

Dr.Simerjyot Sodhi
(BAMS, MBA Hospital & Healthcare)

E-Mail Id: drsimer.sodhi@gmail.com, drsimers2000@yahoo.com

Phone No.: 09729531566, 08447623455,

PROFESSIONAL OVERVIEW

A medical professional with MBA in Hospital & Healthcare Management and experience of more than 5 years in health care sector (NABH/HSRHC/NHSRC/NHM)

CAREER HIGHLIGHTS

**HARYANA STATE HEALTH RESOURCE CENTRE (HSRHC), PANCHKULA – (Presently Posted at GH, Sonapat)
AS CONSULTANT QUALITY ASSURANCE (OCTOBER 2013 TILL DATE)**

- ⌘ Working on implementation of NHSRC Quality Assurance Guidelines for civil hospitals in the state of Haryana.
- ⌘ Effective Implementation of various NHM Programmes running at General Hospital, Sonapat.
- ⌘ Initiating new hospital processes by developing SOP's, Checklists, Forms & Formats and implementing the documentation for all of the major activities.
- ⌘ Reinforcing training requirements for clinical/non-clinical staff & providing assistance in development of training materials & schedules along with timely assessment.
- ⌘ Provide trainings on calculation & maintenance of different quality indicators / KPI's.
- ⌘ Ensure the renewals of all registration, NOC, AMC certificates & timely calibrations of hospital equipments.
- ⌘ Conducting Surprise Quality Control Checks & Audits by inspection, interviews, discussions & observations to access the baseline service delivery standards of District Hospitals.
- ⌘ Collection of primary data by assessing the existing processes, services, infrastructure, equipments, manpower, workload, patient safety practices etc. as per "As Is" Survey and for NHSRC guidelines.
- ⌘ Presentation of detailed timely Audit Reports to the state along with statistical data.
- ⌘ Actively involved in the preparation of DNIT, inviting proposals /tenders for facilitating recruitment for outsourcing support services at General Hospital.

PUSHPANJALI CROSSLAY HOSPITAL, VAISHALI

AS PROGRAM MANAGER – OPERATIONS & QUALITY (JANUARY 2012 TO OCTOBER 2013)

- ⌘ Building and establishing new set ups for the enhancement of the overall hospital operations w.r.t. Infrastructure, patient care & clinical / non-clinical issues.
- ⌘ Actively involved in organizing health camps & other promotional activities along with coordination with sponsors.
- ⌘ Development of Monthly Action plan for gaps as per standards and fulfill gaps accordingly
- ⌘ Changing & Making of the Hospital SOP'S according to facility.
- ⌘ Budget and resource analysis and planning for Procurement as per requirement.
- ⌘ Streamlining the processes of TPA queries / Corporates.
- ⌘ Daily rounds to sort out the grievances and discrepancies of the patients/attendants.
- ⌘ Quality Control Checks & Audits along with NABH Surveillance coordination.
- ⌘ Consultant Credentialing & Document Verification
- ⌘ Coordinating with Biomedical Department for repair & management of various instruments/machines.
- ⌘ Producing statistical reports of different departments to the management by gathering relevant data.
- ⌘ To prepare Training Programs for Nursing, Paramedical & Housekeeping along with feedback evaluation.

FORTIS HOSPITAL, SHALIMAR BAGH, DELHI

AS COORDINATOR MEDICAL SERVICES (JUNE 2011 TO JANUARY 2012)

- ⌘ Streamlining the processes of Cardiology Department (CCU, Recovery and Cath Lab)
- ⌘ Identify the gaps and implementing the ideas to optimize the departmental processes.
- ⌘ Maintaining departmental stock in HMIS & indent of various items in coordination with Central Store.
- ⌘ Facilitating monthly audits & Consent Forms Updation, Quality Control Checks for NABH Accreditation.
- ⌘ Performing daily, weekly and monthly audit reports to track the suggested changes' and their Implementation.
- ⌘ Participating in weekly FOS (Fortis Operating System) meetings for ensuring better hospital performance.
- ⌘ Accountable for daily rounds of IPD patients for ensuring process compliance.

COMPLETE MEDICAL CENTRE, BHATINDA, PUNJAB

MEDICAL OFFICER (FEBRUARY 2008 –AUGUST 2009)

- ⌘ Clinical dealings with patients of different specialties as per rotational posting.
- ⌘ OPD dealing especially in Medicine & Gynae/Obs department.
- ⌘ Conducting normal deliveries and taking daily rounds of post operative /IPD patients.
- ⌘ Well versed with processes of different patient areas.i.e. ICU, CCU & Emergency.
- ⌘ Coordinating with the Visiting Consultants, outside Diagnostic Centre's for patient requirements.
- ⌘ Managing HMIS for medicine indent/test records/daily patient data/staff attendance etc

ACADEMIC QUALIFICATION

Year	Degree	Institute	Division
2011	MBA(Hospital & Healthcare Management)	Lovely Professional University(LPU), Phagwara, Punjab	84.87% with distinction (9.43 CGPA)
2008	BAMS (Bachelors in Ayurvedic Medicine & Surgery)	Baba Farid University Of Health Sciences, Faridkot ,Punjab	65% with First Division
2002	12 th PCB	Punjab School Education Board , Mohali, Punjab	69 % with First Division
2000	10 th	CBSE Board ,New Delhi	86 % with Distinction

TECHNICAL QUALIFICATION

- **Software/Databases/Tools:** MS Word, MS Excel, MS PowerPoint, SPSS, Deep Knowledge of HMIS.
- **Operating Systems:** Microsoft® Windows® / XP

PROJECTS UNDERTAKEN

1. Capstone Project:-

Organization: - SPS Apollo Hospital, Ludhiana

Duration: 8 Months (October 2010 to May 2011)

Project Description: - Gap Analysis in Patient Care & Hospital services (Infrastructure/Facilities)

Tool used: – SERVQUAL Method

2. Summer Project:-

Organization: - Fortis Escorts Hospital, Amritsar.

Duration: 6 Weeks (16 June 2010 to 31 July 2010)

Project Description: - "Clinical Auditing As A Tool in Quality Control- to Study AMI Care Measures"

Tool used: – File Auditing & Questionnaire Method

ACHIEVEMENTS

- ☞ Secured First Position in MBA (HHM) - 2011 batch at LPU with highest CGPA of 9.43.
- ☞ Poster based on Summer Training Project won FICCI Award in 2010.
- ☞ First prize in Punch line contest on Entrepreneurship at LPU, Phagwara in November 2009.
- ☞ Merit Holder in A.I.S.S.E. for Academic Excellence in March 2000.

ACTIVITIES

- ☞ Member of organizing committee of PC- CON 2012-National level conference organized by Pushpanjali Crosslay Hospital & Health Mela organized in association with BVP
- ☞ Actively involved in NABH accreditation for Fortis Hospital Amritsar & Delhi.
- ☞ Handling quality projects for FICCI Awards at Fortis Hospital, Amritsar and Pushpanjali Crosslay Hospital.
- ☞ Active Member of Team for Gap Analysis of SPS Apollo Hospital Ludhiana.
- ☞ Coordinated medical camps & blood donation camps in Medical week at LPU, Phagwara.
- ☞ Served in a Medical camp as Medical Officer held at Bathinda in August, 2009.
- ☞ Participated in high-jump at Youth Fest held at Daudhar during Bachelors in March, 2006.
- ☞ Participated in Fencing at State level Sports Competition in December 1999.

PERSONAL INFORMATION

- ☞ Date of Birth : 11th July 1984
- ☞ Languages Known : English, Hindi and Punjabi
- ☞ Marital Status : Married

REFERENCES

1. Dr.C.P.Arora –

Medical Superintendent

General Hospital, Sonapat.

Mobile Number – 08295931793, 09215601546

2. Dr.Harpreet Kaur

MO (DU)

HSRHC, Panchkula.

Mobile Numbers - 08288021894

I hereby declare that the above information is factually correct to the best of my knowledge.

Date:
Place:

Sincerely
Dr.Simerjyot Sodhi