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**Arshpreet Kaur**

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Contact: 0413139921

Citizenship Status: Australian permanent resident

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Registered nurse currently working with Aged Care facility (From July 2020 to current date).

I have experience of 4 years as full time RN in aged care settings and GP clinic. I anticipate to utilise my past work-place experiences, professional posture and personal skill-set as a Registered nurse in various aspects such as aged care-+/ Palliative care and so on. I Able to work on own initiative or in support of other healthcare professionals, whilst ensuring that at all times patient care procedures and practices are adhered to policies and procedures of Health Care facility while maintaining dignity and respect of Patients. An employee with proven record of reliability and responsibility with strong analytical skills and possess special sensitivity to meeting diverse needs in varied situations.

**OBJECTIVE**

To master skills further in Aged care in future and then building upon the experience to develop into specialized areas especially in aged care, rehabilitation and general nursing .

**QUALIFICATION AND CERTIFICATIONS:**

1. AHPRA Registration No: NMW0002349302
2. Bachelor of Nursing, Australian Catholic University, Australia, 2019
3. Managing Violence & Aggression
4. Fire & Emergency Evacuation Training
5. Compulsory Reporting in Health care facility
6. Manual Handling Practice
7. Basic Life Support: CPR

**SKILLS AND HIGHLIGHTS:**

1. Experienced in charting, documentation and admission process.
  2. Understanding client's needs and providing excellent consumer care.
  3. Ability to work in a fast-paced and challenging environment.
  4. Experienced in providing education to patients and their families.
  5. Highly organised Individual with strong commitment to excellence.
  6. Well experienced in ACFI.
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**AREA OF EXPOSE & EXPERTISE:**

1. Charter of Aged Care rights well updated re: all 14 rights of Consumers, which includes protection and respect of Consumers, as well as rights to make informed choices.
2. Well aware about National safety and quality health standards which are to protect the public from harm and to improve the quality of health service provision.
3. Holistic need assessment: able to provide evidence based holistic needs assessment protocol which includes Physical, Emotional, Personal, Social and informative and communications to patients, families, facility staff and other Stakeholders.
4. Palliative care: End of life care, palliative medication administration, Pain relief management, Maintaining privacy and integrity of patient, Understanding and respecting various religious beliefs.
5. Admission and Discharge process: Able to commence all relevant assessments for patients on Admission.
6. Documentation process: appropriate and adequate documentation about a patient's condition in Progress Notes.
7. Wound Management: able to complete all kinds of simple or complex wound care management for patients while maintaining their comfort and dignity.
8. Procedures: experienced in providing all relevant procedures as per need of Consumer such as, vital signs monitoring, insertion of Foley's

catheter/suprapubic catheter, removal of sutures/ staples, peg feeding, administration of enema, bladder irrigation, stoma care etc.

9. Competencies: have up to date competencies in all relevant fields to ensure appropriate care to consumers as per their choice.

### **JOB 1**

**May –July 2020**

**Position: Full time Fixed term Registered Nurse Division 1**

**O’Herns Medical Center, Epping NSW**

Key Responsibilities

- Maintaining the care plans of the patients in the clinic and updating them.
- Performing General clinical check-up for patients as requested by GP.
- Administration of vaccinations and IM injections
- Scheduling appointments of patients with GP’s
- Managing and re ordering the clinical stock

### **JOB 2**

**August 2020 - August 2021**

**Position: Permanent Full Time Registered Nurse Division 1**

**Rathdowne Place, Australian Unity**

#### **Overview**

This role is for providing care to Aged Care Consumers with a variety of health care services for issues related to mental health, Wounds, Diabetes, Cardiac, Respiratory, Endocrine, Renal and Palliative care. This role is actively involved in development of policies and procedures and timely reviews in accordance with Nursing care.

Key responsibilities

- Medication administration oral, IM and SC.
- Wound management and review
- Care plan updating and completing clinical assessment
- Managing clinical issues by liaising with other health profession
- Supervision of care staff
- Managing ACFI submissions in timely manor
- Completing aged care permanent and respite admission and discharge assessments and documentations

### **JOB 3**

**Oct 2021 - March 2022**

**Position: Casual Registered Nurse Division 1**

**AHP Nursing Agency**

Key responsibilities

- Transferring paper based care plan to online care plan.
- Updating care plans
- Conducting clinical assessment
- Identifying clinical gaps and highlighting gap to CCMs

### **JOB 4**

**April 2022 - March 2023**

**Position: Full Time Permanent Registered Nurse Division 1**

**Bupa Baulkham Hills**

Key responsibilities

- Medication administration oral, IM and SC.
- Wound management and review
- Care plan updating and completing clinical assessment
- Managing clinical issues by liaising with other health profession
- Supervision of care staff

- Managing ACFI submissions in timely manner
- Completing aged care permanent and respite admission and discharge assessments and documentations

### **JOB 5**

**June 2023- Jan 2024**

**Position: Full Time Permanent Registered Nurse Division 1  
SNS Nursing Agency WA**

- Medication administration oral, IM and SC.
  - Wound management and review
  - Care plan updating and completing clinical assessment
  - Managing clinical issues by liaising with other health profession
  - Supervision of care staff
  - Completing new admission procedure and updating paperwork accordingly.
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### **CORE COMPETENCIES:**

#### **Nursing Care**

- Highly competent in administering medications, providing treatments and assisting patients in all types of emergency and medical situations, coordinating effectively with interdisciplinary teams according to patients care plans.

#### **Team Leadership**

- An active leader with ability to value and maintain positive working relationships with Emergency personnel and multi disciplinary team such as nurses, doctors, physiotherapist, occupational therapist, personal carer and patient families, consistently delivering dependable, effective patient care in emergency situations.

**Medical Administration**

- Possessing a broad skill set including data entry, patient reporting and recording,
- interpreting data, managing patient correspondence; and coordinating and prioritizing all to a high standard.

**Analytical Ability**

- Skilled in producing quality work even when under extreme time pressure and deadlines, with the understanding to follow complex instructions to reach successful conclusions.

**Effective Communication**

- Proven track record of using strong communication with patients of all cultures (verbal and written), including interpersonal and leadership skills to effectively liaise with various allied health professionals and departments accordingly

**Conflict Resolution**

- Ability to resolve in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions and efficiencies, all with a high level of quality.

**Technical and Software Skills**

- Proficient in Microsoft Office (Word, Excel, and Outlook); including additional medical Software.

**PROFESSIONAL DEVELOPMENT:**

- Oral, IV, IM, S/C and enteral Drug Therapy Management.
- Dementia Management.
- Wound Care.
- Bedside nursing Care.
- ECG monitoring and basic ECG interpretation.
- Basic Life support.
- Handling Infusion Pump/Syringe Pump.
- Compliant with organizational Policies and Procedures.
- Diabetes Management.
- Urinary Catheterization.
- Specimen Collection/Processing Proficiency.

- Stoma Care.
  - Standard infection control practices.
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**REFERENCES**1)

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| 1)Name of Referee : | Jagdeep Kaur                                   |
| Position :          | Clinical Nurse Manager,<br>Bupa Baulkham Hills |
| Contact Number:     | 0455238899 (Mobile)                            |
| Email Address:      | deepjagdeep23@gmail.com                        |
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| 2) Name of Referee : | Himmat Singh          |
| Position :           | RN In-Charge          |
| Contact Number:      | 0469857821 (Mobile)   |
| Email Address:       | syanhimmat7@gmail.com |