***CURRICULUM VITAE***

**BALASAHEB SHANKARRAO GUJAR**

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**OBJECTIVE :**

To be in a position involving challenging creative and intellectual stimulation the field of CSSD, and In charge of Hospital Waste Management & Infection Control

**PERSONAL DETAILS**

Date of Birth : 17th February 1975

Marital Status : Married

Languages Known : English, Hindi, Marathi.

Relegion : Hindu-Maratha

**EDUCATIONAL QUALIFICATION :**

Bachelor of Science (Chemistry) Mumbai University – 1997 (57.85%).

Sanitary Inspector Diploma Course – All India Institute of local self Government. Mumbai – 1994 (60%).

**EXPERIENCE :**

* Presently working in **“SAKRA WORLD HOSPITAL”,** Bangalore as **C.S.S.D- Manager** since August 2016.
* **Following are the Charter of Duties in CSSD & Quality Assurance :**
* Participation in NABH Audit, Nursing Excellence Audit (1st Prize)
* Benchmarking, Consumer Assessment Health Plan, Centers of Excellence facilities specially equipped for and specializing difficult, complex and expensive tertiary care procedures such as Kidney Organ Transplants, Liver Transplant and Cardiac Bypass Surgery.
* Representing process of quality care, consistently and accurately tracked in order to determine quality performance in given clinical areas to followed by clinical practice guidelines.
* Ensured that the patient and clinicians have access to, and take into consideration, all required information on the patient’s conditions and treatments to ensure that the patient receives appropriate healthcare services.
* Continuous Quality Improvement (CQI) : Provide services that meet Customer expectations through structured, systematic process for creating organizational participation, planning and implementing Quality Improvements.
* Incident reporting, Quality Indicator, Root Cause Analysis.

* **NANAVATI SUPERSPECIALITY HOSPITAL** **Vileparle, Mumbai-56**

**Duration : July 2014 to August 2016.**

**Post : CSSD-Manager.**

Following are the charter of duties:

1. Setting up CSSD Department for the upcoming project ( Till Now two set up done viz. Holy Spirit Hospital and Nanavati Superspeciality hospital).
2. Manpower planning, Recruitment and Training staff.
3. Ensured effective Inventory management to meet the demands of the hospital.
4. Entire planning and organizing of C.S.S.D.
5. In a team of professionals including Internal Auditor for **NABH** Accreditation and **ISO-9001-2008** certification.
6. Responsible for performing and monitoring the day to day functions of the department.
7. Coordinating with concerned Surgeons, OT-Nurses, Ward-Nurses.
8. Communicating the Support Department i.e.House-keeping, Laundry, Purchase, General Stores and Biomedical Engineering.
9. Monitoring the efficacy of Sterilization and Disinfecting procedures.
10. Monitoring Online receipt requirement from O.T. Wards.
11. To plan direct and control the management functions related to purchasing, supply to O.T. In patients and Inventory control.
12. Budgeting the rarely requirement both as a cost center and revenue generating center.
13. Managed a team of 30 people consisting Supervisor, Technician, Clerk and attendants assigning them task (Duty Rota) and motivating them to meet deadlines in production.
14. Interview, select train and evaluate performance of assigned professional, technical and clerical staff.
15. Oversea all the technical activities associated with Receiving, storing and issuing materials.
* **PMT- PRAVARA MEDICAL TRUST (Rural Hospital), Loni, Ahmendnagar.**

**Duration : December 2012 to June2014.**

**Post : In charge-Hospital Waste Management & Infection Control AND CSSD-Manager.**

Duties : Following assigned charter of duties under **HICC** (Hospital Infection Control Committee):

* Find out Nosocomical Infection (HAI) such as Streptococcus Aurous, Klebsiella Species, Aerobic spore bearer (ASB), Pseudomonas, Entrococci, E-colii, Tetanus, Pneumonia.
* Find out Urinary Track infection.
* To Develop the written policies and procedures for standards of Cleanliness, Sanitation in the Hospital.
* To develop the method of supervising the infection control measures in all phase of hospital activities.
* To develop system for reporting identified and analyzing the incidence and cause of HAI.
* To trained and create awareness at various levels such as Health care Workers and Nursing Staff.
* Taking Daily round and giving weekly report to HICC and Medical Superintendent.
* To look into the other areas of hospital such as food service Department, Waste Disposal, and Pest Control etc.
* Co-ordinate MPCB (Maharashtra Pollution Control Board) for inspection for Bio-medical Waste (BMW) & Infection Control.
* **HOLY SPIRIT HOSPITAL**, **ANDHERI (E)** **MUMBAI**

**Duration : April 2010 To November 2012**

**Post : CSSD-Manager**

Duties : Following assigned charter of duties

* Immediate responsible and accountable for overall performance of department.
* Confirms quality assurance of sterilization before issues.
* Maintaining Sterility.
* Verify physical stock of instrument in CSSD, Surgical and Wards respectively.
* Check physical, chemical and biological indicators are acceptable prior to issue of packs.
* Sterile area & Unsterile stock checking and updating on daily basis.
* Filing of all the documents in the respective files.
* Inventory management.
* Proper storage of important records.
* **SAIFEE HOSPITAL MUMBAI**

**Duration : June 2008 To March 2010**

**Post : Senior C.S.S.D – Technician**

* **P.D. HINDUJA NATONAL HOSPITAL & M.R.C. MUMBAI**

**Duration : 8 Years (June 1999 To 29th May 2008)**

**Post : C.S.S.D – Technician.**

* Successfully Completed on the job six month CSSD Technical Training.
* Thorough Knowledge of instruments of General & Gynace, Urology, E.N.T., Orthopedic, Ophthalmic, Scope Instruments, Dental Instruments and Minimal Invasive Surgery.
* Effectively handling all micro surgical and Power Instrument (Stryker Drill and saw, AO Power Drill, Linvatec Drill, Hilan XS etc.)
* Well versed with Autoclaves of GETTINGE , STERIS, TAUTONER, CISA, M-SHAH, ULTRASONIC equipment, Washer Dis infector and dryer.
* E.T.O. Gas Sterilizer of 3M, STERIS, PCI.
* STERRAD – Plasma sterilizers.

**Field activities**

* Member of the Hospital services Association ( HSSA-Mumbai ).
* Member of Hospital Infection Control Committee ( Hinduja Hospital ).
* Attended many educational seminars from Johnson & Johnson, Aesculap, B Braun, 3M.

 **OTHER ACTIVITIES**

* Government Commercial Certificate in English Typing 40 W.P.M.
* Knowledge of Computer & Internet.

 **Place : Mumbai**

 **Date :**

 **(Balasaheb S. Gujar)**