

Dear **Hiring Manager**,

**Registered Nurse** with experience of working in a **General Medical** unit at **Credit Valley Hospital** and background in **cardiac intensive care unit** (India). I am eager to pursue a new nursing role within your esteemed healthcare facility. My rich blend of experience, education and commitment to delivering high quality patient care aligns seamlessly with the values and mission of your organization. I am physically capable and familiar with proper health standards and procedures in hospital settings. I have a proven track-record of providing excellent patient care and working effectively in multidisciplinary teams.

Since completing my nursing diploma, I have worked with two major medical teams, medical/surgical unit at Headwaters hospital and Avalon nursing care center. In both, I was able to effectively participate in my assigned duties under observation of assigned preceptor.

An expert in many medically relevant software suites, my service in administration and nursing field has made me particularly adept with the use of **EMR Software, HYPERSPACE-EPIC, PYXIS, OMNICELL**.

Having served in administrative position in health clinic for one year prior to my nursing job, I am also well-suited to collaborate with others and delegate tasks and duties to support staff. My practical experience coupled with my commitment to **patient advocacy** makes me an ideal candidate for this position.

I am a versatile health care provider committed to continuous learning and staying updated on new technologies and devices in the health care field. I am eager to pursue any necessary **professional certifications**.

With Expertise in **medicine administration, IV-care, phlebotomy, infusion pumps** along with certifications in **BCLS and First Aid**, I believe my effectiveness as a nurse is strengthened by my diverse skillset.

Please find my **Resume** attached as follow. Feel free to contact me for any additional information you may need. I look forward to the opportunity to discuss this further in person.

Sincerely,

Harkiran Kaur

## REGISTERED NURSE

Registered nurse **offering 5+ years** of professional **experience** in Canadian Health Care system specializing in **medicine units** and Background includes work in **Cardiac intensive care** unit in India. Eminently reliable, with record of **positive work attendance** and delivering top **quality patient care**. Equipped with solid knowledge in **intensive care, acute complex care and chronic disease management**. Eager to take new professional challenges.

## CORE SKILLS & COMPETENCIES

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|-------------------------------|--|---------------------------------------|
| ➤ Multilingual                | ➤ Infection Control & Wound Management | ➤ Surgical Unit Expertise             |
| ➤ Education and Communication | ➤ Blood Product Administration         | ➤ Reliable, Responsible & flexible    |
| ➤ Inter-Disciplinary Teamwork | ➤ Therapeutic Patient Relations        | ➤ Various Professional Certifications |

## SOFTWARE EXPERTISE

Microsoft Office | Hyperspace- EPIC | Universal E-MAR | Omnicell | Pyxis | MAR | EPR | Meditech

## LANGUAGES

Hindi, Punjabi, Urdu and English

## PROFESSIONAL EXPERIENCE

**Trillium Health Care Partner- Credit Valley Hospital, Mississauga, ON**

**Aug/2021 - Present**

- ❖ Solid administrative experience including **admissions, physical assessment and treatment**.
- ❖ Caring for patients with **G-tubes, NG tubes, nephrostomy tubes, tracheostomy, PICC lines, Hickmann lines, Chest tubes**.
- ❖ Performing **Ostomy care, simple and Multi site wound care**, Vac Dressings, **Skin care**, Pre-post PD insertion care.
- ❖ Palliative and end of life patient care including Chronic pain management CADD pump programming.
- ❖ Initiation and maintenance of **IV therapy**, multiple patient **medication administration**, medication administration over the **drip chamber, blood sugar monitoring**.
- ❖ Excellent knowledge of safety guidelines and protocols for administration of **Blood and blood products**
- ❖ Superior accuracy in patient history, charting and other documentation.
- ❖ Providing **educational teachings** to patients and families.
- ❖ Training new staff members on the unit through excellent **preceptorship**.
- ❖ Possess strong **psychosocial skills** and coupled with knowledge and experience in dementia care.
- ❖ Manage **night shifts as a charge nurse** and maintain standards of patient care and navigate challenges that may arise during overnight.

## Primacare Living solutions-Burton Manor Long term care- Brampton-

### Registered Nurse

April 2021 – Sep 2021

- ❖ Develop therapeutic patient relationships, updated medical records and uploaded vital signs readings.
- ❖ Also, task with initiation and maintenance of IV therapy, **blood sugar monitoring**.
- ❖ Perform **stitches and suture** removal and follow infection control policies and guidelines.
- ❖ Promote comfort, independence, nutrition, and safety for all assigned residents.
- ❖ Provide **holistic and compassionate care** to residents living with **dementia** and support families.

## Complete Health Clinic Inc. Brampton

### Office Services Co- Ordinator

Jan 2021 to Aug 2021

- ❖ Create work schedules, **establish work priorities, and ensure delegated work** is completed within the **time frame**.
- ❖ Run payrolls for all employees and process payments. **Coordination** with insurance companies.
- ❖ **Communicate** with health **care team personnel** such as Massage therapists, Chiropractors, Osteopaths, and clients as well.
- ❖ Enforces policies, procedures, and productivity standards.
- ❖ Maintains **quality service** by enforcing quality and customer service standards, analyzing, and resolving associated problems.
- ❖ Manage equipment and supplies such as insoles, casting items, walkers and splints, and orthopedic shoes and place orders for required items to maintain inventory.
- ❖ **Maintain staff** by recruiting, orienting, and training employees.
- ❖ Examine and resolve complaints received from staff, visitors, and clients.
- ❖ Manage productivity and quality of work of the team.
- ❖ **Arrange and participate** in biweekly **management meetings**.
- ❖ Provide **clerical assistance** including faxing documents and assisting with mail-outs.

## Avalon retirement Home and Head waters hospital

### Nursing Student

Dec 2020

- ❖ Training position during nursing diploma.
- ❖ Document data related to clients' care - including **full body assessment** results, interventions, medications, client responses, and treatment changes.
- ❖ Assisting with **nursing care routines** on the assigned unit(s). Completing required assessment and documentation practices according to provincial standards.
- ❖ Makes independent decisions and practices sound judgment in response to resident care requirements in accordance with accepted standards of nursing practice.
- ❖ Safely administer oral, topical, and **injectable** and over the **drip chamber** medications, as prescribed by the physician.
- ❖ Complete daily personal care for all assigned clients.
- ❖ **Document data** related to clients' care - including assessment results, interventions, medications, client responses, and treatment changes
- ❖ Provide **wound care**. Follow individualized patient care, **document care** and findings in a computerized system.

## **Hero DMC Heart institute- Ludhiana**

### **Cardiac Nurse (Intensive Care Unit)**

04/2015- 04/2018

- ❖ Assess the patients to identify appropriate nursing interventions.
- ❖ Administer medication and treatment as prescribed by the physician according to established policies and protocols.
- ❖ Monitor, assess, address, document and report symptoms and changes in patient's conditions
- ❖ Operate medical equipment such as **ventilators, defibrillators, suction machines, IABP, TPI and Syringe pumps.**
- ❖ Admission and discharge of patients
- ❖ Teach and counsel patients and their families on health-related issues along with collaboration of health care providers.
- ❖ Enforcing infection control procedures
- ❖ Handing and taking over the patients and creating patients record files.
- ❖ Supervise licensed practical nurses and other nursing staff
- ❖ In depth **Knowledge of managing patients with Central line, radial lines, Temporary pacemakers, IABP, BIPAP**

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## **EDUCATION**

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### **Bachelor of Science in Nursing**

Lala Lajpat Rai Institute of Nursing | Jalandhar, Punjab **2009-2013**

### **Post-Graduation Diploma (Acute Complex Care for Internationally Educated Nurses) in Nursing**

Georgian College, Orangeville Campus | Orangeville, ON Sept 2019- April 2020

### **Post-Graduation Diploma (Chronic Disease Management) in Nursing**

Seneca College, King Campus | King City, ON May 2020 – Dec 2020

Co-op Training in different hospital settings such as Government Medical Hospital- Jalandhar (Direct patient care in adult med/ surg, Maternal/ Infant Nursing, children care, Mental Health Nursing, Geriatric Nursing, Community Health)

### **Co-op Training in Canadian Healthcare**

- ❖ **Avalon Retirement Home, Orangeville**
  - ❖ **Headwaters Hospital, Orangeville**
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## PROFESSIONAL ASSOCIATIONS & CERTIFICATIONS

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**Licenses-** Registered Nurse (RN): class- General, Ontario

Registration Number- 21378279

**Certifications:**

- ❖ Current Basic Cardiac Life support (BCLS)
- ❖ FIRST AID with AED/CPR
- ❖ N95 Respirator Fit test Certification
- ❖ Medication Administration
- ❖ Phlebotomy
- ❖ Caring for Patients Receiving IV therapy