**KHALID ABDELRAHMAN ABDULLAH ALMUSALLAMI**

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Professional Profile

Highly professional administrator/executive who has demonstrated continuous growth, achievements, and impressive leadership in the management of complex activities within the healthcare industry(+25y). opening and commissioning of healthcare facilities(e.g Najran University Hospital), quality programs, strategic management, budgetary management, leading multi-cultural / multi-national healthcare environments, facility management, Healthcare accreditation ,JCIA,CBAHI, university accreditation NCAAA, Continuous Training & Education etc.

Professional Development

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| • Experianced in application of international ,& national standards JCIA ,CBAHI, ISO,University NCAAA standards  • . Human Resource Managements  •CME Management & Trainer  • Organization, Time Management  • Finance Management, Expense Control  • Executive-Level Negotiator  • Staff Development and Employee Relations | •Experienced in developing strategic planning ,hospital policies and procedures as well as job descriptions  • Customer Service and Retention Management  • Multi-Unit Management |  |
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| • I have a lot of working appreciation letters ,prizes & distinctions |  |
| • Performance Standards / Quality Control & improvement |  |

Career Summary

**•Administrative Director of the Saudi Hospital Socotra Yemen from 9/2019 to 15/3/2021**

**DIRECTOR Medical Centre for Arabian Medical Relief, Azraq Camp, Jordan**

**CEO . Muhayel National Hospital , may 2015 – MAY 2016**

Responsible for directing turnaround operations of 100 beds general Private accredited hospital. .Analyzed operations of full service hospital and implemented new standards for productivity, reducing labor cost by 20%. Negotiated new managed care contracts increasing fee schedule by 10%.Reduced bad debt expense 10% through innovative medical screening and unique hospitalist program. Improved service delivery, increasing hospital admissions 10%. Expand services & attract highly experienced physicians

**From 15/11/1429 (Nov 2008) up to 1/8/1436 ( may 2015**) **Najran University**:

1. **Dean's Consultant for Quality & Development**

Prepare the college for NCAAA accreditation, training & education for all staff, applying the standards; help the dean in managing the college, preparing the strategic planning.

1. **Acting Najran University Hospital Director ,Director of Quality & Continues Medical Education**
2. Fully responsible for Planning, designing & establishing Najran University Hospital & health services (starting a hospital from scratch) .
3. Determine, choose, & recommends organizational structure, staff assignment, staffing requirement, & operational procedures needed for all hospital & health service functions.
4. Develop internal systems, operating polices & procedures designed to achieve efficient Organizational / Departmental operation and maximum service to patient according to Quality & JCIA standards
5. Establish CME licensed by Saudi Commission for Health Specialists # 1 Allowed to make international seminars
6. Chief & share in a lot of committees
7. Participating as a speaker, sharing & leading a lot of Quality seminars ,symposiums , lectures
8. Member in the main university Quality committee , & representative for all health colleges
9. **Consultant (Director ) part time - International Medical Centre Najran**

Fully Responsible for starting a centre from scratch, Planning, designing, equipment, staffing & running of the center

**Director of Total Quality Management & Continuous Medical Training & Education**

**2 years from Jan 2007**

**King Khalid Hospital-Najran, 300 beds, accredited by JCIA & CBAHI**

1. Designing and applying a comprehensive Performance Improvement & Quality Control Program includes input from all disciplines, departments, & services
2. Preparing all hospital departments for JCIA,& CBAHI, Survey
3. Preparing Chapters for JCIA survey revision
4. Planning ,preparation & presentation training program for all hospital staff & leaders on quality improvement
5. Sharing in story boards
6. Preparing & sharing in running JCIA,& CBAHI, surveys

**Academic Affairs Manager & Head of Health Service Management Programme**

**Institute of health sciences, Riyadh, KSA From Oct 2005 to Jan 2007**

* Running & operating all academic programs. responsible for all instructors & curriculums'
* Making relationship & cooperation with local & international Universities
* Teaching in health service management program

**General Manager:**

**Yana Specialized Medical Centers , Riyadh ,KSA . Aug 2003 to Sep 2005**

Overall running of several health centers , reenginering, increasing profit 100 %

**Assistant Administrator & Performance Improvement (Quality) Coordinator**

## **Saad Specialist Hospital, Al-Khobar, Kingdom of Saudi Arabia, Bed Capacity 507 bids, private hospital accredited by J.C.I.A, ISO (SGS), And Saudi ARAMCO.**

**Jun 1999 to Aug 2003**

1. Responsible for the organization, planning, direction & supervision of subordinate staff in accordance with the customs of the kingdom of Saudi Arabia, Hospital and departments polices & procedures, in order to provide a high standard of patient care conforming to published guidelines of the joint commission international Accreditation, ISO, & ARAMCO standards.
2. Liaises with the Chief Operating Officer (Hospital Administrator)
3. Responsible for the administrative affaires, operations & planning for the assigned department and supervising the activity of subordinates to assist in the execution of these responsibilities.
4. Determine & recommends organizational structure, staff assignment, staffing requirement, & operational procedures needed for administrative, non-professional, & paramedical hospital functions.
5. Preparing, developing & sharing in polices & procedures according to JCIA (JCAHO). ISO, and ARAMCO standards.
6. Working through the management team and medical leadership of the hospital, serving as a resource to help reduce costs, enhance revenues, achieve effective utilization and quality goals and objectives, analyze and utilize information to develop and support management decisions
7. Reviews operational records and statistical data on a continuing basis to help monitor assigned service operations.
8. Develop internal hospital systems, operating polices & procedures designed to achieve efficient Hospital / Departmental operation and maximum service to patient.
9. With the Chief Operating Officer & other appropriate groups. Plans for the developments of new services & promotion of the public image of the hospital.
10. Work closely with the chief quality & education department to analyze, evaluate, and improve quality of patient care, & plan for better utilization of the staff.
11. Assists in the development, planning, presentation as well as the evaluation of other ongoing training in service education programs.
12. **In order to prepare the hospital for JCIA accreditation I was in charge of:**

**Performance Improvement (Quality) Coordinator:**

**Sales : Derhaly Drug Store 4 years , medical & laboratory equipment & supplies**

**Arab Technical Co. Sales Manager : 2 yers medical & laboratory equipment & supplies ,**

**Lecturer: Amman National University ,2 Years**

Planning, preparation and presentation of lectures and tutorials to third and fourth year students enrolled in the Bachelor of Hospital Administration

**Assistant in Teaching and Research**

Health Service Management Program

Jordan University For (1) year

Education and Qualifications

1. American Board in Health Care Quality (CPHQ) 2004
2. Master Degree in : --- Hospital Administration

--- Health Service Management with a very good average from Jordan University (US.AID ,JCAHO accredited program) – 1991.

1. Bachelor in Public Health from Faculty of Medicine with a very good average from Jordan University of Science & Technology.
2. Course in Primary Health Care from Jordan University of Science & Technology.
3. Course in Radiation Protection from Jordan University

Training & Seminars

Internship Training in

* Prince Basma Hospital, Jordan
* Rosary Hospital, Jordan
* Ibn Al Nafees Hospital , Jordan
* Al Bareha M.C.H. Center. , Jordan

Internship (Six (6) Months ) Training about Hospital and Health Facilities Administration in

* Husain Medical City, , Amman, Jordan
* Jordan University Hospital, Amman, Jordan.
* **Attending , running , & participating as speaker or trainer in high number of symposiums, seminars ,& training activities**

**I TRUST THAT MY ABOVE CREDENTIALS WILL MEET YOUR REQUIRMENTS.**

**FURTHER DATA ARE AVAILABLE UPON REQUEST.**

**Thank you ,,,,,,**