

## CURRICULUM VITAE

**Mr.T.JOEL**

**S/O Mr.C.Thomas Selvaraj Ponniah  
Plot no-2, Thanathuvam main street,  
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Madurai-625016**

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**Tamilnadu, INDIA.**

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### OBJECTIVE

To achieve a challenging position in your organization and to work in a team efficiently and to work in an Organization, which will reward Dedication, Hard Work and Sincerity.

### PERSONAL PROFILE

**Date of Birth** : 06-06-1986  
**Father's Name** : Mr.C.Thomas Selvaraj Ponniah  
**Gender** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Religion** : Christian  
**Languages Known** : English, Tamil, Malayalam  
**Present Address** : **Plot no-2, Thanathuvam main street,  
Thiruvalluvar nagar extension,  
Ponmeni  
Madurai-625016**  
**Present Designation** : **Nursing Superintendent**

## PROFESSIONAL QUALIFICATION

EXAM PASSED	NAME OF THE INSTITUTION	UNIVERSITY	YEAR OF PASSING
B.Sc. Nursing	Matha College of Nursing, Manamadurai	Dr. M.G.R. Medical University, Chennai	2004-2009
M.BA (Hospital Management)	Alagappa University	Alagappa University	2010-2012

## REGISTRATION

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**Place of registration** : The Tamil Nadu Nurses & Midwives Council, Chennai.

The Tamil Nadu Nurses & Midwives Council  
Madras Act III of 1926

**Registered Nurse No.** : 95386

**Registered Midwife No.** : 99553

## WORK EXPERIENCE

DESIGNATION	NAME OF THE ORGANISATION	AREA OF WORK	PERIOD
Staff Nurse	Grace Kennet Foundation Hospital (Madurai)	ICU, EMERGENCY & OT	4 <sup>th</sup> May 2009 - 31 <sup>st</sup> December 2009
Staff Nurse	Apollo Hospitals (JCIA), Chennai	Multispecialty Unit (Wards)	8 <sup>th</sup> Jan 2010 to 27.05.2014
Deputy Nursing Superintendent	Vadamalayan Hospital (NABH), Madurai	Overall Supervision of the Hospital	11 <sup>th</sup> Aug 2014 to 25.01.2017

Nursing superintendent	CETHAR HOSPITALS	ADMIN	26.04.2017 to 17.01.2018
NURSING SUPERINTENDENT	KAUVERY MEDICAL CENTER , KARAIKUDI	ADMIN	24.01.2018 TO TILL DATE

### **FUNCTIONAL RESPONSIBILITIES**

- Clinical Management of Medical and Surgical Ward.
- Orientation and on-the job staff training.
- Liaison with physician and medical staff.
- Patient care regarding medical condition, treatment and long term maintenance rationalize by scientific knowledge.
- Preparation of patient report and hand over to Nurse Manager.
- Resuscitation procedure and infection control.
- Giving Basic Life Support and Advanced Cardiac Life Support which includes Cardiac massage and Defibrillations and Emergency Medicine Administration.
- Preparing duty roasters.
- Making the staff to work as a team.
- Maintaining the ward stock including equipments and articles.
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### **NURSING SUPERINTENDENT:**

- Nursing administration
- Quality Compliance /Assurance
- Nursing Induction &Orientation
- PerformanceManagement
- People management
- Risk management
- Service excellence
- Recruitment
- JCIA & NABH Accreditation

- Training & Development

A qualified RN, RM working as a Nursing superintendent currently, grown from staff nurse to acting charge nurse to Deputy Nursing Superintendent to NURSING SUPERINTENDENT . Have Knowledge and skill in planning, implementing, promoting and monitoring, Conducting internal audits and evaluating healthy practices for providing quality health care system/services as per JCAI/NABH guidelines. Focused, adaptable, competent and a quick learner; possesses skills to work under pressure. Excellent communicator with strong interpersonal, negotiation, analytical & management skills with an ability to utilize the same in fruitful manner.

### **Key Deliverables as Nursing superintendent**

- Knowledge and Insight into the requirement of Tertiary and Super Specialty Nursing Care, Roles and functions in Nursing, Ward Management Techniques, Customer needs and delights, On-the – Job Training Programs, Scope of Patient Safety, Common Drug Formulary and Side Effects.
- Skills in Organizational, Interpersonal, Supervisory, Communication, Quality Control, Decision Making, Recruitment Strategies, and Man power planning, Analytical, Sharp Reflexes, Team Building, Time Management, Grievance Handling, Performance appraisal, Emphasizing excellence, Conceptual and Department material budgeting.
- Checking of the entire Nursing-clinical quality in the hospital, setting standards and ensuring adherence to set standards and proper documentation of the nursing department for JCAI/NABH accreditation.
- Knowledge in principles of Basic Nursing and Technical Nursing.
- Skills in interpersonal, Listening, Manual Dexterity, Team Building, Perceptual, Communication, Coordination and Cooperation, Initiatives, Procedural Systems, Patient Safety, Drug Administration, On-the-Job Training, Continuous Monitoring Techniques, Leadership Initiatives, Decision Making, Moral Support and Physical Approach to patients and Computer Literate.
- Have good knowledge of NABH & JCIA POLICIES and implementing them.

### **STRENGTH**

- Self-confident.
- Good in communication.
- Good in Presentation.
- Analytical ability.
- Good understanding.
- Capability and interest in utilizing every learning activities.
- Good leadership.

### **MEAN & END**

To work in an Organization, which will reward Dedication, Hard Work and Sincerity.

## **DECLARATION**

I, Mr .T .JOEL hereby submit this Curriculum Vitae for your kind consideration and for favorable orders. I assure you Sir, if I am selected, I will discharge my duties to the entire satisfaction of my superiors. I declare that the information furnished above is true to the best of my knowledge.

**Place :**

**Date :**

**T.JOEL**