

## **CURRICULUM VITAE**

### **I. Personal Particulars**

Name : Lee Pei Lee

E-mail address :

Hand phone :

Date of Birth : 27 October 1975

Nationality : Malaysian

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### **II. Career Summary**

Remarkable experience in clinical and management skills in private acute and post-acute care hospitals. Successfully managed in diverse clinical areas including inpatient, outpatient and critical care areas. Knowledge of project management, information systems implementation and quality management and improvement in hospital commissioning. Adaptable in working in different positions, environment and pressure. Goal oriented and proven analytical, problem solving, communication and organization skills. Collaborated with departments besides nursing to develop solutions to ongoing challenges.

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### **III. Personality Traits and Skills**

Self-confidence and possess emotional maturity with high energy level and stress tolerance. I'm adaptable to new situations and work well with people. I have excellent analytical ability and skill in managing various managerial situations. I'm open for new experience and always looking for new opportunity to gain new knowledge and experience to enhance my working ability.

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### **IV. Qualification Profile**

- i. University Malaya, 2013-2016 – Degree of Master in Business Administration (CGPA: 3.63)
- ii. University Malaya, 2002-2005 - Degree of Bachelor of Nursing Science, Nursing Administration (major) Accumulative Grade Point: 3.62 (pass with honor)
- iii. University Malaya Medical Center, Jan-July 2000 - Advanced Diploma in Critical Care Nursing (Grades: 8A's 2 B's)
- iv. Tun Tan Cheng Lock, College of Nursing, Assunta Hospital, Diploma in Nursing, 1997
- v. BLS, ACLS and PALS providers
- vi. Completed Online Professional Course (22 Credit hours) by American Association of Rehab Nurse in 2019.

## **V. Personal Achievement and Accomplishment**

- i. Commissioning of 96 bedded post-acute care rehabilitation hospital – the first private rehabilitation hospital in Malaysia & South East Asia.
  - ii. Commissioning of Emergency Department, Medical/Surgical/Obstetric Wards, High Dependency unit and Oral Health Centre of a 200bedded acute care hospital.
  - iii. Initiated quality improvement activities on patient safety goals, clinical documentation and related nursing practice for improvement opportunity for better services and quality of care.
  - iv. Served as the nursing project lead in development and implementation of THIS:
    - a. Developed and implemented training programs to educate nursing staff
    - b. Interpreted, modified, analyzed and designed nursing modules:
      - nursing electronic forms
      - successfully implemented Bar-Coded Medication Administration (BCMA) Process
      - designed nursing handover tool to improve communication on continuity of care.
    - c. Represent nursing team to work with IT specialist team and successfully achieve HIMSS Stage 6 status in 2013.
    - d. Completed all requirements for the CERNER Certified Trainer Program, 2016.
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## **VII. Professional Experiences**

- i. ReGen Rehabilitation International, Director of Nursing, Nursing Service since 2016

Description of duties:

Plan and implement strategies for hospital commissioning and operation management

- Oversee operation management for nursing service, case management, quality and risk, infection control and allied health departments.
- Establishing nursing standards in rehabilitation setting including developing SOP, policies and clinical competencies related to rehabilitation nursing.
- Serves as the Hospital Commissioning Team and actively involved in infrastructure planning, manpower requirements, equipment evaluations, training, hospital licensing application, etc. to ensure safe and quality patient care delivery process.
- Leading the teams in meeting the accreditation standard requirements for Malaysian Society of Quality in Health (MSQH) and Commission on Accreditation of Rehabilitation Facilities (CARF).
- Responsible in reviewing and customizing informatic solutions to support nursing areas, including direct and indirect care by:

- Conducting clinical operational needs and workflow analysis to ensure successful implementation of new clinical applications
- Anticipating potential issues or difficulties related to clinical applications and functions and identify resolutions.

ii. Prince Court Medical Center, Senior Nurse Manager, Critical Care and Inpatient Nursing Services since 2011-2016

Description of duties:

Plan and implement strategies for operation management

- Oversee nursing and non-nursing staff within General Medical/Surgical, Pediatric, O&G, Labour Ward, ICU, HDU, Burns unit.
- Streamline and improved operation, quality care in compliance with national standards MSQH and JCI standard of care.
- Developing and reviewing nursing policies and procedures to meet professional and organizational requirements.
- Evaluate and formalized job descriptions, assess employee performance, terminate underperformers and talent sourcing program on recruitment and selection process.
- Executing planned fiscal budgets and expenditures, resource allocations and utilization for optimum performance, productivity and operational efficiency
- Coordinate expansion of continuous education program, credentialing and privileging program to enhance nursing practices
- Collaborate with quality manager to establish risk management, quality improvement activities – established goals, implemented programs, tracked deliverables and monitored metric

iii. Prince Court Medical Center, Head Nurse, A&E, Surgical Services and Outpatient Services from 2008 till Jan 2011

Description of duties:

- Organize and lead direction towards establishment operation of the entire specialist service Conducting staff supervisions, promoting team working, carrying out clinical audits and making sure that a high-quality standard of care is being given to all patients.
- Implement and establish quality improvement initiatives to minimize and eliminate risk. Formulate strategies and process improvement to provide hospital a collaborative operational outcome.
- Monitor and maintain operations with appropriate staffing level to achieve the targeted nursing quality and safety standards and staff engagement

- Conducting appraisal Perform annual performance appraisals to recognize and rewards staff performance and development needs and conduct disciplinary meetings
- Involve in the recruitment of nursing staff
- Participate in configuration and planning of system adoption in use of technology in improving clinical outcome.

iv. Prince Court Medical Center, Clinical Nurse, A&E from April 2007 till 2008

Description of duties:

- Managing Triage Counter to assess cases according to priority and emergence and take prompt assessment short specific history
- Managing Emergency Room by attending to various adults and pediatric emergency Manage emergency situation
- Setting up pre-hospital care team to attends ambulance calls and road site emergency.

v. Taman Desa Medical Center, Nursing Sister, A&E / OPD Department from April 2005 till September 2007

Description of duties:

- Management and Administration of Unit to ensure smooth operations in emergency department including formulating policy, participate quality improvement project
- Introduce and implement change whenever appropriate to improve the workflow of the unit Organizing, Supervision, and Provision of care for patients to ensure safe and standard of care
- delivered to patient

vi. Assunta Hospital, Charge Nurse, ICU/CCU Department from Jan 2000-Feb 2005

vii. Assunta Hospital, Staff Nurse, A&E/OPD/LDR from 1999