



Personal Details:

NAME : DR MAIZATUL IZYAMI BINTI KAYAT

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MMC NO. : 47711

Academic Qualification:

TYPE	QUALIFICATION	YEAR	NAME OF SCHOOL/ INSTITUTION
SPM	Sijil Pelajaran Malaysia (8A 1B)	2000	Sekolah Menengah Sains Tuanku Ja'afar Kuala Pilah
Matriculation (Medical)	CGPA: 3.7	2002	International Islamic University Malaysia Matriculation Centre
Degree	Medical Bachelor and Bachelor of Surgery (MBBS)	2008	International Islamic University Malaysia

CURRICULAR VITAE

DR. MAIZATUL IZYAMI BINTI KAYAT

Professional Career Experiences:

#1

Year : 2008 -2010

Employer : Hospital Kajang, Ministry of Health Malaysia

Address : Hospital Kajang, Jalan Semenyih, 43000 Kajang, Selangor

Position : Housemanship

-Undergone 6 postings which were Obstetrics and Gynaecology, Orthopaedics, General Medicine, Surgery, Paediatrics, Emergency and Traumatology

Job Scope :

- i. Examine and treat patients.
- ii. Manage and treat expectant mothers and conduct deliveries.
- iii. Assist in surgical operation and invasive procedures
- iv. Perform routine investigation/ treatment procedures required for patients
- v. Participate in ward rounds
- vi. Do on-call as scheduled
- vii. Prepare and present on CME topics given and mortality review

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Year : 2010 - 2012

Employer : Hospital Temenggong Seri Maharaja Tun Ibrahim, Kulaijaya, Johor, Ministry of Health, Malaysia

Address : Hospital Temenggong Seri Maharaja Tun Ibrahim, 81000 Kulaijaya, Johor

Position : i. Resident Anaesthesiology Medical Officer
ii. District Medical Officer

Job Scope :

i. Resident Anaesthesiology Medical Officer

- Medical Officer in charge of Operation Theater and CSSD Unit
- Perform anaesthetic procedures in Operation Theater and Emergency Department (when required)
- Conduct Pre-Operation Assessment on patients

ii. District Medical Officer

- Examine and treat patients.
- Manage and treat expectant mothers and conduct deliveries.
- Perform routine investigation/ treatment procedures required for patients.
- Do in ward rounds
- Do on-call as scheduled
- Perform autopsy and prepare reports.
- Do medical reports and attend court sessions for statement whenever required
- Prepare and present on CME topics given and mortality review.
- Deliver lectures on health topics to publics.
- Participate in hospital activities and hospital meetings whenever required.
- In-charged in Quality Unit, participated in quality improvement activities and programme.

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- Medical Doctor in charged in the hospital's Blood Donation Programme.
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Year : 2012 – 2015 (present)

Employer : Medical Development Division, Ministry of Health, Malaysia

Address : Medical Development Division, Ministry of Health, Malaysia, Level 2, 4-7, Block E1, Parcel E, Presint 1, 62590 Putrajaya, Malaysia.

Position : Principal Assistant Director

Job Scope :

- i. Assist in developing new policy and review of existing policies, standards and guidelines for medical services.
 - Editor for the General Hospital Operational Policy, First Edition August 2013 issue
 - Involved in the revision of the guidelines on 'Discharge At Own Risk' - December 2013
 - Involved in policy making for Stepdown Care - 2014
 - Involved in developing the guidelines for Admission and Discharge Patients at Government Hospitals – 2014
- ii. Assist in monitoring and planning strategies to ensure optimum utilization of medical facilities
 - Officer in charge of Lean Healthcare Initiative - a comprehensive initiative to reduce overcrowding in specialist hospitals by improving service delivery processes and efficiency through Lean methodologies.
 - Officer in charge of monitoring the achievement of Key Performance Indicator (KPI): Resident specialist of basic expertise in 19 targeted Ministry of Health minor hospitals
- iii. Assist in checking the need for additional access to medical services primarily to the financial and resource implications
 - Officer in-charge of the Hospital School Project, a collaborative project between the Ministry of Health Malaysia, Ministry of Education Malaysia and a non-governmental body.
 - Review the additional requirements of existing hospitals for the purpose of upgrading hospital facilities
- iv. Assist in collecting information required by superiors
 - Provision of feedback required for the meetings at the hospital, state and ministry level
 - Preparing feedbacks pertaining medical facilities and services for parliamentary session
- v. Appointed as an MS ISO Internal Auditor for Medical Development Division
- vi. Officer in charge in coordinating the Ministry Annual Report for Medical Programme for the year 2011 to 2013

Courses/ Seminars:

No.	Courses/ Seminars	Date
1.	Innovation Ambassador for Design Thinking	February 2015
2.	Edward's De Bono Lateral Thinking Course	May 2015

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3.	Seminar Delighting The Customer: The Big Picture 2015	June 2015
4.	Training for Trainer	July 2015
5.	Evaluating of Policy Impact Course	September 2015
6.	Global Transformation Forum	October 2015

Audit/ Posters/ Presentation/ Publication:

No.	Audit/ Posters/ Presentation/ Publication	Date
1.	Article report for Anugerah Inovasi Perdana Menteri 2015 : Lean Healthcare Implementation (Principal Author)	February 2015
2.	Sesi Pembudayaan Ilmu 2015: Lean Healthcare Initiative (Speaker)	March 2015
3.	Medical Programme Internal Auditor for MS ISO 9001:2008	April 2015
4.	Pameran Lean Healthcare & Hospital Cluster di Persada Transformasi Perkhidmatan Awam sempena Majlis Perdana Perkhidmatan Awam kali ke-14 (Exhibitor)	Jun 2015
5.	Presentation on Lean Healthcare Implementation in MOH to Sri Lanka's delegates (Speaker)	August 2015
6.	Lean Healthcare Implementation Guidelines (Editor)	October 2015

Other external activities:

No.	Activities	Date
1.	ASEAN Workshop for Liaison Officers 2015	July 2015
2.	48 TH ASEAN Foreign Minister Meetings (48 th AMM) / Post Ministerial Conference (PMC) / 16 TH ASEAN PLUS THREE FOREIGN MINISTERS MEETING (16 TH APT FMM) / 5 TH EAST ASIA SUMMIT FOREIGN MINISTERS MEETING (5 th EAS FMM) AND 22 nd ASEAN REGIONAL FORUM (22 nd ARF) (Country Liaison Officer for Democratic People Republic of Korea)	August 2015

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DR. MAIZATUL IZYAMI BINTI KAYAT

Referees:

1. Dr. Zailin Failiza Mohd Wah, Senior Principal Assistant Director, Medical Development Division
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2. Dr. Adilah Abu Bakar, Senior Principal Assistant Director, Medical Development Division
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3. Datin Dr. Nor Akma binti Yusuf, Senior Deputy Director, Medical Development Division
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