



SREERAG P B

CONTACT

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- Kozhikode, Kerala, India

ACADEMIC CREDENTIALS

MBA IN HOSPITAL

ADMINISTRATION | 2021

- Jaipur National University

BSc NURSING | 2017

- Kerala University of Health Sciences

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office ★★★★★

Basic Operation ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES KNOWN

English 90 %

Malayalam 100 %

Hindi 90 %

Tamil 90 %

Telugu 90 %

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

- Team Work
- Work Ethic
- Observation skill
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Critical Thinking
- Patient Care
- Analytic Skills

EMPLOYMENT CHRONICLE

CLINICAL COORDINATOR | 19th Oct 2020 – Present

STARCARE HOSPITAL, CALICUT, KERALA, INDIA

Patient safety officer: The clinical coordinator is the designated Patient Safety Officer (PSO) for the organization. The Roles and responsibilities of the Patient safety officer has been defined. In order to help and drive patient safety, In-charges have been identified as Patient safety champions. Reports by PSO and Patient Safety Champion’s on different patient safety activities are discussed during the safety committee meetings.

KEY RESPONSIBILITIES OF PSO

- Provides leadership and direction to the organizational patient safety strategy.
- Continuously evaluates and improves the patient safety program based on internal needs and external requirements and standards.
- With appropriate collaboration, directs the development of a comprehensive Patients Safety Plan & updates the plan as needed.
- Develops and implements an institutional patient safety measurement strategy.
- Ensures the development of surveillance systems to identify and mitigate potential patient harm.
- Supports/facilitates the implementation of innovation and systems that eliminate patient harm.
- Significantly contributes to the published evidence related to improving patient safety.
- Facilitates process improvement teams that directly support patient safety goals.
- Develops and implements initiatives to create an appropriate patient safety culture.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gander : Male
Nationality : Indian

Permanent Address

Monalisa House
Paleri Town P O
Kuttiady Via Pin 673508
Kerala, India

- Periodic Audits to check compliances with respect to defined patient safety goals.

KEY RESPONSIBILITIES

- Joined As Covid Care Counselor in Starcare Hospital Calicut and Got Promoted as Clinical Coordinator.
- Coordinate Clinical Activities of The Hospital Departments.
- Taking Rounds on A Daily Basis to All Clinical Departments.
- Ensure Covid Protocols and Policies Are Followed by All Staffs.
- Making Policies and Guidelines Based On WHO/Central and State Government Guidelines.
- Provide Clinical Education to Department Staffs.
- Collection And Daily Updation of Patients Covid Status Prior To Surgeries and Admissions.
- Updating Covid Patients Details in Government Health Portals and District Collectors Channels.
- Disposing Authority of Covid Death Patients Body to Relatives with Coordinating Concerned Local Authorities & Health Department.
- Act As a Liason Between the Government and Hospital to Ensure Smooth Handling of Patients.
- Assume Overall Responsibility to Ensure That All Necessary Preventive and Protective Measures Are Taken to Minimize Occupational Safety.
- Familiarize Health Personnel with Technical Updates on Covid 19 And Provide Appropriate Tools to Assess and Treat Patients as Per Government Guidelines.
- Coordinator of Hospital Covid Vaccination Programme.

CLINICAL EDUCATION & ACADEMIC - RESPONSIBILITIES

- Coordinating Clinical Education Sessions of All Staffs.
- Making Master Rotation Plan for Clinical Education of All Staff.
- Ensure Staff Training Programmes Are Conducted as Planned Without Fail.
- Maintain Staff Training Register and Feedback Forms.
- Evaluating Staff Trainers Based on Performance.
- Coordinate Departments to Arrange on The Job Training Programmes.
- Act As a Member of The Academic Council to Support Academic Directors.
- Assist In Running Academic Programmes in Hospital.
- Ensure Online and Offline Mode of Clinical Training Programmes to Staff.
- Periodic evaluation of the clinical training sessions.

ADMINISTRATIVE - RESPONSIBILITIES

- Act as a member of the Internal audit team.
- Act as the coordinator of clinical establishments and other clinical administrative and coordinative works as per direction from management.
- Attend meetings from health departments/District administration representing hospital.
- Act as a resource person during Hospital audits/Inspections from

INTERESTS



Songs



Travelling



Reading

REFERENCE

- **Mrs. MANJU**
Govt. College of Nursing
Calicut Medical College
Asst. Professor
+91 9447900955
- **Ms. LINITHA K B**
Sree Anjaneya College of
Nursing Calicut
Associate Professor
+91 7306213676
- **Dr. FIBIN THANVEER**
Quality Coordinator
Starcare Hospital Calicut
+91 9895829716

QUALITY WORK – RESPONSIBILITIES

- Help quality team by acting as an active member in NABH programme.
- Work as a member of the quality team to conduct departmental audits & Departmental audits independently.
- Actively participate in Quality assurance programmes
- Act as a coordinator with Clinical & Non-Clinical departments to ensure quality assurance and trainings in all departments.

CLINICAL INSTRUCTOR/TUTOR | 1st Apr 2019 – 20th Apr 2020

SREE ANJANEYA COLLEGE OF NURSING, MALABAR MEDICAL COLLEGE

- Assists the student in integration of theory and practice, specific to the course's learning activities and level of the learner.
- Train all students to identify signs of patient health deterioration and clinical equipment malfunction to ensure achievement of all course objectives.
- Develop and maintain good professional relations with students and employees of nursing schools and participate in all processes.
- Collaborate with academic programmers and facilitate all post conferences on clinical training.
- Develop and maintain good professional relations with students and employees of nursing schools and participate in all processes.
- Supervise all clinical activities and working of all student nurses and administer and present all content for formal classroom.

STAFF NURSE | 1st Feb 2018 – 31st Jan 2019

GOVT.MEDICAL COLLEGE, CALICUT

Department: EMERGENCY (In Rotation Also Attended Cardiology/
Pulmonology/Medical Emergency Areas).

- Restores and promotes patient's health by completing the nursing process.
- Collaborates with physicians and multidisciplinary team members.
- Provides physical and psychological support to patients, friends, and families.
- Identifies patient care requirements by establishing personal rapport with patients and their families
- Assures quality of care by adhering to therapeutic standards; measuring health outcomes against patient care goals and hospital or regulatory standards.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SREERAG P B