

Occupation: Quality Management

Job: Executive

Position: Junior Officer/ Officer/ Sr. Officer

Location: Aditya Birla Memorial Hospital, Pune

Qualifications: Bachelors/ Masters in Hospital Management or Healthcare

Experience: Jr. Officer 0-1 Years

Officer 1-2 Years

Sr. Officer 2-3 Years

Skills: Strong communication, Word, Excel, PowerPoint

Reports to: Executive/ Officer

Duties and Responsibilities:

- Maintain documentation related to quality and safety initiatives
- Monitor and improve patient satisfaction scores.
- Data collection and analysis of Quality Indicators.
- Carry out/ Coordinate internal audits, Facility rounds and follow-ups.
- Carrying out mock drills and other quality- related activities under supervision of seniors.

Technical Skills:

- Effective communication, MS Word, Excel and PowerPoint skills.
- Working collaboratively with all stakeholders.
- Facilitate continuous improvement and adaptation