

# RESUME

Name: Riya Varghese

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## **CAREER OBJECTIVE:-**

To contribute in achieving organizational objectives and there by reaching my milestones in career.

## **PROFILE SNAP SHOT:-**

- ❖ Implementation of JCIA, NABH & NABL Standards, to achieve accreditation, and lead internal quality audit, maintain key quality indicators.
- ❖ Conduct training sessions for various staff.
- ❖ Auditing the Hospital to monitor the implementation of the policies & established system. Analysis of all performance indicators.
- ❖ To analyse & implement corrective & preventive actions, conducting quality improvement programs wherever there is a scope for improvement.

## **CURRENT JOB PROFILE [completed 4 years]**

- ❖ **Worked in MVR cancer centre and research institute, Calicut in Quality department**
- ❖ Coordinated and conducted training as per NABH 5<sup>th</sup> edition standard.
- ❖ Participated in NABH desktop surveillance & NC closure and NABL surveillance & NC closure
- ❖ Collected, validate and analysis the key performance indicator.
- ❖ Coordinated and conducted committee meetings.
- ❖ **Worked in Ahalia hospitals, Palakkad in Department of quality and accreditation.**
- ❖ Training of staff as per the needs identified in daily audit.
- ❖ Oriented with JCIA 6<sup>th</sup> edition standards and requirements of JCIA accreditation process.
- ❖ Oriented with NABH (Ayur) & NABL standards
- ❖ Coordinating and conducting committee meetings
- ❖ Guidance and orientation to all departments on JCIA related documentation.
- ❖ Guidance and training of administration in implementation of JCIA standards in day-to-day operations.
- ❖ Training and guiding departmental in charges to complete the CAPA for all deviations
- ❖ Preparing Training calendar, Conducted and coordinated all related training programs.
- ❖ Conducting standard wise chapter audits [JCIA, NABH (Ayur) & NABL]
- ❖ Preparing monthly reports and submit to the management
- ❖ Application of analysis tools like Pareto analysis, control charts, Statistical process control for day-to-day data make necessary corrective action if processes are out of control.

## **COMPUTER SKILLS:-**

Ms Excel ,Ms Word ,MsPowerpoint

## **ACADEMIC PROFILE:-**

QUALIFICATION	INSTITUTION	BOARD OR UNIVERSITY	PERCENTAGE
MHA Masters of Hospital Administration	West fort institute of paramedical science	KUHAS University	75%

## RESUME

<b>B.sc Microbiology</b>	Presentation college of applied science	MG University	77%
<b>12<sup>th</sup></b>	Little Flower Public School	CBSE	70%
<b>10<sup>th</sup></b>	Little Flower Public School	CBSE	80%

### **CONFERENCES ATTENDED:-**

- ❖ Health care excellence through administration & leadership, HEAL 2015 organized by baby memorial hospital, Calicut
- ❖ Current trends in public health & hospital administration, MEDALLION 2015 organized by School Of Medical Education, Kottayam

# RESUME

## **OTHER ACTIVITIES:-**

- ❖ Case study named **A review on the measures taken to minimize the non-conformities on IPSC at MVR cancer Centre and research institute ,Calicut published in the NABH newsletter, September 2021/Issue 03**
- ❖ Hospital postings in all administrative & clinical areas of west fort hospital & west fort hi-tech hospital ,Thrissur

## **PROJECTS:-**

- ❖ **Quality of hospital information system in Elite mission hospital, Thrissur**
- ❖ **Safe treatment programme in surgical department in west fort hospital, Thrissur**
- ❖ **FOCUS PDCA on Increased critical equipment downtime hours**

## **WORK SHOPS ATTENDED:-**

- ❖ Attended one day workshop on Quality management system & internal audit as per ISO 15189:2012

## **KEY SKILLS:-**

Analytical approach in solving problems, Team Player, knowledge of JCIA, NABL&NABH Standards

## **PERSONAL PROFILE:-**

Name: Riya Varghese

Father's name: M.P Varghese

Languages known: English, Malayalam

## **DECLARATION:-**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Thrissur

Sincerely(Riya Varghese)