# Dr. (Mrs) Leena Batra

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CAREER OBJECTIVES

* To contribute towards the growth and development of the Institute/ organization with constant value addition process and also enhance learning to achieve growth and development for myself.
* To work within a challenging and stimulating environment with opportunities to enrich my knowledge and enhance my experience and skills which help in contributing to the growth of the Institute.
* Goal driven professional with significant, progressive patient care service experience and expertise that is highly applicable to patient care and research.

# STRENGTHS

* Self Motivated
* Hard Working and Punctual
* Sincere and Honest
* Result Oriented
* Quality Focused
* Adaptable to any given situation
* Able to work in individual and team environment with great communication skills
* Special experience and orientation in oncology and oncology clinical trials.

# EDUCATION

**M.B.B.S. 2005**

Government Medical College, Bellary, Karnataka Passed First Class

## Professional Diploma in Clinical Research 2007

Clinical Catalyst Services, Delhi

## Post Graduate Diploma in Hospital Administration 2008

Medvarsity, Apollo Hospitals, Delhi

## Certificate Course in Quality Management 2008

Medvarsity, Apollo Hospitals, Delh

**NABH Assessor’s Program** 9-11 Jan’2015

Quality council of India

# AWARDS

## Received CBSE Merit Certificate for Chemistry in AISSCE Examination 1998

## Ranked First in School in AISSCE Examination 1998

# EXPERIENCE

**Deputy Medical Superintendent (D.M.S), PRESENT
Action Cancer Hospital, Delhi**

I am the NABH accreditation coordinator and also the quality head of my hospital .My area of work is widespread and it includes both operations and quality.Apart from the NABH work ,i am also responsible for the daily working of the critical areas of the hospital .In addition to these, i also assign and make schedulers for the duties of resident medical officers in the hospital. I schedule and coordinate the meetings of various committees.I also conduct various audits from time to time to improve the functioning of our processes.

**Assistant Medical Superintendent (A.M.S), Oct 2014 - Apr 2015
Action Cancer Hospital, Delhi**

I was responsible for efficient functioning of all department related to inpatient services. These include TPA, Biomedical, F&B, and Maintenance etc. In addition to these, as the secretary of pharmaco-thearaputic and medical audit committees, I am also responsible for scheduling and coordinating meetings of these committees.

**Assistant Medical Superintendent (A.M.S), Oct 09 – May 2011
Sri Balaji Action Medical Institute, Delhi Dec 2012 – Oct 2013**

I wasresponsible for coordination of panel work; scheduling duties of
resident doctors, establish processes in pharmacy & medical store to
ensure compliance with N.A.B.H. standards, attending to complaints and efficient day-to-day functioning of hospital.

**Research Coordinator, Rajiv Gandhi Cancer Institute & 2008 – 2009
Research Centre**

I worked in Medical Oncology research department with
Dr. (Col.) Ranga Rao Rangaraju as a Clinical Research Coordinator. I assumed the responsibility for all aspects of on-going clinical trials as well as initiating new trials.

**Medical Officer, Sri Balaji Action Medical Institute, Delhi 2007 - 2008**

Worked at Balaji Action Hospital with Dr. Hari Goyal, Head of Oncology Department. I used to handle responsibilities for the Outpatient department as well as the inpatient wards, and ensured smooth and efficient functioning of the department.

## Internship 2007 - 2008

Completed M.B.B.S Internship at Hindu Rao Hospital, Delhi

# PUBLICATIONS AND PAPERS

* Co-authored a paper titled “Chemotherapy + Cetuximab in Recurrent and Metastatic HNSCC: A Retrospective Analysis”, which is to be published.
* Conducted a survey titled “Satisfaction level of admitted patients and their attendants in Oncology department” in Balaji Action Medical Hospital
* “Drug Utilization Study of Beta Blockers in Primary Open Angle Glaucoma prior to Surgery” at XLVII APPICON, 2001
* Participated in “The Public AIDS awareness Program” at Bellary, Dec 2002

# REFERENCES

* Dr.Vikas Chaudhary,Addl.M.S.

 Action Cancer Hospital

* Dr. Reeta Varshney ,Addl.M.S.

 Sri Balaji Action Medical Institute

# MEMBERSHIPS

Medical Council of India (MCI). Registration#71764 Delhi Medical Council (DMC). Registration#27486

# PERSONAL DETAILS

Date of Birth: 21 AUG, 1981

Marital Status: MARRIED

Nationality: INDIAN