



# MANPREET KAUR

Brampton, Canada L6S 6C3  
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## SUMMARY

Knowledgeable and compassionate **Licensed Practical Nurse** diligent about serving patient's medical and personal needs. Focused on delivering high-quality care to individuals of diverse backgrounds while protecting patient safety and promoting satisfaction with facility services.

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## SKILLS

- Patient Assessment and Care
  - Patient Care and Education
  - Long-Term Care
  - Patient care planning
  - Critical care
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## EXPERIENCE

### **Register Practical Nurse** / Chartwell Pine Grove Long Term Care Residence- Woodbridge, Canada *12/2021 - Present*

- Preparing and administering prescribed, routine, medications and treatments as directed by the Physician and in accordance with the College of Nurses of Ontario 's Medication Administration Standards.
- Documenting and following up on all concerns and complaints forwarded by a client, family or team members.
- Completing all required assessments, Pain assessments, fall assessments and care plans within timeframes as required.
- Promoting the client's self-care and self-sufficiency, emphasize adaption and abilities, promoting wellness and providing preventive health education, thus treating the whole person.
- Supporting the unregulated care workers through guidance, direction, training and education.

### **Registered Practical Nurse** / Canes Community Care - Toronto, Canada *11/2021 - Present*

- Performing comprehensive assessments of client status, including physical, psychosocial and environmental parameters.
- Administering medications as needed.
- Maintains client records showing systemic assessments, planning interventions and evaluations.
- Providing interventions with a focus on achieving realistic client outcomes.
- Utilization of computerized systems for documentation of patient care, assessments and changes in patient condition.
- Performing procedures- Tracheostomy care, Colostomy care and Wound care as needed or prescribed.

### **Medical Administrator** / Health and wellness Centre - Brampton, Canada *08/2019 - 11/2021*

- Promoted quality care of patients and maintenance of rooms and facilities in alignment with safety, health and organizational regulations.
- Oversaw day-to-day practice functions, patient care, medical and administrative staff and business activities.
- Managed administrative functions like cost management, utilization reviews, quality assurance and medical protocol development.
- Billing Patients and following up for any dues as patients' records
- Review of telephone, facsimile, surface mail and email messages including charting and physician notification.

### **Registered Nurse** / Sahara Hospital - Patiala, India *01/2021 - 03/2021*

- Conducted an individualized patient assessment, prioritizing the data collection based on the patient's immediate condition or need and identify appropriate nursing interventions and implemented them
- Monitored the significant changes in the health status of the patients using critical judgment skills and implemented the best possible interventions with the consultation of the doctor
- Acted as patient advocate and implemented total patient care through team nursing process
- Oversaw patient immunizations against communicative diseases, supporting nurses through vaccine-specific training and supervising administration.
- Promoted patient's independence while establishing patient care goals by teaching patient, friends and family about patient's condition, medications, self-care skills and answering questions.
- Maintained current competency in nursing specialty by attending educational workshops; reviewed professional publications and participated in the in-service education seminars conducted in an Institution.
- Advocated for patients by supporting and respecting basic rights, values and beliefs.

**Office Administrator** / Nandhla Immigration and consultancy services - Brampton, Canada 12/2017 - 07/2019

- Maintained company accounting records by entering accounts payable, accounts receivable, invoices and expense reimbursements.
- Completed benefits paperwork, processed employee incident reports and performed data entry tasks to maximize team productivity.
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
- Performed General Office work involving word- processing filing, answering Phone calls, email or in person enquires about immigration and Income Tax.

**Registered Nurse** / Fortis Hospital - Mohali, India 06/2016 - 01/2017

- Assessed and prepared patients for procedures, performing initial and ongoing patient assessments.
- Administered medications, tracked dosages, and documented patient conditions.
- Documented nursing intervention and patient and family responses accurately and in compliance with hospital policies.
- Acted as patient advocate and implemented total patient care through team nursing process.
- Maintained thorough, accurate and confidential documentation in electronic medical records.

## EDUCATION AND TRAINING

**Associate Of Science:** Advanced Healthcare Leadership Diploma 12/2018  
Lambton College in Toronto - North York , Canada

**Bachelor of Science:** Nursing 10/2015

MD Oswal College of Nursing - Ludhiana

## CERTIFICATIONS

College of Nurses of Ontario

### MEMBERSHIP/ACHIEVEMENTS

Member of Trained Nurses Association of India (TNAI)

## LANGUAGES

English: Advanced Hindi:

## LANGUAGES

**English:**

██████████ ██████████ ██████████ ██████████ ██████████  
Full Professional

**Punjabi:**

██████████ ██████████ ██████████ ██████████ ██████████  
Professional

**Hindi:**

██████████ ██████████ ██████████ ██████████ ██████████  
Professional

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**CERTIFICATIONS**

College of Nurses of Ontario

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**MEMBERSHIP**

Member of Trained Nurses Association of India (TNAI)