



# HAJIRA MAJEEN

CHIEF OF NURSING

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## PROFILE SUMMARY :

- Dynamic, Accomplished, Flexible, Dedicated with good leadership quality and Result focused **Nursing Graduate** Offering an experience of **27 years into an Medical and Health Care Management**, majority of which is in the Well Organized Oncological Health care Corporate level Medical Institutions where located locally and overseas as well, In which handling diversified Nursing procedures and processes for the complicated Medical Cases as per the NABH Standards and Qualities in lieu with Management Policies. I aspire to join in an **Upper Level Management** where in my Medical expertise and strong domain knowledge contributes to the growth and success of the organization and kind services to the patients



## PROFESSIONAL EXPERIENCE :

**HCG Hospital, Bangalore Karnataka**

(August 2023 - Till Date)

- **Designation:** Chief of Nursing



**M/s Labaid Cancer and Super Specialty Hospital, Dhaka, Bangladesh**

(February 2023 to July 2023)

- **Designation:** Nursing Director



**M/s Omega Hospitals, Hyderabad, India @ Hyderabad Institute of Oncology**

(July 2010 to January 2023)

- **Designation:** Chief Nursing Officer (Group of Units)



**M/s Indo American Cancer Hospital Hyderabad, India**

(November 2003 to July 2010)

- **Designation:** Senior Ward Incharge



**M/s King Fahad Hofuf Hospital (Under- Iman-co Hospital Management Group) Hofuf Al Hassa Kingdom of Saudi Arabia**

(August 1995 to July 2003)

- **Designation:** Staff Nurse cum Ward Incharge



**M/s Muslim Maternity & General Hospital Hyderabad, India**

(August 1993 to July 1995)

- **Designation:** Staff Nurse



## EDUCATION :

**MSc (Nursing)**

- Pursuing from NIDA College of Nursing
- Rajiv Gandhi University, Bidar, Karnataka, India



**BSc (Nursing)**

- December 2021 from NIDA College of Nursing
- Rajiv Gandhi University, Bidar, Karnataka, India



**GNM**

- December 2018 from Ramya Sai School of Nursing, Ananthapur, Andra Pradesh, India



**ANM**

- December 1993 from Muslim Maternity & General Hospital, Hyderabad, India



## KEY DUTIES AND RESPONSIBILITIES

### **M/s Labaid Cancer Hospital & Super Speciality Centre, Dhaka, Bangladesh**

- M/s Labaid Cancer Hospital & Super Speciality Centre is the complete integrated cancer hospital at forefront of medical technologies and expertise in Bangladesh and following JCI Standards with Multiple Branches throughout the Country , which they offers advanced level of cancer treatment protocols using the latest technology , sophisticated equipments with care and compassion. Where consisting of world-renowned oncologists, critical care specialists, well qualified and energetic nursing team, Pharmacists, Technicians and Dieticians.
- As a Nursing Director - HOD taking care of overall Nursing Services in a Hospital by Planning organizing and developing the Nursing Services in the Hospitals and Reporting to the MD/Chairman of the Hospital.
- As a HOD conducting the routine internal department assignment progress meeting with Nursing Manager, Ward In charges and internal management HODs meetings.

### **M/s Omega Hospitals @ Hyderabad Institute of Oncology, Hyderabad**

- M/s Omega Hospital is the One of the NABH Accredited, Reputed Multispecialty Hospital with Multiple Branches throughout the state , which they offers advanced level of cancer treatment protocols using the latest technology , sophisticated equipments with care and compassion. Where consisting of world-renowned oncologists, critical care specialists, well qualified and energetic nursing team, Pharmacists, Technicians and Dieticians.
- As a **Chief Nursing Officer** - HOD taking care of overall Nursing Services in a Hospital by Planning organizing and developing the Nursing Services in the Hospitals and Reporting to the MD/Chairman of the Hospital.
- As a HOD Conducting the routine internal department assignment progress meeting and internal management HODs meeting.
- Formulating Nursing Services Policies & Procedures and keeping them Up to date, educate nursing staff of all categories by conducting awareness programme on universal precautions.
- Interacting with Clinical Heads to discuss about the medical cases.
- Supporting Internally to HR Department for the recruitment of Nursing Staff and assessment of individual training requirements. Evaluate confidential reports for Nursing Staff and recommending for their up levels.
- Delegation of duties and responsibilities to nursing personnel at various levels. Maintaining a stable staff pattern at all times.
- Indenting the personnel Protective equipment for the Nursing Department and approving the quality and quantity.
- Carrying out Daily Ward rounds to ensure that all the procedures are being carried out as per standard Policy and Consultant advice. Giving proper right Information to the Management related to the Patient care, treatment progress.
- As a Management Representative maintaining the smooth bridge between the Management and the staff.
- Provide timely reports and feedback to the TOP Management on any issues to patient care.
- Keeping the Attendances , Logs and documents related to NABH Auditing and giving full support to NABH system and their certification.

### **M/s Indo American Cancer Hospital, Hyderabad, India**

- M/s Indo American Cancer Hospital is also One of the NABH Accredited, Reputed Cancer care Hospital and research Institute located in Hyderabad and rated as one of
- the best cancer care Hospital in India. Which they offer cancer treatment protocols using the latest technology.
- As a Ward In charge taking care, guide and direct the staff Nurses and Students to Carry out treatment of the patients as prescribed/advised by the
- consultants/Physicians/Surgeons and Reporting to the Nursing Superintendant of the Hospital.
- As a Ward In charge taking responsibility for maintaining a high level of patient care, evaluating other nurses and acting as an educational for the staff nurses with good leadership for the ward staff nurses.
- Formulating Nursing Services Policies & Procedures and keeping them Up to date, educate nursing staff of all categories by conducting awareness programme on universal precautions.
- Interacting with Nursing Superintendant/Clinical Heads to discuss about the medical cases if required.
- To Supervise the Dietary arrangement, Linen arrangement Coordinating with all other departments include housekeeping, technical departments, safety and security etc., to run smooth cycle of nursing services.

### **Specialization and Trainings Attended:**

- Intensive Care Unit (ICU) Training took in King Fahad Hospital, Hofuf, KSA.
- Training on Nursing Management Skills attended in King Fahad Hospital, Hofuf, KSA.
- Training on Bone Marrow Transplantation attended in GCRI & RC Ahmedabad, India.
- Training on NABH/JCI Accreditation.