

# Curriculum Vitae

## Tracey Hoffman

Ph: please contact CATSINaM

### WORK HISTORY

#### REGISTERED NURSE

##### **Enogerra Health Centre**

Feb 2014- Current

##### **Key Responsibilities:**

- Clinical duties within health centre such as Immunisation, wound care, pre and post deployments, minor medical procedures and general duties as directed
- Assist with reordering and restocking consumables in the health centre
- Accountable to higher authorities and reporting of daily clinic activities to Nurse Co-ordinator
- Relieve the Nurse Co-ordinator whilst away from the clinic or on leave
- Proficient in the new defence health system JeHDI
- Proficient in the new Workplace Health and Safety system Sentinel
- Liaison between other allied health professionals and other health professionals outside the defence system
- Orientating new members of the clinical staff to the health centre
- Able to travel to assist other health centres in south east QLD and interstate

#### LEUT NURSING OFFICER

##### **ROYAL AUSTRALIAN NAVY**

##### **Joint Health Command Deployable Specialist Capability**

Feb 2013 –Feb 2014

##### **Key Responsibilities:**

- Liaison Officer and facilitator between defence and civilian hospitals in Brisbane Metro
- Responsible for the placement and rostering of Dental Officers, Nursing Officers, Medics and Allied health professionals to appropriate hospital specialty areas
- Reportable to Joint Health Command in Canberra and local defence management
- Responsible for ensuring professional skills log books were up to date for personnel being placed to external facilities
- Maintain professional development and currency within defence health establishment
- Platoon Commander, medical support and recruitment officer for Indigenous candidates being recruited to defence in Sydney

#### REGISTERED NURSE

##### **Enogerra Health Centre and Eloise Copper Mine (Cloncurry)**

May 2012- Feb 2013

##### **Key Responsibilities:**

- Clinical duties such as Immunisation, wound care, deployments, minor medical procedures and general duties

- Responsible for reordering and restocking consumables in the clinic
- Responsible for maintaining equipment and sub account for clinic
- Responsible for quality management of clinical area
- Accountable to higher authorities and reporting of daily clinic activities
- Fly in fly out nursing care provider to mining staff
- Provide ongoing education for emergency support staff at mine site
- Regular liaison with local hospital and RFDS as required
- Redesigned and updated health care facility at mine site

## **NURSE UNIT MANAGER**

### **Enogerra Health Centre South**

**Oct 2011 – May 2012**

#### **Key Responsibilities:**

- Manage staff of nurses, administration and Medical Officers to care for up to 2000 military persons
- Clinical duties such as Immunisation, wound care, deployments, minor medical procedures and general duties
- Responsible for reordering and restocking consumables in the clinic
- Responsible for maintaining equipment and sub account for clinic
- Responsible for quality management of clinical area
- Responsible for upgrade of structural changes to clinic
- Accountable to higher authorities and reporting of daily clinic activities

## **NURSING INSTRUCTOR/DIVISIONAL OFFICER**

### **HMAS CERBERUS Medical Training School**

**Jan 2010 – July 2011**

#### **Key Responsibilities:**

- Instructed trainee medics Nursing Modules as part of their basic 38 week medical course
- Divisional Officer for the trainee medics regarding administrative and disciplinary matters
- Clinical supervisor for medics whilst on clinical placement at civilian and military facilities.
- Liaise between trainee medics and Senior Command within the faculty
- Assist with course curriculum development and assessments
- Faculty award for services and achievements within the medical faculty
- Deployed with Allied medical team to South East Asia on US Hospital Ship on Humanitarian Ops

## **TEAM LEADER for Specialist Recruitment Team**

### **Defence Force Recruiting**

**Jan 2009 – Jan 2010**

#### **Key Responsibilities:**

- Employed in the role of Squadron Leader which reported directly to Headquarters in Canberra
- Recruit undergraduate and graduate Health Professionals to defence careers
- Provide quality career counselling to potential candidates through the recruiting process
- Liaison person between potential candidates, Specialist Health personnel and DFR
- Establish and maintain working relationships with Health Faculties at Universities, professional bodies and specialist health professionals both military and civilian organisations
- Provide quality management with SRT events and presentation sessions.
- Remain IR compliant for deployment
- Participate in professional development activities throughout the year where possible

- Divisional Officer for three senior non-commissioned officers

## **Clinical Nurse**

### **Community and Allied Health Services**

#### **Logan-Beaudesert Health Service District**

#### **(Wound care/Refugee Health/Indigenous Health)**

Jan 2007 - Jan 2009

##### **Key Responsibilities:**

- Provide wound care for referred clients as part of early discharge from hospital program
- Clinical Nurse Assessor and Nurse Immuniser in Refugee Health Clinic
- Clinical Nurse Immuniser for Gold Coast Indigenous Health vaccination program
- Client assessment and provision of post-acute and aged care to clients referred to the Post-Acute and Aged care Team within both the home and clinic environments
- Case Management
- Phone intervention and indirect care management
- Liaising with all service providers within the multidisciplinary team involved in client care
- Referrals to other key service providers such as occupational therapists, physiotherapists, speech therapists, diabetic educators, home care, dieticians, and other relative community services
- Networking and case conferencing
- Preceptor for student nurses
- Record keeping and documentation in client files
- Direct data entry into computer for wound care clients
- Clinical and general administrative duties
- Maintaining standards to ensure continuous quality improvement
- Participating in quality activities such as audits and statistical data collection to ensure the quality cycle is maintained
- Ongoing education and training to ensure practice standards are current and in accordance with best practice modalities

## **NURSING OFFICER**

### **Australian Army 2HSB Enogerra Barracks Jan 2006- Apr 2007**

##### **Key Responsibilities:**

- Platoon Commander 3 Platoon
- Responsible for general running of Medium Dependency Field Unit
- Accountable for maintaining stores for 3 Platoon Field Unit
- Tasked to update computer pharmacy database
- Worked in hospital RAP as required
- Committee member for unit Social Committee
- Tasked to liaise and organise nursing placements with local hospitals in various departments e.g. Emergency Department, Operating Theatre, Burns unit, Outpatients
- Tasked to liaise with defence legal team to ensure nursing placements comply with defence directive and civilian protocol
- Prepare functional roster for Nursing Officers to be released from the unit without compromising unit manpower
- Maintained personal fitness and participated in unit PT
- Participated in unit social functions

## **CLINICAL NURSE**

### **QEII District Community Health**

**Apr 2002- Jan 2006**

#### **Key Responsibilities:**

- Community discharge planner for the emergency department.
- Liaise with GP's re patient referrals to community agencies.
- Refer patients to community agencies for community follow-up.
- Education and Information for clients and relatives about community services
- Liaise with, and refer to Inter Hospital professionals for client assessment and follow-up prior to leaving the emergency department as required
- Participated in the induction of a Nursing Home Project within the QEII district
- Member of a working party for Intravenous Fluids with the Nursing Home Project
- Member of the Clinical Standards and Review Committee at PAH.
- Member of the GP Liaison committee at PAH
- Attend regular in-service lectures within the Hospital and QEII District.
- Develop regular in-service lectures to update staff within the department re community agencies and activities in the QEII district
- Developed working protocols with Social Work and Allied Health professionals for better work practices in the emergency department
- Community Resource Nurse if unsure of home situation or social/community support
- Interview clients for pre elective surgical procedures
- Effectively liaise with allied health team and medical and nursing staff at hospital and as required arrange for client education and support

## **CLINICAL NURSE**

### **Territory Health Services**

**March 2000- Dec 2000**

#### **Key Responsibilities:**

- Liaise with aboriginal health workers and liaison officers for Aboriginal and Tiwi islander people for those requiring community support/equipment
- Liaise with community support groups and organizations regarding client care and follow-up
- Provide holiday relief for community co-ordinators on all wards
- Provide one on one in-service to educate medical and nursing staff about Community resource work profile
- Proactively participate in in-service lectures
- Perform dressings/immunisations to clients in Primary Health Care Clinic room
- Perform TB screening in Primary Health Care Clinic
- Migrant screening for new Australians to NT
- Participate in entering information in Quality Assurance folders within health centre
- Ongoing self-education in community health issues

## **OTHER POSTIONS HELD:**

### **REGISTERED NURSE**

**Greenslopes Private Hospital (Cardiac Care Unit)**

Feb 99- Jan 2000

### **REGISTERED NURSE Redland Hospital**

**(Medical, Surgical, Paediatric, Emergency Department)**

Dec 97- Feb 99

## **MILITARY QUALIFICATIONS**

- • Junior Officer Leadership Course (2011)
- • Military Advanced Resuscitation Course (2009)
- • Helicopter Underwater Escape Training (2008)
- Basic Assessment and Skill in Intensive Care (2007)
- REOC training completed November (2007)
- Cert of Attendance for Leadership and Management support program (2006)
- Applied Suicide Intervention Skills Training (2006)

## **CIVILIAN QUALIFICATIONS**

- Tuberculosis Screening Theory (2014)
- CERT IV Workplace Health and Safety 2013
- Immunisation Practicing Nurse (2007)
- Cert IV in Assessment and Workplace Training (2005)
- Aggressive Behaviour Management (2004)
- CPR Training (2014)
- Graduate Certificate in Business Studies (2007)
- Preceptorship and Mentoring (2002)
- QLD Nursing Registration No: 000801880
- Working in confined spaces 2012