

Saswati Basak

Address for communication:

Orchid Valley, Flat No- 4D
Sardarpara, Sitala mandir, Kaikhali
Kolkata-700052
(West-Bengal)
(+91) 9836685158
basak.saswati@gmail.com

Hand Phone:

E-mail:

OBJECTIVE: My objective is to seek a career in an organization having an environment that encourages continuous learning and provides exposure to new technologies, so as to achieve growth along with the organization.

CORE SKILLS:

- Patient care
- Operation Theatre Management
- Research
- Training & Development
- Quality Control
- Nursing Excellence Coordinator
- Staff Management
- da Vinci Robotic System Management
- Clinical leadership
- Teaching faculty for Post Graduate Nursing Students and OTT
- Infection Control

EXECUTIVE SUMMARY: Empathic, efficient, and motivated professional who combines nursing experience with compassion to put my love for disabled and ill people into practice and use all my skills and passion to provide best health care services to the patients; Clear awareness of diverse backgrounds, alert to widely varied patient needs and circumstances. Collaborative team player, acting as key resource to colleagues and allied health professionals

- Having more than **16 years** of experience as a **Assistant Professor, Clinical Instructor, Operation Theatre Nurse, Shift In Charge, Operation Theatre In-Charge, Operation Theatre Nursing Supervisor, Certified Trained Robotic Nurse, Clinical faculty for OTT course and Robotic Nursing Team Leader** from **B. M Birla Heart Research Centre and TATA Medical Center.**
- Professional experience in **Operation Theatre, Robotic Surgery, Ward Nursing Services, Nursing College Services and Operation Theatre Technologist Course.**

COMPANY PROFILE:

Tata Medical Centre:- Tata Medical Center (TMC), Kolkata is a philanthropic tertiary hospital initiated by the House of Tata. Its mission is to promote Prevention, Early Diagnosis, Treatment, Rehabilitation and Palliation and Research for cancer patients.

B M Birla Heart Research Centre:- B M Birla Heart Research Centre has developed a unique model for hospitals. It delivers advanced medical care through facilities, equipment, managed by



well-trained and experienced doctors and other healthcare professionals. 1st Hospital in India to be accredited by National Accreditation Board for Hospitals and Healthcare Providers (NABH).

EXPERIENCE PROFILE:

- Working as an **Assistant Professor, Operation Theatre Senior Nursing Supervisor, NE Coordinator and OTT Clinical Faculty** in **TATA Medical Centre, Kolkata** from **October, 2010**.
- Worked as a **Clinical Instructor** in **B M Birla Heart research Centre** from **10.09.2009 to 14.09.2010**.

ROLES AND RESPONSIBILITIES:

Tata Medical Centre, Kolkata:

As a Operation Theatre Nursing Supervisor, Assistant Professor and Clinical Faculty

- Preparing Standard Operating Procedures for a Cancer specialty hospital.
- Managing appropriate and adequate staffing.
- Consulted with the institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.
- Entry into the registers of operations performed.
- Supervising OT nursing staffs and Surgical Technologist.
- Allocating the staffs for the cases.
- Indenting non surgical and surgical consumables.
- Sending condemn items to biomedical.
- Supervising infection control practices and sterilization process in operation theatre.
- Maintaining adverse event reporting documentation.
- Conducting monthly audit for quality assurance in operation theatre.
- Maintaining OT store consumables including suture, auto suture, synthesis items etc.
- Responsible for proper functioning of all biomedical equipments.
- Guiding customer care executive for allocating surgeries.
- Maintaining all documentation for operation theatre.
- Preparing OT Staff Monthly Roster.
- Handling & Maintaining narcotic drugs.
- Handling emergency situation in OT.
- Taking In-Service classes for staff nurses.
- Taking classes both Theory and Practical for Operation Theatre Technologist students.
- Maintaining annual stock audit.
- Preparing monthly census.
- Maintaining staff health.
- Act as a communicator between staff and hospital administration.
- Conducting workshop and academic session for staff's all round development.
- Taking in-service and skill development classes for all hospital nursing staffs.
- Active member of OT Quality Control Team.
- NABH Core committee member of Tata Medical Center.
- Member of Infection Control Team.
- Conducting classes for M.Sc nursing students.
- Guide the post graduate students for their research.

- Classroom instruction, clinical instruction, skills lab and hospital setting teaching environments.
- Instruct Post graduate students, discussion facilitator regarding nursing profession guidelines and best practices.
- Working as NE Coordinator for Nursing Department.

As a Robotic Nursing Team Leader

- Accountable for all robotic consumables.
- Allocating staffs for robotic cases.
- Conducting theory and hands on classes for safe and effective robotic surgery.
- Responsible for safe robotic functioning.
- Supervising robotic surgical technician.
- Arranging robotic special classes by direct company representative.
- Facilitating annual audit.
- Managing case details and updated consumables.
- Responsible for sending condemnation items.
- Responsible for reviewing defective instruments.
- Maintaining robotic case census.
- Provide technical support to the team.
- Act as a connector between INTUITIVE and Tata Medical Center, Kolkata.

B M Birla Heart Research Centre:

As a Clinical Instructor

- Consulted and coordinated with health care team members to assess, plan, implement and evaluate patient care plans.
- Modified patient treatment plans as indicated by patients' responses and conditions.
- Full-Time non-tenured nursing instructor.
- Classroom instruction, clinical instruction, skills lab and hospital setting teaching environments.
- Courses taught: Foundations of Nursing Theory; Foundations of Nursing Practicum; Med/Surg Nursing; Med/Surg Nursing Practicum.
- Instruct students, discussion facilitator regarding nursing profession guidelines and best practices.
- Develops curriculum content and course outline to meet learning objectives in consultation with Nursing Director.
- Worked with nursing service professionals to help students gain real-world experience; observed student performance in actual nursing situations and matched students with patients.
- As a clinical instructor, teach using evidenced based practices; assist students to apply classroom theory to real world clinical situation.

EDUCATIONAL BACKGROUND:-

- **M.Sc Nursing (2014-2016) Medical Surgical Nursing (Speciality- Oncology Nursing) from The West Bengal University of Health Sciences (INDIA) with**
1ST Year- 77.57%
2ND Year- 80%

- B.Sc (HONS) Nursing(2005-2009) from The West Bengal University of Health Sciences (INDIA) with
1ST Year- 79.5%
2ND Year- 75.33%
3RD Year- 79%
4TH Year- 80%
- Higher Secondary Examination from WBCHSE (INDIA) with 79.6% in the year 2005
- Madhyamik Examination from WBBSE (INDIA) with 81% in the year 2003

SPECIAL INVOLVEMENT:

- General Secretary of Oncology Nursing Association of India (ONAI): Kolkata Chapter
- Joint Secretary of Association of Operating Room Nurses (AORN): Kolkata Chapter

TECHNICAL SKILL:

- Sound knowledge in computer application (with Hospital Management Systems software).

PERSONAL INFO

Father Name	:	Mr. Samir Basak
Spouse Name	:	Mr. Niladri Shekhar Som
Date of Birth	:	14 th September 1987
Sex	:	Female
Marital Status	:	Married
Email	:	basak.saswati@gmail.com
Language Known	:	English, Hindi, Bengali

Saswati Basak

Signature: Saswati Basak
Date: 04.04.2026

Saswati Basak
4.4.26



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