

STEPHY THANKACHAN



Female, Indian, 27
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PERSONAL DETAILS

- Date of Birth : 27th June 1992
- Marital Status : Single
- Linguistic Proficiency : English, Hindi, Malayalam

CARRIER OBJECTIVE

Looking for a challenging position in a hospital where my profound Medical professional and practical experience will be fully utilized.

SUMMARY OF EXPERIENCE

Quality Officer

St.Mary's Hospital Thoduouza
11th October 2018 to still continuing

Reports to: Board of Directors

Responsibilities:

- Coordination of Entry level NABH accreditation (as NABH accreditation coordinator) activities.
- Quality assurance in various sections of the hospital like hospital services, patient care, medical investigations, medication management, medical records, hospital infection control, administration, training programs, HR etc. as per Entry level NABH accreditation norms.
- Promote team work and co-operation among personnel as well as departments.
- Develop quality indicators and implement quality improvement initiatives.
- Design, document and amend various policies, procedures, forms and formats for quality patient care.
- Evaluation of incident reports, adverse drug event reports, customer feedback forms and quality indicators and giving corrective action suggestions to managements.
- Monitor hygiene practices in the hospital.
- Regular inpatient department visits to review the quality of care and take corrective and preventive actions as and when required.

- Conducting internal audit in various departments and evaluation of effective implementation of quality assurance programs of the hospital.
- Suggesting necessary training requirements of staffs in various departments to management.
- Root cause analysis of incident report and take corrective and preventive actions in consultations with top management.
- Convene in-house meetings such as committee meeting, management review meeting, department meeting, daily operations meeting etc.

Assistant Administrator

Karuna Hospital Nedumkandam

Trainee admin 13th November 2017 to 31st may 2018

1st June 2018 to 8th October 2018

Reports to: Director and Administrator

Responsibilities:

- Responsible for day to day operations and quality assurance activities of the hospital.
- Monitor performance of the hospital through statistical analysis of OP and IP status.
- Ensure effective management of manpower.
- Promote team work and co-operation among personnel as well as departments.
- Ensure maximum utilization of available resources.
- Design, document and amend various policies, procedures, forms and formats for quality patient care.
- Facilitates and provides continuous professional trainings to build up domain competencies.
- Coordinator of Health camps during the Flood and landslide in 2018 August

Internship

Caritas Hospital, Kottayam

5th June 2017 to 5th July 2017

Assignments done:

- To assess the turnaround time of lab investigations of emergency department.
- Departmental Process Mapping of hospital.

PROFESSIONAL QUALIFICATION

Degree/ Examination	School/Institute	Board/University	Year of Passing
Masters in Hospital Administration	St. Johns Medical College , Bangalore	Rajiv Gandhi University of Health Sciences Karnataka	2015-2017
B.sc Nursing	Mar Baselios College Of Nursing, Kothamangalam	Kerala University of Health Sciences Kerala	2010-2014

WORKSHOPS AND SEMINAR PARTICIPATED

- NABH workshop conducted by Department of Hospital Administration in St. Johns Medical College, Bangalore.
- National seminar on Health Insurance- organized in SJMC Bangalore.
- SASH 2015 Conducted by Department of Hospital Administration, Yenepoya University, Mangalore, Karnataka.
- Seminar on Primary Health Care conducted by Department of Hospital Administration in St. Johns Medical College, Bangalore.

ACADEMIC ACHIEVEMENTS&CO-CURRICULAR ACTIVITIES

- Registered under **Kerala Nurses and Midwives council** under the register no **KL03201501012.**
- Can handle the medical instruments.
- Hard working.
- Can manage the critical situations easily.
- Good problem solving skills.
- Good verbal communication skills.
- Sound knowledge of medical terminology

DECLARATION

I hereby declare that the above furnished information is correct and true to the best of my knowledge.

Date :

Place : Pothanicaad

Stephy Thankachan