

RAFI ULLAH KHAN



Experience 10 years 2 mons
Current salary 350000
Created at 16th December, 2021
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Working presently as Staff health Officer in International Committee of the Red Cross (ICRC) and having working experience as Program Manager in MERF (Medical Emergency Resilience Foundation) in BMGF(Bill and Melinda Gates foundation) funded project in providing service delivery in 15 Civil Dispensaries in Super high right Union Councils of Peshawar. I have gained all the experience and expertise required by your organization for this post. It's includes leadership qualities , Project Management, Stake Holders Management, Team building approach, High quality holistic approach OPD Consultations, clinical care and referral services to patients, Epidemic surveillance, Provision of standard Primary healthcare (PHC) service delivery to both Stationed and Mobile Medical Team. I have basic and advance level trainings on infectious diseases like TB,POLIO, HIV/AIDS, Hepatitis, Disease Surveillance and Outbreak investigations, IPC-Infection Prevention and Control, Hospital Waste Management, EPI- Expanded Program On Immunization and other Vaccine preventable diseases availed at different times with the help of different trainings platforms like- UNICEF, WHO, CDC ATLANTA ,FELTP, EPI PAKISTAN, NTP, KMU, MERF, PRCS, ICRC. One of the key component i was supervising is Nutrition department in these 15 health Facilities. It include assessments, planning and monitoring of the Nutrition program in terms of Population assessment, Screening, Counselling, awareness, Education, prevention, Treatment and provision of Nutritional Supplements. To monitor community outreach program both in Nutrition and Vaccination. Regular coordination with Mother support groups, Father Support groups and Teacher Support groups. Administrative supervision and technical guidance to all the staff. Clinic OPD record including EMR (Electronic Medical Record) and ready for daily/weekly/monthly reporting. Close Coordination with all stakeholders Developing training materials, organizing trainings and refresher courses for health staff on key topics including infection prevention and control (IPC) and integrated disease Surveillance and Response(IDSRS), emergency response and PHC Referral response SOPs. Grievances redressal committee SOPs. Identify procurement and logistics needs. Monitoring of the budget and expenses. Ensuring correct documentation procedure, with regular reporting to senior line management, Vaccination/Epi coverage, MNCH services , Labour Room services, Nutrition, Quality service and Public health awareness services. Worked as District Coordinator in JSI (USAID's IHSS-SD) in TB project Swat Dec 2021 to Sep 2021 for establishing PMDT site , Laboratories and close contact screening. I have worked as General Practitioner/ Medical Officer in Saeed Medical Centre in Darora Dir . I also worked as Medical Officer and Deputy Medical superintendent evening shift at Government Hospital on contract basis since 2011 to 2015. Worked as UPEC Chairman UC Urban Distt Dir I can efficiently diagnose and investigate both clinical as well as outbreak cases with the help of skills learned during my Family Medicine course from Khyber Medical University, Ultrasound(radiology) and Field epidemiology and laboratory training programmes completed with the help of CDC Atlanta (Center for Disease Control).

Personal Information

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Education

KHYBER MEDICAL UNIVERSITY, PESHAWAR
DIPLOMA IN FAMILY MEDICINE (480/700)
Medicine , Surgery , Peadiatrics , ENT , EYE , Obstetrics and Gynecology , Emergency medicine , Cardiology , Community Medicine and Public Health
2019 - 2021

KHYBER MEDICAL UNIVERSITY, PESHAWAR

MPH (300/450)

Project Management , Hospital management , Communication skills Communicable and Non communicable diseases ,
Public Health , Computer Excel PowerPoint word
2014 - 2019

Successfully completed

KHYBER MEDICAL UNIVERSITY, PESHAWAR

MBBS (1142/2000)

Medicine , Surgery , Peadiatics , Obs Gynae , ENT , EYE
2004 - 2010

ISLAMIA COLLEGE UNIVERSITY, PESHAWAR

FSC (884/1100)

Pre Medical

2000 - 2003

SPS COLLEGE SWAT

MATRICULATION (739/850)

Science

1998 - 2000

Experience

ICRC INTERNATIONAL COMMITTEE OF THE RED CROSS

STAFF HEALTH OFFICER

2023 - Currently Working

Policies and guidelines, Project management,

Health promotion and prevention

Emergency preparedness and case management.

Quality control and monitoring of all activities related to staff Health.

Crisis management support.

Mental health and Psychosocial support.

Medical bills evaluation ,approval , processing and further dissemination into HR and Finance for incorporation into salary.

Coordination and communication with Panel hospitals and pharmacies.

Staff consultation and provision of medical advice.

Staff integration and healthy activity arrangements.

Briefing and de-briefing and medical Examination of staff on joining and leaving Oganization.

Supporting HEALTH team...as follow

Ensuring provision of high quality holistic approach OPD Consultations to patients

Ensuring provision of clinical care for stabilization purposes and expedited referral services for patients.

Strengthening epidemic surveillance and response in the assigned health facility.

Actively engaged with the health facility management to ensure provision of standard Primary healthcare (PHC) service delivery to both Stationed and Mobile Medical Team.

Providing administrative supervision and technical guidance to all the staff assigned to the mobile medical teams including nurses/LHVs/Community health worker/dispenser/vaccinators.

Ensuring that all daily beneficiary information is recorded in the clinic OPD records including EMR (Electronic Medical Record) and ready for daily/weekly/monthly reporting and decision making.

Supporting the Facility as well as the field team leads in setting up regular Trainings and refresher courses.

Close Coordination and meetings with all stakeholders including UN and donors to promote best practice of Health service delivery.

Developing training materials, organizing trainings and refresher courses for health workers at health facilities, and Ministry of Health staff on key topics including infection prevention and control (IPC) and integrated disease Surveillance and Response(IDRS), emergency response and PHC

Contributing to the development of standard operating procedures, guidelines and other technical documents for referral and response.

Identify procurement and logistics needs for strengthening PHC service delivery capacities of assigned health facility.

Monitoring of the budget and expenses.

Ensuring correct documentation procedure, with regular reporting to senior line management and other relevant structures (e'g DHIS,,sector etc)

Perform such other duties as may be assigned.

MERF, BMGF

PROGRAM MANAGER COORDINATOR

2022 - 2023

Working as Program Manager in MERF (Medical Emergency Resilience Foundation) in BMGF(Bill and Melinda Gates foundation) funded project , providing service delivery in 15 Civil Dispensaries/Basic Health Units located in different parts of Super High Risk Union Councils (SHRUCs) of Peshawar. It's includes Patient consultation , Vaccination/Epi coverage, MNCH services , Labor Room services, Nutrition, Quality service and Public health awareness services. One of the key component i was supervising as Nutrition department in these 15 health Facilities. It include assessments, planning and monitoring of the Nutrition program in terms of Population assessment, Screening, Counselling, awareness, Education, prevention, Treatment and provision of Nutritional Supplements. To monitor community outreach program both in Nutrition and Vaccination. Regular coordination with Mother support groups , Father Support groups and Teacher Support groups.

Team leadership and Supervision of more than 170 office and field staff as well as coordination and communication with Senior line management. It includes regular supervisory visits to health facilities, budgeting, planning, coordination meetings, weekly as well as monthly Data collection and sharing Narrative reports.

Responsible to evaluate staff in line management through regular performance appraisal.

Capacity building of the project and service delivery staff by detecting training and developing needs and develop training plan

Plan future projections of staffing and infrastructure capacity needs.

Design, review & implement a standardized Healthcare Waste management system and Infection prevention protocols.

Regular medicines supply, quality service delivery and conducting clinical audit.

Infection Prevention and control (IPC) and Quality assurance through Monitoring visits by Team of Khyber Medical University KMU

To analyze the environment, identify key fields requiring intervention and contribute to the design of contextually relevant interventions directed at specific target groups. Adopting necessary steps to prevent infectious diseases like TB,HIV, Dengue, Cholera Hepatitis, Pertussis and other Vaccines preventable diseases.

To identify maps and mobilize external stakeholders in Khyber Pakhtunkhwa, to liaise with relevant actors on current tasks, and promotes systemic legal and policy changes having an impact at local and national levels.

Responsible for financial monitoring and logistic arrangements of the program

Establish Grievances redressal mechanism (conflict resolution) at health facilities to timely addressed complaints and feedback to improve clinical service delivery

To represent the program at internal and external forums

**JSI (USAID)
DISTRICT COORDINATOR
2020 - 2021**

As District Coordinator my main responsibilities were to lead a team of 15 members in District Swat for close contact screening of MDR /DS Tuberculosis patients.

Establishing PMDT(Programmatic management of Drug Resistant TB) site in Malakand Division.

Establishing close coordination with Health department , INGO ,NGO and other local organization in eradicating TB.

Establishing laboratories , provision GeneXpert machines and emergency equipment to different hospitals in Swat.

Conducting awareness sessions in different areas , organizing public gatherings , colleges , Universities about TB ,its causes prevention , diagnosis and treatment.

Participating in District coordination meetings with different departments.

Collecting , analyzing and dissemination of fortnightly data/reports with higher up in provincial and federal offices.

Participated in monthly face to face and Zoom meetings with senior officials.

Dealing with security staff and project Vehicles.

Maintaining log books of vehicles and time sheets of staff.

Arranging for Medical and chest camps and examining patients

**SAEED MEDICAL CENTRE (PRIVATE)
GENERAL PRACTITIONER /MEDICAL OFFICER
2017 - 2020**

As GP did consultations of Medical and minor surgical patients in clinic.

Managed Hospital Administration

Conducted weekly coordination meetings regarding patient management , training of staff and medical ethics

Arranging free medical camps in rural areas

Managing patient of infectious diseases like COVID-19 , TB, Gastroenteritis, Respiratory Tract infections and urological systems.

Ensuring Infection Prevention and control measures IPC at the Health Centre including trainings of the staff.

**HEATH DEPTT
MEDICAL OFFICER/UCMO
2011 - 2015**

Worked as Emergency Medical Officer and managed surgical and Medical emergencies in adults and children ,

Worked in Medical ,Surgical and Pead's OPDs (out patient Deptt)

Worked in Chest/TB OPD and Tuberculosis Medical camps in remote areas of Dir

Worked in Polio Eradication Campaigns.

Worked in providing Medical cover during VIPs visits(PM, CM, CJP)

Worked as Deputy Medical Superintendent evening Shift in managing hospital .

Worked as Focal person of Hospital in Nutrition Program.

**HEALTH
POLIO UPEC CHAIRMAN**

2013 - 2014

Worked as UPEC Chairaman UC Dir urban.

Following activities done

- Micro plan preparation and validation for SIAs.
- Micro plan preparation for measles campaign 2013/14
- Facilitated Pre campaign trainings of Area incharge and team members.
- UPEC meetings.
- Social mobilization for SIAs.
- Intra campaign monitoring of supervisors and teams.
- Attended Morning assembly and evening meeting at UC level.
- Participated in Evening meeting under the chairmanship of Deputy commissioner.
- Tally sheet analysis and data compilation UC level.
- Coordination between UC and DPCR.
- Post campaign analysis of coverage,vaccine use and data compilation.
- Effective vaccine management.
- Ensuring effective security of the polio staff

Skill

Stake Holder Management

Excellent

Last used 30th July, 2023

Dealing with different Stakeholders on monthly and Quarterly basis in order to Keep program/Project on track and achieve the desired goals collectively.

Communication skills, computer skills, Project Management,

Excellent

Last used 1st March, 2024

Good communication, computer, Project Management, leadership and consultation skills. Good coordination skills with Stakeholders. Efficient team work with Staff members and Senior line management. Challenge accepting and adopting behaviour. Staff capacity building and healthy engagement activities. Community involvement strategy for community driven projects.

High quality holistic approach OPD Consultations, clinical care and referral services to patients

Epidemic surveillance Provision of PHC

Administrative supervision and technical guidance

Clinic OPD record including EMR (Electronic Medical Record) and ready for daily/weekly/monthly reporting.

Close Coordination with all stakeholders

Developing training materials,health staff on key topics including IPC,IDRS,PHC

Referral response SOPs.

Grievances redressal committee SOPs.

Identify procurement and logistics needs.

Budget expenses.

Ensuring correct documentation procedure, with regular reporting to senior line management.

Project

Facilities available in Ambulance Services operating within Malakand Divisi (Khyber Medical University)

Research student

1st February, 2018 - 30th December, 2022

Research Survey conducted with the help of approved questionnaire in assessing Facilities available in Ambulances operating within Malakand division.

Polio Monitoring Surveys (WHO)

Monitoring

1st January, 2014 - 30th April, 2014

Monitoring visits to different villages of Dir for cluster collection and Polio teams availability

Certification

NUTRITION AND ITS MANAGEMENT, Basic life Support, Center for Disease Control CDC 04 weeks COVID 19, HIV/AIDS , Tuberculosis ,Infection Prevention and Healthcare waste management From (UNICEF, WHO , KMU , NTP, FELTP- CDC Atlanta, MERF, ICRC, PRCS)
10 - 15th June, 2022

References

Dr Abdul Jalil Khan
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