

Curriculum vitae

Name:	Karma Gyeltshen	
Date of Birth:	1st January 1971	
Employment ID No.	9701051	
Citizenship ID No.	10902001257	
Present post and address:	Chief Nurse, Phuentsholing hospital, Chukha Dzongkhag, Bhutan	
Contact No.	05 252030 (o) Mobile : 17603295/77603295	
Email address:	Karma.gyeltshen508@gmail.com	
Gender:	Male	
Marital status:	Married	
Name of spouse:	Tshering Yangzom	
Children:	One daughter and Two sons	
Birth place:	Lanangzor, Chongshing, Pemagatshel	

Educational profile

Qualification	Course Title	Institute Details	Start Date	End Date	Status
Masters	Masters in Nursing Administration	Burapa University , Thailand	01/06/2010	31/05/2012	Completed
Bachelors	Bachelor of Nursing	La Trobe University, Melbourne, Australia	04/12/2006	25/07/2008	Completed
Diploma	Other General Subjects	Royal Institute of Health Sciences , Thimphu, Bhutan	01/07/1993	31/12/1996	Completed

Additional Trainings and certificates

Field of training /subject	Course title	Institute/ organization	Start date	End date	Status
Nursing education	Workshop on Pedagogy and Assessment	Reldri academy of health sciences (RAHS) in collaboration with Samtse college of Education, Bhutan	27/12/14	31/12/2014	completed
Nursing	Short course on Nursing Managemnt	Singapore General Hospital (Institute of Advance nursing)	4/8/2003	15/8/2003	completed

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Nursing	Training of Trainers in Infant and Young Child feeding (IYCF) Counselling for Bhutan	Khuruthang, Punakha by Unicef Bhutan	22/9/2013	28/9/2013	completed
Nursing	Training of Trainers in Infection Prevention and Control (IPC) and healthcare waste management in Health facility	Infection control and medical waste management program, Ministry of Health in collaboration with WHO, Bhutan	2/4/2007	5/4/2007	Completed
Emergency medical Care	Training in Emergency Medical care and Physical Fitness	Ministry of Health Bhutan	26/8/1999	24/9/1999	completed
Emergency care refresher course	Emergency Medicine and First Aid	Ministry of Health Bhutan	26/3/2001	7/4/2001	completed
Nursing	Continuing education program in Pain management and Nursing ethics	Ministry of Health, Bhutan	5/6/2006	8/6/2006	completed
Certificate of participation	Green Hospital Conference	Kathmandu, Nepal WHO, Country office Nepal	30/12/2014	31/12/2014	completed
Certificate of appreciation	Bhutan national Health survey 2012 as a supervisor	Ministry of health and UNFPA Bhutan	December 2012	March 2013	completed

Professional experiences

As of now, more than Twenty Four years of service experiences in nursing care and management at different level of healthcare facilities right from outreach clinic of primary healthcare centre till apex hospital (national referral hospital) in the country. Serving in different level of health institute in different organization and places is a diversified experiences gained within and beyond perspectives of nursing professional scope. It was an opportunity for holistic development of personality through critical thinking and analytical skills; improvising and innovative ideas; collaboration, coordination and team building; delegation and expedition: monitoring and supervision; ownership and accountability; high sense of responsibility and integrity.

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Served as an emergency medical team with the units of Royal Bhutan Army and provided medical back-up in the field during the emergency and disasters

Received the grand order of the Drakpoi Thugsey Medal citation on 28th March 2005 as member of the Emergency Medical Team in recognition of dedication and commitment towards safe guarding the security of the country with the units of Royal Bhutan Army deployed in the militant affected areas in the south, and providing medical back-up in the field during the military operation in December 2003.

Additional skills as mentioned below:

- Nursing service administration and management
- Emergency medical and disaster management
- Hospital management committee (HMC)
- Multidisciplinary team approach and team work
- Prepare fiscal work plan and budget proposal for the nursing unit and hospital
- Focal point of the health facility for infection prevention and control (IPC) and Quality Assurance (QA)
- Carries out supervision, monitoring and evaluation of the Nursing and focal activity
- Preparation of reports on various activity of the nursing service and focal activity to the program and agency
- Conducted healthcare associated infection (HAI) routine surveillance in the health facilities as an external evaluator in coordination with the program
- Facilitates and conducted in-country training on IPC and Medical waste management (MWM) for health professionals across the country
- Participated as reviewing committee for national guideline on infection control and Medical waste management 2018 and Nursing service administrative manual 2018
- Participated as assessment and evaluation committee for accreditation of faculty of nursing and public health (FoNPH) in 2016
- Management of Model hospital for biomedical waste and facilitate trainings to waste handlers and IPC focal personnel across the country.
- Implementation of Bhutan health standard for quality assurance (BHSQA)
- Conduct Clinical audit on IPC, HAI, patient satisfaction survey, patient waiting time and 5S-CQI (Sort, Set, Shine, Standardize, and Sustain-Continuous Quality Improvement)
- Participated as committee member for drafting of protocol and guideline for safe healing practice of local healers, 2018

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- Coordinated and facilitated to conduct urban health and solid waste management training in 2017 at hotel Ga Me Ga, Phuentsholing, in collaboration with IC-MWM program, MoH and WHO Country Office Bhutan and SEARO, Delhi.
- Coordinated and liaised with Arura academy of health sciences (AAHS)
- Taught 3 rd year AAHS students 2018, the whole module on nursing administration and management.
- Guided and facilitated practical sessions for AAHS students in the hospital
- COVID -19 pandemic situations
 1. Resourced to train TOT for Gelephu and Trashigang clustered on IPC and waste managemnt.
 2. Participated as inspection team with SC19TF and visited all warehouses, industries, agencies and organization of both private and public endeavours.
 3. Sensitized and trained on IPC and waste management for all industries, warehouses, public and private organizations
 4. Participated in reviewing hospital contingency plan
 5. Actively participated in preparing Isolation ward and quarantine facilities.

Professional Accomplishments

- Instituted first kind of model hospital for biomedical waste management in the country.
- Segregated, organized and clustered functionality of nursing services convention to conduciveness of infrastructure at the optimum level at Phuentsholing hospital
- Served as an emergency medical team with the units of Royal Bhutan Army and provided medical back-up in the field during the emergency military operation and disasters
- Received the grand order of the Drakpoi Thugsey Medal citation on 28th March 2005 as member of the Emergency Medical Team in recognition of dedication and commitment towards safe guarding the security of the country with the units of Royal Bhutan Army deployed in the militant affected areas in the south, and providing medical back-up in the field during the military operation in December 2003.
- Received civil service award (bronze and silver medal) and certificate for serving more than ten and twenty years
- Participated and contributed in the teamwork for successful conclusion of Training workshop on Urban Health and Solid Waste Management from 23rd to 26th October 2017 at Phuntsholing by IC-MWM program, WHO Bhutan and SERO new Delhi.
- Research on “Happiness in the Eyes of Bhutanese Nurses”
- Developed first emergency and disaster contingency plan for Phuntsholing hospital in 2016

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- Developed ToRs for social media use, HMC, IPC and QA in Phuentsholing hospital

Experience [January 1997]

[Staff Nurse] | [JDWNRH] | [Thimphu]

- [Staff Nurse in a probation service for the first year had covered various units/ward of Jigme Dorji Wangchuk National Referral Hospital (JDW/NRH), Thimphu, Bhutan. Management and care of sick patients admitted in the ward with different disease conditions. Providing health teaching and counselling. Carrying out different nursing care and procedures. Documentation of reports and records. Providing support to the In-charge for smooth functioning of the ward. Owing to the staff shortage, single person did week long night duty in medical ward with 34 patients]

[1998-2003]

[Riserboo General Hospital] | [Trashigang]

- [Staff Nurse(1998-1999) Reserboo General Hospital, Bhutan. Management and care of sick patients admitted in the ward with different disease conditions. Providing health teaching and counselling. Carrying out different nursing care and procedures. Documentation of reports and records. Providing support to the In-charge for smooth functioning of the ward. Additional responsibility was TB and EmNOC Incharge]

[2000-2003]

- [Nurse In-Charge and Chief Nurse from 2002]

[Riserboo General Hospital] | [Trashigang]

Management and administration of nursing services in the hospital. Implement hospital policies and rules. Monitoring and supervision of nursing staff and supporting staff. Plan and conduct in-service education, orientation and staff development programs. Evaluate and document six monthly staff appraisals and recommend for promotion and training. Liaised closely with the Hospital Administration, District administration and Ministry of Health.]

[September 2003-December 2005]

- [Chief Nurse, Tala Hydroelctric Project Hospital] | [Chukha]

Management and administration of nursing services in the hospital. Implement hospital policies and rules. Monitoring and supervision of nursing staff and supporting staff. Plan and conduct First AID training for project security personnel and health staff. Evaluate

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and document six monthly staff appraisals and recommend for promotion and training. Liaised closely with the Hospital Administration, Project Management Authority and Ministry of Health.]

[2006 -2012]

□ [Chief Nurse] | [Lhuentse General Hospital] | [Lhuentse]

Management and administration of nursing services in the hospital. Implement hospital policies and rules. Monitoring and supervision of nursing staff and supporting staff. Plan and conduct First AID training for Village health workers (VHWs) and health staff. Evaluate and document six monthly staff appraisals and recommend for promotion and training. IPC and EmNOC focal as additional responsibility. Liaised closely with the Hospital Administration, Dzongkhag administration and Ministry of Health.

[2013- Jan 2014]

□ [Clinical Nurse II] | [Paro General Hospital] | [Paro]

Management and care of sick patients admitted in the ward with different disease conditions. Providing health teaching and counselling. Plan, execute, supervise and monitor different nursing care and procedures. Documentation of reports and recording. Providing support to the In-charge for smooth functioning of the ward. Resourced for training of health personnel for Infant and Young Child Feeding (IYCF)

[Feb 2014 till date]

□ [Chief Nurse] | [Phuentsholing General Hospital] | [Chukha]

The prime responsibility is management and administration of nursing services in the hospital. To implement hospital policies and rules. Monitoring and supervision of nursing and supporting staff. Liaised closely with the Hospital Administration and Ministry of Health.

- 1. Nursing service administration and management:** Initial assessment on Infrastructure and nursing human resource were carried out. Conducted meetings and segregated nursing service into four units as Unit-I (Medical, paediatric, surgical, Ortho and TB); Unit-II (Gynae, Obst and Neonate); Unit III (Emergency/casualty); Unit IV (OT Nurses).
- 2. Emergency medical and disaster management:** Infrastructure and environment assessment was carried out for emergency and disaster management. Four emergency exits in the inpatient unit was proposed and made operational by 2015. First emergency disaster management plan for the hospital was developed.

3. **Nursing personnel development:** In view to the contemporary context of nursing, communication, skills and knowledge through self exploration based learning was realized as most transformative agent for modern nursing. In this light of transformative needs technological support became an inevitable one. All the nursing unites were supplied with computers and connected with internet search engines.
4. **Hospital administration and management:** To improve the overall administration and management system of hospital, the following committees were formed:
 - a) **Hospital Management committee (HMC):** the highest decision making body at the hospital level.
 - b) **Infection control and Quality assurance committee:** All the relevant unit in-Charges are involved
 - c) **Diet committee:** the members are nominated by HMC based on the relevancy such as dietician, procurement, Admin, Nursing and account.
 - d) **Tender opening and awarding committed:** Nominated by HMC based on relevancy
 - e) **Annual indent committee:** members nominated by HMC and lead by medicine and equipment store incharge
 - f) **Terms of references (TORs):** For all committee level TORs are drawn and endorsed by HMC
5. **Prepare fiscal work plan and budget proposal:** The fiscal planning and budget proposals are roll out to begin from individual to unit level in ascending order through respective unit In-charges with time frame. the final discussion goes through QA committee and HMC.
6. **Model hospital for biomedical waste management:** through program and WHO Support, the first kind of biomedical waste management system in the healthcare facility was established in Phuentsholing hospital. This has been roll out all hospitals across the country replication the same management techniques.
7. **HAI surveillance:** Conducted healthcare associated infection (HAI) routine surveillance in the health facilities as an external evaluator in coordination with the program
8. **Teaching and learning:** Facilitated and conducted in-country training on IPC and Medical waste management (MWM) for health professionals across the country
9. **Publication and review:** Participated as reviewing committee for national guideline on infection control and Medical waste management 2018 and Nursing service administrative manual 2018
10. **Institute Accreditation:** Participated as an assessment and evaluation committee for accreditation of faculty of nursing and public health (FoNPH) in 2016
11. **Research:** Conducted Qualitative study on “Happiness in the Eyes of Bhutanese nurses”, Conduct Clinical audit on IPC, HAI, patient satisfaction survey, patient waiting time and

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5S-CQI (Sort, Set, Shine, Standardize, and Sustain-Continuous Quality Improvement)

12. Participated as committee member for drafting of protocol and guideline for safe healing practice of local healers, 2018
13. Coordinated and facilitated to conduct urban health and solid waste management training in 2017 at hotel Ga Me Ga, Phuentsholing, in collaboration with IC-MWM program, MoH and WHO Country Office Bhutan and SEARO, Delhi.
14. Coordinated and liaised with Arura academy of health sciences (AAHS) since inception of the institute
15. Taught 3 rd year AAHS students 2018, the whole module on nursing administration and management.

16 COVID -19 pandemic situations:

1. Resourced to train TOT for Gelephu and Trashigang clustered on IPC and waste management.
2. Participated as inspection team with SC19TF and visited all warehouses, industries, agencies and organization of both private and public endeavours.
3. Sensitized and trained on IPC and waste management for all industries, warehouses, public and private organizations
4. Participated in reviewing hospital contingency plan
5. Actively participated in preparing Isolation ward and quarantine facilities.

Co curricular activities:

1. Reading
2. Gardening
3. Meditation and prayer