

# Bincy William

## Masters in Hospital Administration

| +971527269498, +918139817835 | [bincywilliamz@gmail.com](mailto:bincywilliamz@gmail.com)



### Career Objective

Seeking a position in healthcare sector in a reputed organization for the mutual growth & profit where I could get a learning environment.

### Work experience

Senior Quality Executive  
November 2020 -  
July 2022  
KG Hospital, Coimbatore

Major team member of NABH 5th Edition Reaccreditation. Coordinating and conducting Committee meetings and documentation of meeting minutes and its follow up. Conducted gap analysis with the NABH standards and developing action plans for the gaps and its implementation. Training executive - Developed and organized training for all category of staff and its documentation. Developed a team for Internal auditing - checklist preparation based on NABH standards. Identifies areas of improvement based on the reports and its follow up (CAPA). Developed a team for Clinical auditing with a clinical audit lead - coordinating with department HODs, collecting the clinical audit topics and assisting them in the audit and its report preparation. Auditing of patient medical records to check the completion of the records - identifying medication errors, documentation errors and reporting to the concerned departments. Handled Incident Management system - Doing the root cause analysis of the incident reported and reporting to the concerned committee and coming up with the corrective and preventive action and its implementation and follow up.

Quality Executive  
May 2019 -  
May 2020  
Chintamani Hospital, Pune

Worked in Chintamani Hospital as Quality Executive for 1 year. Major member in the execution of NABH process of the hospital.

Internship  
2018

Sahyadri Hospital  
Sahyadri Super-specialty Hospital, Deccan, Pune - Two and half months internship.

Lecturer  
2016-08 - 2017-04

Fathima College of Pharmacy, Kollam, Kerala.  
Worked as a lecturer for nine months in Fathima College of Pharmacy, Kerala.  
Handled two subjects both theory and practical- Pharmaceutics and Pharmaceutical Management.

### Projects undertaken

**Project 1-** A study to Capture the Turn around time for the discharge process and to find the deviations.

**Project 2 -** Measures to Avoid Catheter and Tubing misconnections based on NABHh standard.

**Project 3 -** A Study to Assess the Organisation Culture Using OCTAPACE Tool in a Multi Specialty Hospital.

**Project 4 -**To Assess the Awareness of Hospital Staff Regarding Crash Cart in a Multi Specialty Hospital.

**Project 5-** Knowledge and Awareness of Hospital Staff Regarding Policies and Benefits in a Multi Specialty Hospital.

**Project 6 -** Perception, Awareness and Knowledge of Administrative Staff Regarding Performance Appraisal in a Multi Specialty Hospital.

**Project 7-** Micro-needle Mediator drug Delivery System.

**Dissertation -** Knowledge Regarding Schedule H Drugs among Hospital Staff in a Super-Specialty Hospital.

### Skills & Strengths

Good verbal/ Non verbal communication skills.

Interpersonal skills.

Time management

Team management

Leadership skills.

Auditing skills

## Education

### Masters in Hospital Administration 2019

2017 -

Bharati Vidyapeeth Deemed to be University (BVDU).

Did post graduation in Hospital Administration from Center of Health Management Studies and Research (BVDU).

### Bachelors in Pharmacy. 2016

2012 -

College of Pharmaceutical Science, Trivandrum, Kerala.

Graduated with Bachelors in Pharmacy with an overall aggregate of 75%.

### Higher Secondary - 2012

2010

Krist Raj Higher Secondary School, Kerala.

Completed higher secondary education with an overall score 82% .

### High School 2010

Auxilium English Medium School, Kerala.

Completed high school education with an overall score of 83%.

## Conferences & Workshops

- ABMH QIPS-V, on Quality Improvement and Patient Satisfaction,2017.
- 10th National Conference on Healthcare Management, HOSPICON- 2018.
- Hands on Training Workshop on " Communication in Healthcare Setups".
- Hands on Training Workshop on "Guidelines on Closure of Non - Conformities (NCs) of NABH.

## Personal info

Name : Bincy William.  
Fathers Name : William George.  
Date of Birth : 17th June,1994.  
Marital status : Single.  
Nationality : Indian.  
Passport No : T9910854  
Languages Known : English, Malayalam, Hindi, Tamil.  
Hobbies : Dancing.

## Declaration

I hereby confirm all the details presented here are true to the best of my knowledge.

Future oriented.

Quick learning and grasping capacity.

## Interests

Quality  
Operations.

## Reference

Mr. Murali Prasad  
Quality Manager  
K.G. Hospital  
Coimbatore  
Contact number : 9789656030

Dr. Manasvi P Kumar  
Assistant Professor, CHMSR  
Bharathi Vidyapeeth University,  
Pune, Maharashtra.  
Contact number :  
+919890760887.

Dr.Leena Rohit Dalvi  
Quality manager  
Chintamani Hospital  
Bibwewadi, Pune  
Contact number : 8087920609