




INAYA MAKI


Address: AL-KAFAAT, ABU TALEB STREET, ATWI BUILDING, 5th FLOOR.

BEIRUT, LEBANON.

Nationality: Lebanese

 71/710950

Marital Status: Married

 01/473179

Place and Date of birth: 26/2/1975

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EDUCATION:

- 2007 – 2009: MASTERES PROFESSIONALLES EN GESTION DES ETABLISSEMENTS DE SOINS /UNIVERSITE LIBANAISE, FACULTE DE SANTE PUBLIQUE.
- 1995 – 1997: BACHELOR OF SIENCE IN NURSING, MAKASSED NATIONAL COLLEGE OF NURSING, BEIRUT, LEBANON.

WORK HISTORY:

- 1997 – 1998: REGISTERTED NURSE IN MEDICAL SURGICAL AND PEDIATRIC FLOOR AT ALRASSOUL AL AAZAM HOSPITAL.
- 1998 – 2006: H EAD NURSE FOR INTENSIVE CARE NEONOLOGY AT ALRASSOUL AL AAZAM HOSPITAL.

Responsible for the day to day running of the neonatology unit

(Team working –organization of nurses' work –prepared ICN courses-

Policies and procedures)

- 2006-2009: Nursing manager /clinical supervisor FOR INTENSIVE UNITS (INTENSIVE CARE NEONATOLOGY /INTENSIVE CARE UNIT /CARDIAC UNIT /CARDIAC SURGERY UNIT /POST CARDIAC SURGERY UNIT /PEDIATRIC UNIT

Co-ordinated day to day running as well as personal under supervision

(skilled in planning –coordinating –managing –policies and procedures-

training courses)for closed units .

- Involved directly implementing &supervising International standars organization systems(ISO9001)
- Teaching experience at al Rassoul al Aazam institution
- Auditing experience with quality department
- 2009-2011 Chief of department of” bachelor of science degree in nursing sciences”AT Al Rassoul Al Aazam College For Health Science

(PLANNING –COORDINATING –TRAINING –MANAGING)

- 2012-clinical manager at Beirut cardiac center “COORDINATOR for accreditation and quality files (supervising -strategy planning –auditing)
- 2012 till this date ... Educator at Lebanese university (Clinical instructor and teacher for specific courses)
- 2012-2013 –Till this date Educator at the Islamic university .
- 2013-2014-clinical supervisor at al Zahraa university Hospital
- 2014–2016 Nursing director at BOURJ HOSPITAL SINCERE MEDICAL SERVICES .
- 2017-till now Head department in Rassoul Aazam Hospital for operating theater (General surgery /liver transplant /Open heart surgery and cardiac diagnostic units / Cardiac Cath/central serilization department /Kidney dialysis

CONFERENCES ATTENDED:

The most important but not limited to:

1998"NOSOCOMIAL INFECTION COURSES (HOTEL DIEU)"

1998"CRITICAL PEDIATRIC NURSING CORSES (BALAMAND –BEIRUT)"

1999" INTENSIVE CASE NEONATOLOGY COURSES"

2000 "الأدارة الأشرافية"

2004 "الأبداع والإبتكار"

2004 "KEY PERFORMANCE INDICATORS "

2004 "ISO 9001:2000QMS INTERNAL AUDITOR TRAINAING COURSES"

2005" تقييم الأفكار "

2005" التحفيز "WORK SHOP "

2005"strategic planing (hrd academy,)"

2006 "SECOND SEMINAR "PATIENT FILE –CONTENT &AUDIT
"syndicate of hospitals in lebanon "

2006" invest in health care culture of safety in hospitals"

2007" HEALTH SYSTEM DEVELOPMENT AND RECOVERY
(LIBANAISE UNIVERSITY) "

2007"risk+ crisis management in arab health care

2008" CRITICAL CARE COURSES (AMERICAN UNIVERSITY OF BEIRUT)"

2009 " THE SCIENTIFIC CONFERENCE OF THE 7th ANNUAL FORUM OF AHF
DAMASCUS ,SYRIA

2010" الأدارة الصفية "

2010' the nursing program teaching &learning at university level (university of
BALAMAND)FACULTY OF HEALTH SCIENCE

2011- نحوبناء منظومة وطنية متكاملة لضمان جودة التعليم العالي في لبنان -

2013-QUALITY improvement standars

OTHER ACTIVITIES

- Head of patient education&training committee more than five years
- Member of committees at al rassoul al aazam hospital more than five years in:
 - Nursing errors committee
 - Training needs committee
 - Statistic analysis committee
- INTERNAL AUDITOR IN QUALITY SYSTEM “RASSOUL AL AAZAM HOSPITAL “

LANGUAGES:

- Arabic, English and French (Fluently read, written and spoken).

COMPUTER SKILLS:

- Microsoft office 2007 (word, excel, power point...)
- SPSS