

Geeta Ravat [Nursing Superintendent]

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SUMMARY

As a highly experienced and dedicated nursing superintendent, I bring a wealth of knowledge and skills to any healthcare organization. With over 20 years of experience in nursing roles, I have a proven track record of implementing effective strategies that enhance patient care, improve staff performance, and increase operational efficiency. My expertise in nursing administration, staff development, and quality improvement has resulted in improved patient outcomes and higher levels of staff satisfaction. I am a strong communicator, collaborator, and problem-solver, with a focus on building strong relationships with patients, families, and healthcare professionals. I am committed to ongoing professional development and staying up to date with the latest healthcare trends and practices.

PROFESSIONAL EXPERIENCE

Nursing Superintendent / Hospital Admin

Aug 2022 - Present

NARITVA - WOMEN'S MEDICAL STUDIO | Ahmedabad, GJ

- Directed nursing operations, overseeing staffing, scheduling, budgeting, and resource allocation to ensure effective and efficient nursing services.
- Led and managed nursing staff, hiring, training, and evaluating performance, and providing ongoing support and guidance to maintain high levels of staff performance and engagement. Increased staff engagement scores by 20% through targeted coaching and mentoring programs.
- Implemented policies and procedures to ensure compliance with regulatory requirements and promote high-quality patient care.
- Collaborated with interdisciplinary healthcare teams to develop and implement comprehensive care plans and promote positive patient outcomes. Improved patient satisfaction scores by 25% through implementation of patient-centered care plans.
- Attended hospital and intra-hospital meetings and conferences to stay informed about new developments and initiatives in healthcare.
- Investigated all complaints regarding nursing care and personnel and took appropriate corrective actions to address any issues identified.
- Conducted regular rounds of the hospital to assess the quality of care provided to patients and identify areas for improvement.
- Monitored and managed nursing resources, ensuring the efficient use of equipment, supplies, and medications to maximize patient care outcomes.
- Maintained accurate and up-to-date nursing records and reports, complying with regulatory requirements and supporting effective communication and decision-making. Improved record-keeping accuracy by 15% through implementation of standardized documentation protocols.

Deputy Nursing Superintendent

2021 - 2022

Sterling Ram Krishna Specialty Hospital | Gandhidham, GJ

- Assisted in overseeing nursing operations, supporting staffing, scheduling, budgeting, and resource allocation to maintain effective and efficient nursing services.
- Supervised nursing staff, providing guidance, feedback, and support to promote high levels of staff performance and engagement.
- Ensured the provision of high-quality patient care by nursing staff, adhering to standards, policies, and procedures.
- Collaborated with interdisciplinary healthcare teams to develop and implement comprehensive care plans and promote positive patient outcomes.
- Assisted in developing and implementing nursing policies and procedures, ensuring compliance with regulatory requirements.
- Conducted NABH training programs and educational awareness programs on universal precautions for all nursing staff categories.
- Maintained positive public relations with patients, their families, and the public, projecting a positive image of the hospital.
- Officiated in the absence of the Nursing Superintendent to ensure continuity of operations and provide leadership to nursing staff.

Nursing Superintendent

2020 - 2021

Hridhya Se Hospital | Gandhidham, GJ

- As a leader in nursing management, I oversaw the hiring, training, and performance evaluation of the nursing staff. Supervised nursing operations throughout the COVID-19 epidemic, including staffing, scheduling, budgeting, and resource allocation, to guarantee best patient care.
- Demonstrated expertise in developing and implementing policies and procedures to ensure compliance with regulatory requirements and promote high-quality patient care.
- Provided counseling and health education to patients and their families to promote better health outcomes.
- Formulated nursing services policies and procedures, keeping them up-to-date to reflect current best practices in patient care.

- Exercised exceptional teamwork and collaboration skills in working with healthcare teams to develop and implement comprehensive care plans, with a particular emphasis on COVID-19 patient care. Demonstrated commitment to promoting positive patient outcomes.
- Reduced COVID-19-related medication errors by 30% through effective resource allocation and staff training programs.
- Adhered to regulatory requirements and ensured effective communication and decision-making related to COVID-19 patient care. Exhibited exceptional attention to detail in maintaining accurate and up-to-date nursing records and reports.

Operation Theater Manager

2019 - 2020

Shalby Hospitals | Ahmedabad, GJ

- Managed and supervised OT staff, including nurses, surgical technologists, anesthesiologists, and support staff, by overseeing staffing, scheduling, training, and performance evaluation.
- Successfully managed the inventory of surgical equipment and supplies by ordering new equipment, ensuring regular maintenance and servicing, and maintaining an inventory of all surgical supplies.
- Maintained budgetary control by identifying cost-saving opportunities without compromising patient care and outcomes.
- Ensured compliance with regulatory requirements by maintaining a safe and secure environment, including sanitation, infection control, and environmental health.
- Provided high-quality patient care by overseeing the delivery of patient care in a timely and efficient manner, ensuring that all patient needs were met.
- Monitored and evaluated the performance of the OT staff and implemented quality improvement measures to enhance the overall quality of care.

Operation Theater Nursing Officer

2015 - 2019

Apollo Hospitals | Gandhinagar, GJ

- Prepared patients for surgery by reviewing their medical history, taking vital signs, and administering medications as required.
- Ensured a sterile environment in the OT by maintaining proper sterilization of surgical equipment and supplies, as well as adhering to strict infection control protocols.
- Provided surgical assistance to the surgeon and anesthesiologist by monitoring patient vital signs, administering medications, and handing instruments as required.
- Monitored patient vital signs, administered medications, and ensured patient comfort during post-operative care.
- Maintained detailed and accurate records of surgical procedures, including patient medical history, surgical notes, and post-operative care instructions.
- Collaborated closely with other healthcare professionals, including surgeons, anesthesiologists, and OT staff, to ensure the safe and efficient delivery of patient care.
- Stayed up-to-date with current standards of practice by continuously updating knowledge and skills, and attending relevant educational programs to enhance clinical expertise.
- Coordinated with consultants to ensure effective communication regarding O.T. bookings, billing, and patient care instructions.
- Maintained O.T. discipline and coordinated with surgical coordinator to prevent overlapping of cases.
- Collaborated with surgeons and anesthesiologists to schedule surgeries and prepare the O.T. with necessary equipment.

Assistant Nursing Superintendent / Quality Control Nurse / OT Sr. Supervisor

2011 - 2015

Sterling Hospitals | Bhavnagar, GJ

- Provided strong leadership and guidance to OT staff, fostering a positive work environment and promoting professional growth and development, resulting in a high-performing team.
- Conducted regular audits and inspections of patient care services, medical records, and nursing practices to identify areas for improvement and ensure compliance with quality standards.
- Managed all aspects of OT operations, including scheduling procedures, managing resources, and overseeing the work of OT staff, resulting in efficient and effective patient care delivery.
- Developed and delivered training programs for nursing staff to ensure they have the necessary knowledge and skills to provide high-quality patient care.
- Conducting daily ward rounds to ensure standardized documentation such as consents, medication sheets, doctors' order sheets, bed sores, and errors.
- Prioritized patient safety by ensuring that all OT activities were performed in a safe and effective manner, leading to zero patient safety incidents.
- Coordinating between quality control manager and other departments to analyze errors and create a preventive and corrective action plan.
- Designed and implemented quality control programs to ensure that patient care services met or exceeded established standards.
- Establishing positive relationships with patients, their relatives, and the public, while projecting a positive image of the hospital.
- Collaborating with nursing teams and other departments to ensure adherence to hospital and NABH quality standards.
- Preparing daily, weekly, and monthly reports based on quality indicators as per NABH standards.
- Developing and presenting a quality control dashboard at monthly quality control meetings.
- Organizing NABH training programs and participating in ongoing in-service education programs.
- Preparing for NABH pre-assessment and ensuring compliance with all quality-related regulations and protocols.
- Assuming duties of Nursing Superintendent in their absence.
- Oversaw the delivery of patient care services, ensuring high-quality care that is safe, effective, and patient-centered.

ICU & O.T Incharge	2007 - 2011
Shalby Hospitals Ahmedabad, GJ	
<ul style="list-style-type: none"> Effectively managed the day-to-day operations of ICU and OT departments, ensuring the highest standards of patient care and safety. Ensured compliance with all organizational policies, regulatory requirements, and professional standards, maintaining a record of zero compliance violations. Monitored and ensured the highest levels of quality control in services, continuously identifying areas for improvement and implementing corrective actions. Provided leadership and guidance to ICU and OT staff, creating a positive work environment that fostered professional growth and development. Provided direct patient care as needed, including administering medications, monitoring vital signs, and educating patients and their families on post-operative care. Maintained accurate and up-to-date records of all ICU and OT activities, including patient care plans, medical histories, and procedure notes. 	

Staff Nurse	2006 - 2007
Krishna Heart Institute Ahmedabad, GJ	
<ul style="list-style-type: none"> Assisted physicians and other healthcare professionals in diagnostic procedures, surgeries, and other medical treatments. Participated in ongoing professional development activities, including continuing education and training, to stay current with the latest medical advances and healthcare practices. Adhered to all organizational policies, regulatory requirements, and professional standards, ensuring that patient care was always provided in a safe and ethical manner. Monitored patient progress and documented all aspects of patient care, including medications, treatments, and interventions. 	

Staff Nurse	2003 - 2006
Ankur child Institute Ahmedabad, GJ	
<ul style="list-style-type: none"> Assessed patient needs and created care plans, including identifying appropriate interventions and working collaboratively with the healthcare team to ensure comprehensive care. Maintained accurate and up-to-date patient records and communicated relevant information to other members of the healthcare team. Collaborated with other members of the healthcare team, including physicians, nurse practitioners, and other nurses, to provide high-quality patient care. Demonstrated excellent communication and interpersonal skills, including the ability to effectively communicate with patients and families from diverse backgrounds and cultures. 	

Staff Nurse	2000 - 2003
Het Children Hospital Ahmedabad, GJ	
<ul style="list-style-type: none"> Provided direct patient care, including administering medications, monitoring vital signs, and assisting with activities of daily living. Participated in ongoing professional development activities, including continuing education and training, to stay current with the latest medical advances and healthcare practices. 	

SKILLS

- Nursing administration
 - Staff development
 - NABH training
 - Quality improvement
- Problem-solving
 - Patient Care
 - Leadership and Team management
 - Continuous learning

EDUCATION

Bachelor’s of Science in Nursing	2022 - 2025
Monarch University Ahmedabad, GJ	
Diploma in General Nursing	2011
Karnataka School of Nursing Ahmedabad, GJ	
Bachelor’s of Arts	1996
Smt. Sadguna Girl's Arts College Ahmedabad, GJ	

SPECIAL COURSES & CERTIFICATION

- Auxiliary Nurse |** Savita Nursing Bureau
- NALS/PALS/BLS |** AMERICAN HEART ASSOCIATION
- TRAIN THE TRAINER |** Sterling Hospitals
- ACLS |** Apollo Hospitals