

# Rita Smith | Senior Healthcare Assistant

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## PERSONAL SUMMARY

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Innovative, confident individual with a fantastic positive attitude. Passionate about providing and promoting compassionate, person centred care at all times. Currently working as a Senior Healthcare Assistant in the community, gaining extensive experience of working with long term conditions. Relocating to Cardiff and seeking positions within the community setting, with a long term goal of becoming a Nursing Associate.

## KEY ACHIEVEMENTS AND SKILLS

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- Extensive experience of caring for patients with long term conditions such as diabetes, respiratory disorders and heart disease.
- Competent in a range of clinical skills, including venepuncture, female catheterisation, minor dressings, monitoring vital signs, urinalysis and blood glucose testing.
- Assessed as competent in all units of NVQ level 3 framework including communication, promoting and maintaining health, wellbeing and the protection of adults.
- Excellent people skills, able to build rapport effortlessly by using empathy and adapting communication style to meet the needs of the individual.
- Promoted to Senior Healthcare Assistant role after one year within current job.

## EMPLOYMENT AND EXPERIENCE

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### Senior Health Care Assistant | Community

April 2011 to present

Cressville CCG

- Managing a delegated caseload of patients, working independently to deliver care to patients with complex needs, championing education and health promotion.
- Assisting patients with personal hygiene needs and compliance with medication
- Skilled to perform venepuncture, observations, dressings, blood glucose testing and urinalysis.
- Educating patients in relation to smoking cessation, weigh control, healthy eating and exercise.

### Career break (raising family)

Sept 2009 to April 2011

- Ran a youth group at the local church, organising trips, weekly youth clubs, and a rota of helpers
- Undertook voluntary work, assisting with delivery of early years education at Sage Nursery School
- Secretary for Cresswood Primary School Parent Teacher's Association

### Health Care Assistant | A&E

May 2006 – Sept 2009

Cresswell NHS Trust

- Delivered health care in triage, minors and majors sections of the department whilst keeping calm and professional in a challenging, busy and fast-paced environment
- Monitored vital signs and fluid balance, completing paperwork and escalating when appropriate.
- Assisted nursing team with the administration of medicines and maintaining accurate records.
- Explained procedures to patients, adapting communication style to suit disability, capacity, age, language or culture of the individual.

## Health Care Assistant | Elderly Care

Aug 2004 – Aug 2006

Rosemary Nursing Home

- Delivered care to residents of a 28 bedded nursing home, championing independence wherever possible and adopting a person centred approach at all times.
- Knowledge of safeguarding vulnerable adults, dementia care, pressure ulcer prevention, falls prevention and end of life care.

## EDUCATION AND QUALIFICATIONS

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<b>NVQ Level 3 Health and Social Care</b>	Cresswell CCG	Sept 2011
<b>NVQ Level 2 Health and Social Care</b>	Rosemary Nursing Home	Aug 2005
<b>Computer Literacy and I.T Level 2</b>	Cressforest College	Sept 2004
<b>7 GCSEs including English (B) and Maths (C)</b>	Cressberry Secondary School	July 1999

## PROFESSIONAL ACTIVITIES AND TRAINING

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<b>Infection Control Update</b>	Cressville CCG	Jan 2018
<b>Foot care for the diabetic patient</b>	Care Training Group	Sept, 2017
<b>Coping with shortness of breath</b>	Cressville CCG	July, 2017
<b>Safeguarding adults and children</b>	Training Company Ltd	June, 2017
<b>Venepuncture update</b>	Cressville CCG	April 2017
<b>Assessing patients' skin</b>	RCN First Steps (online)	April 2017
<b>Supporting medication administration</b>	RCN First Steps (online)	March 2017

Member of the **Royal College of Nursing** and **HCA and AP Network**, keeping up to date with healthcare initiatives, best working practice and issues affecting the healthcare industry.

In addition to the above, I've also attended training on **safer patient handling, anaphylaxis, health and safety, information governance and basic life support, caring for dying patients, supporting grieving relatives and communicating with stroke patients.**

## ADDITIONAL INFORMATION

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Apart from spending time with my family, I enjoy swimming, gardening and DIY. I have a full UK driving license and am happy to travel for work. My linked in profile is [www.linkedin.com/JaneHCA6754585](http://www.linkedin.com/JaneHCA6754585)

## REFERENCES

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**Brenda Thomas** (Service manager) Cressville PCT | [Brenda.thomas@CVPCT.co.uk](mailto:Brenda.thomas@CVPCT.co.uk) | 08798 456789