctors, pharmacists, paramedics, and other allied health professionals, as required.
- Followed instructions and procedures to complete assigned tasks.
- Participate in continuous improvement activities, trainings, regular meetings, and other activities as required.

Shankarapur Hospital and Research Center Pvt. Ltd -

Account/Administration Officer

02/2009 - 03/2012

- Prepare profit and loss statement and monthly closing and cost accounting reports
- Compile and analyse financial information to prepare entries to accounts, such as general ledger account, and document business transactions

- Prepare and review budget, revenue, expenses, salary entries, invoices and other accounting documents
- To supervise that all accounting entries, payments and receivables are posted correctly and timely
- Prepare annual financial report for internal and external audit purpose
- Develop and maintain financial databases, computer software systems and manual filing systems to ensure adequate financial management systems in place to support the proper administration of the Account Department in an economic and efficient way
- Safeguarding of funds and hospital property under control
- Assist during internal audit, including regularly reviewing the internal audit function to ensure there is the desired quality of assurance on the adequacy, reliability and efficiency of the Account Department's internal control system.

TRAINING INTERNSHIP

- 2012, Certificate III in Aged Care, Signature Training Pty Ltd, Sydney, NSW
- 2015, Accounting Internship (SMIPA), Financial and Business Strategist Pvt. Ltd, 104 Bathurst Street, Sydney, NSW, 2000
- 2023, Basic First Aid (Smartlink Training Pty Ltd)

WORK REFERENCES

Will provide upon request