



Kashif Khan

+92 310 4844 126

kash.khan@me.com

Hospital Management Specialist



Objective

A highly experienced versatile general management and healthcare expert in all areas of workforce issues from transformation projects to managing large complex medical and clinical projects. With a practical hands-on approach, who always perseveres to achieve the best results and quickly grasp complex clinical HR and productivity issues. Excellent negotiation and problem solving skills and swiftly identifies the root of any problem and develops an effective solution. Proven ability to manage and complete projects to the highest standard, with meticulous attention to detail and within agreed deadlines.



Experience

Mar 2016–Mar 2017 Hospital Project Manager, Milton Keynes Univeristy Hospitals NHS Trust

- Delivered redesigned scheduling of medical and supported nursing and health professional in the Emergency Department
- Supported clinical leaders in hospital economics, employee relations, and human resources and management skills.
- In close collaboration and staff interaction, worked with a variety of professionals from doctors and nurses to senior executives to deliver effective and efficient clinical service within finite resources
- Introduced electronic reporting of additional sessions, leave management and scheduling of staff through creative solutions and advancements in technology.

Aug 2015–Feb 2016 Divisional Project Manager, East Kent Univeristy Hospitals NHS Trust

- Delivered redesigned scheduling of medical and supported nursing and health professional in the Emergency Department
- Supported clinical leaders in hospital economics, employee relations, and human resources and management skills.
- In close collaboration and staff interaction, worked with doctors and nurses to CEOs and other executives to deliver effective and efficient clinical service within finite resources
- Introduced electronic reporting of additional sessions, leave management and scheduling of staff through creative solutions and advancements in technology.

Aug 2014–Jul 2015 Clinical Staff Manager, London North West Healthcare Trust

- Following the merger, undertook detailed speciality workfoce reviews and remodelling of high risk clinical areas for sustainability and affordability through redesigning of clinical services
- Redesigned the new Emergency Department with zonal working for junior and middle grade doctors as well as extended consultants delivered sessions and Allied Health professionals through comprehensive review and performance against nationally stipulated targets times.

Jan 2014–Aug 2014 Clinical Project Manager, Cambridgeshire & Peterborough NHS Mental Health Trust

- Comprehensive review of all aspects of the medical and nursing as well as administrative staff group including junior doctor rota reviews, scheduling of consultants sessions and on-call shifts
- Successfully implemented the electronic revalidation system with leave management reporting
- Audit of locum and agency spent and payment of ad-hoc elements such as on-call supplements, bank and agency work and extra sessions
- Led on development of Liaison Psychiatry service with the acute hospital with junior doctor cover and specialist nurse cover

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Experience Continued..

May 2013–Dec 2013 **Head of Medical Workstream, Cambridge University Hospital NHS Foundation Trust**

- Undertook the workforce planning Deep Dive review ensuring demand is met within existing capacity through rescheduling clinics, reviewing outreach clinics, changing on-call commitments, new and follow up clinic ratios
- Led trialling of the electronic system to capture planned vs actual delivered clinical sessions in theatres and clinics
- Undertook service review of surgical and medicine services with identified savings of £115k through reduction in ad-hoc payments and clinical realignment.
- Worked with senior clinicians, nurses and managers to review and redesign services, protocols and procedures for out of hours emergency service

Mar 2012 - Dec 2012 **Medical Staff Lead, Maidstone & Tunbridge Wells NHS Trust**

- Created an operating environment that assured consistent patient satisfaction. Monitored the speciality performance through verification and analysis of patient satisfaction systems and financial reports. Initiated corrective action where required.
- With opening of new hospital, project managed service reconfiguration, transfer of medical staff, remodelling of rotas and job plans to reflect service demands and saved 750k in locum bill.

Oct 2011 - Feb 2012 **Clinical Staff Manager, Whipps Cross Uni Hospital NHS Trust**

- Led on junior doctors rota reviews and redesign of rotas to compliment service requirements and achieve QiPP savings in readiness for the Trust merger
- Consolidated Obs & Gynae clinical cover by joining up related grades and specialities

Sep 2010 - Aug 2011 **Medical Staffing Manager – Heatherwood & Wexham Park NHS Trust**

- Developed recording and monitoring system for reporting and control on medical staff locum and agency as well extra clinical spend
- Worked with clinical leaders to merge out of hours clinical cover for surgical junior doctors
- Led on service Trauma service reconfiguration to single site with remodeled rotas and job plans

Jun 2007 - Aug 2010 **Redesign Project Manager – Barking Havering & Redbridge Hospitals NHS Trust**

- Developed control systems for minimum safe staff levels for surgical and medical wards
- Worked with clinical leaders to merge out of hours clinical cover for surgical junior doctors
- Led on service Trauma service reconfiguration to single site with remodeled rotas and job plans
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Mar 2003 - Jun 2007 **Non Executive Board Director –Redbridge Primary Care Trust, Essex**

- Provided clear vision and corporate leadership for the newly formed healthcare trust
- As chair of Audit Committee, led on scoping and reporting of viability of systems and processes
- Led on Medium Term Financial Strategy for the Trust with active participation of Trust Executives and lay members



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Experience Continued ..

Feb 2001–Jul 2006 **Healthcare Auditor and Inspector, Audit Commission, London UK**

- Undertook risk based and proportionate audit and inspection of public services with summary reports to the management for action and follow up
- Audit of healthcare organisations for clinical care and value for money services
- public reporting and media response to the Public Interest Reports
- Helped developed risk based intervention methodology for healthcare providers

Jun 1989 - Feb 2001 **Contracts and Quality Assurance Manager, Waltham Forest Council, London E17**

- Led contract specification and qualification process for delivery of local public services
- Regular monitoring and inspection of provider sites
- Agreed corrective action where service fell short of agreed terms and standards
- Appointed local management of service contractors with detailed performance framework

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Education

1999–2000 **Masters of Business Administration in Healthcare Management (with Merit)**
University of Westminster London

1998 – 1999 **Postgraduate Diploma in Management Studies (with Merit)**
Middlesex University, London (UK)

Relevant Courses and Membership:

- U Member of National Association of Medical Personnel (NAMPS) UK
- U Expert User Group - Doctor Rostering System (DRS) Skills for Health NHS
- U Clinical Engagement and Leadership - Kings' Fund
- U NHS Employers - Medical and Clinical Workforce User Group member



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Skills and Interests

- D Expert in general hospital management
- D Service and financial planning and transformation
- D Remodelling of clinical services and front office functions
- D Microsoft Office (Word, Excel, Outlook, PowerPoint)
- D DIY, Playing Squash, Travel and reading