

Leah Okafor

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Ms Rachel Owen
Ward Manager, Ward 7
Fenmarsh General Hospital
Hospital Lane
Norwich NR4 7UY

Dear Ms Owen

Application for Senior Healthcare Assistant, Ward 7

I am applying for the Senior Healthcare Assistant post on Ward 7. I have five years' experience in hospital and nursing home care, the last three on a 28-bed acute medical ward, and I hold the Care Certificate and a Level 3 Diploma in Healthcare Support.

The person specification asks for confident observations and escalation. On Elmstead Ward I take and record full observations and blood glucose for up to eight patients a shift, and I report a rising early warning score to the nurse in charge straight away. I am signed off for venepuncture and ECGs.

I would value working on a surgical ward to widen my experience, and I already show new healthcare assistants our ward routine in their first two weeks, which I would like to build on in a senior role.

I can work long days, nights and weekends, and my enhanced DBS certificate is on the Update Service. My CV is attached. Thank you for considering my application.

Yours sincerely

Leah Okafor