

Tamar Tsulaia

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Dear Sir/Madam

I am writing to express my interest regarding the position of the Health Specialist/Consultant provided by MoLHSA

I am an experienced physician with more than 30 years of clinical experience in primary health care and emergency care/critical medicine with valid state certificate/license.

Currently I am a doctor at one of the COVID-19 quarantine zones in Tbilisi, Georgia. It is operating as an outpatient healthcare facility due to COVID-19 epidemic, providing healthcare for the patients referred from different fever centers in Tbilisi and other regions.

At the same time I serve as a Chief medical advisor to Total Courage Inc., an American 501(c)(3) nonprofit devoted to humanitarian relief, providing insight into medical needs and status of Fever Centers and Quarantine Zones in Georgia.

Last 14 years I worked as a Medical Officer in Peace Corps, US Governmental Agency and along with providing wide range of health care and prevention, as well as Health education for foreign patients, I have been managing the Medical Unit, fulfilling various duties and responsibilities that included but was not limited to : fulfilling the administrative tasks such as budget planning, communication with different vendors/external companies locally and overseas, ordering and providing inventory control of medication (including controlled substances) and medical supplies, communicating with the management and specialists in different clinics , scheduling appointments, planning and conducting site visits in regions, conducting assessments and monitoring of Health care facilities there.

My duties included the maintenance of electronic medical databases (Electronic medical records, medical logs, appointments' calendar, etc.) as well as closely working with Quality Improvement Unit at HQ to assure Medical Records and other documents were in relevance and concordance with Medical Technical Guidelines and CDC requirements. Creating interoffice protocols and procedures to improve Medical Unit operation in terms of providing the best health care for customers, has also been part of my responsibilities.

As a Medical Officer I was participating in the recruitment of Medical Assistants for the office as well as other key staff members. Continuous reporting to the supervisors at Post and HQ in Washington DC also has been one of my main responsibilities as of the Medical Officer.

I am experienced in organizing and conducting medical evacuations in country and overseas (including accompanying patients during evacuation). I have been the only Health Care provider for about 100 American Volunteers during the evacuation from Georgia to Armenia in August, 2008

To strengthen my managerial skills and knowledge in PH administration, I applied for a certification program for Healthcare politics/Clinic management at GIPA University, which is currently postponed due to COVID-19 related restrictions.

Let me assure you that I am trained and experienced in multitasking on a highly professional level which makes me feel that I could be the best fit for this position. My numerous certificates of appreciation and recognition of high performance, as well as references from my previous employers, colleagues and customers, that I can provide upon your request can easily prove it.

Thank you for your time and consideration of my application

Respectfully,

Tamar Tsulaia, MD

References:

Eka Zhvania , Country Programme Director | World Vision Georgia

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