Rahida binti Abd Rashid

Lot 108/68 Jalan Hj Mat Ton,
Kg Dato Mufti Suib,
68000, Ampang,
Selangor Darul Ehsan,
Malaysia.

Phone: +601111923686

E-mail: rahidaabdrashid@gmail.com

Date of Birth: 17 November 1980

Sex: Female.

Religion: Islam.

Race: Malay.

Nationality: Malaysian.

Marital Status: Married.

Communication: Bahasa Melayu and English – oral and writing

Education

Master Of Business Administration
University Tun Abd Razak,
Jln Tun Razak, Kuala Lumpur
In progress - Expected Graduation: June 2025

Professional Certificate of Gerontology Nursing (Year 2012)
KPJ International University College,
Nilai, Negeri Sembilan
PASS: GPA 3.50 CGPA 3.50

Diploma in Nursing (Year 2001 – Dec 2003**)**
Puteri Nursing College
Petaling Jaya, Selangor
PASS

Sijil Pelajaran Malaysia (SPM) (Year 1997)
Sekolah Menengah Tengku Ampuan Afzan,
Chenor, Pahang Darul Makmur.
GRADE : 2 AGREGATE : 28

Penilaian Menengah Rendah (PMR) (Year 1995)
Sekolah Menengah Tengku Ampuan Afzan,
Chenor, Pahang Darul Makmur.
2B 4C 2D

Experience

Year 2004 –2022

KPJ Ampang Puteri Specialist Hospital

Staff nurse at surgical ward services	January 2004 TILL Dec 2009
Senior staff nurse at surgical ward services	January 2009 TILL Dec 2012
Assistant Unit Manager at KCIS Unit	January 2013 TILL Dec 2013
Unit Manager at KCIS Unit	January 2014 TILL May 2016
Acting Medical Record In Charge	Jun 2016 TILL Feb 2017
Medical Record In charge	Feb 2017 TILL May 2022

Ainqa Health

Nurse Clinical Informatics Executive   June 2022 till December 2022

KPJ Health Care Berhad   December 2022 till present

Deputy Manager, Health Information Management Services

Achievement

1. 5S Coordinator Surgical Ward
2. Nursing Care Solution / Medical Care Solution (E-Documentation) Training Coordinator
3. Letter of Recommendation – Merit Increment (2008)
4. Letter of Recommendation – Merit Increment (2009)
5. Letter of Promotion – Senior Staff Nurse (2009)
6. Letter of Recommendation – Merit Increment (2010)
7. Letter Of Commendation –Merit Increment (2011)
8. Letter of Promotion – Assistant Unit Manager KPJ Clinical Information System (2013)
9. Letter of Promotion – Unit Manager KPJ Clinical Information System (2014)
10. Letter of Commendation – Merit Increment (2014)
11. Letter of Commendation – Merit Increment (2015)
12. Letter of Promotion – Acting Medical Record In Charge (2016)
13. Letter of Promotion –Medical Record In Charge (2017)

Committee

1. Preceptor for Diploma in Health Information Management Program (2017)
2. 5S Auditor
3. IMS Auditor
4. ICC Participant (2013)
5. Second Liner at Surgical Ward
6. Secretary Of Mortality Review Committee
7. Secretary Of KPJ Clinical Information System Committee
8. Secretary Of Medical Record Committee
9. Team member of IPSG 1 Standard (JCI)
10. Team leader of Management of Information (MOI) JCI Committee
11. KPJ Clinical Information System In charge / Secretary
12. Occupational Safety Health (OSH)committee member
13. Planetree Committee Member

14. Applied KCIS Seminar Speaker / Committee
15. KPJ Clinical Information System KCIS 2 Committee (UAT)
16. JCI – Management of Information Chapter Leader
17. JCI – International Patient Safety Goal 1 Standard Committee Member
18. Code Blue Management Committee
19. Integrated Management System Committee Member
20. SystmOne Clinical Information System Committee (UAT)

Skills

- Expert in basic computer application
- Expert in KPJ Clinical Information System (Customization and Trainer)
- Experiences in Malaysian Society for Quality in Health (MSQH Accreditation, Joint Commission International (JCI) Accreditation and Planetree Accreditation hospital.

Course and Training Attended

- ✓ LEGAL COMPLIANCE AND PATIENT CARE: A Medicolegal Training For Healthcare Provider
  Held on 29th – 30 August 2024

- ✓ Career Pathing Workshop
  Held on 15th – 16th August 2024

- ✓ International Seminar Digital Records and Legal Admissibility
  Held on 10th – 11th July 2024

- ✓ Nursing Symposium 2024
  Held on 3rd July 2024

- ✓ Introduction Course on International Classification of Disease Revision (ICD-11)
  Held on 11th -12th January 2024

- ✓ Persidangan Perlindungan Data Peribadi (Akta 709)
  Held on 13th March 2023

- ✓ Bengkel Malaysia Digital Sektor Galakkan Kesihatan Digital
  Held on 21st February 2023

- ✓ Latihan Notifikasi Kanser Melalui Laman Sesawang Malaysia Health Data Warehouse

(MYHDW)
Held on 20th September 2021

- ✓ ISO 45001: 2018 Understanding and Interpretation Course
  Held on 6th August 2020

- ✓ Leadership Training
  Held on 26th-27th September 2019

- ✓ Business Risk and Sustainability Management
  Held on 25th September 2019

- ✓ KPJ Healthcare SE KPJ Way Training for HOS
  Held on 11th-12th September 2019

- ✓ Effective Medical Records Management Training
  Held on 30th June to 02nd July 2019

- ✓ Stress Management Workshop
  Held on 29th to 30th April 2019

- ✓ Effective Root Cause Analysis And Corrective Action For Healthcare Industry
  Held on 28th to 30th January 2019

- ✓ Practical Training for Integrated Management System Audit For Healthcare Facilities (Quality, Environment And Safety And Health) Based on ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007
  Held on 9th-11th April 2018

- ✓ Risk Management ISO 31000:2018 Course
  Held on 6th-7th March 2018

- ✓ Intermediate Course on Procedure Coding
  Held on 17th April 2017 to 21st April 2017

- ✓ Some Medicolegal Perspectives in Hospital Management
  Held on 10th Aug 2016 to 11th Aug 2016

✓ Effective Medical Records Management
Held on 14th Dec 2016 to 15th Dec 2016

✓ Train The Trainer
Held on 14th Dec 2016 to 15th Dec 2016

✓ Seminar On Clinical Documentation and Coding
Held on 20th-21st September 2016

✓ English Proficiency at Workplace
Held on 02nd April 2016 to 25th May 2016

✓ The Planetree Leadership Retreat
Held on 09th Oct 2014 to 11th Oct 2014

✓ Seminar on Navigating the Convergence of Clinical and Information Technology: Benefit & Risk to Patient
Held on 29th Sept 2014

✓ Credentialing And Privileging Workshop
Held on 08th Dec 2014 to 09th Dec 2014

✓ 10th National Geriatric Conference 2014, Ageing and The Brain
Held on 12th June 2014 to 14th June 2014

✓ Credentialing And Privileging Workshop
Held on 08th Dec 2014 to 09th Dec 2014

✓ Aged Care Related Training Courses at Jeta Garden, Bethania, Queensland, Australia
Held on May 2012 to June 2012

✓ 18 Hours Baby Friendly Hospital Initiative Course
Held on 3rd May to 5th May 2006

✓ Kursus Asas Pasukan Keselamatan Kebakaran
Held on 14th July – 1st Sept 2007

- ✓ Service Excellence The KPJ Way
  Held on 27th Feb to 1st March 2007

- ✓ Grief & Bereavement Workshop
  24th & 25th November 2007

- ✓ Code Blue Management Course
  Held on 21st February 2008

- ✓ Kursus Audit Dalaman Persekitaran Berkualiti
  Held on 9th – 10th April 2008

- ✓ Passion In Nursing: Delivering Excellent Patient Care Seminar & Workshop
  Held on 14th – 15th February 2009

- ✓ One Touch Diabetes Management Update
  Held on 10th April 2009

- ✓ Essential knowledge On Safe Food Handling, Food Security & Internal Auditing Training
  Held on 28th & 29th October 2009

- ✓ Anticoagulation Seminar for Healthcare Professionals
  7th August 2010

- ✓ Diabetic Workshop
  Held on 12th November 2010

Language

- ▪ Bahasa Melayu   -   Excellent Verbal and Written
- ▪ English   -   Fair and Written

Strength

- Communicate and interact well with people at all level
- Able to work independently, in a group and under pressure
- Creative and resourceful
- Enthusiastic, and quick learner with good interpersonal skills
- High sense of responsibility

Special Characteristics

- Committed
- Dedicated
- Responsible

I gained my experiences as a care assistant in the maternity ward before KPJ Ampang Puteri sent me for Diploma in Nursing and being promoted as State Registered Nurse at the Surgical ward. After 5 years I was promoted as a Senior Staff Nurse in the same ward. To gain more knowledge I had my professional certificate in gerontology nursing in the year 2012 and attended 1-month of Aged Care Related Training Course at Jeta Gardens in Bethania, Queensland, Australia. In the year 2013, based on my performance the management has promoted me to Assistant Unit Manager to manage the Surgical Ward. In March 2013, I have transferred to Administration Service to manage clinical information system under management of Information Technology (IT) Service to improve system efficiency (clinical friendly) and further improve response rate utilization by the users. Within 4 months, I managed to increase the utilization of clinical information system from 1%. to 75%. With that outstanding performance, I was promoted as a Unit Manager at Administration Services. After the clinical information system was successfully implemented, I was further seconded as Acting Medical Record In charge at Medical Record Services in June 2016 until April 2017. In April 2017 I was promoted as the Head of Health Information Management System Services. With my good rapport and social skill in communicating with Medical Consultants, I have transformed hardcopy medical record method to electronic medical record system with 100% utilization on December 2016 and I have successfully reduced medical record staff from 27 staffs to 17 staffs and changed their 3-shift duty to office hour duty. Those dictates my personal achievement in managing processes and cost control in managing the services. I have received 6 times merit award based on my performance record. Further, I have experiences in Malaysian Society for Quality in Health (MSQH) Accreditation, Joint Commission International (JCI) Accreditation and Planetree Accreditation hospital.

In June 2022, to get a new experience I joined Ainqa Health Sdn. Bhd. and assigned to support SystmOne for localization. I am involved in supporting the configuration of SystmOne Clinical Configuration and user training including consultants and nurses.

In December 2022, KPJ Healthcare Berhad offered me the opportunity to come back to KPJ as a Deputy Manager to handle the Health Information Management System Service for the entire KPJ Hospital.

Current Salary :
12,500

Expected Salary:
14,000

Reference:

Ms. Chua Hui Meng
Manager
Group Clinical Services
KPJ Healthcare Berhad
Menara KPJ, 238, Jln Tun Razak,
50400 Kuala Lumpur
Contact no: 0136870860

En. Yuhanshah Kamal Yaakup
IT Manager
KPJ Perdana Specialist Hospital
PT 37 & 600 Dan Lot 684 (Level 1,2&3),
Seksyen, 14, Jalan Bayam,
Bandar Kota Bharu,
15200 Kota Bharu, Kelantan
Contact no: 017433 6901