|  |  |
| --- | --- |
| **Curriculum Vitae for** |  |
|  |  |
|  |  |
| **Availability/Notice Period** | 2 Months |

|  |
| --- |
| **PERSONAL DETAILS** |

|  |  |
| --- | --- |
|  |  |
|  |  |  |  |
| **Race** | Black | **Gender** | Female |

|  |  |
| --- | --- |
| **SCHOOLING** |  |
| **Highest Standard Passed** | Grade 12 | **Institution** | Dengenya high school |
| **Year Passed** | 1989 |  |  |

|  |  |
| --- | --- |
| **TERTIARY EDUCATION** |  |
| **Highest Qualification** | Diploma in Nursing | **Institution** | Venda Nursing college |
| **Year Graduated** | 1994 | **Subjects Passed** | * General nursing
* Midwifery
* Psychiatric ,Community
 |

|  |  |
| --- | --- |
| **ADDITIONAL TRAINING** | HIV management, Wellness point of care training ,DHIS, ICD 10 coding ,Assessor course |

|  |  |
| --- | --- |
| **PROFESSIONAL ASSOCIATION** | DENOSA |

|  |  |
| --- | --- |
| **COMPUTER PACKAGES** | Microsoft word ,Excel, Powerpoint, Internet, Outlook |

|  |  |
| --- | --- |
| **SKILLS** | Negotiation, Counseling, Facilitation, Assessing, Interpersonal, Time management and Leadership and communication skills. |

|  |
| --- |
| **CAREER DETAILS** |

|  |  |
| --- | --- |
| **PRESENT COMPANY** | **UNISA Campus Health clinic** |
| **EMPLOYMENT DATES**  |  01/2015- to date  |
| **PRESENT POSITION**  | Professional nurse |
| **REASON FOR BEING IN THE MARKET** | Contract /Agency position |
| **RESPONSIBILITIES & DUTIES** | * Provide nursing care to students and employees who are ill or injured in the campus
* Administer medication and wound care.
* HIV counseling and testing and referrals
* Adhering to infection control policies and protocols to protects patients
* Assess healthcare needs ,develop and implement nursing care plans for chronic diseases
* Maintain records as required by laws and regulations.
* Waste management
 |

|  |  |
| --- | --- |
| **PRESENT COMPANY** | **DENMAR PSYCHIATRIC HOSPITAL** |
| **EMPLOYMENT DATES**  |  01/2014- to date (Part time)  |
| **PRESENT POSITION**  | Professional nurse |
| **REASON FOR BEING IN THE MARKET** | Freelance |
| **RESPONSIBILITIES & DUTIES** | * Assessing psychiatric care needs of client through use of nursing process
* Counseling and support
* Provide nursing care as per needs
* Ensure correct administration of medication
* Preparing and maintaining patient records
 |

|  |
| --- |
|  |
| **PRESENT COMPANY** | **SEAD(**Strategic Evaluation Advisory Development ) |
| **EMPLOYMENT DATES**  |  01/2012- 31/12/2013  |
| **PRESENT POSITION**  | Project Information Coordinator |
| **REASON FOR BEING IN THE MARKET** | Contract position(PEPFAR Funded post) |
| **RESPONSIBILITIES & DUTIES** | * Strategic evaluation of HIV programmes in various Districts within Department of Health;
* Relationship management and on-going liaison with District stakeholders
* Organisational analysis, high-level evaluation and development of HR strategies supporting HIV/Aids programmes
* Interaction at Provincial Director level to collect data pertaining to HR related strategies.
* Weekly reporting on findings.
 |

|  |  |
| --- | --- |
| **PRESENT COMPANY** | **HIV and Wellness Consultant(Independent)** |
| **EMPLOYMENT DATES**  |  05/2011- 12/2011 |
| **PRESENT POSITION**  | HIV /VCT coordinator, Wellness consultant |
| **REASON FOR BEING IN THE MARKET** | Irregular income  |
| **RESPONSIBILITIES & DUTIES** | * Do HIV tests for different companies
* Coordinates health and wellness day events for companies
* HIV Presentations and Training in companies
* Conduct health screening tests like HIV,BP etc
 |

|  |  |
| --- | --- |
| **PRESENT COMPANY** | **UNIVERSAL HEALTH** |
| **EMPLOYMENT DATES**  |  09/2010- 30/04/2011  |
| **PRESENT POSITION**  | **HIV Disease manager/VCT coordinator** |
| **REASON FOR BEING IN THE MARKET** | Career development  |
| **RESPONSIBILITIES & DUTIES** | * Voluntary counseling and HIV testing
* Coordinates health and wellness events
* Health education and advise for registered clients
* Coordinate the registration of HIV positive clients on the HIV program
* HIV Presentations and Training in companies
* Telephonic health advise to members
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **SELF EMPLOYED( HIV&AIDS WELLNESS COMPANY)** |
| **EMPLOYMENT DATES**  |  01/2009-08/2010  |
| **POSITION HELD** | HIV AND WELLNESS CONSULTING |
| **REASON FOR LEAVING** | No business |
| **RESPONSIBILITIES & DUTIES** | * Coordinating wellness day events for companies and municipalities
* Voluntary counseling and testing for HIV
* Doing informal presentations and training
* KAP surveys
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **MOMENTUM** |
| **EMPLOYMENT DATES**  |  04/2006-12/2008  |
| **POSITION HELD** | Case manager |
| **REASON FOR LEAVING** | Retrenchment |
| **RESPONSIBILITIES & DUTIES** | * Monitor hospital admissions
* Ensure that patients receive appropriate care
* Do ICD and CPT coding
* Audit high cost and high risk cases
* Arrange step-downs and rehabilitation for patients
* Referral of high cost cases to medical review
* Give report to the schemes
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **METROPOLITAN HEALTH** |
| **EMPLOYMENT DATES**  |  01/2005-03/2006  |
| **POSITION HELD** | HIV case manager |
| **REASON FOR LEAVING** | Better salary offer |
| **RESPONSIBILITIES & DUTIES** | * Register patients on the HIV program
* Telephonic and face to face counselling
* Authorize antiretrovirals requested by doctors
* Arrange courier delivery of ARVs to patients
* Do health screening tests on police health days
* Advise Doctors on available treatment options
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **MX Health** |
| **EMPLOYMENT DATES**  |  09/2002-12/2004  |
| **POSITION HELD** | Hospital /HIV case manager/ Clinical Auditor |
| **REASON FOR LEAVING** | Retrenchment |
| **RESPONSIBILITIES & DUTIES** | * Register patients on the HIV program
* Authorize antiretrovirals requested by doctors
* Do HIV testing in companies
* Conduct Peer educator training
* Telephonic counseling
* Monitor hospital admissions and level of care
* Negotiate discounts with hospital
* Audit hospital accounts
* Arrange step downs and rehabilitation
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **Discovery Health** |
| **EMPLOYMENT DATES**  |  11/2001-08/2002  |
| **POSITION HELD** | Prospective reviewer |
| **REASON FOR LEAVING** | Career development |
| **RESPONSIBILITIES & DUTIES** | * Receive calls for hospital and procedure authorizations
* Assess the need for hospitalization
* Do BHF and ICD and CPT coding
 |

|  |  |
| --- | --- |
| **PREVIOUS COMPANY** | **Donald Fraser Hospital** |
| **EMPLOYMENT DATES**  |  07/1994-10/2001  |
| **POSITION HELD** | Registered nurse |
| **REASON FOR LEAVING** | Relocating to another province |
| **RESPONSIBILITIES & DUTIES** | * Identification of health needs
* Perform physical exams ,History taking and treatment of patients
* Administer medication and do wound care
* Maintain safe and clean environment.
* Supervision of junior staff members and students
* Health education of patients and families to understand diseases and medication
 |

**First Name of Application CV No:** **1669284**

Whatsapp Mobile: +971504753686

