



***Worked as Chief Medical Administrator and Professor in Cardiac Surgery at U.N Mehta Institute of Cardiology and Research Centre at Ahmedabad, Gujarat.***

- ***Participated in the development and administrating the polices in clinical and business operations.***
- ***Participated in strategic planning of the institute.***
- ***Conversant with the relevant acts, rules, regulations and government orders that may be enforced from time to time and ensuring they are fully observed.***

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### **EXPANSION PROJECT AND PURCHASE**


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- ***Involved in the designing and architectural planning of the new building of U.N Mehta Institute (one of the biggest single superspeciality institute in cardiology).***
- ***Involved in the committees of purchase of medical devices, medical instruments, construction, services and goods by tender system and government e-portals like government e marketplace. [GEM]***

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### **GENERAL ADMINISTRATION**

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- ***Supervised the hospital information management system, medical records department, human resource management, recruitment and training.***
  - ***Provide leadership in coordination of medical and administrative policies of institute staff.***
  - ***Liasoning with all clinical and non-clinical departments heads to ensure the organizations objectives are met.***
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## **HUMAN RESOURCE PLANNING AND RECRUITMENT**

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- *Involved in recruiting, supervising and directing the employees in compliance of all the policies of the institute.*
- *Conducted periodical process and review meetings of all the departments of the institute to monitor the training and development of team, promotions and administrating disciplinary actions as required*

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## **QUALITY**

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- *Supervised the quality programs and various accreditation MCI, NABH, KAYAKALP, AYUSHMAN BHARAT, MERA ASPATAL.*
- *Chaired various committee of NABH including quality assurance committee, medical audit committee, infection control committee, pharmacotherapeutic committee and grievance redressal committee.*
- *Co-chaired various committees of NABH including core committee.*

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## **TRAINING**

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- *Supervised the teaching, research, academic and training programs at the institute.*
- *Developed, managed and implemented the aspects of teaching, training and research activities of the medical staff.*
- *Responsible for organizing training programmes and academic research programmes, CME [annual CVTS CME from 2014 to 2019], seminars, workshops and national international conferences [ like pediatric cardiac national conference 2019]*



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## **CLINICAL SERVICES**

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- *Responsible for ensuring the smooth delivery of healthcare to the patients by day to day management of the clinical services.*
- *To create and implement the best practice and programmes maintaining a consistent level of high quality of care offered to the patients.*
- *Coordinate the functioning of the clinical, non-clinical staff and assist in the implementation and enforcement of the hospitals by-laws and hospital policies as per NABH and MCI norms.*
- *Ensured compliances with policies and regulatory requirements and getting the inspections conducted like NABH, and MCI.*

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## **TEACHING**

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- *MCI recognized post graduate superspeciality teacher.*
- *Teacher for M. Ch postgraduate superspeciality students and other paramedical students and cardiac surgeons*
- *Supervised the teaching, academic, training and research program.*

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## **RESEARCH WORK**

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- *Member secretary of institutional ethics committee.*
- *Instrumental in getting the institute ethics committee registered in Indian council of medical research*
- *Presented research work at international conferences in Singapore and Paris.*
- *More than 50 research publications in peer reviewed international journals with international recognition in the form of editorial review.*

