

## **RESUME**



MR. NEVIN VINCENT  
S/o. Vincent Lukose  
Koovallor House  
Kadaplamattom P.O.  
Kottayam (Dist)  
Kerala (State) 686 571  
Phone No: 8921567781,8281746396  
E-mail id: nevi0009@gmail.com

---

### **OBJECTIVE**

To obtain a position that would be sensitive to the need of an experience Nursing Superintendent. I would like to get an employer who to utilize my knowledge and experience as well as my academic accomplishments.

### **MY STRENGTHS**

I am self-motivated. I can communicate reasonably well. I have a good level of emotional and emphatically intelligence to get along with different type of patients and colleagues and I can keep myself cool in hard times. I am trained to proactive. .Manage all nursing staffs in different departments and also coordinate all departments in hospital. Also keep a good relationship with management.

### **PERSONAL PROFILE**

|                 |   |                                     |
|-----------------|---|-------------------------------------|
| Name            | : | Mr. Nevin Vincent                   |
| Gender          | : | Male                                |
| Father's Name   | : | Mr. Vincent Lukose                  |
| Date of Birth   | : | 05 <sup>th</sup> Nov. 1985          |
| Age             | : | 39                                  |
| Marital Status  | : | Married                             |
| Religion        | : | Christian                           |
| Nationality     | : | Indian                              |
| Languages Known | : | Hindi, English, Malayalam & Kannada |

### **EDUCATIONAL QUALIFICATION**

| Qualification         | Institution                         | Year of Passing | % of marks |
|-----------------------|-------------------------------------|-----------------|------------|
| 10 <sup>th</sup> Std. | St. Antony's H.S.,<br>Kadaplamattom | March 2001      | 60%        |
| Plus Two              | Holy Cross HSS,<br>Cherpunkal       | March 2003      | 68%        |

### **PROFESSIONAL QUALIFICATION**

| Qualification                                                                          | Institution                            | Year                                                                               | % of Marks               |
|----------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------|--------------------------|
| Diploma in General Nursing &<br>Midwifery<br>Reg. No. 06DN12365<br>KNC Reg. No. 136552 | Indira School of<br>Nursing, Mangalore | 1 <sup>st</sup> year<br>2 <sup>nd</sup> year<br>3 <sup>rd</sup> year<br>Internship | 63%<br>62%<br>65%<br>55% |

Post BscNursing Reg No: 19V7588 SRI SOUBHAYALALITA COLLEGE OF NURSING  
PASSING YEAR 2023 RAJIVE GANDHI UNIVERSITY KARNATAKA

### **ADDITIONAL QUALIFICATION:**

|                                                |                                                 |                  |
|------------------------------------------------|-------------------------------------------------|------------------|
| Opioid Management<br>Best Practices            | AXIS Medical Education<br>USA                   | May 2021         |
| CPR,AED&FIRST AID                              | NHCPS                                           | Valid Till 2026  |
| ACLS , BLS, PALS                               | American Heart Association                      | Valid Till 2026  |
| ICN                                            | Astron Institute of International Studies Delhi | Certification    |
| Nursing Administration                         | Astron Institute of International Studies Delhi | Certification    |
| Diabetes Educator                              | Astron Institute of International Studies Delhi | Certification    |
| Critical Care Nurse                            | Astron Institute of International Studies Delhi | Certification    |
| Trauma Nurse                                   | Astron Institute of International Studies Delhi | Certification    |
| Diploma In Hospital<br>Administration          | Imperial Institute of Technology                | Pass Out 2020    |
| BBA                                            | Imperial Institute of Technology                | Pass Out 2019    |
| MBA(HOSPITAL<br>ADMINISTRATION&<br>MANAGEMENT) | Imperial Institute of Technology                | Pass Out On 2022 |
| E.M.T                                          | N.S.D.C                                         | Pass out on 2022 |
| CMS & ED                                       | CONCIL OF CENTRAL PARAMEDICAL FACULTY           | Pass out on 2022 |
| PHD in Management                              | Imperial Institute of Technology                | Perusing         |
| Bachelor Of Electro<br>Homeopathy & Surgery    | UP Paramedical & Research Council               | Pass out 2022    |
| Msc in Critical Care &<br>Emergency            | NIILM University                                | Perusing         |

## **EXTRA CERTIFICATION**

|                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| Critical Care Nursing : Leading Transition & Transformation | CRITICAL CARE NURSES SOCIETY     |
| Biomedical Waste Management                                 | CAHO                             |
| ICU Care & Connected Program (CVC)                          | Asian Society of CME             |
| CORONA WARRIOR                                              | Maharashtra Government           |
| Out Standing Performance                                    | Synergy Multi Specialty Hospital |
| Hospital Infection Control                                  | Aster AADHAR Hospital            |

## **EXPERIENCE DETAILS**

| <b>Period</b>                                                    | <b>Institution</b>                                | <b>Designation</b>                       | <b>Position Held</b> |
|------------------------------------------------------------------|---------------------------------------------------|------------------------------------------|----------------------|
| June 2025 to Still Date                                          | Netaji Subhas Medical College & Hospital (NABH)   | Nursing Superintendent                   | <b>Nursing</b>       |
| 16 <sup>th</sup> July 2024 to 28 <sup>th</sup> March 2025        | SJAS Superspeciality Hospital(NABH)               | Nursing Superintendent                   | <b>Nursing</b>       |
| 20 <sup>th</sup> July 2023 to 23 <sup>rd</sup> May 2024`         | Popular Hospitals Varanasi (NABH)                 | Nursing Superintendent                   | <b>Nursing</b>       |
| 18 <sup>th</sup> July 2022 to 20 <sup>th</sup> March 2023        | MaaLalitaSuperspeciality Hospital & Trauma Center | Nursing Superintendent/Operation Manager | <b>Nursing</b>       |
| 16 Sep 2020 to 8 <sup>th</sup> July 2022                         | Synergy Multispecialty Hospital Sangli (NABH)     | Nursing Supervisor& ICN                  | <b>Nursing</b>       |
| 16th August 2019 to 10 Sep 2020                                  | Kingsway Hospitals Nagpur (NABH)                  | Senior Nurse Manager                     | <b>Nursing</b>       |
| 1 <sup>st</sup> March 2019 to 11 <sup>th</sup> Aug 2019          | UjalaSuperspeciality Hospital Kashipur            | ANS                                      | <b>Nursing</b>       |
| 6 <sup>th</sup> June 2018 8 <sup>th</sup> February 2019          | The Hans Foundation General Hospital SATPULI      | Nursing Supervisor                       | <b>Nursing</b>       |
| 30-oct-2017 to 8 March 2018                                      | Hope Panecia Hospital Gorakhpur                   | Nursing Superintendent                   | <b>Nursing</b>       |
| 5 <sup>th</sup> September 2016 to 12 <sup>th</sup> October 2017  | KMC Digital Hospital Maharajgang                  | Emergency In charge/Supervisor           | <b>Emergency</b>     |
| 27 <sup>th</sup> November 2014 to 2016                           | Neotia Getwel Healthcare center siligury(NABH)    | Shift In charge                          | <b>Emergency</b>     |
| 18 <sup>th</sup> October 2013 to 30 <sup>th</sup> September 2014 | Paras HMRI Hospital, Patna.(NABH)                 | Staff Nurse                              | <b>Emergency</b>     |
| 5 <sup>th</sup> June 2012 to 10 <sup>th</sup> July 2013          | Kanpur Medical Centre Pvt. Ltd., Kanpur           | Staff Nurse                              | <b>Emergency</b>     |
| 07 <sup>th</sup> April 2010 to 13 <sup>th</sup> May 2012         | Chirayu Medical College& Hospital, Bhopal         | Staff Nurse                              | <b>Emergency</b>     |

## **JOB RESPONSIBILITIES OF NURSING SUPERINTENDENT**

The Nursing superintendent is responsible for the running and supervision of a nursing department for 24 hours. Depending on the size of the facility and control subsidiary departments. housekeeping/Gda etc.

**Line of Authority :** Accountable to Medical Superintendent/Management

### **Planning and organizing nursing services**

- ▶ Participates and prepares in formulation objectives for the nursing department accordance with hospitals. Responsible for delegation of duties to nursing personnel work under at various levels.
- ▶ Responsible for allotment and rotation of the nursing staff to various wards and units.
- ▶ Assist the authorities during emergencies in setting up special nursing squads or other.
- ▶ Plans and organizes to set up a new ward or department in a hospital.

### **Nursing Services Administration**

- ▶ Responsible for adequate and qualitative nursing care of the patient receiving treatment indoor or the out door.
- ▶ Interview and recruits nursing staff and other staff whose duties are related to nursing.
- ▶ Prepare annual statistics and projects manpower needed for patient care.
- ▶ Attending the correspondence related to nursing service from out side agencies and individuals.
- ▶ Investigates complaints, prepares reports and take disciplinary action or recommends the same.
- ▶ Conducts supervisory rounds of wards and departments every day and ensures that all serious patients are looked after by the supervisory staff.
- ▶ Prepares proposal for special equipment's required for nursing services giving specification and participates in purchase committee meeting as a member.
- ▶ Prepares budget for the nursing service department.
- ▶ Holding departmental meetings allowing free exchange of ideas and reviewing ward staffing.
- ▶ Sanctions or recommends leave to nursing staff.

### **Writing Reports**

- ▶ Analyses daily reports/census on hospital situation .
- ▶ Take active interest in staff development program.
- ▶ Provide guidance and counseling to the subordinate staff.
- ▶ Serve on several hospital committees ,purchase committee, hospital infection control committee ,hospital management committee etc.

### **Supervise Nursing Staff**

- ▶ The top priority of a nursing is to ensure that the nursing staff members are providing the best care for patients
- ▶ Make sure that individual nurses and nursing aids are carrying out care plans.
- ▶ Ensures that communication between shifts happens smoothly and thoroughly.

### **Oversee Hiring And Training**

- ▶ **Responsible**for hiring and training of new staff
- ▶ Search for nurses that compliment the exiting team.
- ▶ Design training program.
- ▶ Make sure that nursing instructors and trainers are adequately preparing new staff for the workplace.

### **OTHER RESPOSABILITIES/DUTIES**

#### **1.Patient Care**

- 2.Create Work Schedules
- 3.Make Disciplinary Decisions
- 4.Manage Other Departments
- 5.Negotiate With Vendors
6. NABH , QCI , CGHS,NMC etc coordination and implementation.
7. Adhere the safety norms of hospital and follow both patient safety and staff safety rules.
8. Plan for the yearly budget and monthly expenditure of the department.
- 9.Taking over Report and cross checking from Supervisors and inchargers ICN etc and Reported to higher management.
10. Determine the correct number of nursing personnel to achieve the objectives of institution.
- 11.Establish criteria for evaluation of the nursing personnel.
- 12.Conduct regularly rounds to all nursing departments delegate work accordingly.
- 13.Co- ordinate with other departments of the hospital for the smooth functioning.
- 14.Develop active recruitment plan.
- 15.Will accountable for manpower, materials and maintenance of all equipments & accurate record medical and nursing.
- 16.Nursing competency test quarterly done for staffs.
- 17.Conducting Nursing Audits
18. Attend HOD meetings.
- 19.Maintaining the discipline & Systems in the department.
20. Carryout data collection/support in data collection
- 21.Ensure all the employees are trained/oriented about the quality systems of the departments & hospital
- 22.CNE classes arrangement & Continue bed side training arrangement.
- 23.New sops mom & Manuals making and implementation
- 24.Plan for crisis management
- 25.Implementation of Nursing Excellency & Quality.
- 26.Maintaining the Hierarchy & Decorum
- 27.Nursing Empowerment.

### **SPECIAL EXPERIENCE IN CLINICAL SIDE**

- Cardiac Arrest management
- CPR
- Intubation
- Difficult IV Cannulization
- Trauma management
- Disaster management
- Mass casualty management
- Critical Care Area Management

### **EXPERIENCE IN ADMINISTRATION SIDE**

- Roster preparation
- Staff management
- NABH Accreditation
- NMC Accreditation
- QCI Accreditation
- Co ordination to all departments
- Refreshment classes to nurses , gda
- Reports And Record maintenance
- MRD file arrangement
- New equipment's hiring
- Patient census collating and recording
- Protocols making
- Improves quality of nurses work

- Disciplinary management
- Help management to NABH accreditation
- Staff Interview
- Manpower Planning
- Nursing Auditing
- Manpower Maintaining
- Different Department Arrangements
- Arrange Instrument's and Equipment's needed to each departments
- Selection Of Experience Staffs as per management policy
- Working as per management side
- Trustworthy to management
- Implementing New ideas for the growth of Institution
- Maintaining Dignity, Professionalism, Hard Working, Sincere to my work

### **Academic Project / Dissertation Personal Strength**

Presentation on: NABH Accreditation ,NMC Accreditation, QCI Accreditation International Patient Safety Goals

2• Inventory Management t• Indian Nursing Council Act• Bar Code Medication Administration• Inventory Management• High risk medicine• ACLS• & BLS Triage• Sentinel events• Infection control Practices• Bio Medical waste management• Patient identification Protocol• Code blue• & CPR

### **REFERENCES**

1. Amlan Sahi  
HR HEAD  
SJAS SUPERSPECIALITY HOSPITAL 798031370
2. DrPiyush  
CMS  
Popular Group Of Hospitals 7880000183

### **DECLARATION**

I solemnly declare that all the statements given above are true and correct to the best of my knowledge and belief.

Place:  
Date:

**Mr. NEVIN VINCENT**