

Dr. Altaf Hussain



M.B.B.S. -1983- *Quaid e Azam Medical College, Bahawalpur (Punjab University, Lahore - Pakistan).*

Masters in Public Health (MPH) -1993 - *School of Public health & Tropical Medicine (SPH&TM) (Tulane University, New Orleans, Louisiana, USA).*

PROFESSOR OF COMMUNITY MEDICINE

HOSPITAL/ HEALTH CARE/ PUBLIC HEALTH MANAGER

hussainaltaf58@gmail.com

(+92) 333-5230567

*A senior teacher of Community Medicine and an experienced
Hospital/ Health Services/ Public Health Manager*

Started professional career as Medical Officer and progressed/served against Top positions in Medical College and Tertiary Care Teaching Hospitals. I also worked against senior supervisory positions in Primary Health Section of the Ministry of Health. Having rich experience in Hospital/ Public Health administration with special interest in Policy Planning and development of Project Proposals (planning, implementation & monitoring), I have headed the P&D Section of the Ministry.

Work Experience:

Presently I am teaching the medical undergraduate students as Professor of Community Medicine in a private organization. As Head of Department of Community Medicine, I am responsible for planning, execution and monitoring of academic activities of my department, in accordance with the KEMU/ PM&DC Curriculum and the college policies. Epidemiology and Health Services Management are the subjects of my Prime Interest. In addition I coordinate the day today administrative activities and assist the college administration as Admin Coordinator.

Details of **previous assignments**, initiatives and achievements of my professional career are given below:-

Administrator/ Executive Director

Pakistan Institute of Medical Sciences (PIMS) - Islamabad
January 2014 to January 2018

As Chief Executive of 1300 bedded tertiary care / teaching hospital,
discharged following responsibilities:-

- Coordination/ supervision of patient care services provided through 28 specialties.
- Preparation/ management of annual budget of approx. Rs. 5 Billion
- Coordination/ supervision of teaching / training activities for doctors, nurses, paramedics & support staff.
- Ex-officio Project Director of development projects.
- Completion/ Commissioning of Cardiac Center.

- Up-gradation of Bone Marrow Transplant Unit
- Up-gradation of HMIS
- Introduction/ implementation of "Attendants' Management System".
- Up-gradation of Critical Services.
- Expansion of Emergency Unit/ Establishment of new Emergency Block
- Establishment of Public Health Deptt.
- Refurbishment of 3 General Wards with Intrinsic resources.
- Development of PC-I for "Up-gradation of Radio-Imaging Deptt."
- Development of PC-I for "Establishment of Center for Hematological Disorders".
- Development of PC-I for "Extension of Cardiac Center".
- Development of PC-I for "Renovation/ Up-gradation of PIMS".
- Development of PC-I for "Establishment of Center for Neurosciences".

Joint Executive Director

Pakistan Institute of Medical Sciences - Islamabad
July 2011 to January 2014

As 2nd in Command in PIMS directly responsible for following:-

- HR Management (2300 doctors, nurses, paramedics & support staff.
- Supervision of Engineering/ Maintenance- Services.
- Coordination of Pt. Care & Training activities for doctors, nurses & paramedics.
- Act as ED in his absence
- Remodeling/ Up-gradation of Hospital Waste Management System.
- Development of PC-I for "Renovation/ Up-gradation of HVAC System".
- Revamping of Emergency Services and introduction /revision/ implementation of "Triage System & SoPs for Prioritization of Emergencies ".

- Review/ Implementation of "Amended Policy for induction of trainees in House Jobs".

Chief Health

Ministry of Health - Islamabad
February 2011 to July 2011

Following were the Responsibilities;

- Overall administrative head of Primary Health/ Medical Facilities Wing of MoH.
- Coordination of Primary Health Programs of MoH.
- Formulation, review and Implementation of "Policy for medical facilities for federal govt. employees".
- Grant of approval for medical reimbursement bills of federal govt. employees.

Following are some mentionable achievements:-

- Reviewed / amended few sections of "Policy for medical facilities for federal govt. employees" and added "SoPs for reimbursement of medical bills for chronic diseases & implants".
- Participated in drafting of "Working paper for devolution of functions of MoH, consequent upon 18th Constitutional Amendment".

Inspector General Hospitals

Ministry of Health - Islamabad
September 2009 to February 2011

The following were responsibilities:-

- Administrative in-charge of the Wing.
- Planning & conducting Performance Evaluation of all health facilities under federal MoH.

- Writing reports and advising federal govt. for measures required for smooth functioning/ improvement of delivery of health services.
- Preparation & supervision of utilization of budget of the section.
- Conducted formal study on performance/ utilization of Federal Govt. Dispensaries in Islamabad.
- Drafted & processed first ever proposal for "Establishment of Integrated Model Health System in Islamabad Capital Territory (ICT)".
- Presented a proposal to federal govt. for "Identification of roles of tertiary hospitals & implementation of Referral System in ICT".
- Drafted & processed legislative tool - "Bill for standardization/ monitoring of health facilities in ICT".
- Drafted & processed PC- I for "Establishment of Federal Directorate General of Hospitals at Islamabad".

Joint Executive Director

Pakistan Institute of Medical Sciences - Islamabad
June 2009 to September 2009

Responsibilities already explained under relevant post. Some initiatives achievements are as under:-

- Revamped/ remolded Emergency & Accident Deptt. through intrinsic resources.

- Remolded Hospital Management Deptt. - Developed/modified/ implemented "Tools/ SoPs for inspection of infrastructure and assessment of on job performance of medical, nursing, paramedical & support staff".
- Drafted & processed PC-I for "Up-gradation of Critical Services at PIMS".

Acting Executive Director Pakistan Institute

Pakistan Institute of Medical Sciences - Islamabad
April 2009 to June 2009

Duties & responsibilities of ED explained above. The following initiatives were taken and additional goals achieved during this period:-

- Food & Catering Deptt. revamped/ upgraded.
- Central Sterilization & Supply Department (CSSD) remolded & upgraded with intrinsic resources.
- 50 Residential quarters completely refurbished with available resources.
- Patient Welfare Society established and philanthropists involved to assist the poor patients.

Joint Executive Director

Pakistan Institute of Medical Sciences - Islamabad
March 2008 to May 2009

Duties & responsibilities are as above. Mention-able initiatives & achievements are as under:-

- Drafted and launched " Model Hospital Initiative (MHI)" focusing on; -
Improvement of Infrastructure & Outlook of facility
- Formulation and Introduction of Referral System
- Continuing education of service providers - Attitude & Behavior Training of staff
- Dynamic strategies for improvement of public perceptions.

- Revamping of Purchase Department.
- Established & supervised 30 bedded "Field Hospital" at Jalo Zai (KPK) for IDPs of Swat.

Director Children Hospital

Pakistan Institute of Medical Sciences - Islamabad
December 2001 to March 2008

Responsibilities & Duties:-

- Administrative head of 250 bedded Children's Hospital, reporting to ED PIMS
- Coordination of Pt. care and training activities in hospital.
- Preparation of Budget and supervision of Accounts Deptt.
- HR management of Children Hospitals.

Achievements/ Initiatives & Additional Assignments:-

- Admin & Accounts Departments revamped
- Established Paeds Oncology Deptt.
- Thalasaemia Unit upgraded.
- Performed additional duty as **SARS Coordinator** and provided leadership to the Airport Health Deptt. (AHD) in implementation of National Policy. Successfully prevented entry & spread of Seriously Acute Respiratory Syndrome (SARS) in Pakistan.
- Established 50 bedded "Field Hospital" at Garrhi Habibullah (Balakot - KPK). Provided leadership as Director/ Coordinator. The facility was established for victims of October 2005 Earthquake. More than 1.5 patients provided Rescue, Clinical & Rehabilitative services in 8 months.

Deputy Executive Director

Pakistan Institute of Medical Sciences - Islamabad
December 1999 to December 2001

Duties & Responsibilities:

- Administrative officer in-charge of HR Deptt.
- Implementation of Pt. Care & Training activities
- Supervision of Pt. Welfare Deptt.

Initiatives & Achievements:-

- OT Deptt. revamped/ upgraded
- Service Structure reviewed & improved
- Over 300 nursing & support staff inducted
- PC-I for "Establishment of Bio-medical Engineering Deptt." drafted & processed.

Deputy Director General/ ADG (International Health)

Ministry of Health - Islamabad
May 1999 to December 1999

Duties & Responsibilities:-

- Administrative Officer I/C of International Health Section
- Coordination with international agencies like WHO, UNICEF etc.
- Coordination of activities/ programs related to

international health Initiatives & Achievements:-

- Organized/ conducted meeting of Joint Program Review Mission (JPRM) with WHO
- Drafted and obtained approval for MoH/ WHO collaborative program "Development of Paramedics in Pakistan".

Deputy Executive Director

Pakistan Institute of Medical Sciences - Islamabad
June 1998 to May 1999

Duties & Responsibilities as explained above.

The following special tasks completed:-

- Reorganization of Out Patient Deptt. (OPD).
- Evaluation of Project of Quaid e Azam Postgraduate Medical College.
- Establishment of Staff Welfare Deptt.

Assistant Director (Medical)

Pakistan Institute of Medical Sciences - Islamabad
March 1996 to June 1998

As mid career health services manager assisted senior management in planning, implementation of hospital policies and patient care activities.

Assistant Director General (Health)

Ministry of Health - Islamabad
September 1994 to March 1996

Duties & Responsibilities:-

- Admin Officer I/C of Primary Health Section of MoH
- Assist the senior managers in planning & implementation of activities.

Special Assignments & Achievements:-

- Participated in drafting and processed of PC-I for "National Program for Family Planning & Primary Health Care".
- Drafted Curriculum (Anatomy & Physiology Section) for **Lady Health Workers** and their Supervisors.

- Acted as "Resource Person/ Master Trainer" for training workshops.
- Performed additional duty as "Deputy National Coordinator". Coordinated, monitored implementation and evaluated activities of Distt. Health Deptts. during initial 2 phases of Program.
- Coordinated "Supplies & Disbursement of Funds" to provinces.

Assistant Director (Medical)

Pakistan Institute of Medical Sciences (PIMS) - Islamabad
July 1993 to September 1994

As first line hospital manager, I assisted the senior management (DED /JED) in planning, implementation and monitoring of patient care activities, personnel and accounts matters. Revenue was enhanced by 25% through close supervision and up-gradation of OPD/ Diagnostic Facilities.

Principal

College of Medical Technology (PIMS) - Islamabad
May 1991 to December 1991

Duties & Responsibilities:-

- Administrative officer I/C of college.
- Preparation of budget & management of funds.
- Supervision of Curricular & Co- Curricular activities.

Initiatives & Achievements:-

- Planned and organized first ever **national workshop on "Standardization of training & Career Structure for Paramedics"**
- Initiated case for "Registration of allied health disciplines" with Punjab Board of Technical Education.

- Initiated case for "Grant of equivalence of paramedical courses with FSc, by Inter Board Committee of Chairmen (IBCC)"
- Took an initiative and renamed the organization Paramedical Institute to College of Medical Technology (CMT).
- Was honored with the USAID scholarship and proceeded for Masters in Public Health to Tulane University New Orleans, USA.

Medical Officer / Clinical Instructor

College of Nursing & Paramedical Institute (CN&PI - PIMS) - Islamabad
June 1987 to May 1991

Duties & Responsibilities:-

- Teaching/ training of nursing & paramedical students.
- Planning & implementation of co- curricular activities.

Additional assignments:-

- Sports Officer
- I/C Cultural Club

Medical Officer

Punjab Health Department (PHD) - Attock
September 1984 to June 1987

- Provision of Primary & Secondary Health Care Services.
- Management of HR and Stores Deptts.

Special Assignment(s):-

- Participated in PHD/ WHO collaborative Research Study aimed at finding the causes of multiple sudden deaths in Tehsil Talagang (Attock).
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Certificates

CERTIFICATE IN HEALTH PLANNING FOR SENIOR OFFICERS -- Hachiōji Training Center – Hachiōji (Tokyo) Japan – April 1999 (Sponsored JICA)

CERTIFICATE IN USE OF DNA IN FORENSIC MEDICINE --- University of Central Lancashire (UCLan) UK -- May 2012 (Sponsored by Red Cross International).

Skills:

- Teaching/ Training of Medical, Nursing and Paramedical students (12 + years)——
- Computer literate (MS Word, MS Power Point). (20+ Years)
- HR Management (20+ years)
- Project planning & implementation, Budgeting (20+ years)
- Budgeting (15+ years)