

CURRICULUM VITAE

VEENA JOSEPH CHAVELIL



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Cherpunkal P O
Pala
Kottayam Dist

CAREER OBJECTIVES

- To build upon and enhance my professional skills in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner.

EDUCATIONAL QUALIFICATION

Name of the School\institute	Name of the board\university	Year	Percentage	Qualification
School of Medical Education.	MG University	2015-2017	77% (First Rank In university)	Master of Hospital Administration
Medical Trust College of Nursing	MG University	2007-2011	64%	BSc. Nursing
Providence Girl's Higher Secondary School	Kerala state board	2007	74%	Plus Two
Providence Girl's Higher Secondary School	Kerala state board	2005	83%	S.S.L.C

PROJECT TRAINING

<u>Name of the Project</u>	<u>Duration of study</u>	<u>Course</u>	<u>Project Description</u>
“Assessment of Knowledge among diabetic patients regarding complications of insulin therapy in Medical Trust Hospital, Ernakulam.”	15 days	BSc. Nursing	Project was done as a part of 4th year BSc. Nursing course
“An organizational study of Mercy Hospital, Thalayolaparambu”,Kottayam	21 days	MHA	Project was done as a part of 1 st semester MHA course

A gap Analysis of the standards of Human Resources Department at Caritas Hospital in compliance with NABH Guidelines	21 days	MHA	Project was done as a part of 2 nd semester MHA course
A gap Analysis of the standards of Intensive care unit at Unity hospital, Mangalore in compliance with NABH Guidelines	21 days	MHA	Project was done as a part of 3 rd semester MHA course
A study on cashless hospitalization and how discharge delays affects the cashless insurance process at Rajagiri hospital, Aluva and recommendations to reduce the time lags.	60 days	MHA	Project was done as a part of 4 th semester MHA course

PROFESSIONAL EXPERIENCE

- Worked as a part of **JCI and NABH accredited, CAHO and Nursing Excellence certified, Rajagiri Hospital, Aluva** as Junior Executive in **Department of Operations** from June 1st 2017 to July 7th 2018
- Worked as a part of **JCI and NABH accredited, CAHO and Nursing Excellence certified, Rajagiri Hospital, Aluva** as Junior Executive in **Department of Quality** since July 9th 2018 to 3rd October 2018.
- Working as a part of **School of Medical Education,(CPAS-KUHS) Gandhinagar** , as **Assistant Professor in Department of Hospital Administration** from October 4th 2018 - March 4th 2021 .

PERSONAL INFORMATION

NAME : Veena Joseph Chavelil

GENDER : Female

MOBILE NO : 9496801795

EMAIL ID : venusantony@gmail.com

FATHER'S NAME : Joseph Thomas

DATE OF BIRTH : 14-06-1988

LANGUAGE PROFICIENCY : English, Malayalam, Tamil

HOBBIES : Reading and writing books

STRENGTHS : Communication skills
Leadership Quality
Motivational Skills
Computer skills

ACHIEVEMENTS

- Achieved **First Rank for Master of Hospital Administration from M G University.**
- Has been awarded as **Best Manager** in the **Best Archon Competition** in the National Conference “**CONCETTO 2016**” organized by Department of Hospital Administration, Amrita Institute of Medical Sciences and Research Centre, Kochi On 20th and 21st May 2016.

TRAINING PROGRAMMES ATTENEDED

- Attended training **Programme on Implementation of NABH Standards for Hospitals** on 20-07-2018 to 22-07-2018 from Amrita Institute of Medical Sciences and Research Centre, Kochi.

WEBINAR ATTENDED

- Webinar series on Current Trends in Hospital Administration- **INNOVATIONS IN HEALTH CARE**, organized by the Department of Hospital Administration, SME, CPAS , Kottayam on July 2nd, 2021.
- Webinar series on Current Trends in Hospital Administration- **TRANSFORMATION IN HEALTH CARE: IMPACT OF DIGITAL HEALTH**, organized by the Department of Hospital Administration, SME, CPAS, Kottayam on August 1st, 2021.

WORKSHOP ATTENDED

- Attended **Workshop** and conference on Disaster management and emergency preparedness on January 19th 2019 organized by **Rajagiri Hospital and CAHO (Consortium of Accredited Health Care Organization.)**

SCIENTIFIC PAPER PRESENTATIONS DONE

- Presented a scientific paper (poster) on the topic, “Assessment of Knowledge among diabetic patients regarding complications of insulin therapy in Medical Trust Hospital, Ernakulam”, in “**MEDALLION 2016**”, International Conference on Current

Trends in Public Health & Hospital Administration, held on 26th and 27th 2016 organized by Division of Health Management, MG University, Kottayam.

- Presented a scientific paper (poster) on the topic, “A gap Analysis of the standards of Human Resources Department at Caritas Hospital in compliance with NABH Guidelines”, in “**EMPRESARIO COMPETITION-MEDALLION 2017**”, International Conference on Current Trends in Public Health & Hospital Administration, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam.

CONFERNCES ORGANISED

- Organised an International conference as a part of MHA curriculum “**MEDALLION 2016**”, on the topic “International Conference on Current Trends in Public Health & Hospital Administration”, held on 26th and 27th 2016 organized by Division of Health Management, MG University, Kottayam.
- Organised an International conference as a part of MHA curriculum “**MEDALLION 2017**”, on the topic “International Conference on Current Trends in Public Health & Hospital Administration”, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam

CONFERNCES ATTENDED

- Participated as a member of the organizing committee in “**MEDALLION 2016**”, International Conference on Current Trends in Public Health & Hospital Administration, held on 26th and 27th 2016 organized by Division of Health Management, MG University, Kottayam.
- Participated as a delegate in the National Conference “**CONCETTO 2016**” organized by Department of Hospital Administration, Amrita Institute of Medical Sciences and Research Centre, Kochi On 20th and 21st May 2016.
- Participated in the One day conference on Materials Management in Healthcare, **RASTHA** -Road Ahead for Strategic Thinking in Hospital Administration, held on 6th August 2016 as Delegate.
- Participated in the **6th International Patient Safety Congress-2016**, held on 21st and 22nd October, 2016 at ITC Grand Chola, Chennai, as Delegate.
- Participated in the CME: Conference, **SASH 2016** as a Delegate held from 11-13 November 2016 at AFMC, Pune.
- Participated in the One day conference, **SANLOIS-2016** on 26th November organized by St. Thomas College of Allied

Health Sciences, St. Thomas Hospital, Chethipuzha, Changanacherry.

- Participated as Delegate in Healthcare Informatics and Management Conference-**HIMAG'CON 2017** held at Sunrise Hospital, Kochi, India, on 28th January 2017.

- Participated as a member of the organizing committee in “**MEDALLION 2017**”, International Conference on Current Trends in Public Health & Hospital Administration, held on 17th and 18th 2017 organized by Division of Health Management, MG University, Kottayam.

SKILLS

- Self-motivation and ability to take the initiative
- Ability to work well under pressure
- Good organizing skills
- Teamwork skills
- Quick learner, keen to learn and improve skills
- Problem solving ability
- Punctuality and time-keeping
- Able to take up responsibility
- Written and verbal communication skills
- Excellent telephone manner
- I.T. skills including experience in Microsoft Office (Word, PowerPoint)

REFERENCES

1. Mr. Siby Thomas

HOD-MHA, SME

Gandhinagar - Kottayam

Phone no: 9496414352

2. Mr. Renjith Krishnan

Former COO, Rajagiri Hospital, Ernakulam

Phone no: 8129822214

3. Mrs. Anuji Mary Philip

Principal, Medical Trust College of Nursing, MTIMS, Irumpanam, Kochi

Phone no: 9526281484

DECLARATION

I hereby declare that information given above is true the best of my knowledge.

Date : 27-04-2022

Place : Cherpunkal

Veena Joseph Chavelil