**PERSONAL DETAILS**

# Name Dr. SUNIL SUMBLI

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###### **Date of Birth** 24thMarch, 1965

### PROFESSIONAL QUALIFICATIONS

**MBBS** December, 1989 Govt. Medical College. Srinagar

**(UNIVERSITY OF KASHMIR)**

**PGDiploma** October, 1994 Institute of Management Sciences

**(HOSPITAL ADMINISTRATION) (NEW DELHI)**

**MBA** May 2015 Academy of Hospital Administration **(HOSPITAL MANAGEMENT) (PUNJAB TECHNICAL UNIVERSITY)**

**PG Diploma** Pursuing at present Academy of Hospital Administration

**(HOSPITAL OPERATION & QUALITY MANAGEMENT)** (**NOIDA)**

**CAREER AIM**

Inducted in Para Military Force as Medical Officer on January1996, served the Force on various posts through length and breadth of the country with diverse roles. Took Voluntary Retirement from Govt Service and joined Corporate Sector as Head of the Institution. Aiming for a position that offers a greater challenge, increased benefits and an opportunity to serve the organization with accumulated experience.

**CURRENT POST AND RESPONSIBILITIES**

**Facility Director**

At Present Heading a 150 Bedded Multispecialty NABH Accredited **Metro Hospital and Heart Institute at Gurgaon** with Cardiology as its core speciality from April 2016.

## Key Responsibility Areas:

### General

* To administer, direct and co-ordinate all activities of the hospital.
* To furtherance education and research.
* To have liaison with the governing authority.
* To establish the formal means of accountability from those to whom he has assigned his duties.
* To name appropriate departmental representative for multidisciplinary committee of the hospital.
* To review and act upon the reports of authorized inspecting agencies.
* To pursue a continuing program of formal and informal education in health care administrative and management areas.

**Financial**

* Responsible for Revenue of all departments.
* To implement the control and effective utilization of physical and financial resources of the Hospital
* To employ system of responsible accounting including budget and internal control.
* Anticipation of Revenue
* Assessment of Funds and its utilization (i.e. evaluation of the entity’s activities in financial terms.

### Administrative

* To review and evaluate the existing policies and procedures.
* To develop standards, methods and measurements of the hospital activities.
* To prepare the annual capital and operating budget.
* To operate the bank account of the hospital.
* To prepare periodical reports for the Corporate Office concerning various department of the hospital and their financial condition.
* To attend meetings of the medical staff and other hospital committees.
* To convene the Administrative team meetings and the Medical staff meetings

### Personnel Duties

* To oversee so as to create an organizational climate conducive for the growth and development of the personnel and for the effective achievement of the goals of the hospital.
* To select departmental heads, prescribes duties, responsibilities and employment conditions of all heads of departments and of other employees.
* To work out the organization chart, and line of authority, and fix areas of responsibility for the approval of the Corporate Office.
* To educate all personnel of the necessity of working through proper channels.

### Medical/Staff

* The role of the FD is to Supervise the medical staff in its service and patient care management by providing the means through which this service can be rendered with top-level quality. It is the responsibility of the administration to develop mechanisms and systems and environment conducive to quality care and patient's early recovery.
* To support and provide leadership in improving patient care programs and development of programs for the staff.
* To promote the most efficient use of available health services and facilities.

### Public Relations

* Responsible for maintaining good public relations with the community, other institution, the government, and the public.
* To extend the courtesy of accommodation to guests whose presence in the hospital is duly recognized.

**PREVIOUS POST AND RESPONSIBILITIES**

Commanded a Medical Training Centre at Shimla from **August 2009 to April 2016**, which has a large campus spread over an area of 20 Acres housing staff of about 300 Officers & Officials with training capacity of 300 trainees at a time. The training centre had state of art facilities for training including Administrative Block, Training Block with Classrooms, Library, Hospital, Laboratory, Museum, Demonstration room, Model room, Conference Room, Auditorium, Gymnasium, Sports Field along with lodging facility for staff and trainees.

**As Head of the office was responsible for**

* The general administration including human resource allocation plans, Holistic personnel development, maintenance of the facility and implementation of Govt policies inalignment with departmental goals and objectives.
* Design, execute, monitor, evaluate, audit and revise as necessary the training protocols
* Organise events with participation from national and international level delegates.
* Coordinate closely with the parent force in analysing and assessing the future training recommendations and needs.
* Handle staff conflicts, manage and resolved complex issues by conducting through & objective investigations followed by required disciplinary action.
* Trainee interview and out placement counselling.
* Participate in administrative staff meetings of state Govt Offices for purpose of Security & social related issues, Disaster management Programme and Disease containment programmes in the community.
* Ensure all purchases with strict adherence to budgetary allocation, Inventory management and control.

**As Chief Medical Officer at Force Head Quarter. New Delhi. from June 2006 to August 2009**

* Managed, supervised and monitored health care delivery system and services at all levels.
* Was responsible for maintenance, replacement & up gradation of Health Infrastructure facilities and equipment’s of the force.
* Ensured timely and comprehensive inspections of all the hospitals of the force and devise projections for future expansion of the hospitals.
* Planned and executed comprehensive Medicare of troops during hostile situations, Internal Security Duties or Disasters.
* Planned and circulated medical alerts and monitored situations during outbreak of any epidemics and made available required drugs / vaccines.
* Monitored and analyzed of Health Statistics of Force members.
* Implemented policies for professional activities Capacity Building, Training and Research and development of personal by way of Continuing medical education, workshops, training programs, refresher courses, higher education courses etc. so as to keep the medical personnel updated at all levels within the Force.
* Assisted in procurement of Medical Stores (medicines and equipment)
* Liaise with Army, other Para Military forces, State health authorities and private agencies on matters concerning Health and Medical Care of Force personnel and their dependents.

**As Chief Medical Officer at Base Hospital New Delhi from Feb 2003 June 2006**

* Planned the base hospital at Delhi from Planning level to Operational level.
* Managed, supervised and monitored operations of Base Hospital at all levels.
* Interaction with various specialties to ensure smooth functioning of the hospital.
* Supervision and implementation of all national health programs.
* Overall supervision and control over Hospital Medical stores including finalisation of medical indents and local purchase of medical stores and control over the budget.

**As Medical Officer at Unit Hospital Jammu from Jan 1996 to Feb 2003**

* Planned the Unit hospital at Jammu..
* Managed, supervised and monitored operations of unit Hospital at all levels.
* Interaction with various specialties to ensure smooth functioning of the hospital.
* Supervision and implementation of all national health programs.
* Organizing professional events like workshops, seminars, refresher courses, etc for refreshing / updating the professional skills, knowledge of the medical and other staff in his hospital.
* Arranging Evacuation of patients to concerned / nearest referral hospital.

**ACCOMPLISHMENTS :-**

* Established a Base Hospital at New Delhi from planning to operational level having all state of art facilities for all levels of health care.
* For the first time got private hospitals empanelled with my force to enable cash less treatment for our beneficiaries.
* Upgraded all places of work to the highest standard available so as to compete with others on national platform.
* Utilized Technical, Administrative, Motivational skills with utmost sensitivity and displayed on the spot leadership ability in Emergency/Disaster/Conflict Management.
* Upgraded Medical Training Centre Shimla and empanelled it with Ministry of Skill development and Entrepreneurship for paperless and online certification.
* Refined and implemented processes for ISO certification for the Medical TrainingCentre Shimla.
* Enhanced my skill as Expert Health Educator and Technical Instructor for various courses and programmes.
* Operational and Business development of the Multispecialty Hospital.

**TRAINING**

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| Sl. No. | Name of Training / Course | Training Centre / Institute |
| 01 | Apprentice Programme on Communicable Diseases | Govt. Medical College & Hospital, Chandigarh |
| 02 | Training on Preparedness and Response to Avian Influenza. | National Institute of Communicable Diseases, ShamnathMarg, Delhi |
| 03 | Hospital Preparedness for Emergencies (HOPE) course | NSET, New Delhi |
| 04 | HOPE Training for Instructors | NSET, New Delhi |
| 05 | Awareness of HIV/AIDS | NSG Garrison Manesar  (Gurgaon) Haryana |
| 06 | Design & Implementation of Effective Healthcare Programmes | Changi General Hospital  Singapore |
| 07 | Six months Ultrasound Training course | Safdarjung Hospital,  New Delhi |
| 08. | Training on Direct Trainers Skills | Uttarakhand Academy of Administration,Nanital |
| 09 | Coroner/Medical Examiner Forensic Training | Country Deptt. Of Coroner  Los Angeles (USA) |
| 10 | Forensic Medicine Engagement | Honolulu, Hawai, (USA) |
| 11 | Forensic Anthropology &Taphonomy | Forensic Anthropology Centre ,  University of Tennessee (USA) |
| 12 | Evaluation of Training | Uttarakhand Academy of Administration,Nanital |
| 13 | Advanced course on Evaluation Of Training. | NATRSS  JanakPuri New Delhi. |

**SUMMARY PROFILE**

* Hospital Management professional with a Medical Degree, Masters in Hospital Management and Hospital administration experience of more than 20 years.
* Strong problem resolving skills, training expertise, combined with hospital management experience and the vision for Quality maintenance and improvement.
* Strong understanding of core business processes and strategies to design and develop time and cost savings systems that enable quality processes in the healthcare industry.

Industry knowledge, ethical client focused approach that fosters trust and allegiance.

* Dependable and motivating leader, capable of generating consensus and cooperation from subordinates and colleagues.

**AWARDS AND APPRECIATIONS**

Have an unblemished career of 20 years with 22 appreciations letters from various Heads of the Department as well as from Heads of other sister organizations.

Besides that I have received DG’s Disc for meritorious services in peace and war.