

NORAINI MOHD ANIS



WORK EXPERIENCE



Unit Manager (HOS) , OT/CSSD.
KPJ Damansara Specialist Hospital 2,
Bukit Lanjan, Kuala Lumpur.

- KPJ Healthcare's first smart hospital with: Operation rooms (7 Rooms) and fully equipped CSSD with multi-disciplinary cases of Cardiothoracic, General & Bariatric Surgery, Plastic & Reconstructive Surgery, Orthopedic, O & G, ENT, Ophthalmology, Vascular Surgery, Neurology, Urology and Paediatric Surgery.

March 2023



Chief Nursing Officer/ Secretary Medical Advisory Committee
KMI Kelana Jaya Medical Centre, Selangor.

42 bedded specialist centre consists of 2 operation rooms for multi-disciplinary cases

2018 to Feb 2023
(5 years)

Job responsibilities

- To oversee the running of hospital and ensure that they are functioning smoothly, professionally, efficiently and cost effectively by working harmoniously with all the heads of departments/units in the company and other personnel in and outside organizations.
- To plan and lead the Nursing Division to greater heights of professionalism through continuous education and training in the latest technology and known for all nursing and allied staff
- To assist the General Manager in all matters related to :
 1. The marketing and expansion activities
 2. Welfare of all staff in the Company.
 3. Recruitment and termination of staff.
 4. Organizing educational activities for the staff.



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Available 1 month notice

RELEVANT SKILLS/EXPERIENCE

- An team leader who specializes in coordinating continuing services in clinical setting. Capable of handling duties relating to clinical administration & management.
- Highly motivated, detail oriented administrative with over five years of experience to led a team of nurses and support staffs.
- Experienced, a certified internal ISO auditor with experience auditing clinical and non clinical area. Participate actively in preparation for MSQH and JCI audit activities
- Prepared related document for hospital renewal and inspection by CKAPS./JKNS.

WORK EXPERIENCE



Senior Unit Manager (Covering CNO)
Operation Theatre
KMI Kelana Jaya Medical Centre, Selangor.

2 operation rooms for multi-disciplinary cases
May 2018 to Nov 2018 (7 months)

- Carries out duties and responsibilities as directed in setting standards and expectations in the quality of care in overseeing the smooth running of OT.
- Prepares monthly reports and proposals for the development of services in the unit and forwards to the Chief Nursing Officer.



Registered Staff Nurse (Cardiac Anesthesia/Cath Lab)
Gleneagles JPMC Sdn. Bhd.,(Cardiac Centre subsidiary Parkway-Pantai Limited)
Negara Brunei Darussalam.

Cardiac Centre consists of 2 operation rooms and 2 Cath Lab.
August 2016-May 2018 (2 years)

- Assist in intubation, Transesophageal echocardiography (**TEE**) insertion of Centre Venous Line, Artline, Femoral Line, Bronchoscopy, Chest Tube Insertion, Electrophysio Study and Ablation, ECMO & etc. Ensures additional anaesthetic requirements to patients needs are available.
- Assists the anesthetist during as required throughout surgical procedure.
- Maintains anaesthetic records with documentation complete, accurate and legible.
- Ensures there is adequate supply of the items required in the unit at all times.
- Establishes accurate and up to date inventories for medical supplies, drugs and equipment's in the unit and are stored / kept in the proper places.



Head of Department
Life Care Surgical Services Sdn.Bhd., Bangsar South, Kuala Lumpur.

2 Operation Theatre and Day Care Centre
2015-2016 (1 year)

- Involved in setting up new medical centre and operation theatre for day surgery cases.
- Dealing with Vendor & supplier for quotation of equipment, Instrument & consumables. E.g.: Operating Tables, Anaesthesia Machine, AED, ECG Machine, etc.
- Organizes for staff leaves plans and nursing rosters in the designated unit and ensures adequate coverage of staff in all shifts.
- Reviews and evaluates the established Nursing Policies and Procedures periodically.
- Prepared related document for hospital inspection by CKAPS./JKNS/Bomba.

WORK EXPERIENCE



Unit Manager (AUM)

KPJ Tawakkal Specialist Hospital, Kuala Lumpur.

Operation Theatre (5 Room)/ Day Care Centre / Endoscopy

2013 - 2015 (3 years)

- Carries out duties and responsibilities as directed in setting standards and expectations in the quality of care in overseeing the smooth running of OT.
- Prepares duty roster, organizes for staff leaves plans and nursing rosters in the designated unit and ensures adequate coverage of staff in all shifts and prepares monthly reports.
- Assist Nursing Team in coordinating and facilitating patient care services according to established standards.
- Participates actively and is fully committed in the activities of the Quality Assurance, Infection Control and Fire and Safety Programmes.



Registered Staff Nurse ((2nd Liner)

**KPJ Ampang Puteri Specialist Hospital,
Kuala Lumpur.**

- Operation rooms (5 Rooms) and Day Ward (11 bedded) with multi-disciplinary cases of Cardiothoracic, General & Bariatric Surgery, Plastic & Reconstructive Surgery, Orthopedic, O & G, ENT, Ophthalmology, Vascular Surgery, Neurology, Urology and Paediatric Surgery.

2002 to 2013 (12 years)

Team Leader / 2nd Liner SRN:

- Inform Unit Manager when change occurs in circumstances which affects
- Maintains the safety policy and ensures that all accidents / incidents are reported to the Unit Manager and documented.
- Carries out duties and responsibilities of the Unit Manager in her absence as directed.
- Assists the Unit Manager in the administration of the unit / wards.
- Participates in the teaching programme of the unit / ward and in the orientation of new members of staff to the ward routine.
- Assists the Unit Manager in appraising the job performance of the lower categories of unit staff.
- Assists the Unit Manager.

Scrub Personnel /Nurse In-charge of Anaesthesia / Circulating Personnel:

- Ability to scrub & assisting in major and minor surgery: thoracic surgery, general, orthopedic, ent,urology, ophthalmology, O & G, neuro, vascular, plastic & reconstructive, peds surgery and laparoscopic surgery.
- Maintains peri-operative records with documentation complete, accurate and legible.

Work Based Assessor (WBA) :

- for Student Nurse, Diploma in Operating Department Practise & Peri Operative Post Basic Student under KPJ Healthcare University College (KPJUC) & Liverpool John Moores University(LJMU).

EDUCATION HISTORY



**FACULTY OF NURSING AND MIDWIFERY,
BACHELOR OF SCIENCE (HONOURS) NURSING**
MAHSA University, Saujana Utama, Selangor.

Expected completion 2023

Additional Certifications:



**ADVANCE DIPLOMA IN NURSING – PERIOPERATIVE
NURSING**

**Faculty of Medicine, UM and University Malaya
Medical Centre.**

2006-2007



DIPLOMA IN NURSING

**KPJ International College of Nursing & Health
Sciences**

1999 – 2002

COURSE/ WORKSHOP ATTENDED:

DATE	COURSE	INSTITUTION
2022	Infection Control Course	KMI Kelana Jaya Medical Centre
2020	ISO 9001:2015 Auditor Training	Intertek Training Malaysia
2019	Emergency Response Team	SAFA Safety and Fire Safety Academy
2019	Kursus Penyediaan Lesen Hospital Swasta	Jabatan Kesihatan Negeri Selangor (JKNS)
2012	Preceptorship Workshop	KPJ Healthcare University College
2012	Mentorship Workshop	KPJ Healthcare University College
2011	Mentoring Workshop	Liverpool John Moores University & KPJ Healthcare University College
May 2009	Work Based Assessors (D32 & D33) for students & Perioperative Nursing students in Operation Theatre.	KPJ International College of Nursing & Health Sciences

DEVOLEPEMENT PROGRAM ATTENDED:

YEARS	COURSE
2001	The Law And Nursing Practice Conference
2002	Urology Workshop Instrument Management, Care and Maintenance Workshop
2003	CPR Training Instrument Management, Care and Maintenance Workshop Care & Maintenance of Pneumatic System-Aesculap
2004	Arthroscopy Shoulder New Paradigm in Treating Pain
2005	National Operating Room Nurses Seminar Polyaxial & Alternative Spine System KPJ Annual Nursing Convention
2006	CPR Training in University Malaya Medical Center
2008	Code Blue Management Course National Perioperative Nursing Seminar Medical Gases User Training Malaysian Urological Conference
2009	Congress Workshop- Airway Management ASEAN Congress of Anaesthesiologists
2010	Advanced Knee & Shoulder Workshop Surgical Instrument Management by Aesculap
2011	Workshop on Mentoring Fracture Management- ORP Course ASEAN Arthroplasty Meeting Trauma Orthopaedic Course MSS-SRS International Spine Congress
2012	Enhancing Corporate Excellent by APHM Preceptorship Course by KPJ Healthcare University College
2013	Arthrex Synergy Camera System (April 2013) Care & maintenance of Laparoscopic Instrument Malaysian Orthopedic Association Conference
2014	KPJ Nursing Conference/Convention
2015	Pain Management Course @ KPJ Ipoh Specialist Hospital International Wound & Biotherapy Conference

YEARS	COURSE
2016	Safe Medication Preparation and Administration by Gleneagles JPMC Brunei ECG Workshop by Brunei Darussalam Cardiac Society Cardiology Conference by Brunei Darussalam Cardiac Society Basic Life Support Course by Gleneagles JPMC Brunei
2018	Enhancing Corporate Excellent by APMH
2019	Creating an effective resus scrub team by University Malaya Medical Centre Nursing conference by APMH A Vision for Future Healthcare Vision for f by KPJ Damansara
2021	Infection Control Prevention and Control And Environmental Cleaning by NHS Academy Virtual Nursing Conference by APMH
2022	International Healthcare Conference by APMH Patient Safety- incident reporting by NPG

AWARD / CERTIFICATION:

2019 till date

Management Representative for ISO 9001 : 2015

Steering Committee

KMI Kelana Jaya Medical Centre, Selangor.

2019 till date

Internal Auditor for ISO 9001 : 2015

KMI Kelana Jaya Medical Centre, Selangor.

2022

Volunteer Instructor

Hands-on CPR Program Lifesavers by Hospital Pakar Al-Islam

REFERENCES:

Puan Jamilah Ibrahim Group Chief Nursing Officer KMI Healthcare Sdn Bhd. +603-2779 0573	Dr Azreen Syazril Adnan Consultant Nephrologist & Physician KMI Kelana Jaya Medical Centre 03-56391212	Ms Sharon Pua, Head Of Department, Operation Theatre, Gleneagles JPMC Brunei Sdn.Bhd. Negara Brunei Darussalam. +673- 2611883
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