

CV

Dr. Nitin Verma

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M. PHIL (HOSPITAL AND HEALTH SYSTEM MANAGEMENT)

I am an enthusiastic and dedicated professional with hospital management PG Diploma and now pursuing M.Phil in Hospital and Health Management from India's premium university BITS, Pilani having vast knowledge of healthcare, hospital processes and operations. I can demonstrate a strong ability to manage projects from conception, research, analysis and implementation with user interface completion. Proactive individual with a logical approach. An Out-of-the-Box thinker, establishing networks, streamlining workflow & creating team work environment to enhance productivity innovatively. Fluent in English and Hindi.

AREAS OF EXPERTISE

Hospital Operations
Quality Management
Statistics
Process formation
Feasibility studies

Research Analyst
Facilities co-ordination
Operation Research
Scheduling / estimating
Costing / planning

Financial forecasting
Health and Safety
Quality Control
Quality Analysis
Problem Solving

PROFESSIONAL DEVELOPMENT

M.Phil Birla Institute of Technology & Science,(BITS) Pilani

Main Courses: Hospital Operations Management, Biostatistics & Epidemiology, Health Economics & Financial Management, Health Systems & Environmental Health, Health Care Marketing & Strategic Management, Quantitative Methods, Health Care Management, Epidemic & Disaster Management, Total Quality Management, Management Information Systems, Managerial Communication, Project Management.

PGDHHM IGNOU, Delhi with collaboration with IIHMR, Jaipur.

BAMS National Institute of Ayurveda, Jaipur.

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENT

Senior Executive (Clinical Operations)

May 2014 –Present Day

Medipulse Hospital, Jodhpur

- ❖ Worked as I/C Medical Officers for 3 months (May 2014- July 2014) in which Assigning duties to SR and JR according to requirement in different units and departments, making their rosters, monitor their work according to their efficiency and documentation.
- ❖ Given the charge of OT Manager (Acting) in Aug 2014 to till date-
 - Responsible for the smooth and efficient functioning of all the Operation Theatres.
 - Responsible for maintaining the functional status of all equipments in OT and will promptly ensure that these equipment function smoothly /repaired and without lengthy downtime. They will keep liaison with the company maintaining the machine, officer in-charge of Biomedical, officer in-charge of purchase in this regard.
 - Deployment of technical staff (Sr. Technician/OT Technician/ OT Asst.) under their respective area (Routine & emergency OTs).
 - Checking and supervision of the essential daily use articles and drugs, Sterilization of OTs, OT tables, OT lights, gas supply system for proper functioning.
 - Maintaining inventory and other managerial issues related to OT.

Manger (Operations)

Dec. 2013 – May 2014

M N Hospital & Research Centre, Bikaner (Raj.)

- ❖ Coordinate with Different Dept. of Hospital for their proper functioning.
- ❖ Monitor & supervise functioning of Floor Coordinators and ward management.
- ❖ Monitors Quality indicators and their analysis.
- ❖ Monitor & supervise functioning of Front office & Billing Dept.
- ❖ Coordinate with Medical Superintendent and Medical Record Department in ensuring proper upkeep & confidentiality of medical records & patient documentation

Asst. Medical Superintendent

July 2011 – Oct. 2013

Shree Mallinath Hospital, Bhilwara (Raj.)

- ❖ Assist Chief Medical Superintendent in overall Medical Administration.
- ❖ Assist Medical Superintendent in monitoring and supervising the functioning of Wards, ICUs and OT to ensure service quality.
- ❖ Coordinate with Medical Superintendent and Nursing Superintendent in managing operational issues and ensure high standards of patient care.
- ❖ Assist Medical Superintendent in managing inter departmental coordination to ensure smooth functioning and quality care.
- ❖ Assume duties of Medical Superintendent in his absence
- ❖ Monitor and supervise functioning of clinical Dieticians, Biomedical Engineering Department, CSSD Department and Physiotherapy Department.
- ❖ Monitors Quality indicators related to Medical Administration Department.
- ❖ Assign duties to Registrars and Medical Officers according to requirement in different units and departments

Resident Medical Officer
Private Nursing Home in Jaipur.

Sept. 2010 - July 2011

Internee
National Institute of Ayurveda, Jaipur.

Sept. 2009 – Sept. 2010

TRAINING AND PROJECTS

- ❖ One month training programme in BITS, Pilani about Health Care Management, Quantitative Methods In Health Care Organization, Epidemic Disaster Management, Strategic Management, Service Marketing.
- ❖ One month contractual training program from Christian Medical College (CMC), Vellore {24th June 2013 to 20th July 2013}.
- ❖ Studied in IIHMR, Jaipur during the contact programme of PGDHHM.

BUSINESS RELATED SKILLS

Strategic Planning, Research methodology, financial forecasting, Business administration, Team leadership, Risk forecasting, Market research, Numerical analysis, Computer literacy, Meeting strict deadlines, Marketing, Feasibility studies, Quality management, Problem Solving, Cost control, Writing plans / reports.

COMPUTING

- ❖ Excellent working knowledge of several word processing packages including Microsoft Word, Excel spreadsheets, PowerPoint.
- ❖ Ability to work on any program or software.

STRENGTH AND SKILLS

- ❖ Languages-Hindi, English & regional language
- ❖ Other relevant skills- good sense of humor, very honest & passionate & serious about the targeted job.
- ❖ Good medical knowledge because of the medical background.
- ❖ Adaptable to learn new things easily.
- ❖ Capable to lead a group of people.
- ❖ Good analytical, communication and oratory skills.
- ❖ Excellent interpersonal skills and a collaborative management style.

INTERESTS AND PASTIMES

I enjoy travelling and I like reading, going to cinema, and listening to classic and soothing music. Playing outdoor sports and trying out different Cuisines and also fond of cooking.

PERSONAL

Born: 3rd March 1984

Marital Status: Married

Driving Licence: Permanent Indian

Category: General

Date:

Dr. Nitin Verma