

# Arvin Grageda

Pharmacist

Patient- focused, professional licensed pharmacist with 15 years of extensive experience in providing excellent healthcare and administrative services as Hospital Pharmacist, Cardiac Sonographer and Hospital Administrator to support the institution's goals and objectives. Exceptionally organized and focused, demonstrating an outstanding aptitude to work collaboratively with team members to attain the mission and vision of the institution/ organization.

## Work History

2017-03 -  
Current

### Hospital Administrator

*Jaime B. Berces Memorial Hospital, Tabaco City, Albay, Philippines*

- Coordinates, consolidates and implements hospital plans and programs with 35 bed capacity
- Determines requirements, placements and development of staff. Implements and monitors compliance to policies, system and procedures.
- Supervise daily administrative operations
- Maintain and organized 120 employee records
- Monitor 30 administrative staff performance
- Resolve potential issues with patients
- Stay up-to-date with healthcare regulations
- Designing budgets and establishing rates for health services
- Overseeing collection, securitization, and utilization of both patient and facility data
- Architecting short, medium, and long term organizational strategy and plans
- Ensuring compliance with relevant governmental policies and insurance reimbursement
- Organized, directed and coordinated medical and health services according to organizational policies and goals
- Oversaw recruitment, hiring and evaluation of administrative staff, nurses and doctors
- Acted as liaison among governing boards,

## Contact

### Address

Tabaco, 2511

### Phone

639-055-713748

### E-mail

vinz\_bbfly@yahoo.com

## Skills

Problemsolving

●●●●●  
Excellent

Leadership

●●●●●  
Excellent

Flexible

●●●●●  
Excellent

Patient Care

●●●●●  
Excellent

Infection Control

●●●●●  
Excellent

Medication

●●●●●  
Excellent

Data Analysis

●●●●●  
Excellent

Communication

●●●●●  
Excellent

medical staff and department heads

- Developed procedures and strategies for quality assurance, patient services, departmental activities and public relations
- Planned annual budgets and established rates for available health services

**2016-04 -  
Current**

### **Cardiac Sonographer**

*Jaime B. Berces Memorial Hospital, Tabaco City,  
Albay, Philippines*

- Performing echocardiogram tests to obtain important data about 6-10 patients per day
- Measured heart chamber sizes and wall thickness against expected sizes to detect abnormalities
- Assisting physicians in diagnosis of 10 - 15 patients per day with heart conditions
- Accurately recording patient data and test results
- Helping with administrative duties such as scheduling appointments or cleaning equipment

**2006-03 -  
Current**

### **Hospital Pharmacist**

*Jaime B. Berces Memorial Hospital, Tabaco City,  
Albay, Philippines*

- Establish goals and objectives of hospital pharmacy in coordination with 10 staff
- Plan, organize, and manage pharmacy operations and services
- Comply with statutory, regulatory, and licensing requirements of regulatory bureaus/ agencies
- Establish and update policies and procedures for continuous quality improvement of pharmacy services and operations
- Develop organizational structure with well-defined lines of authority, duties, and responsibilities of each staff
- Ensure that every 10 employee in pharmacy is skilled, knowledgeable, and competent
- Review and revised revisions in policies and procedures for continuous quality improvement of pharmacy services and operations
- Actively participate in Pharmacy and Therapeutics Committee (PTC) as Secretary, Hospital Infection Control Committee, Antimicrobial Stewardship Program and other

## Education

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- 20170 -  
2019-04**      **M.D.: Management, Hospital Administration**  
*Philippine Christian University - Taft Ave., Malate, Manila, Philippines*
- 2001-03 -  
2005-05**      **Bachelor of Science: Pharmacy**  
*Centro Escolar University - Mendiola, Manila, Philippines*
- 1997-06 -  
2001-03**      **High School Diploma**  
*Tabaco National High School - Tabaco City, Albay, Philippines*
- 1992-06 -  
1997-03**      **GED**  
*Catholic Central School - Tabaco City, Albay, Philippines*

## Affiliations

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- Department of Health (DOH Academy E-Learning), Philippines
- Philippine Pharmacist Association, Inc.
- Private Hospitals Association of the Philippines, Inc. (PHAPi)
- Department of Health
- Philippine Hospital Association
- Philippine Heart Association Council on Echocardiography, Inc.
- Philippine Drug Enforcement Agency Regional Office V & Bicol Information Research and Development Center Inc., Legazpi City, Philippines
- Centro Escolar University Pharmacy Alumni Association, Mendiola, Manila, Philippines
- Food and Drugs Administrations, Legazpi City, Philippines

## Certifications

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- 20220**      • Antimicrobial Stewardship Blended Learning Program for Hospitals – Department of Health (DOH

Academy E-Learning), Philippines • Filipino Pharmacist Together in the Upturn of Health Care – Philippine Pharmacist Association, Inc. • PHAPi 2nd Healthcare Summit on UHC – Private Hospitals Association of the Philippines, Inc. (PHAPi)

**2021-06** • Key Directives for Hospital, Medical Centers and Health Facilities in the National Capital Region (NCR) and all other Areas with increasing Covid19. – Department of Health, Bicol Center for Health Development Legazpi City, Philippines

**2018-05** • The Challenge of Change: Building Bridges Together – Philippine Hospital Association

**2017-05** • Continuing Professional Development Seminar, Advancing the competencies of Pharmacists in ensuring medication adherence and medication management for Diabetes, Metabolic Syndrome and Microbial Infections. – Philippine Pharmacist Association, Inc. • The 23rd Annual Convention of the Philippine Society of Echocardiography, Adopting a rational Approach to Non-invasive Cardiac Imaging – Philippine Heart Association Council on Echocardiography, Inc. • Philippine Pharmacy Act (RA 10918) Continuing Professional Development Act of 2016 (RA 10912) – Philippine Pharmacist Association, Inc.

**2016-08** • Basic Training Course in Echocardiography – First Philippine Imaging & Diagnostic Institute, Inc. Quezon City, Philippines • Optimum Health Outcomes Through Medication Safety 1 – Unilab Medical

**2015-07** • 21st Annual Convention Translating Scientific Evidence to Practical Strategies in the Practice of Infection Prevention and Control – Philippine Hospital Infection Control Society, Inc., Crowne Plaza Galleria Manila Ortigas Ave., Quezon City, Philippines • Continuing Professional Education (CPE) Seminar, The Filipino Pharmacists Fort he Filipino People: Ensuring Better Health Care, Medicines and Services – The Philippine Pharmacist Association, Inc., Manila, Philippines • Regional Seminar on Policy Crafting on Contracting and Subcontracting Labor Arrangement Relations &

Update on Board Regulation II, Series of 2014 dated March 13, 2015, Handling Dangerous drugs/ Controlled Precursors and Essential Chemicals – Philippine Drug Enforcement Agency Regional Office V & Bicol Information Research and Development Center Inc., Legazpi City, Philippines

**2014-04**

- 2014 PPhA National Convention Access to Pharmacists, Access to Better Health – Philippine Pharmacist Association, Inc., SMX Convention Center, Davao City, Philippines
- Proper Dispensation of Dangerous Drugs, Controlled Precursors and Essential Chemicals – Philippine Drug Enforcement Agency Regional Office V, Legazpi City, Philippines

**2013-02**

- 2013 PPhA National Convention The Filipino Pharmacists for Better Health Outcomes – Philippine Pharmacist Association, Inc., Pasay City, Philippines
- Optimum Health Outcomes Through Medication Safety 3 Drug Interaction: The Science and Clinical Application – Unilab Medical Education & Development, Naga City, Philippines

**20120**

- 20-Hour Basic Arabic Language Class – Bicol University Language Center., Legazpi City, Philippines
- 2012 Continuing Pharmacy Education Seminar Best Pharmacy Practices for Quality & Safety, Healthy Lifestyle and Management of Dengue Fever – Centro Escolar University Pharmacy Alumni Association, Mendiola, Manila, Philippines

**20111**

- 2011 PPhA National Convention Developing Agenda Towards Collaborative Pharmacy Practice – The Philippine Pharmacist Association, Inc., Naga City, Philippines
- 1st Regional Conference & Update on Electronic Drug Price Monitoring System – Department of Health National Center for Pharmaceutical Access & Management, Naga City Philippines

**2010-06**

- Driving NC II – Technical Education and Skills Development Authority Livelihood and Skills Training Center Region V, Tabaco City, Philippines

**2009-05**

- 2009 Continuing Professional Development Program Enhancing the Pharmacist Role in Current

## Health Issues – The Philippine

**2008-04**

- Workshop on Standard Operating Procedure (SOP) – Department of Health Development - Bicol, Legazpi City, Philippines

**2007-05**

- 2007 Continuing Professional Development Program Optimum health Outcomes Through Medication safety – The Philippine Pharmaceutical Association, Bureau of Food and Drugs , Legazpi City, Philippines

**2006-03**

- 2006 Continuing Pharmacy Education Transforming Pharmacy Practice: Concept to Action – The Philippine Pharmaceutical Association & Bureau of Food and Drugs, Legazpi City, Philippines