

**Rachel Litster**  
**Confidential Resume**

## **Rachel Litster**

To my prospective employer I offer the following skills and expertise:

- Current registration - AHPRA
- Provision of Trauma Kit & First Aid Kit
- Professional manner and presentation
- Skilled liaison with individuals across a wide spectrum of health professionals
- Effective analytical skills
- Good conflict resolution skills
- Highly organised and able to effectively prioritise my time
- Proven oral, aural and written communication skills
- Able to work effectively in a team environment and proven self starter
- Occupational Health and Safety Consultant – injury management, rehabilitation, workers compensation management, safety awareness auditing and management of the safety and health systems within an industrial, mining and construction environment.
- Skilled in initiating safe working procedures

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### **Employment History**

<b>February 15 2014 to March 18 2014</b>	<b>THE WATER DIVINER</b> Director Russell Crowe Set Nurse
<b>February 4 2013 to March 7 2013</b>	<b>WOLF CREEK 2</b> Director Greg McLean Set Nurse
<b>2006 &amp; 2007</b>	<b>Australia's Got Talent Auditions – Adelaide</b> <b>Crackerjack Productions</b> Set Nurse
<b>November 2000 – December 2013</b>	<b><u>ROYAL ADELAIDE HOSPITAL</u></b> <b>Orthopaedic and Trauma Service</b> <b>Position: Registered General Nurse Level 1</b> Inpatient care rostered over 7 days Outpatient care rostered over 5 days Trauma management, plastering skills, independent clinic management for Rheumatology, Musculo-Skeletal Tumour and Orthopaedic Trauma clinics Performed higher duties in a Level 3 position as hospital GP Liaison from October 2011 to May 2012
<b>July 2000 – October 2000</b>	<b>Refresher Course for Registered General Nurses – Royal Adelaide Hospital</b>
<b>May 2000 – October 2000</b>	<b><u>ST MARTINS AGED CARE FACILITY</u></b> City of West Torrens Council <b>Position: Registered General Nurse</b>
<b>Mar 1999 – May 2000</b>	<b><u>PRIME MEDICAL PLACEMENTS</u></b> <b>Position: Recruitment and Allocations Consultant</b>
<b>Feb 1997 – Nov 1998</b>	<b><u>JOBFIT MEDICAL SERVICES</u></b> <b>Position: Occupational Health Nurse</b> <ul style="list-style-type: none"><li>• Pre-placement health assessments for all contact employment on-site at Olympic Dam Expansion Project for Western Mining Corporation</li><li>• Coordinating all aspects of the Road Transport Forum's Health and Safety programme "Trucksafe" on behalf of the South Australian Transport Association (SARTA) in association with National Road Transport Authority.</li><li>• Liaison with RFDS , SAAS, SES Rescue, CFS, Roxby Downs and surrounding district health professionals</li></ul>

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- Sept 1996 - Feb 1997**
- SOUTHCORP HEATING & COOLING**  
**Position: Occupational Health Consultant**  
**Occupational Health & Rehabilitation**  
**Coordinator**
- August 1994 – Sept 1996**
- PRIME MEDICAL PLACEMENTS**  
**Position: Occupational Health Nurse**  
Areas of work included: Mobil Australia, Bridgestone Australia, Balfour Wauchope Pty Ltd, Walkers Australia, Britax Rainsford Australia, GMH, Envirohealth, and Sola Optical.
- August 1991 - July 1994**
- ELECTRICITY TRUST OF SOUTH AUSTRALIA**  
**Position: Occupational Health and Rehabilitation**  
**Coordinator at Torrens Island Power Station**  
Responsible for the overall health and rehabilitation of 500 employees.
- May 1988 - August 1991**
- NURSES SPECIALLING BUREAU PTY**  
**LTD**  
Position: Registered General Nurse
- Areas of work included: Occupational Health Nursing, Rehabilitation hospitals, Industrial nursing, General medical and surgical nursing.
- Gained extensive and varied experience within a number of industrial settings: Australia Post, State Transport Authority, REMM Myer site, Bridgestone Australia, GMH, Arnott's, Balfour Wauchope Pty Ltd, Reserve Bank of Australia, Sola Optical Australia, Britax Rainsford Australia, Yazaki, Mitsubishi, Top Australia, ETSA, Department of Road Transport, Levi Strauss, GNB Batteries - Pacific Dunlop, Australian Submarine Corporation, Adelaide Brighton Cement, ICI Penrice Soda Pty Ltd.
- August 1987 – August 1988**
- LITTLE COMPANY OF MARY - CALVARY**  
**HOSPITAL**  
**Position: Registered General Nurse**
- May 1987 - August 1987**
- NURSE SPECIALLING BUREAU PTY LTD**  
**Position: Registered General Nurse**
- Duties included: Total care of patients undergoing Bone Marrow Transplant.  
One-to-one care of patient and family and all relevant clinical procedures
- April 1986 - May 1987**
- OVERSEAS TRAVEL AND PART-TIME**  
**WORK**
- May 1985 - April 1986**
- ADELAIDE CHILDRENS HOSPITAL**  
**Position: Registered General Nurse - Colton ward**
- Duties included: Paediatrics, management of cystic fibrosis patients, endocrinology management, neurology and respiratory patients.
- October 1981 - May 1985**
- ADELAIDE CHILDRENS HOSPITAL**  
**Position: Student Nurse**

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## Education & Training

- 1981 -1985                      Adelaide Children's Hospital  
**Student Nurse**
- 1977 - 1979                      Annesley College  
**Year 12 – Matriculated  
Boarding House Student**  
Subjects included English, Classical Studies, Modern European  
History, Geography and Biology
- 1975 -1977                      Minlaton High School

## Training

- **Respecting Patient Choices Advocate**
- **Current Annual Accreditation** in Basic Life Support, Manual Handling, Fire Safety, Patient Centred Care, Aseptic Technique, Infection Control, Medication Safety, Clinical Handover, Collecting Blood Specimens, Transporting Blood, Clinical Transfusion Practice, WoundWest Core Module.
- Adelaide University – **Graduate Diploma in Nursing Science - Orthopaedics**
- Refresher Course for Registered General Nurses – Royal Adelaide Hospital – July –October 2000 – accredited in PCA and Epidural Medication management, Glucometers, Basic Life Support, and Medication Management.
- **ECG training** – 1991, 1995 and 1999
- **Hearing Conservation Tutorial** – 1991, 1995 and 1999
- **Spirometry** - pre and post bronchodilator Screening 1995 and 1999
- **Pre-Placement Health Assessment** –Dr Christopher Kelly – Occupational Physician
- **Occupational Therapeutic Goods Tutorial and Management of a Therapeutic Goods Licence in an Industrial Setting** – 1990- 2000
- **Kepner Tregoe Time Management** – 1993, 1994 and 1995
- Team Performance Programme - 1993
- **Kepner Tregoe Project Management Course** - 1994
- **Train the Trainer Course and On-the-Job Trainer Course** - 1995
- Introduction to MS Office 2000, Excel, MYOB, Outlook, Micrografix Draw
- **Reiki Level 1 and Level 2 Method of Natural Healing** – 1996
- **Diving Training and Member of British Sub Aqua Club** – 1995 – 2000
- **Swimming Instructor – Royal Life Saving Society** – 1976 - 1979
- **Associate Music of Australia – Pianoforte** - 1977

## REFEREES:

**Barbara Gibbs – Line Producer - 0418 419 417**

**Danny Woodrow – Safety Officer – 0407 305 862**

**Lorelle Adamson – Production Manager – 0419 994 198**