

CONTACT

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Jitendra Road,
Malad East,
Mumbai - 400097

STRENGTHS

- Positive attitude
- Leadership skill
- Like Challenges
- Good Communications skills
- Confident
- Adaptability

KEY ACHIEVEMENT

- LaQshya Certified in 2019
- Kayakalp Award in 2018-2019
- Kayakalp Award in 2017-2018
- NABL Accreditation in 2017
- NQAS Accreditation in 2016
- RSBY Award in 2016

Dr.Siddhi Doshi

CURRICULUM VITAE

PERSONAL STATEMENT

To be associated with a organization, with committed & dedicated people, which will help me to explore myself fully in order to realize my potential; and would like to work as a key player in a friendly, challenging & creative environment with the sole aim of progress.

WORK EXPERIENCE

Assistant Hospital Administrator

from *Sep 2014 till May 2019*

PDU Medical College Hospital Rajkot

(850 beded Government Medical College Hospital)

&

Assistant Hospital Administrator

From *Oct 2010 to Sep 2014*

Civil Hospital, Morbi

(206 bedded Government District Hospital)

As assistant hospital administrator and my responsibilities include:

- Scheduling, organizing, coordinating and maintaining various departmental activities.
- Assigning specific duties to all non clinical staff -training them and reassigning their responsibilities from time to time.
- Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up.
- Maintenance of quality control, quality assurance, and TQM of the hospital.
- To plan and work out modalities towards up-lifting and modernization of the hospital.
- Analyze utilization of various hospital services, financial outlays and its effective utilization.
- To manage human resource including contractual staff, support services, logistics and supply and analyze further requirement for the same.
- Preparation of Hospital Action plan, prepare Budget and plan for expenditure.
- Strengthening HMIS System, Regular FMR, Monthly Reports etc.
- Coordination and regular follow up with vendors regarding purchase.
- Establish Proper Purchase Procedure, Financial /Accounting System under NHM/RKS.
- Rogi Kalyan Samiti (RKS) minutes and follow up actions (ATRs)

AREA OF INTEREST

- Quality Management and Accreditation.
- Operations Management

CERTIFICATE COURSE

Computer Fundamentals & M.S.Office course at Saurashtra Shikshan Seva Samaj Trust.

PROJECT UNDERTAKEN

- Project of “DESIGNING AND PLANNING OF ICU” Multispecialty Shrey Hospital, Ahmedabad from 13/07/09 to 13/08/09.
- Dissertation on TO STUDY OPD AND DAY CARE FACILITIES in Shri B. D. Mehta Heart Institute, Surat from 1/03/2010 to 16/04/2010.

WORK EXPERIENCE (continued)

- MA & RSBY Yojna are Government Mediciam Programme for poor patients. In that co-ordinate with TPA companies regarding for pre authorization and claims settlement.
- Implementation of Ayushman Bharat – PMJAY Programm.
- Utilization of Hospital services.
- Patient satisfactory survey / Analysis / Improvements.
- Hospital appearance maintenance of infrastructure and equipments.
- Regularly attends the meeting at Regional & State level on Quality Improvement Programme(Kayakalp, NQAS, Laqshya), Maternal & Child Death Review, HMIS, etc.
- Auditing UHC, PHC, CHC and District Hospital as an External Assessor of Kayakalp Programme and NQAS – (National Quality Assurance standards etc.)
- Member of following Committees of the Hospital
 - Quality Assurance Committee
 - Hospital Safety Committee
 - Maternal & Child Death Review Meeting
 - Purchase Committee
 - Condemn Committee

CONFERENCE & WORKSHOP ATTENDED

1. Workshop on “Mera Aspathaal” Application arranged by Government of Gujarat with Saathii at Gandhinagar dated on 4/8/2018
2. Sensitization Workshop on “Golden Hours Management for Trauma Victims” arranged by Government of Gujarat at 108 GVK EMRI, Ahmedabad dated on 23/5/2018
3. Training of trainers for Preparation of Disaster Management Plan for Hospital organized by Government of Gujarat & Gujarat Institute of Disaster Management (GIDM) at Gandhinagar dated from 15/2/2018 to 17/2/2018
4. Training on GHMIS & BAS organized by Government of Gujarat at Gandhinagar dated on 31/1/2018
5. Workshop on National Programme for Mental Health organized by Government of Gujarat at Ahmedabad dated on 22/11/2017
6. Workshop on “Savendana” Comprehensive Primary Healthcare organized by Government of Gujarat at Gandhinagar dated on 16/10/2017.

REFERENCES



Dr. M.R Mehta
I/C Medical Superintendent
& Head of ENT Department at
PDU Medical College &
Hospital, Rajkot
+91 9825934565



Dr. Isha Joshi
Assistant Hospital at PDU
Medical College & Hospital,
Rajkot
+919099282874

CONFERENCE & WORKSHOP ATTENDED (Continue)

7. NABH Pre Accreditation Entry Level -2 days course organized by Department of Health & Family Welfare, Government of Gujarat supported by Quality Council of India.(AHA)
8. National conference on "NABH" organized by Department of Health & Family Welfare, Government of Gujarat supported by Quality Council of India.
9. Training on SNCU Software by Department of Health & Family Welfare, Government of Gujarat dated on 27/8/2015.
10. Workshop on Family Planning organized by Department of Health & Family Welfare, Government of Gujarat dated on 17/7/2015
11. National conference on "Quality Management in Hospital Operations" organized by Academy of Hospital Management on 1st Nov. 2009 at Delhi.
12. Training program on "Quality Improvement Program" WASH, BMW, Kaizen, 5-S, Kayakalp, NQAS Standards, Swachhta Abhiyan, (Cleanliness) organized by Department of Health & Family Welfare, Government of Gujarat.
13. 6th National Conference on Biomedical Waste Management organized by Gujarat Ecology Commission.
14. Workshop on Governments Programms –JSSK, Child Death Review, RSBY, MA Yojna.
15. Workshop on Financial Resources organized by Govt. of Gujarat at Gandhinagar.
16. Work shop on medical tourism-opportunities and challenges in India by I.C.R.I Health held on 8/3/2009 at Ahmedabad

Education

¹⁷ PG Certificate in Quality Management & Accreditation of Health Care Organization	<i>March 2016 to Sep.2016</i>
Academy of Hospital Administration, Noida.	
M.B.A.in Hospital Operation Management/ Health Care Management (7.48/10 C.G.P.A)	<i>2008-2010</i>
I.C.R.I Prist University	
BHMS (56.53%)	<i>2005-2008</i>
Rajkot Homeopathy Medical College Saurashtra University	

