

PERSONAL DETAILS

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Summary

A Registered nurse with an extensive experience in the healthcare sector with outstanding coordination and managerial skills. Possesses excellent leadership and communication skills and the ability to manage and build teams across diverse disciplines. Has written and verbal communication skills of the highest level. Well equipped with a strong academic knowledge and extensive experience in all areas of business management and service delivery at the regional level.

Key Competencies

- Current, contemporary knowledge in the critical care nursing area
- Experience in leading and implementing quality improvement projects and development and review of policies in surgical setting.
- Experienced in leading multi-disciplinary clinical business units.
- Able to take an innovative approach to a multidisciplinary environment and remain focussed on client service.
- Budgetary development, monitoring and review.
- HR management and progression development.
- Relationship development and management.
- Financial and business planning and experience in financial accountability.
- Lead and develop teams of high performance individuals
- Strong sense of business operational acumen with a proven track record.
- Superior clinical skills and management.
- Managing resources to meet the goals and objectives of the service.
- Setting and maintenance of Safety & Quality Standards.
- Setting clear lines of responsibility and accountability for the overall quality and safety in relation to clinical practices & safe working practices
- Planning for all aspects of the future development.
- Training of nursing, medical staff and allied health professionals.
- Experience in complex Project Management

EDUCATION AND TRAINING**Formal qualifications**

- Masters in Public Health – Health Services Management Toy Town University 2005
- Graduate Cert. in Health Sciences (Critical Care Nursing) Toy Town University 2002
- Critical Care Nursing Post Basic Cert Toy Town Hospital 1990
- General Nursing Cert. Play Land Hospital 1985

- VCE Toy Town College 1981

Professional Development

- Critical Care Nurse Conference . 2010
- Working in culturally diverse teams Toy Town Health 2010
- Innovate and Educate Conference Toy Town Health 2010
- Royal College of Nursing Expo RCNA 2009
- Australian Practice Nurses Association conference 2009
- Critical Care Nurse Conference Critical Care Nurses Association 2008
- Leadership and Management Management College, Toy Town 2007
- Critical Care Nurse Conference Critical Care Nurses Association 2007

Professional Affiliations

- Play Land Nursing Federation.
- Critical Care Nurses association

IT Skills – advanced

- Adobe InDesign CS4
- Novell/Groupwise
- Prime – Incident management system
- IPM HealthSmart DHS client database
- Health- e workforce staff management system
- SWITCH –DHS reporting database
- MS Office Professional Suite 2000.
- Lotus Notes, Office Space.

Career Summary**Clinical Services Manager**

2008 -2011 Tiny Toy Town Hospital, Victoria, Australia

Nurse Unit Manager

2001- 2008 Toy Town Health Service, Critical Care Unit, Victoria, Australia

Clinical Educator

1997 – 2001 Playland Hospital, Victoria, Australia

Associate Nurse Manager

1991 -1997 Playland Hospital, Victoria, Australia

Registered Nurse

1988 -1991 Toy's Hospital, Vancouver, Canada

Registered Nurse

1982- 1988 Playland Hospital, Victoria, Australia

Career Experience**2008 – 2011****Position:** Clinical Services Manager**Toy Town Hospital****Responsibilities:** Nursing and hospital administration.

- Manage daily operations, admissions, discharges including for 30 medical, 30 bed surgical unit with a 10 bed day surgery, busy emergency department, low risk midwifery unit, day oncology unit and renal dialysis unit.
- Manage staffing of nursing, after hours medical staff, cleaning services and administration staff.
- Administration, building maintenance, systems and systems support, site management.
- Implement quality assurance measures and develop a Risk Management Plan including clinical risk management.
- Manage Emergency Department/wards patient flow/ daily operations.
- Update, upgrade and maintain customised Access based rostering and operations management system.
- Ensure efficient usage of hospital resources
- Develop relationships with key personnel and ensure effective communication is maintained
- Represent Hospital on Occupational Health and Safety Committee

2001 - 2008**Position:** Nurse Unit Manager**Toy Town Hospital****Responsibilities**

- Manage daily operations, admissions, discharges for 15 bed critical care unit.
- Manage staffing, including nursing, cleaning services and administration staff.
- Ensure quality standards are maintained in the unit
- Undertake audits
- Co-ordinate education program for the Unit.
- Manage unit budget

1997 – 2001**Position:** Clinical Educator**Playland Hospital****Responsibilities:**

- Nursing and Allied Health education across the Hospital
- Conducted a biannual survey, needs analysis and skills audit.
- Developed operational and strategic plans.
- Delivered education services to internal and external stakeholders.
- Completed a term as Acting Manager.

- Consulted on Continuum of Care committee.
- Undertook review of care delivery in ward areas and planned, implemented and evaluated introduction of evidence-based care models.

1991 -1997**Position:** Associate Nurse Manager**Playland Hospital****Responsibilities:**

- Assist in the management of a 30 bed ward (4 high dependency)
- Human Resource management and planning.
- Liaising with Doctors and the Emergency Department.
- Bed management.
- Staff rostering.
- Equipment maintenance.
- Management of non-patient care staff.
- Allied health personnel.

1988-1991**Position:** Registered Nurse**Prince of Toy's Hospital, Vancouver, Canada****Responsibilities:**

General Nursing duties

1982 – 1988**Position:** Registered Nurse**Playland Hospital****Responsibilities:**

General Nursing duties

Referees

On application