



PROFILE

Motivated Healthcare professional with 2 years of experience in administration, patient Management, Clinical Research, Project Management, data collection and Documentation .Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well- organized with excellent leadership and team building record.

CONTACT

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PERSONAL DATA

Date of Birth :04/05/1994

Gender: Female

Marital Status:

Married Domicile of:

Kerala Nationality:

Indian Religion:

Islam

Visa Status: Visiting Visa

Languages: English, Hindi & Malayalam

THIBA SALAM

WORK EXPERIENCE

Management Trainee/Tutor

**Amrita Institute of medical sciences and research Centre,
Kerala,India**

2017-2019

- Implemented "Block scheduling" for endoscopy suits which resulted in reducing 15 - 20% waiting time.
- Performed a Study "Cost benefit analysis of Continuous ward monitoring in vulnerable patients using STASIS monitoring system in GI Medicine-GI surgery wards-Prospective study" which resulted in 67% reduction in code blue calls and a significant reductions in ALOS , ICU Re-admissions rates.
- Analyzed departmental documents for appropriate distribution and filing.
- Supported clinical associated professors with daily operational functions.
- Coordinated with departmental audits and financial assessments
- Supported in improving operations and resolving issues.
- Collaborated on a team "GI RESEARCH TEAM" to perform clinical research, develop protocols and Publications.
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
- Responded to email and telephone requests for assistance with specific questions.
- Tutored Post graduate students (MHA) on Hospital Communication system and Fire and safety.
- Assisted and guided students prepare for Academic Thesis.

EDUCATION

Amrita Vishwa Vidyapeetham University
Maters in Hospital Administration (MHA)

2015-2017

Sacred Heart college
Bachelors in science(zoology)

2012-2015

KEY SKILLS AND CHARACTERISTICS

- Risk management processes and analysis
- Ms Office tools (Excel,ppt,word)
- Scheduling
- Data management
- Team leadership
- Process implementation
- Communication skills

ACCOMPLISHMENTS

- **Research and Publication** -Dinesh T.A,Prem V.Nair,Thiba Salam,Vidhya Jha.Health technology assessment (HTA):Opening pathway for implementing Robotic Surgery in a university teaching hospital. Indian Journal of Public health Research and development,May2018,vol.9.No.5.DOINumber:10.5958/09765506.2018.00503X
- **First prize in poster making competition** on topic 'A study on the demographics, types and economics of cancer in vypeen block panchayat at Ernakulum' conducted by 'MEDALION' International Conference by MG university
- **First Prize in paper presentation** competition titled "Health technology assessment (HTA) : Opening pathway for implementing Robotic Surgery in a university teaching hospital" Conducted by SYMHEALTH 2018 national conference by Symbiosis university, Pune

CERTIFICATIONS

- NABH 2018 -"Continual Quality Improvement : Tools and Techniques workshop"
- Participated in 3 day workshop on Health economics conducted by department of Community medicine, Amrita Institute of medical sciences and research Centre, Kochi
- National Centre for disease informatics and research(NCDIR) and clinical development services agency (CDSI) 2018 -" Dissemination program of national ethical guidelines for biomedical and research involving human participation and National ethical guidelines for biomedical research involving children