

RINU MATHEW

**6 years' experience in Healthcare Industry (JCI Accredited)
(December 2012 – December 2018)**

Phone : +91 9582142147 Email : rinumthw@gmail.com



PROFESSIONAL SUMMARY

Focused and dedicated healthcare professional with over 6 years of experience seeking an opportunity to apply expertise and skills as a Healthcare Administrator. Knowledgeable in healthcare systems and medical terminologies. Strong background in critical care medicine & cardiology, ECMO, academic program management, ICU operations/unit administration , quality assurance , clinical information systems (ERP).

PROFESSIONAL EXPERIENCE

ECMO Program & Critical Care Medicine Departmental Coordinator, (October 2015 – December 2018)

Fortis Escorts Heart Institute, New Delhi, India (310 bedded JCI & NABH Accredited Hospital)

As ECMO (Extra Corporeal Membrane Oxygenation) Program Coordinator:

- Collaborated with members of ECMO team in overall management patients on ECMO.
- Devised, implemented and monitored ECMO program policies, standard operating procedure
- Planned and executed meetings to connect ECMO team (Doctors, Nurses, Perfusionists) for training activities.
- Maintained database of ECMO patients, complications and outcomes.
- Implemented strategies to increase program effectiveness through advertising initiatives that were used to promote the awareness to the public and other hospitals.

As Critical Care Medicine Departmental Coordinator:

- Academic Coordinator facilitating registration of trainees, teaching schedule and documentation of training sessions for Academic programs of Doctors like post graduation courses in Critical Care (ISCCM courses and fellowship in Critical Care Medicine etc.).

- Worked with department heads, senior doctors to develop engaging curriculum and advance instruction for all doctor training programs.
- Successfully organized multiple Continuous Medical Education (CME's)
- Confidently managed the overall daily operation of ICU services including financial management, quality assurance, patient care, safety risk management, infection control practices etc.
- Collaborated with HR department regarding clinical manpower recruitment of doctors for the department.
- Processed daily reports of all the patients admitted in the ICU and updated the same to the senior management.
- Performed statistical analysis of ICU data monthly and evaluated department performance.
- Initiated hospital-wide study to identify areas for improvement and contributed substantial assistance to doctors in research activities.
- Effectively served as liaison between patients and physicians and reviewed customer survey information to ensure patient comprehension of treatment plans and to prioritize areas of improvement.
- Created and maintained computerized record management systems ; scheduled patient admissions and discharges using HIS, Trakcare software, managed Electronic Patient Record (EPR) systems.
- Routinely collaborated with other department managers to correct problems and improve services in ICU.
- Developed and implemented department promotional activities in liaison with marketing and PR colleagues.
- Oversaw and certified that medical equipments and supplies were properly maintained for quality patient care and safety.

Clinical Instructor – ICU (Critical Care) – From September 2014 – September 2015

Fortis Escorts Heart Institute, New Delhi, India (JCI & NABH Accredited)

- Provided theoretical and clinical teachings and conducted orientation/induction programs of staffs.
- Demonstrated direct nursing care to students in groups & training staff nurses in BLS/ACLS.
- Participated in Nursing Quality improvement programmes, JCI/NABH audits.
- Implemented instructional presentations to communicate coursework goals.
- Evaluated students' competencies through written assignments and examinations.

Staff Nurse – ICU (Critical Care) – From December 2012 – September 2014

Fortis Escorts Heart Institute, New Delhi, India

- Managed all elements of patient care, from admission to discharge or transfer to other units, using nursing expertise to conduct assessments, administer medications, initiate nursing and emergency interventions, contribute to care plan development and educate patients.
- Formulated plans for nursing measures to restore maintain and promote patients' physical and mental health.
- Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.

ACADEMIC CREDENTIALS

Degree	Institution	Board/ University	Duration & Year of Passing
Post Graduate Diploma in Healthcare Informatics	Institute of Good Manufacturing Practices India	Institute of Good Manufacturing Practices India	2017-2018
Master of Business Administration in Hospital Administration	ICFAI University, India	ICFAI University	2014 -2016
Bachelor of Science Honors degree in Nursing	Rajkumari Amrit Kaur College of Nursing, India	University of Delhi	2008-2012

SKILLS

- Academic course Management
- Critical Care Medicine , Cardiology, ECMO
- ICU operations
- Quality assurance & Infection Control
- Research Assistance
- Multidisciplinary team collaboration
- Proficiency in MS Office applications & Internet

ACHIEVEMENTS

- Poster presentation (abstract) in Annual Critical Care Congress- “Criticare 2016” Agra, India
- Co-author of abstract presented at ESICM Annual Congress, October 2016 in Milan, Italy
- Co- author of abstract presented at Infectious Diseases Society of America (IDSA)’s ID Week (October 2018) , in California, United States of America
- Co-author of abstract presented at Annual Critical Care Congress-Criticare 2019, Mumbai, India
- NIH Stroke Scale Certification English Group A-v3 in February 2017.
- Awarded Star Nurse Certificate for excellence in nursing care in December 2013, Fortis Escorts Heart Institute, New Delhi.
- Attended World Congress in Cardiology– 2010
- Won multiple prizes in Quiz competitions (State & District Level)

PERSONAL INFORMATION

Nationality	Indian
Date of Birth	17 th August 1990
Gender	Female
Marital Status	Single
Religion	Christian
Hobbies & Interests	Reading , K-POP
Languages known	English, Hindi, Malayalam
Permanent Address	Pulimoottil, Vazhoor P.O, Kottayam, Kerala, India