CURRICULUM VITAE

Ms. RUBY EDISON
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SUMMARY

   Having 1 year experience in health care industry, Currently employed with **MVJ Medical College and Research Hospital** as **QUALITY EXECUTIVE.** Good understanding of health care policies & procedures prevalent in the health care industry. Well versed in functionalities and operations of Clinical departments , Business units and Administration of hospital.

A Competent professional with experience in Hospital administration & Quality Management.

- Sound knowledge on the concepts of Quality to the hospitals (NABH /ISO).
- Effective communication skills ,with demonstrated ability to talk and listen to people and bulid rapport with them .
- Computer Proficiency and familiarity with commonly used packages like MS Word, Excel, Powerpoint etc .
- Coordinating with each and every department for smooth functioning of the hospital
- Planning ,directing , supervising and coordinating Hospital functions.

OBJECTIVE:

Seeking for the position of a **QUALITY EXECUTIVE**
To contribute towards the development of the organization through the provision of good quality services sequel to relevance to job procedures as assigned by the organization .
Further this opportunity will help improve my skills and knowledge in hospital administration.

AREAS OF INTEREST :   .
Quality Department(**NABH/ISO)** / Hospital Administration / Operations

MAJOR STRENGTHS

- Ability to perform tasks as per policies & procedures of the organization .

- Familiar with statistical analysis & Quality Control

- Effective communication skills ,with demonstrated ability to talk and listen to people and build rapport with them

- Familiar with Microsoft Word , Powerpoint ,Excel

- Possess quick decision making and problem solving skills

- Able to work under pressure and capable to work under multicultural environment .

EDUCATIONAL QUALIFICATION

- MHA (Masters in Hospital Administration) , Father Muller Medical College Hospital, Mangalore (2015-2017)

- B.S. Physician Assistant in Frontier Lifeline Hospital, Chennai (2010-2014 batch).

PROFESSIONAL EXPERIENCE

- Working as **Quality Executive /NABH Coordinator** at MVJ Medical College & Research Hospital , Bangalore till date .

- Worked as **Trainee Administrator** at Father Muller Medical College Hospital ,Mangalore during 2 years of MHA course .

- Worked as **Physican Assistant – Cardiac ICU** at Frontier Lifeline Hospital from September 1st 2014 to September 3rd 2015.

PROFESSIONAL EXPOSURES

- Was a part of the Quality team at MVJMC &RH, which proved to be succesful in completing **PRE-ACCREDITATION ENTRY LEVEL – NABH**

- Worked as a part of **NABH Core committee , Quality & Safety Committee , Infection Control Committee .**

- Proficient on development of **SOPs/ Manuals/ Policies/ Forms** and **Formats** as per **NABH 4th edition** and ensuring implementation and compliance for National Accreditation Board for Hospitals and Healthcare providers **(NABH**)

- Designed and installed **Hospital Safety , Fire and other Signage's** as per NABH requirement.

- **Conducted training programs / Workshops for creating awareness among staff regarding NABH Standards .**

- Implemented Quality Indicators as per NABH Requirement to evaluate the various process & performance of the hospital

- Monitoring & Analysis of Quality Indicators .

- Conducting Audits & Implemeting Corrective & preventive action.

- Ensuring Implementation of SOP's in coordination with Quality team , HOD of all departments and Top Management.

- Ensuring that BMW (Biomedical Waste Management) is carried out as per the norms laid down by Pollution Control .Board .

- Perform rounds on daily basis to ensure the compliance level of all aspects as per NABH Guidelines.

- Attended ISO 9001:2015 Internal Audiitor   training and worked as **Internal Auditor for ISO 9001:2015**

PROJECTS CONDUCTED DURING STUDY PERIOD

- **DISSERTATION :**

  "A STUDY ON HOSPITAL INFECTION CONTROL MEASURES IN MEDICAL INTENSIVE CARE UNIT AND PAEDIATRIC INTENSIVE CARE UNIT OF A SELECTED HOSPITAL ''

- **MINOR STUDIES** :

1. A Study On Evaluation Of Pre- Analytical Errors Of Request Forms Received In Microbiology And Biochemistry Department
2. A study to assess the hand hygiene compliance among healthcare workers in a selected hospital

3. A study to assess the Food Safety and hygiene practises of food handlers in a selected hospital
4. A Study to assess Quality Control in Linen and Laundry Department of a selected hospital using Donabedian Model

5. A retrospective analysis of reasons for cancellations of elective surgeries in a 1250 bedded hospital

6. Process Mapping of a Blood Bank in tertiary care multi specialty Hospital

7. A time motion study in the OPD clinic of a selected hospital

8. A study To assess the knowledge on needle stick injury among housekeeping staff.

9. An Observation study of Cleaning Practices in Father Muller Medical College Hospital

10. A study to assess the completeness of documentation of MLC register maintained in emergency department of a selected hospital

11. Inventory management of surgical supplies in general stores of a selected hospital

12. A study to assess the use of PPE for doctors, pgs and technical staff in radiology department

13. A study to assess patient satisfaction regarding linen and laundry service in a selected hospital

14. A study on satisfaction of patients with respect to hospital services

15. A study to identify discharge process factors leading to an increased length of stay

PERSONAL PROFILE	
Date of birth	6th March 1992
Age	26 years
Nationality	Indian
Sex	Female
Marital Status	Single
Languages Known	English, Malayalam ,Tamil , Hindi , Kannada
Hobbies / Intrests	Listening to music , Travelling , Singing ,Cooking

REFERENCE

MR. SANTHOSH KUMAR
QUALITY MANAGER
MVJ MC & RH
9535152555

DR.SWETA D'CUNHA
COURSE COORDINATOR
FMMC ,MANGALORE
9448463646

SUBJECT

I am enclosing a copy of my Bio – data here with. I would be grateful and live up to my potential if given opportunity if you kindly consider my application.

Date: 15/10/2018
Place : Bangalore

Yours Faithfully

(Ruby Edison)