**RESUME**

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**Name: Dr. Rajiv Achyutrao Yadav**

M.S. (Ayu.), DHA (TISS), MBA (HCS), PGDMLS

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I am an innovative and experienced **Hospital Administration** with 11 years of experience in hospital administration, during which I have developed deep expertise in all aspects of hospital management, improve quality staff empowerment, communication and negotiation skills are my strengths.

**Aims and Objective:** To obtain a rewarding and challenging career in an organization that offers a wide exposure of medical, administrative and supportive services areas of a Hospital.

**KEY SKILLS:**

* Recruitment of all categories of hospital manpower from Senior Consultants to technicians.
* Selecting and purchasing medical equipment; adept at vendor negotiation.
* Training nurses, paramedical, support staff, young doctors in patient care and communication skills.
* Inventory Management

**Experience:**

**Hospital Administrator- SMRC’s V.M.Salgaocar Hospital, 150 bedded Hospital, Chicalim, Vasco-Da-Gama, Goa. Since Feb.2013- till date.** General Administration including Hospital Operations, HR, Finance and accounts, Materials and Pharmacy, IT (Part of HMS implementation team), Marketing, Admin Support services (Housekeeping, Linen, F&B, Transport and security, Maintenance and engineering), Biomedical Engineering Department. Heading NABH accreditation activity.

**General Manager (Hosp.Administration)- Atma Malik Hospital, Shirdi-Kopargaon Road, Kopargaon, Ahmednagar, since 16 /7/ 2012 till 31st January 2013. Left due to change of management.**

Working as an admin Head with overall responsibility of setting up systems in the hospital. Preparation of SOPs for all clinical and support services and implementation, Hospital promotional activities

**Manager – Hospital Administration, Reliance Hospital Management Services Pvt. Ltd,**

**Location - Sir Hurkisondas.N.Hospital and Research Centre, Mumbai, July 2010 to 7th July 2012.**

Worked for the Project of upcoming New Hospital after closing down the old Hospital for repair and renovation.

Outpatient Department- Free clinic and Private Consulting Rooms

Efficiently managed Operation theatre Complex as OT Manager- Managerial functions of Manpower, Inventory Control- Sub store, biomedical equipments and instruments, Revenue and Time management. Efficiently managed the closing down functions of major operation theatres including dismantling services during major renovation.

**Asst. Professor – Hospital and Health care Management, ITM Institute of Health sciences,**

**April 2009 to June 2010**

Academic- faculty for Clinical support and operations management, Marketing management and Medical tourism, Material Management and Priniciples of Hospital Management

Administrative

Designing of various academic modules.

Co-ordinator for MBA- Healthcare Mgt.and PGDM-Healthcare mgt.

Marketing of various Healthcare management programmes: successfully expanded number of Ex-MBA batches at various Executive Education Centres.

Visiting faculty co-ordination from corporate, govt and private health care organisations.

***Dy. Medical Superintendent and* Asso.Professor (Surgery)**

**Yerala Medical Trust, Medical College and Hospitals (200 bedded).**

**1st February 2004 – 31st March 2009**

* Management of clinical and supportive services
* Management of OT and ICCU
* Planning and implementation of new services.
* Purchase and stores management
* Planning and implementation of Training programme for interns according to the rules of Maharashtra University of health sciences.
* Organized and managed various camps in the hospital and periphery.
* Organized state and national level workshops.
* Special Panchkarma Unit - “Ayushyamaan” Project.
* Lecturer and consulting surgeon in the department of Shalya-tantra ( Surgery)

**DHA programme: Tata Institute of Social Sciences, Mumbai**

**Jr. Internship** – **Navi Mumbai Municipal Corporation, FRU, Vashi (28th Nov.-31st Dec.2005)**

Study of Hospital as a whole and various departments comparing with norms and recommendation like Casualty, Pathology, Ultrasound, Biomedical waste and security services.

**Sr. Internship – Sir Hurkisondas Nurotamdas Hospital, Mumbai, (31st March – 5th May 2006)**

Study of Hospital as a whole and various departments, two major case studies, three minor case studies with recommendations and probable solutions like outsourcing, Management information system, Hospital performance, reorganization of blood bank services, Kitchen services, training need analysis of nursing staff, planning of Fire management system in Sir H.N. Hospital.

**Case study I –** Study of Intensive Cardiac care unit, FRU, NMMC Vashi.

**Case Study II –** Overview of total outsourcing of linen department with reference to cost benefit and problem faced by NMMC hospital and the operator.

**Various assignments on management topics.**

* Advantage of sample survey over complete enumeration.
* Accreditation systems for health facilities
* Presentation on principles of Management systems.
* Pricing / costing of Angiography.
* Costing of USG per unit for portable machines
* Questionnaire for primary survey of public, Doctors and health care providing organizations for planning of a hospital.

**Academic profile:**

**PGDMLS-** Symbiosis centre for Health Care**,** 2014-2015

**MBA** in Health care Services. “B” grade (67%), Sikkim Manipal University, 2007-2009

**PGDHA** (Diploma in Hospital Administration), Tata Institute of Social Sciences (TISS), Mumbai, 2005 – 2006

**M.S**. Nagpur University, 2000 – 2003

**B.A.M.S**. - Mumbai University, 1993 – 1997

**HSC** – Wilson College, Girgaon Chowpatty, Mumbai,1993

**SSC** – Hume High School, Byculla, Mumbai,1991

**Research Projects:**

* Study of CPA 1986, with special reference to Medical Negligence (MBA-HCS).
* Study of Doctor-Patient relationship with special reference to “Consumer protection act” (DHA).
* Effect of different types of medicated threads in the management of fistula-in- Ano

**Workshops/Training programmes participated**

1. **Conference on Hospital management**, “Glimpses of Future…mirage?” by Tata Institute of Social Sciences” 7-8 January 2006
2. Training workshop on **Emergency Medicine & Disaster Preparedness**, by G.S.Medical College & K.E.M.Hospital and Flying doc Incorporation, USA, University of Southern California. 5-7 February 2007.
3. Seminar on **Hospital Support Services** by P.D.Hinduja Hospital, 15/2/2008
4. **“Motivation and Leadership Programme”** by Public Health Foundation of India and Reliance Sir H.N.Hospital, 4/3/2011.
5. **“STERI-TECH 2011,** by Hospital Sterile Supply Association, 26/2/2011.
6. Endoscopy Training workshop, Johnson & Johnson, 30/4/2011.
7. **Key Note Address:** “Update Proctology 2011, SOP- Infection control in OR”, 19-20 Nov.2011, Yerala Medical Trust, Kharghar.
8. **NABH internal Assessor programme:** Participated and successfully completed 3 days programme on implementation of NABH standards, 5-7 October 2012 at BSES Hospital, Mumbai.
9. **Resource guest speaker for AYUSH & NRHM** sponsored training programme, Sawantwadi, 10/12/2012

**Strengths:**

* Honest
* Initiative and proactiveness (team player, but an independent worker when required)
* Encourage and motivation
* Good communication and interpersonal skills
* Willingness to learn and thirst for knowledge and experience.
* Straightforward
* Training and development

**Weaknesses:**

* Straightforward
* Trusts in maintaining organizations Hierarchy levels.
* Believe in people

**Personal Details:**

Date of Birth: 22nd November 1975

Father: Achyutrao Vishwanath Yadav (Retd. Police Officer, Govt. Of Maharashtra)

Native Add: At & Po. Padali, Tal- Tasgaon, Dist – Sangli.

Marital Status: Married

Blood Group: A-Rh+ve

Language known and fluency: English, Hindi, Marathi

**Extra Curricular Activities:**

* Visiting faculty : ITM Institute of Health Sciences, MBA (Healthcare) July2008- March 2009( Yashwantrao Chavan Maharashtra Open University, Nashik)
* Research paper presented at National / international level.
* Organized seminars at State and National level.
* Guest speaker at training programs.
* Participated and attended various seminars on clinical and management subjects.
* Recipient of “Rotary Best Student Award Trophy - 1989-90”
* Ex-President – Rotary Interact School Club.
* Actively participated in Academic and Cultural events during under- graduation.

**References:**

Dr.S.M.Shanbhag, Reliance Industries Ltd, 9867500605

Dr.P.M.Bhujang, Medical Director, Sir H.N.Hospital (RIL),09867709187

Dr. Atul Adaniya, Asst.Medical Director, Sir H.N.Hospital(RIL), 9987013090/9322403090

Shri.Prasad Tokekar, HR Head (RIL, Sir H.N.Hospital), 9987566669

Dr.M.D.Thatte, Professor, Surgery, Bharti University 9922169111

Date: 22 /04 /2015

Place: Kharghar, Navi Mumbai. Dr. Rajiv A. Yadav