

Primary Health Care Training/Assessor Profiles

Clinical & Practice Management

Helen Wylie R.N. B.Ed.

- **Key qualifications:** General Nurse Certificate, Operating Theatre Certificate, Bachelor of Education, Certificate IV in Assessment & Workplace training
- **Key professional experience:** Clinical Nurse Consultant Operating Theatre NWRH, Burnie Clinical Nurse Consultant Staff Development (Regional) NWRH, Burnie Clinical Nurse Palliative Care, Repat General Hospital, Hobart State Epilepsy Educator, Epilepsy Action, Hobart Teaching Secondary, Hobart
- **Key Training/Assessment fields:** Clinical/Health practice including sterilisation & medical terminology

June Moston E.N. Dip

- **Key qualifications:** Enrolled Nurse (EN), Diploma of Business, Certificate IV in Assessment and Workplace Training, Relevant short courses: Wound management, sterilisation, venepuncture, pharmacology, laser surgery & safety
- **Key professional experience:** Office Manager, Launceston Medical Centre Practice Nurse, Launceston Medical Centre Enrolled Nurse, Wollongong Hospital
- **Key training/Assessment fields:** Clinical/Health practice, practice administration.

Medical administration, business, computer

Keren Franks

- **Key qualifications:** Certificate IV in Assessment and Workplace Training, Certificate IV in Business (Administration)
- **Key professional experience:** 17 years of frontline administration experience including medical administration and operating her own administration consultancy business. Keren's competencies include MYOB, Microsoft office, desk top publishing, payroll, taxation accounting, and financial management and reception duties. Keren has held the position of office manager in both government and private enterprise, which included recruiting and training all levels of administration staff.
- **Key training/Assessment fields:** All levels of administration, finance and computer training

Caroline Jakeman

- **Key qualifications:** Certificate IV in Assessment and Workplace training, Bachelor of Science, psychology
- **Key professional experience:** Caroline has an extensive background in the computer industry in both UK & Australia. Caroline has held the position of managing director, marketing director and special projects manager for international computer companies over a 25 year period. This has included extensive management, business administration and computer software training.
- **Key training/Assessment fields:** all levels of administration, finance, HR & computer training

Mel Braithwaite

- **Key qualifications:** Graduate Certificate in Management, Bachelor of Adult and Vocational Education, Certificate IV in Assessment and Workplace Training
- **Key professional experience:** Administration MAIB, Hudson Recruitment, TAFE Tas. Mel has developed extensive experience in all levels of administration, client services and IT skills both in government & private industry. Mel has combined her professional experience with specialist skills in adult education to become a professional trainer/assessor.
- **Key training/Assessment fields:** all levels of administration, client services, HR, Management & computer training