

CURRICULUM VITAE

BALVIR SINGH NEGI

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C-34, Karampura, New Moti Nagar
New Delhi, 110015

Post Graduate Diploma in Hospital Administration from Apollo Medvarsity, Bachelor of Science in MLT from Rajasthan Vidyapeeth University. 5 years of relevant work experience.

Professional areas include implementation of quality management systems and standards (NABH, NABH-MIS & NABL) Education and Training.

PROFESSIONAL EXPERIENCE

Presently working as a Quality Manager at Kukreja Hospital & Heart Centre Pvt. Ltd., Rajouri Garden, New Delhi since June 2015.

Key responsibility areas include:

- Daily round of the hospital (Wadrs, OT, CSSD, ICU's, ER, Laboratory, Dialysis)
- Regular Training of the hospital staff.
- Capturing & analyzing quality indicators (RCA, CAPA)
- Departmental audits
- Mock drills.
- Taking care of all legal & statutory requirements like PNDT, AERB, DPCC, BMW, TLD, QA of equipments, Fire.
- Framing policies & complete documentation, quality related work to NABH.

Also working simultaneously as a Quality Manager at Krystal MRI Scan & Diagnostic Centre, Peera Garhi, New Delhi (A unit of Kukreja Hospital). The centre is under process for NABH-MIS accreditation.

PAST EXPERIENCE

Consultant at Octavo Solutions Pvt. Ltd, New Delhi- 25th Nov 2013-30th May 2015.

Key responsibility areas include:

- Monitoring of 23 Government Hospitals in Uttar Pradesh (A NABH project to strengthen the health system in U.P state under the agies of world bank).

- Providing technical assistance for the process of NABH accreditation to Mata Chanan Devi Hospital, Mittal Hospital-Ajmer, DMC Medical College & Hospital-Ludhiana, Eye 7 Clinic, 23 government hospitals in Uttar Pradesh).
- Conducting gap analysis & preparing report with Time Bound Action Plan (TBAP).
- Monitoring, Evaluation and Improving the Clinical and Non clinical Key Performance Indicators of the Health Facilities under NABH.
- Conducted Training of Trainers for NABH project of 23 government hospitals in Uttar Pradesh
- Framing quality Manuals, departmental policies of different departments.
- Conducting training on clinical and administrative processes under NABH for medical and paramedical staff of the hospitals (Infection Control, OT Management, Radiation safety, Hospital safety, Disaster management, Laboratory services, Bio-medical waste management, Medical record management, Linen and Laundry management, Inventory and Store management, Housekeeping services, Ambulance services, Fire management, etc).
- Conducting Committee meetings.
- Departmental Audits
- Ensure that the Hospital complies with all the necessary Legal requirements (Acts & Licenses).

PROJECTS UNDERTAKEN- Previous Employment

(Gap Analysis Project of 110 Government Hospital in Uttar Pradesh, a project of uttar pradesh government under the agies of world bank)

- Conducted Gap analysis of 20 hospitals which included, Structural Gap analysis, documentation and review of manpower, equipment, infrastructure, processes including training, services & facilities provided, legal compliances based on NABH & Standard protocols.
- Conducted a Feasibility study & prepared status report for VKBORL Hospital (Bharat Oman Refinery Limited) Bina, Madhya Pradesh. The study included survey of existing process deficiencies in the hospital. Satisfaction survey of employees, their family & neighbouring 7 villages.
- Conducted training of trainers in 5 government hospitals in U.P for towards NABH Accreditation programme.

EXPERIENCE AT FORTIS HOSPITAL-As a coordinator

- Worked as a Coordinator in Medical Administration department from 7th March 2011-5th Nov 2013.

EDUCATIONAL BACKGROUND

| Qualification | Year | Board/Institute Name |
|--|------|-------------------------------------|
| Post Graduate Diploma in Hospital Administration | 2010 | Medvarsity, Apollo Hospitals |
| Bachelor of Science in MLT | 2007 | JRN Rajasthan Vidyapeeth University |
| Class XII | 2002 | Punjab School Education Board |
| Class X | 2000 | Punjab School Education Board |

ADDITIONAL QUALIFICATION

Certificate course in **Quality Management in Healthcare from Apollo Medvarsity**

EXTRA CURRICULAM ACTIVITIES

- Organized Conferencre at India habitat Centre on “Minimal Access & Bariatric Surgery” headed by Dr.Randeep Wadhawan, Director-Department of Minimal Access Surgery, fortis hospital vasant kunj.
- Organized Conference on “Recent advances in Colorectal Surgery”.

IT FORTE

- Operating System: DOS, Windows.
- MS Office Tools: MS Word, MS Excel, MS Power point.

PERSONAL DETAIL

- Date of Birth: 03 Dec 1984
- Address: Gulmohar Nagar, Steeet No. 6, Khanna, Dist. Ludhiana (Punjab)
- Father's Name: Sh. Chandan Singh Negi
- Languages Known: English, Hindi & Punjabi
- Marital Status: Married
- Nationality: Indian

REFERENCES

- Dr. Geetu Kukreja-Medical Director, Kukreja Hospital & Krystal MRI Scan & Diagnostic Centre, New Delhi. Contact: +91 9811033519
- Dr. Randeep Wadhawan-Director & HOD, Department of Surgery, Fortis Hospital Vasant Kunj, New Delhi, Contact: 9810155826,
Email id: randeep.wadhawan@fortishealthcare.com
- Mr. Anup Kumar Mishra, Senior Manager- Operations & HR, Octavo Solutions Pvt. Ltd., New Delhi Email id- anup.ospl@gmail.com, contact : 8447426589