Helena Marsh

Registered Nurse moving into Health Services Administration

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PROFILE

AHPRA registered nurse with 9 years of experience in surgical and medical settings. Reduced average discharge times from 2:30pm to 11:45am by establishing a new checklist system.

KEY SKILLS

iPM patient administration system | Cerner eMR | Microsoft Excel | Patient flow coordination | Bed allocation | Roster management | Documentation auditing

EXPERIENCE

Clinical Nurse, Surgical Ward 4B Jul 2019 to Present

Riverside General Hospital, *Newcastle*

Working on a 32 bed surgical ward

- Coordinate bed allocation and liaise with the patient flow unit and theatre bookings daily
- Established a discharge checklist with the NUM in 2022, reducing average discharge times from 2:30pm to 11:45am over six months
- Acted as ward lead for documentation audits, increasing compliance from 78% to 94% in 2023
- Build and maintain the ward roster spreadsheet in Excel for 28 nursing staff during NUM leave
- Use iPM patient administration system and Cerner eMR daily, providing support to new staff on both systems
- Serve as shift coordinator 3 to 4 shifts per week
- Precept about 15 graduate nurses

Registered Nurse Feb 2016 to Jun 2019

Eastgate Private Hospital, *Maitland*

Rotating shifts across general medical and orthopaedic wards

- Processed patient admissions and discharges, including the completion of health fund paperwork
- Contributed to the falls prevention working group and assisted with the rollout of new risk assessment forms

EDUCATION

Certificate IV in Leadership and Management 2023

Northside Skills Institute

Bachelor of Nursing 2015

University of the Southern Coast

REGISTRATIONS, CERTIFICATIONS AND LICENCES

- Advanced Life Support, 2024
- AHPRA Registered Nurse
- Working with Children Check
- Full driver licence

LANGUAGES

- Tamil (Conversational)