

# SARFARAZ GHULAM

SENIOR MANAGER **CSSD/OT**

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## PROFILE SUMMARY

I am highly experienced Certified Sterile Processing and Distribution (CSD) professional with more than 30 years of experience in the field. A dedicated and detail-oriented individual who is passionate about delivering the highest quality of service and care .

I helped in creating and expanding innovative techniques that carters to establishing newer methods of CSSD standards for Pakistan. My extensive knowledge of the inner workings of medical facilities, from medical supply sterilization to patient care helped in creating Pakistan's first diploma course of CSSD technician that is recognized Internationally .

In addition, I am extremely proficient in the managing a CSSD Department of a well reputable hospitals and further consulted in creating, establishing SOPs of medical equipment sterilization processes with the most up-to-date sterile processing techniques with ISO standardized certification. These achievements has led me to become an invaluable asset to any medical facility and I am committed to providing a safe and clean environment for all patients.

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## SIGNIFICANT ACHIEVEMENTS

- Founder and Design training curriculum for CSSD training program, Two year Diploma in CSSD, first time in Pakistan from (2014) affiliated with Dow University of Health Sciences.
  - Founder and Design training curriculum for CSSD training program, one year Certificate in CSSD first time in Pakistan from (2010) affiliated with Sindh medical faculty and have successfully complete 7th batch.
  - CRCST Certification for CSSD from IAHCMM USA from 2013.
  - CBSPDT Certification for CSSD from CBSPD (USA) 2015
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## WORK EXPERIENCE

### Senior Manager CSSD

2005- till date

#### Tabba Heart Institute

- Designed and Established C.S.S.D at Tabba Heart Institute Karachi in 2005.
- Prepared document for ISO-9001: 2008- ISO 14001-2004-2015 Certification C.S.S.D.
- Department was certified form ISO-9001: 2008 (URS) ISO 14001-2004-2015.
- Establishes, review and update short and long-term goals in order to be consistent with hospital wide plans.
- Analyzes, selects and implements programs necessary to achieve the goals and strategic plans of the hospital CSSD
- Develop comprehensive realistic annual budgets that reflect department needs based on changing external and internal environments and the applications of coast effective management.
- Participates in the design and directs the implementation control and maintenance of systems and the proper utilization of the human resources necessary for the effective and efficient operations of the department.
- Establishes policies and procedures necessary for effective and efficient systems.
- Assist administration through consultation, committee assignment, project assignment or other mechanism as deemed necessary.

- Keeps professionally current and meets changing demands of profession.
- Supervise the CSSD, operations and maintain high standard of infection control practices in CSSD
- Consults with the Medical Director, Hospital Administrator and infection control team to related issues.
- Conduct CME (workshops and seminars ) with national /international guest Speckers for HCW.
- Planning and implementation of policies to provide cost effective services.

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**Quality and Environmental Management Internal Auditor** 2007- till date  
**Tabba Heart Institute**

- Management System and Environment Management System) at Tabba Heart Institute, Karachi .and perform eight internal audits
- Manage, implement and ensure effectiveness of Quality Management System and Environment Management System throughout the hospital and CSSD.
- Responsible to control related processes, procedures, flows, internal and external audit

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**Contributor** 2007- till date  
**JCIA**

- Closely work with JCIA Chapter Team for implementation and approval of CSSD Standards

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**Additional Experience In Field** till 2005

- **1999 – 2005** In charge of CSSD Department of **Kidney Center Karachi.**
- **1993–1999** worked as a OT Technician at **Kidney Center Karachi**
- **1990–1993** worked as a OT Technician at **Kamal Hospital**
- **1988–1989** worked as a OT Technician at **Aga Khan**

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## EDUCATION

**Bachelor of Arts** 2013  
**University Of Karachi, Karachi**

**CBSPDT** 2015  
**The Certification Board for Sterile processing and Distribution, USA**

The Certification Board for Sterile Processing and Distribution (CBSPD) administers exams for healthcare sterilization professionals

**CRCST** 2013  
**Certified Registered Central Service Technician, USA**

The CRCST certification is accredited by both the ANSI National Accreditation Board (ANAB), and the National Commission for Certifying Agencies (NCCA).

**Diploma in CSSD** 2005  
**System Education from Getinge , Bangkok**

The CRCST certification is accredited by both the ANSI National Accreditation Board (ANAB), and the National Commission for Certifying Agencies (NCCA).

**Diploma in OT** 1991  
**Sindh Medical Faculty**

**Certified OT Technician** 1988  
**Jinnah Postgraduate Medical Centre**

**Certified OT Technician** 1987  
**Allied Health Professions (Mursihd Hospital)**

## CERTIFICATION FROM ISO

- Certificate on Internal Auditing to ISO 9001:2015 & ISO 14001:2015–March .2017
- Certificate on Awareness and Transition to ISO 9001:2015.March .2016
- Certificate on ISO 9001:2008 Internal Auditors from URS. (United Registrar of Systems) 2013
- Certificate on ISO 14001:2004 Internal Auditors from URS. (United Registrar of Systems) 2010
- Certificate on ISO 9001:2000 Internal Auditors from URS. (United Registrar of Systems).2007

## SPECIALIZED AND SKILED TRAINING

- Certificate of participation in Goal Based Performance Management System. July 2008
- Certificate of participation in Interpersonal Skills from Nas Cent Consultants – august 2007
- Certificate of participation in Supervisory Skills
- Certificate of Achievement on ETO Gas Sterilization Training from Hanshin Medical Korea 2006
- Certificate of participation in Training Need Assessment Nas Cent Consultants –December 2006

## PUBLICATIONS & PRESENTATIONS

- Poster presentation at WFHSS 15th World Sterilization Congress in Czech republic and win Best Poster 2013
- Poster Presentation at IAHCMM annual Conference at Ohio USA 2014

## ACADEMIC CONTRIBUTIONS

- Arrange national and international workshop and conference to promote CSSD personnel Skilled and Knowledge
- Delivered presentations in different institutions to enhance CSSD work quality and knowledge of CSSD personnel (voluntary)
- Attend national and international seminars, workshops and conferences on Infectious Control and CSSD practices.

## CONTRIBUTION IN CSSD SOCIETIES

- Active Member of infection control society of Pakistan
- Active Member of Pakistan Sterile Service Association
- Board member WFHSS world forum for Hospital Sterile Services .
- Board Member of IAHCMM (USA)

## AREAS OF EXPERTISE

- Staff Training / Development
- Continuous Improvement
- Policy and Procedure Development
- Improving Productivity
- Problem Solving
- Financial and Inventory Control
- Customer Satisfaction
- Team Leadership
- In-house / out door Training Course Design
- Quality Assurance
- CSSD Computerization Module of
- 5 year Strategy Planning Documentation
- Goal Based Performance Management System
- Departmental Budget.

## SEMINARS, WORKSHOPS, CONFERENCES ACTIVITIES AND AWARDS

- Certificate of participation in **IAHCSMM Annual Conference & Expo, USA, Saint Antonio, 2016**
- Certificate of participation in **3rd Biennial Conference (The Indus hospital ), 2016**
- Certificate of participation in **IAHCSMM Annual Conference & Expo, USA, Fort Lauderdale, 2015**
- Certificate of participation in **IAHCSMM Annual Conference & Expo, USA OHIO ,2014**
- Certificate of participation **Level 2 Award in Health and Safety in the Workplace , 2014**
- Certificate of Pass CPR course **American Heart Association,2014**
- Certificate of participation in **Monitoring of Cleaning and Sterilization Processes. 2014**
- Won Best Poster Award from 15th **World Sterilization congress WFHSS Czech Republic, 2014**
- Certificate of participation in **IAHCSMM Annual Conference & Expo USA,2014**
- Certificate of Attendance 11th **Annual Conference on Infectious Diseases (IDSP), 2014**
- Certificate of Contribution 14th World Sterilization Congress ( WFHSS ) 2013 ( Turkey )
- Certificate of participation in Hospital Waste Management (EPA Government of Sindh ) 2012
- Certificate of participation in Seminar on Asepsis in OR. March-2013
- Certificate of Attendance in 15th AGM, Conference on CSSD March .2010 (Malaysia )
- Certificate of Attendance in Sterilization Assurance Program at (Tabba Heart Institute ) 2011
- Certificate of participation in The Challenges of Sterile Barrier System ( IDSP ) June 2010
- Certificate of participation in Understanding Sterile Processing ( Steris Corporation USA ) Oct.2010
- Certificate of Attendance in Would Inspire Me .March.2009
- Certificate as Facilitator in the pre-congress Workshop (Saarc Association of Anaesthes) Feb.2009
- Certificate of Attendance in Sixth Annual Conference on Infection Diseases. SKMH .2009
- Certificate of participation in Infection Control (The Aga Khan University ) April 2008
- Certificate of participation in Sterilization Assurance program .August .2008.
- Certificate of participation in 4th Annual Conference on Infectious Diseases .March 2006
- Certificate of participation in Infection control in Hospital .June .2006
- Certificate of Attendance in 2nd South Asian Annual Conference on Critical Care December 2006
- Certificate of participation in Workshop on Concepts of Sterilization .July 2006
- Certificate of participation in Workshop on Concepts of Sterilization .July 2006
- Certificate of participation in international Conference of Infection Control .December 2006
- Certificate of participation in workshop on Infection Control with limited resources .March 2005
- Certificate of Training on Sterilization techniques and Processes from 3.M Medical Health Care
- Certificate of participation in Workshop on Infection Control issue in Developing World.2003
- Certificate of participation in Excellence in Dialysis December. 1999