

Ref: FHM/ 13008
September 12, 2017

TO WHOMSOEVER IT MAY CONCERN

Consequent upon the acceptance of the resignation of **Ms. Gurinder Kaur**, she stands relieved from the services of the hospital w.e.f.30th October 2016.

Ms. Gurinder Kaur, worked with us as **Staff Nurse- 1** from 6th September 2010 to 30th September 2016, and thereafter, as **Staff Nurse- 2** in the Department of **Nursing** from 1st October 2016 to 30th October 2016.

She has quit on her own accord. She comes across as a willing, sincere and intelligent person who had a strong drive and zeal for learning.

We wish her all success in her future endeavors.

For Fortis Healthcare Limited


Hari Om
Manager- Human Resources





A UNIT OF FORTIS HEALTHCARE LIMITED

Regd. Office : Fortis Hospital, Sector 62, Phase - VIII, Mohali - 160062
CIN No. : L85110DL1996PLC076704

TO WHOM SO EVER IT MAY CONCERN

This is to inform that Ms. Gurinder Kaur has worked in Max Super Speciality Hospital, Mohali as Staff Nurse in the department of Nursing from 3-Nov-2016 to 11-Sept-2017.

Responsibilities and Key Tasks:-

- To effectively interface with patients/ attendants/ physicians/ other service users with high level of responsiveness.
- To demonstrate skills in patient assessment, doctors round, medication administration, documentation & equipment handling.
- To ensure proper manning at wards/ nursing stations.
- To ensure proper documentation and recording of the ward Census, Admission – discharge register, Narcotic records
- To ensure compliance with admission procedure, charting and reporting, record management and discharge formalities
- To ensure proper coordination with other disciplines in case of admission, discharge, transfer, shifting to Cath Lab/ OT/ Critical Care Area/ Wards
- To ensure proper infection control and biomedical waste management.
- To ensure timely indenting and proper stock management.
- To be well groomed, punctual & adhere to company policies and practices.
- To have complete orientation of QMS and EMS system of Hospital.
- To have complete Awareness about Disaster Management Programme (DMP) of the hospital.

We wish her all success in her future endeavors.

For Max Super Speciality Hospital



Lily Sahota

Unit Head – Human Resources