

VIDHI ATHA

Panchsheel 3 CHS Ltd., Raheja
Township, Shantivan Society,
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CAREER OBJECTIVE

To use my knowledge and gain experience in an organization that helps me promote my all-round growth.

EXPERIENCE

- Working as an **Executive- Quality Assurance** at Ruby General Hospital, Kolkata [An ISO 9001:2015 certified & NABH Accredited Multi-specialty Hospital], Since, March 2019

Specific Work done:

- Internal Audits:** Active File Audits, Closed File Audits, Departmental audits, Internal Audits, Preparation of audit reports, Closure of audit reports in coordination with departmental in-charges and heads
- Data Collection:** Collection of data & Supporting departmental data collection, Monthly analysis of data and ensure that corrective and preventive measures are taken where required
- Quality Indicators:** Collection, monitoring, evaluation, root cause analysis, trend analysis, validation, compilation and presentation of all mandatory indicators (clinical as well as managerial) of NABH
- Mock Drills:** To facilitate and conduct mock drills as per schedule, preparing reports and ensure corrective actions are taken against the deviations
- Standard Operating Procedures:** Supporting in formulation, implementation, updating and maintenance of hospital policies, manuals and operating procedures
- Quality Improvement Projects-** Supporting departments in data collection, analysis and aiding them in planning and conducting quality improvement projects using quality tools and techniques.
- Committee Meetings:** Conducting mandatory committees including quality steering committee meetings, preparation of minutes and their closures with necessary corrective actions
- Incident Management-** Collection of Incident reports, performing the Root Cause Analysis and closure
- Training staff:** Conducting quality training programs in every department and also training staff to comply with the set standards of accreditation authorities, hospital policies and procedures.
- Others:**
 - CPMS:** Implementation of COVID Patient Management Information System, an initiative taken by the Government of West Bengal, Swasthya Bhawan, where reports and clinical management data of covid positive patients are uploaded on the website for Patient's/relative's reference. (www.wbhealth.gov.in)
 - Academic and Research Programs:** Sharing responsibilities with the academic coordinator and the clinical research officer to organize accreditation and affiliation audits, e.g. NABH Ethics Committee, DNB and WB State Medical Faculty.
 - Organized and volunteered in programs and events organized by the institution, Supporting in monitoring the performance of various hospital departments, Contribute and participate in departmental initiatives
- Worked as a consultant dietitian at Shree Calcutta Gujarati Samaj Medical Center, July 2017- March 2019
- Worked as a **Management Trainee** at B. M. Birla Heart Research Center in Food & Beverage Department, in the year 2018.
- Successfully completed "**On-the-job Placement in Community Health and Nutrition** under Clinical Nutrition and Dietetics course" organized by Child In Need Institute in the year 2017.
- Worked as a dietetics intern at Park Clinic for the completion of the 3 year Bachelor's degree in Clinical Nutrition and Dietetics, in the year 2016

TRAININGS & WORKSHOPS

- Successfully completed **Program on Implementation on NABH 5th Edition Standards for Hospital** conducted from 28th January 2022 to 30th January 2022 [Certificate No.: H-3D-2022-44-12641]
- Successfully completed a **training on Continual Quality Improvement: Tools & Techniques** by NABH conducted on 18th August 2019 in Kolkata [Certificate Number: NABH-CQI-2019-1016]

STRENGTHS

A dynamic & confident person with computer proficiency, good listening skills, positive attitude and good communication skills

EDUCATION

Name of exam	Board/ university	Year of passing	Name school/college	Percentage of marks/ division
All India Secondary School Examination	Central Board of Secondary Education	2012	Ashok Hall Girls Higher Secondary School	70%
All India Senior School Certified Examination	Central Board of Secondary Education	2014	Ashok Hall Girls Higher Secondary School	72.75%
B.Sc. in Clinical Nutrition & Dietetics	University of Calcutta	2017	Gokhale Memorial Girls' College	62.12%
Masters in Hospital Administration	West Bengal University of Health Sciences	2020 (Delayed due to the pandemic)	Genesis Institute of Management and Technology	70% (Aggregate of 4 Semesters)

PERSONAL DETAILS

- Guardian's name- Atul Atha and Sunita Atha
- Date of birth- 16/06/1996
- Gender- Female
- Language Proficiency- English, Hindi & Bengali (all speak, read & write), Gujarati & Kutchhi (only speaking & reading)
- Permanent Address- 2C, Mahendra Road, Bhowanipur, Kolkata- 700 025

REFERENCES

- **Dr. Sujoy Ranjan Deb**, Dy. Medical Director and HoD Quality Assurance, Ruby General Hospital, Kolkata [An ISO 9001:2015 & NABH Accredited Multispecialty Hospital]. M-9903038369. Email- debsujoyranjan@gmail.com
- **Mr. Anupam Mukherjee**, Manager of Quality Assurance, Ruby General Hospital, Kolkata [An ISO 9001:2015 & NABH Accredited Multispecialty Hospital]. M-7596942629. Email- anupam.rubyhospital@gmail.com

The information stated above is true and accurate to the level of my knowledge