

# Stalin Jose

Pala / Kottayam, India

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## EDUCATION

### MBA – Hospital Administration & Health Service Management

University of Bedfordshire, UK  
(Distinction with Commendation)  
2023

### MBA in Finance

Bharathiar University, India  
2021

### M.Com – International Business

IGNOU, India  
2020

## CORE COMPETENCIES

- Healthcare Administration
- Patient Pathway Coordination
- RTT & Cancer Waiting Times
- Clinic Scheduling & Bookings
- MDT Collaboration
- Staff Supervision
- Operational Improvement
- Data Accuracy & Compliance

## NHS SYSTEMS

- EPIC | HISS | RealTime
- MS Office Suite
- SharePoint

## CERTIFICATIONS

Dementia & Distressed Behaviours Training, UK  
2024

COVID-19 Sample Collection & Transportation, Medivision  
2020

## AWARDS

Covid Fearless Hero  
Jaymitra – 2021

## HEALTHCARE ADMINISTRATOR & PATIENT PATHWAY COORDINATOR

Ex-NHS | Oncology & Cancer Services | Cambridge University Hospitals

MBA-qualified healthcare administrator with 6+ years of experience in oncology services, diagnostics, and patient pathway coordination across NHS and international healthcare settings. Proven track record in RTT pathway management, Cancer Waiting Time compliance, and EPIC system workflows. Skilled in clinic coordination, MDT collaboration, and operational improvement — including a 20% reduction in patient waiting times in a previous role.

## KEY ACHIEVEMENTS

- Reduced patient waiting times by 20% by implementing workflow improvements in a busy diagnostic centre.
- Coordinated logistics and reporting for more than 85,000 COVID-19 test samples during pandemic response operations.
- Supported oncology clinic administration at Addenbrooke's Hospital while maintaining full compliance with RTT and Cancer Waiting Time standards.

## PROFESSIONAL EXPERIENCE

**Cambridge University Hospitals NHS Foundation Trust** 2024 – Present  
*Clinical Administrator / Patient Pathway Coordinator – Oncology & Cancer Assessment Unit*

- Coordinate oncology patient pathways, clinic admissions, and outpatient bookings ensuring compliance with RTT and Cancer Waiting Time standards.
- Collaborate with consultants, nurses, and MDT coordinators to support timely treatment planning and clinical decision-making.
- Supervise administrative staff, delegate tasks, and support efficient clinic operations.
- Maintain accurate patient records using EPIC and other NHS systems while ensuring compliance with Trust policies and information governance.
- Handle patient and family enquiries professionally, maintaining confidentiality and high service standards.

**RCH Woodlands, UK** 2022 – 2023

*Healthcare Support Worker*

- Assisted nursing staff with direct patient care, monitoring, and documentation.
- Maintained infection control standards and supported patient safety procedures.
- Developed strong communication and interpersonal skills within multidisciplinary healthcare teams.

**Puthiyedom Hospital, India** 2020 – 2021

*Project Coordinator – COVID-19 Response (Part-time)*

- Coordinated large-scale COVID-19 testing initiatives, managing logistics for more than 85,000 samples.
- Collaborated with healthcare teams and local authorities to ensure timely reporting and safety compliance.
- Gained operational planning, crisis management, and leadership experience during a major public health response.

**Medicare Diagnostic Centre, India** 2017 – 2022

*Administrator*

- Managed daily administration for a busy diagnostic centre covering pathology, microbiology, biochemistry, and imaging services.
- Implemented process improvements that reduced patient waiting times by 20% and improved operational efficiency.
- Supervised staff and coordinated bookings, reporting, and billing processes with consultants and laboratory teams.
- Ensured data accuracy, regulatory compliance, and smooth coordination across all departments.