

Maya Nizam, MSN, RN, PMD, PMP

Beirut, Lebanon

Zkak El Blat, Kasti Street

Tel: 00961 3 963473

Email: mn38@aub.edu.lb



PERSONAL STATEMENT

A focused and dedicated healthcare professional with 15 years of experience in the field of nursing (clinical and administrative). Applying to the position of board member at the Order of Nurses in Lebanon.

ACADEMIC QUALIFICATIONS

2017 Project Management Diploma	American University of Beirut Beirut, Lebanon
2008-2011 Master Degree of Science in Nursing Specialty Nursing Administration With focus on Evidence Based Nursing Management and Project Management	American University of Beirut Beirut, Lebanon
2000-2003 Bachelor of Science in Nursing	American University of Beirut Beirut, Lebanon

CERTIFICATIONS

Project Management Professional (PMP) PMP Number 2013398

EXPERIENCE

2019- Present Project Manager- Nursing Administration	American University of Beirut Medical Center Beirut, Lebanon
2012- 2018 Executive Assistant- Nursing Administration	American University of Beirut Medical Center Beirut, Lebanon
2013-2016 Board member	Order of Nurses in Lebanon Beirut, Lebanon
2010-2012 Pediatric Clinical Educator	American University of Beirut Medical Center Beirut, Lebanon

2011-2012 Part Time Instructor	Global University Beirut, Lebanon
2010-2011 Clinical Instructor	Hariri School of Nursing Beirut, Lebanon
2003-2010 Registered Nurse	American University of Beirut Medical Center Beirut, Lebanon

CAREER HISTORY

Project Manager- Nursing Administration at the American University of Beirut Medical Center (AUBMC) (January 2019 till present)

- Lead a strategically-oriented project, with the objective of optimizing the resulting value within the resource capability of the organization.
- Review and analyze proposed projects relative to the Nursing Services Department strategic direction.
- Work on capital projects using the project management methodology.
- Prioritize and manage multiple projects simultaneously.
- Develop a business plan for specific projects.
- Plan, schedule, and follow-up on projects in a timely and efficient manner.
- Manage day-to-day operational aspects of a project and scope.
- Ensure project documents are complete, current, and stored appropriately.
- Issue project completion report including lessons learned and suggestions for the future.
- Identify and assist in addressing areas of weaknesses and opportunities for improvement for the department of nursing.
- Coordinate Shared Governance Structure of the nursing services and follow up with the Shared Governance Councils on the initiatives and indicators set forth in the strategic plan.
- Keep track of the key performance indicators for the Nursing Administration on regular basis.
- Participate and interpret departmental policies and procedures.
- Promote Magnet standards by facilitating activities among the interdisciplinary teams that will improve the Magnet culture at AUBMC.
- Follow-up on partnerships with affiliated schools of nursing. Responsible for agreements and contracts as well as overseeing students' rotations at AUBMC.
- Plan and coordinate courses with Faculty of Medicine and other departments.
- Revise and update job descriptions.
- Coordinate and oversee the recruitment of new nursing staff.
- Oversee regular update of all administrative nursing databases.
- Oversee the coordination of nursing exams.
- Develop and submit the annual staffing plan for the nursing administration.
- Communicate with other departments for transactions specific to certain projects.
- Participate in research activities.

Executive Assistant- Nursing Administration at the American University of Beirut Medical Center (AUBMC) (March 2012 till December 2018)

- Participate in the development, modification and implementation of the nursing services strategic plan.
- Identify and assist in addressing areas of weaknesses and opportunities for improvement for the department of nursing.
- Devise and revise departmental policies and procedures.
- Promote accreditation standards by facilitating activities among the interdisciplinary teams that will improve the Magnet culture at AUBMC.
- Highly involved in the write-up and editing of the accreditation documents.
- Develop new marketing and communication strategies to reach out to nurses at all levels.
- Follow-up on partnerships with affiliated schools of nursing. Responsible for agreements and contracts as well as overseeing students' rotations at AUBMC.
- Plan and coordinate courses with Faculty of Medicine and other departments.
- Prioritize and manage multiple projects simultaneously.
- Plan, schedule and follow-up on projects in a timely and efficient manner.
- Ensure full and appropriate use of organization resources.
- Manage day-to-day operational aspects of a project and scope.
- Ensure project documents are complete, current and stored appropriately.
- Coordinate the nursing services department's activities throughout the implementation of the EPIC system.
- Act as a Super User in the Epic implementation.
- Revise and update job descriptions.
- Coordinate and oversee the recruitment of nursing staff.
- Oversee regular update of all administrative nursing databases.
- Oversee the coordination of nursing exams.
- Develop and submit the annual staffing plan for the nursing administration.
- Oversee the operational budget of the Nursing Administration, Nursing Quality Improvement Program, Clinical and Professional Development Center and Clinical Nursing Research Unit.
- Communicate with other departments for transactions specific to certain projects.
- Prepare departmental reports and presentations.
- Prepare, review and summarize miscellaneous reports and documents.
- Communicate and handle incoming and outgoing electronic communications on behalf of the Director of Nursing.
- Maintain liaison with all levels of administration and faculty to coordinate and resolve problems and issues relative to administrative matters of internal and external nature.
- Participate on behalf of the Director of Nursing in meetings when they are unable to attend in person and take notes on decisions taken and follow-up action required.
- Represent the Director of Nursing on internal or external committees.
- Responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants to coordinate a variety of complex executive meetings.
- Plan and coordinate events for the nursing services department as the need be.
- Facilitate staff attendance to conferences.
- Act as a liaison between nursing administration and the Clinical and Professional Development Center to select nurses to attend national and international conferences.
- Participate in research activities.

Board member at the Order of Nurses in Lebanon (April 2013- June 2016)

- Acted as a Treasurer (May 2014- May 2015)
- Acting as a Secretary (June 2015- June 2016)
- Chair of the Administrative Committee with the below responsibilities (June 2015 till June 2016):
 - Studying and acting upon existing complaints that are related to membership
 - Studying the membership applications of new members
 - Representing the Order in professional activities as requested by the Order Council
- Member in the Media and Social Relations Committee which is responsible for the social aspect, media networks, prints and communications of the Order of Nurses in Lebanon (April 2013 till May 2015)
- Member in the Retirement Fund (April 2013-May 2015)
- Manage projects at the national level
- Reach out to nurses throughout Lebanon
- Promote the image of nursing
- Member in the Administrative Committee (till present)

Pediatric Clinical Educator at the American University of Beirut Medical Center (March 2010-March 2012)

- Participate in the curriculum of Practical Nurses Training Program through preparing and giving courses (Maternity, Nutrition, and Pediatrics) and supervising the practical nurses in their clinical rotation
- Prepare and participate in the orientation of new nurses
- Set educational standards for pediatric nurses from different units
 - Perform learning needs assessment using a variety of strategies
 - Develop and implement educational plan for the pediatric units following the American Nursing Credentialing Center (ANCC) requirements
 - Prepare an orientation plan for the new nurses
 - Follow up on the education requirements for the nursing staff
 - Collaborate with other disciplines for the knowledge needed to work on in Pediatrics
- Follow up on the Quality Indicators on Pediatric floors and set action plans to maintain high quality patient care.
- Participate in coordinating complex educational offerings at the American University of Beirut Medical Center (workshops, courses and grand rounds for external and internal customers).
- Participate as a course coordinator for courses given to regional health care providers.
- Design and develop training programs based on both organizational and departmental needs.
- Participated in the ANCC accreditation of the Clinical and Professional Development Center.

Part Time Instructor at Global University (2011-2012)

- Part time instructor for nursing students at Global University
- Coordinator for the Pediatric theory and practicum courses

Clinical Instructor at Hariri School of Nursing- American University of Beirut (2010-2011)

- Clinical instructor for nursing students in leadership course- Leadership and Management in Nursing

Registered Nurse at the American University of Beirut Medical Center (2003-2010)

- Bedside nurse with six years of experience in Pediatrics
- Expert clinical skills
- Care coordinator
- Charge nurse for three months replacing the nurse manager during her maternity leave
- Precepting new nurses
- Mentor for new nurses
- Magnet champion for four years
- Member in Pediatric Clinical Practice Council

HONORS AND AWARDS

- Henriette Sabra Award, 2003
- Shortlisted for the President Service Excellence Award at the American University of Beirut, 2013

MEMBERSHIP

- Member in Sigma Theta Tau International
- Member in the American Organization of Nurse Executives (AONE)
- Member in the Project Management Institute (PMI) Lebanon Chapter
- Member in the Credentialing and Privileging Hospital Committee at AUBMC (November 2014 till present)
- Member in the American Heart Association Instructor Network
- Ex-member in the Medical Records Committee at AUBMC

SPECIAL TRAININGS

- Attended the American Organization of Nurse Executive (AONE) Annual Meeting Inspiring Leaders (April 2019)
- Project Management Professional (PMP) preparation course (February 2015)
- STATISTICS MADE EASY II at the American University of Beirut (January 2015).
- The XIth Makassed Medical Congress at Habtoor Hotel, Beirut, Lebanon (November 2014)
- Attended the ANCC Magnet Conference in Dallas (October 2014).
- STATISTICS MADE EASY I at the American University of Beirut (August 2014).
- Attended the WHO Child Growth Standards training course on Child Growth Assessment on June 8-11, 2010 in Beirut.
- Attended the “Overview of Different Research Study Designs” on February 17, 2011 in Beirut.
- Attended the NCPNN Regional Bi-Annual Meeting held on March 31- April 2, 2011 in Beirut.
- Attended the 44th Middle East Medical Assembly held on May 5-8, 2011 in Beirut.

- Attended the 1st International Conference “Globalization and Nursing Profession: Challenges & Perspectives” held on 12-14 May, 2011 in Beirut.
- Attended a workshop on “Projecting Positive Professional image” held on June 6-9, 2011 in Beirut.
- Attended the ANCC Magnet Conference in Baltimore (October 2011).

SKILLS

- Computer Skills: MS Word, Excel, PowerPoint, Visio, Outlook and Internet use.
- Language: Fluent in English and Arabic.
- Skills: Cooperative, assertive, honest, respectful, caring, hardworking, responsible, good communication and leadership skills.

REFERENCES

- Available upon request