



Ministry of National Guard Health Affairs
King Abdulaziz Hospital, Al Ahsa
Nursing Services Department
Scope of Service

DEPARTMENT	Nursing Services	COST CENTER	046020	DATE	10 Jan 2021
Chairman/ Head of Department	Johanna Greyvenstein, Associate Executive Director				
Mission	<p>Hospital: National Guard Health Affairs provides optimum healthcare to SANG personnel, their dependants and other eligible patients. NGHA also provides excellent academic opportunities, conducts research and participates in industry and community service programs in the health field.</p> <p>Nursing: The patient and family are our central focus. Nursing Services commit to optimal patient outcomes through the provision of high quality nursing care, competent professional and support staff and an environment that promotes and maintains individual staff and patient well-being and safety.</p>				
Vision	Nursing, as a caring profession, aspires to excellence in the domains of leadership, clinical practice, clinical management, education and research				
Values	<p>The mission is supported by our core values that every nurse is aiming to deliver:</p> <ul style="list-style-type: none"> • Culturally congruent practice • Professional commitment and integrity • Scientific inquiry • Best quality outcomes • Teamwork and collaboration 				
Goals	<ol style="list-style-type: none"> 1. Strengthen Leadership within KAH 2. Improve Clinical Practice 3. Improve Clinical Management 4. Enhance Education and Training 5. Transform Research 				
Scope of Service Current Service	<p>KAH-Al Ahsa is a 270-bed capacity providing multidisciplinary care with primary, secondary and tertiary healthcare services to Ministry of National Guard Health Affairs (MNGHA) customers. Customers are both external and internal as specified below:</p> <p>External customers are as follows but not limited to:</p> <ul style="list-style-type: none"> • Eligible patients within the Saudi Arabian National Guard (SANG) and their dependents • Business Center patients • Patients' families and visitors • Referring organization and physicians • Blood donors • Third-party payers • Vendors • Accreditation bodies <p>Internal customers are as follows but not limited to:</p> <ul style="list-style-type: none"> • All healthcare professionals reporting to the MNGHA including nurses, staff physicians, students, interns and residents. • All departments within the MNGHA involved in clinical, administrative and support activities as follows but not limited to: <ul style="list-style-type: none"> ➤ Medical Services and sub - departments (Anesthesiology, Cardiac Science, Surgery, Emergency Medicine, Home Health Care, Medical Coordination 				



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	<p>and Eligibility, Medical Imaging, Medicine, Obstetrics/Gynecology, Pathology & Laboratory Medicine, Pediatrics, Postgraduate Education, Primary Health Care and Protocol Department)</p> <ul style="list-style-type: none"> ➤ Patient Services and sub - departments (Admission Office, Clinical Nutrition, Health Information Management, Health Promotion Services, Pharmacy, Rehabilitation, Respiratory Services and Social Services) ➤ Operations Division and other sub - departments (Administrative Affairs, Contracts Management, Corporate Communications, Employee Social Club, Environmental Services, Finance, Fire Protection Services, Food Services, Healthcare Technology Management, Housing Services, Information Services, Logistics Services, Projects Task Force, Safety Management, Security & Guard, Support Services, Transportation Services and Utilities & Maintenance) ➤ Executive Regional Director (ERD) and departments reporting directly to ERD (Business Center, Infection Prevention and Control, Internal Audit, Military Field Medicine, Patient Relations, Public Relations and Media Affairs, Quality and Patient Safety Department) ➤ King Abdullah International Medical Research Center ➤ King Saud Bin Abdulaziz University for Health Sciences, Al-Ahsa ➤ Training and Development <ul style="list-style-type: none"> • All committees within the MNGHA <p>The service provided is multidisciplinary.</p> <p>The hospital has three (3) levels and a separate OPD2 building. The departments under Nursing Services are:</p> <p>I. Basement:</p> <ul style="list-style-type: none"> Central Sterile Supply Department Lithotripsies <p>II. Ground Floor:</p> <ul style="list-style-type: none"> Operating Rooms Emergency Room Intensive Care Unit Neonatal Intensive Care Unit (NICU) Labor and Delivery Endoscopy Out Patient Department (OPD) <p>III. First Floor:</p> <ul style="list-style-type: none"> Medical - Surgical Wards Obstetrics and Gynecology Ward Pediatric Wards (Peds/PICU/PSDU) Urology (OPD) Oncology Ward Coronary Care Unit NICU 2 and Intermediate Care Nursery <p>IV. OPD2:</p> <ul style="list-style-type: none"> Other OPD Clinics
Not included in our service	Organ Transplantation/ Cardiac Science
Future Services	See Appendix I: Future Developments of Service The construction of a dedicated Specialized Medical Center Building consisting of 330 beds across four medical towers within the campus of the King Abdulaziz Hospital, Al Ahsa in the Eastern Region.



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<p>The nurse : patient ratio</p>	<p>Refer to the ratio of nurses on a particular floor, ward or unit to the number of patients.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Critical Cares:</td> <td>1 : 1 or 1: 2</td> </tr> <tr> <td>Step down Units</td> <td>1 : 2</td> </tr> <tr> <td>Medical Surgical Areas:</td> <td>1 : 6</td> </tr> <tr> <td>Long Term Care</td> <td>1 : 4</td> </tr> <tr> <td>Pediatric Areas</td> <td>1 : 4</td> </tr> <tr> <td>OB/GYNE:</td> <td>1 : 5</td> </tr> <tr> <td>L&D</td> <td>1 : 1 (patient in labor) or 1 : 12</td> </tr> <tr> <td>Operating Room</td> <td>2 : 1 (minor) 3 : 1 (major)</td> </tr> <tr> <td>PACU</td> <td>1 : 2</td> </tr> </table>	Critical Cares:	1 : 1 or 1: 2	Step down Units	1 : 2	Medical Surgical Areas:	1 : 6	Long Term Care	1 : 4	Pediatric Areas	1 : 4	OB/GYNE:	1 : 5	L&D	1 : 1 (patient in labor) or 1 : 12	Operating Room	2 : 1 (minor) 3 : 1 (major)	PACU	1 : 2
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<p>Determining hours required</p>	<p>See Appendix II: Calculations for Inpatient / Outpatient Direct Care Staffing per NHPPD</p> <p>The formula used in calculating staff required in in-patient is Nursing Hours per Patient Day (NHPPD) Model.</p> <p>NHPPD is a systematic nursing workload monitoring and measuring system that provides a guide to the number of nurses required for service provision within a specific clinical area. The NHPPD model is not designed as a rigid, mandatory determinant of staffing but relies on clinical judgement to assess adequate staffing to deliver care on a daily basis. The model is used to calculate the number of direct nursing hours required to provide patient care and as a framework to establish a nursing roster.</p> <p>The NHPPD model consists of seven (7) categories that contain specified criteria for measuring diversity, complexity and nursing tasks required within a ward/unit. The categories are aligned with a nursing hour value over a 24-hour period ranging from 3.0 hours to 7.5 hours per patient. These are collectively termed the NHPPD Guiding Principles</p>																		
<p>Capacity of the wards/clinics</p>	<p>Appendix III: Bed / Service capacity:</p> <p>Total In-Patient Beds : 266</p> <p>Out Patient Clinics: : 61</p> <p>Operating Rooms : 8</p> <p>PACU beds : 12</p> <p>Endoscopy : 1 procedure room</p> <p>Hemodialysis : 12</p> <p>Emergency Room : 12</p> <ul style="list-style-type: none"> • Trauma and Resus : 3 • Isolation/Procedure: 1 • Respiratory Screening: 1 																		



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The categories of staff working within nursing services	Appendix IV: Total Number of Nursing Staff / Nationalities																																							
	Associate Executive Director	Pain Specialist	Staff Nurse II																																					
	Director, Clinical Nursing	Wound Care Nurse	Orthopedic Technician																																					
	Director, Nursing Education	Psychiatric Nurse	Patient Care Technicians																																					
	Nursing Shift Coordinators	Nurse Coordinators	CSSD Technicians																																					
	Nurse Managers	Nursing Shift Coordinators	Administrative Assistants																																					
	Assistant Nurse Manager	OR Scheduler	Unit Assistants																																					
	Manager Nursing Resource Systems	Nurse Educators	OR Supply Coordinator																																					
	Manager Nursing Services Product & Equipment	Clinical Resource Nurses	Supervisor, Patient Escort																																					
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Patient Educators (Diabetic)	Staff Nurse I	Runner																																						
POPULATION SERVED	MNGHA – KAH provides optimum healthcare to SANG personnel, their dependents and other eligible patients.																																							
Hours Of Operation	Nursing Services provide a 24 hour service:																																							
Working Hours (Units, Clinics)	<ul style="list-style-type: none"> ▪ Regular Business Hours are 08:00 - 1700 from Sunday to Thursday but can vary according to a specific department operation needs ▪ Shifting hours: 0700-1930, 1900-0730 ▪ Ramadan work hours for Muslim are adjusted according to APP 																																							
Major Volumes Of Service	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Statistics</th> <th style="background-color: #d3d3d3;">2017</th> <th style="background-color: #d3d3d3;">2018</th> <th style="background-color: #d3d3d3;">2019</th> <th style="background-color: #d3d3d3;">2020</th> </tr> </thead> <tbody> <tr> <td>Inpatient Census</td> <td>77,010</td> <td>80,533</td> <td>83,185</td> <td>70,925</td> </tr> <tr> <td>Average Daily Census</td> <td>211</td> <td>221</td> <td>228</td> <td>194</td> </tr> <tr> <td>Ambulatory (OPD)</td> <td>157,441</td> <td>154,593</td> <td>165,667</td> <td>145,129</td> </tr> <tr> <td>ER Visits</td> <td>60,639</td> <td>64,720</td> <td>59,468</td> <td>37,605</td> </tr> <tr> <td>Deliveries</td> <td>2,488</td> <td>2,199</td> <td>2,025</td> <td>1,822</td> </tr> <tr> <td>Peri-operative Procedures</td> <td>6,107</td> <td>5,478</td> <td>6,089</td> <td>4,040</td> </tr> </tbody> </table>					Statistics	2017	2018	2019	2020	Inpatient Census	77,010	80,533	83,185	70,925	Average Daily Census	211	221	228	194	Ambulatory (OPD)	157,441	154,593	165,667	145,129	ER Visits	60,639	64,720	59,468	37,605	Deliveries	2,488	2,199	2,025	1,822	Peri-operative Procedures	6,107	5,478	6,089	4,040
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<ul style="list-style-type: none"> • Clinical 	<ul style="list-style-type: none"> • Caring of patients utilizing nursing process within the established hospital policies, procedures, standards and protocols • Establishing a rigorous quality improvement framework in which all staff have a role that links to the corporate agenda. • Commencing the utilization of nursing indicators to measure nursing outcome. • Having nursing structures that are patient focused. • Continually reviewing nursing roles to ensure that a modern health service can be delivered 																																							
<ul style="list-style-type: none"> • Education and Research 	<ul style="list-style-type: none"> • Ensuring the best learning and teaching approaches are adopted and which are accredited by the Saudi Commission for Healthcare Specialties. • Endeavoring to make all programs available to other health care providers. • Ensuring effective links are continued with all academic partners • Maximizing nursing contribution to research and development • Enhancing the use of evidence to support practice 																																							



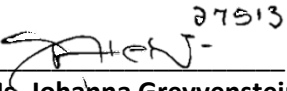
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	<ul style="list-style-type: none"> • Enabling the nursing profession to better influence the research and development agenda
<ul style="list-style-type: none"> • Administrative 	<ul style="list-style-type: none"> • Strengthening leadership at the bedside • Having a modern career framework that reflects roles based on patient needs and having the best model for leadership development for nursing • Supporting nurse leaders that represent the community we serve.
Staff Qualifications & Training	See Appendix VI: Staff Qualifications and Training
Committees and Activities	<p>Appendix V: Committees and Taskforces :</p> <p>NURSING DEPARTMENTAL COMMITTEES:</p> <ul style="list-style-type: none"> ▪ Nursing Board ▪ Nursing Management Committee ▪ Nursing Policy and Procedure Committee ▪ Nursing Services Credentialing and Promotion Committee ▪ Nursing Education Committee ▪ KAH Nursing Human Resource Task Force Meeting ▪ Nursing Services Quality and Patient Safety Committee
How the units cope with staffing shortages	<p>1. DPP 46020-02 Nursing Staffing and Floating outlines:</p> <ul style="list-style-type: none"> ➤ Floating staff between departments ➤ Cross Training ➤ Staff Crises Management: <ul style="list-style-type: none"> ▪ During period of staffing crises, all Nursing Services Directorates will collaborate to ensure that staffing resources are optimally utilized and overtime is evenly distributed between suitably skilled staff ▪ The AED will ensure collaboration between all the areas to meet the acute need to include any of the following measures: <ul style="list-style-type: none"> ▪ Authorized overtime for staff on probationary period ▪ Cancellation of educational programs ▪ Reassignment of clinical educational and management staff to direct care ▪ Escalate bed crises to DERD, Operations as well as DERD, Medical Services for Executive Management
Emergency Preparedness for Unexpected Fluctuations in Demand	<p>This department has:</p> <ol style="list-style-type: none"> 1. Unit specific Emergency Response Plan (for Code Black) that has the action card for each nursing staff and the disaster call plan. 2. Unit specific evacuation plan 3 Mock Code Blue Drill 4. Fire Drill 5. Staff contact numbers posted in the unit <p>There is:</p> <ol style="list-style-type: none"> 1. APP 1428-19: Management of Missing or Absconded Patients 2. Code Yellow and Disaster Policy Presentation during staff Hospital Orientation 3. APP 1430-28 Code Gray – Security Threat 4. APP 1430-29 Activation of Code Black – Disaster 5. APP 1430-41 Code Blue Activation - Cardiopulmonary Resuscitation <p>All staff members are required to attend a yearly fire and life safety training and disaster plan/policy in-service.</p>



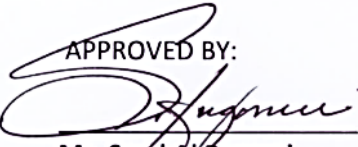
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REVIEWED BY:


Ms. Johanna Greyvenstein
Associate Executive Director,
Nursing Services

10 JAN 2021
Date

APPROVED BY:


Mr. Saud Al Bugami
Deputy Executive Regional Director,
Operations
King Abdulaziz Hospital, Al Ahsa

10 JAN 2021
Effective Date

Appendix I: Future Developments: Specialist Medical Center

Program Description



The construction of a dedicated Specialized Medical Center Building consisting of 330 beds across four medical towers within the campus of the King Abdulaziz Hospital, Al Ahsa in the Eastern Region. The building consists of 4 main floors which together with sub-basement and roof areas.

The facility is connected to the existing hospital building by an air-conditioned link tunnel to ensure the smooth traffic of patients, medical staff and instruments.

Four towers have been constructed, each of which is based around a dedicated service. These are Oncology, Cardiac, Trauma and Diabetes. There are shared facilities in the central zones on each floor.



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Main Space Function

Basement

- Information Systems
- Biomedical Engineering
- Morgue
- Nuclear Medicine
- Radiotherapy
- Anatomic Pathology
- Serology Laboratory
- Histopathology
- Chemistry
- Molecular PCR
- Hematology
- General Store
- Pharmacy



Ground Floor

- MRI Center
- Imaging Center
- Cardiac Outpatient Clinics
- Ambulatory Care
- Trauma Department
- Emergency Department
- Rehabilitation Department
- Outpatient Pharmacy

1st Floor

- Cardiovascular ICU (Adult/Pediatric)
- Oncology ICU
- Trauma ICU
- Burn Unit
- Hemodialysis Unit
- Chemotherapy Unit
- Oncology Outpatient Clinics
- Operating Suite
- Cardiac Cath Laboratory
- Diabetic Outpatients

2nd Floor



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- Inpatient Units (All Specialties)

Brief Summary of Project Components

The four main specialty facilities as shown above are namely:

1. Oncology Center
2. Cardiovascular Center
3. Diabetic Center
4. Trauma Center

In addition to the above major units, there are new facilities to complement the increasing patient numbers for:

5. Emergency Medicine
6. Hemodialysis

To support these expanded facilities, the above specialties include the services of the following:

- Operating Theatre Suites
- Pharmaceutical Care Services
- Medical Imaging
- Pathology & Laboratory
- Ambulatory Care
- Rehabilitation

Appendix II: Calculations for Inpatient / Outpatient Direct Care Staffing per NHPPD

Calculations for Inpatient Direct Care Staffing per NHPPD

Vacation Allowance per Nurse

2.5 Annual Days per month	=	30 Calendar Days
10 Midyear Days per year	=	10 Calendar Days
8 Days Holidays plus 2 off Days	=	10 Calendar Days
7 Days Holidays plus 2 off Days	=	9 Calendar Days
1 Day National Holiday	=	1 Calendar Days
		<hr/>
		60 Calendar Days

Vacation allowance

Nurse contracted for 52 weeks

Available to work 195 shifts minus their vacation allowance

Vacation allowance = 60 Days divided by 28 (# calendar days in a rotation) = 2.14 rotations
= 2.14 rotations x 15 shifts per rotation = 32.1 shifts

▲ vacation allowance = 32.1 shifts per nurse per year.



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Formula

Code	Staffing Formula	
1	Nurse : Patient Ratio	Number of patient ratio divided by 1 nurse
2	Number of Nurses per shift	Code ii / Code 1 = (rounded off to the nearest whole number)
3	Number of Shift Daily	1 day x 2 shifts =
4	Shift Hours	1 shift x 12 hours =
i	Nursing Hours Per Patient Day (NHPPD)	Code 2 x Code 3 x Code 4 / Code ii =
ii	Number of Beds	Total open beds =
Hours required to provide care:		
a	Daily	i x ii = a
b	Weekly	a x 7 days = b
c	Yearly	b x 52 weeks = c
Shifts required:		
d	Daily	a/12 hours = d
e	Weekly	dx7 days = e
f	Yearly	e x 52 weeks= f
g	Full Time Equivalent (FTE) to provide care	f/195 shifts per year = g
h	FTE for Contractual absences	g x 32.1 shifts not available to work /195 = h
i	Total MSR Lines Needed	g + h = i (rounded off to the nearest whole number)

Calculations for Outpatient Direct Care Staffing per NHPPD

Vacation Allowance per Nurse

2.5 Annual Days per month	=	30 Calendar Days
10 Midyear Days per year	=	10 Calendar Days
8 Days Holidays plus 2 off Days	=	10 Calendar Days
7 Days Holidays plus 2 off Days	=	9 Calendar Days
1 Day National Holiday	=	1 Calendar Days
		60 Calendar Days

Vacation allowance = 60 Days divided by 28 (# calendar days in a rotation) = 2.14 rotations
= 2.14 rotations x 20 shifts per rotation = 42.8 shifts

▲ vacation allowance = **42.8** shifts per nurse per year.

Formula

Code	Staffing Formula	
1	Nurse : Patient Ratio	Number of patient ratio divided by 1 nurse



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2	Number of Nurses per shift	Code ii / Code 1 = (rounded off to the nearest whole number)
3	Number of Shift Daily	1 day x 1 shift =
4	Shift Hours	1 shift x 8.5 working hours =
i	Nursing Hours Per Patient Day (NHPPD) / Nursing Hours Per Patient Volume (NHPPV)	Code 2 x Code 3 x Code 4 / Code ii =
ii	Number of beds or volume	Total open beds or volume as applicable
Hours required to provide care:		
a	Daily	i x ii = a
b	Weekly	a x 5 days = b
c	Yearly	b x 50 weeks = c
Shifts required:		
d	Daily	a/8.5 hours = d
e	Weekly	d x 5 days = e
f	Yearly	e x 50 weeks = f
g	Full Time Equivalent (FTE) to provide care	f/250 shifts per staff per year = g
h	FTE for Contractual absences	g x 42.8 shifts not available to work /250 = h
i	Total MSR Lines Needed	g + h = i (rounded off to the nearest whole number)

Appendix III: Bed / Service Capacity:

I N P A T I E N T	ADULT AREAS		PEDIATRIC AREAS	
	Critical Care		Critical Care	
	UNIT	No. of Beds	UNIT	No. of Beds
	ICU	10	NICU	10
	CCU	8	PICU	4
	Step downs	14	ICN/Step Down	19
GENERAL WARDS				
	UNIT	No. of Beds	UNIT	No. of Beds
	Medical	56	Pediatric Ward	25
	Surgical	56	Nursery	2
	Mix (MPD/BC)	28		
	OBGYNE/HDU	34		
PERI-OPERATIVE AREAS				
	Operating Rooms	8		
	PACU beds	8		
	Endoscopy	1		
AMBULATORY CARE AREAS				
	Emergency Room:		12 beds	



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▪ Trauma and Resus	3
▪ Isolation/Procedure	1
Hemodialysis:	12 stations
Outpatient Department	61 clinics

Appendix IV: Total Number of Nursing staff by Position Title and Nationality:

Total Number of Nursing staff by Position Title

STATUS REPORT	TOTAL			TOTAL
	FILLED	VACANT LINES WITHOUT CIP	CIP	
Assoc. Exec. Director	1	0	0	1
Director, Clinical Nursing	3	1	0	4
Director, Nursing Education	0	1	0	1
Nurse Educators	3	3	0	6
Nurse Manager	11	3	2	16
Manager	1	2	0	3
Assistant Nurse Manager	6	4	1	11
Nursing Shift Coordinators	4	1	0	5
Nurse Coordinator	3	0	0	3
OR Scheduler	1	0	0	1
Patient Educator	2	0	0	2
Clinical Resource Nurse	4	5	0	9
Midwives	4	0	4	8
Staff Nurse I	213	36	28	277
Staff Nurse II	240	66	33	339
Orthopedic Technician II	0	1	0	1
Administrative Assistant II	3	0	0	3
Administrative Assistant III	2	2	0	4
Patient Care Technician	69	42	0	111
OR Supply Coordinator	0	1	0	1
Runner	2	0	0	2
CSSD Technicians I	1	6	0	7
CSSD Technicians II	9	0	0	9
Unit Assistant I	15	0	0	15
Unit Assistant II	20	1	0	21
Unit Assistant III	17	13	0	30
Supervisor Patient Escort	1	0	0	1
Patient Escort	15	5	0	20



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Total Nursing Dept.'s Population	650	193	68	911
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Total Number of Nursing staff by Nationality

NATIONALITIES	TOTAL Number	%
AUSTRALIAN (AUS)	2	0.31%
BRITISH (GBR)	2	0.31%
CZECHOSLOVAKIA (CZECH)	1	0.15%
EGYPTIAN (EGY)	1	0.15%
FILIPINO (PHL)	354	54.46%
INDIAN (ISC)	9	1.38%
IRISH (IRL)	1	0.15%
JORDANIAN (JOR)	13	2.00%
LEBANESE (LEB)	1	0.15%
MALAYSIAN (MYS)	59	9.08%
SAUDI (SAU)	151	23.23%
SOUTH AFRICAN (ZAF)	56	8.62%
Grand Total	650	100.00%

Appendix V: Committees and Taskforces:

NURSING DEPARTMENTAL COMMITTEES:	
Committees:	Chairperson
Nursing Board	Johanna Greyvenstein
Nursing Management Committee	Johanna Greyvenstein
Nursing Policy and Procedure Committee	Mary McDonagh
Nursing Education Committee	Mary McDonagh
Nursing Services Credentialing & Promotion Committee	Johanna Greyvenstein
Maternal-Child Health Care Nursing Management Sub-Committee	Phares Banda
Critical Care Nursing Management Sub-Committee	Fouad Freijeh
Medical-Surgical Nursing Management Sub-Committee	Mohammed Shahin
Fall Risk Management Committee	Rowenia Jose
Tissue Viability & Diabetic Foot Committee	Mohammed Shahin (Co)
Pain Management Committee	Mohammed Shahin (Co)
KAH Nursing Human Resource Task Force Meeting	Johanna Greyvenstein
Nursing Services Quality and Patient Safety Committee	Phares Banda
Ambulatory Care Nursing Management Sub-Committee	Annalene Vries

HOSPITAL COMMITTEES/TASK FORCE WITH NURSING REPRESENTATION	
Committees:	Member (s)
Adverse Drug Reaction Subcommittee	Johanna Bothma
Ambulatory Care Committee	Johanna Greyvenstein
Appearance Standing Committee	Johanna Greyvenstein



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KAH Blood Transfusion and Utilization Committee	Fouad Freijeh
Cardio Pulmonary Resuscitation Committee	Mary McDonagh Fouad Freijeh
Conscious Sedation Committee	Martha Kekana
Corporate Quality and Patient Safety Council	Johanna Greyvenstein
Eastern Region Administrative Credentialing Committee	Johanna Greyvenstein
Eastern Region Executive Management Committee	Johanna Greyvenstein
Emergency Disaster Management Sub-Committee	Johanna Greyvenstein (Co)
Employee Social Club Committee	Johanna Greyvenstein
Fire Prevention/Emergency Exit Safety Sub-Committee	Phares Banda
FMS Sub-committee	Fouad Freijeh Ahmad Salahaldeen
Hazardous Material & Waste Management Safety Sub-Committee	Annalene Vries Mapula Mongalo Rowenia Jose
Heads of Departments Committee	Johanna Greyvenstein
Medical Technology Safety Sub-Committee NG-ER-041	Mohammed Shahin
HIM Regional Committee	Jamielah Yaakob
HIM Subcommittee	Christa/Johanna
Hospital Ethics Committee	Phares Banda Mary McDonagh Annalene Vries
Hospital Morbidity and Mortality Committee	Johanna Greyvenstein
Hospital Utilization Committee	Johanna Greyvenstein (Co-Chair)
Housing Committee	Johanna Greyvenstein
Infection Control Committee	Dominica Daniel
KAH Quality Improvement and Patient Safety (QPS) Committee	Johanna Greyvenstein
Medication Safety Program	Mohammed Shahin Balbinder Kaur
Multidisciplinary Environmental Rounds	Phares Banda
MUPES	Rohana Yahya
Nursing-Pharmacy Sub-Committee	Rohana Yahya (Chair) Dominica Daniel
Operating Room Board	Fouad Freijeh
Operating Room Committee	Mapula Mongalo
Patient Care Executive Committee	Johanna Greyvenstein
Patient Complaint Review Committee Meeting	Johanna Greyvenstein Mohammed Shahin
Pharmacy and Therapeutics	Rohana Yahya
POCT Easter Region	Mary McDonagh
Radiology Committee	Mapula Mongalo
Regional Safety & Security Committee AAA/NG 562	Johanna Greyvenstein
Safety Management Committee	Johanna Greyvenstein
Safety Management Sub-Committee	Salam Haidar
Saudi Medication Safety Center Board Meeting	Johanna Greyvenstein Rohana Yahya
Southern Border	Mohammed Shahin



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Tissue Review	Mary McDonagh
System Downtime Task Force	Sami Aliyyen
Utility Systems Safety	Annalene Vries

Appendix VI: Staff Qualifications and Trainings

Item No.	Position	Required Number	Available Number	License	Qualification – Education	Experience	Training	Others
1	Associate Executive Director (AED)	1	1	Registered Nurse – Current Nursing License (SCHS and home country nursing license)	Masters Degree in Nursing / Healthcare Administration	Minimum 8 years in health service, minimum 5 years in senior progressive administrative post/ managerial/ supervisory, at least 2 years in a comparable organization	BLS	EPT: Level I
2	Director, Clinical Nursing	4	3	Same as item no. 1	Bachelor Degree – Essential (E); Masters Degree in Nursing / Management - E	Minimum 8 years in clinical nursing with 5 years progressive administrative post and 2 years in comparable post	BLS	EPT: Level I
3	Director, Nursing Education	1	0	Same as item no. 1	Bachelor Degree in Nursing of equivalent from an accredited institution-E; Master's Degree in Nursing/Education or related or equivalent from an accredited institution-E	10 years current clinical nursing experience following/licensure/registration in the country of origin, 5 years of which in managerial capacity including 2 years in a comparable position-E	BLS	EPT: Level I
4	Nurse Educator	6	3	Same as item no. 1	Bachelor Degree in Nursing – E; Post graduate certification in area of specialty - P	5 years clinical nursing with variety of assignments including 2 years current clinical teaching	BLS and specific certification as required in area of assignment	EPT: Level I
5	Nurse Manager	16	11	Same as item no. 1	Bachelor Degree in Nursing – E	3 years current clinical experience in specific area plus 2 years in comparable management post	BLS and specific certification as required in area of assignment e.g. ACLS	EPT: Level I
6	Manager, CSSD	1	0	Certified CSSD specialist licensed SCHS	Recognized Western CSSD/TSSU certification / diploma – E; Nursing degree plus OR experience - P	Minimum 5 years CSSD/TSSU: 3 years current clinical experience in a CSSD comparable in size & function with 2 years in management position in an organization of comparable size & function - P	BLS	EPT: Level I
7	Manager, Nursing Resource System	1	0	Same as item no. 1	Bachelor Degree in Nursing or informatics – E	Minimum 5 years with 3 years progressive administrative post with 1 year in comparable post	BLS	EPT: Level I



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8	Manager, Nursing Services Product & Equipment	1	1	Same as item no. 1	Diploma in Nursing – E	5 years clinical experience including experience in nursing management – E; Experience in Logistics Management - P	BLS	EPT: Level I
9	Assistant Nurse Manager	11	6	Same as item no. 1	Diploma in Nursing or Bachelor Degree in Nursing – E	3 years current clinical experience in a specific area with demonstrated leadership abilities	BLS and specific certification as required in area of assignment e.g. ACLS	EPT: Level I
10	Nursing Shift Coordinator	5	4	Same as item no. 1	Bachelor Degree in Nursing – E	Minimum 7 years post registration experience including 2 years in comparable management post	BLS, ACLS	EPT: Level I
11	Nurse Coordinator	3	3	Same as item no. 1	Diploma in Nursing or Bachelor Degree in Nursing – E	3 years current clinical experience in specific area with demonstrated leadership abilities	BLS and specific certification as required in area of assignment	EPT: Level I
12	OR Scheduler	1	1	Same as item no. 1	Diploma in Nursing or Bachelor Degree in Nursing – E	2 years current clinical experience in specific area of practice; Familiarity with OR Scheduling Programs - P	BLS and specific certification as required in area of assignment	EPT: Level I
13	Patient Educator	2	2	Same as item no. 1	Bachelor Degree in health Education / Community Health Education / Public health Education / Nursing – E; Completion of Specialty Health Education Program - E	5 years experience of recent acute care hospital environment	BLS	EPT: Level I
14	Clinical Resource Nurse	9	4	Same as item no. 1	Diploma in Nursing or Bachelor Degree in Nursing – E	3 years current clinical experience in specific area – E Previous experience in a teaching role - P	BLS and other unit specific certification stated in job addendum	EPT: Level I
15	Midwife	8	4	Same as item no. 1	Diploma in Nursing – E; Post graduate Midwifery Certificate - E	Minimum 5 years current nursing experience including 3 years current midwifery experience	BLS, NRP and other unit specific certification stated in job addendum	EPT: Level I
16	Staff Nurse I	277	213	Same as item no. 1	Bachelor Degree	3 years current clinical nursing experience following licensure	Meets additional	EPT: Level I



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Item No.	Position	Required Number	Available Number	License	Qualification – Education	Experience	Training	Others
17	Staff Nurse II	339	240	Same as item no. 1	in Nursing or Diploma in Nursing (Western standard) – E Specific certification as required in area of assignment - Preferred	in the country of origin with basic leadership experience 2 years current clinical nursing experience following licensure in the country of origin	requirements for specialty areas as defined in the addendum i.e. BLS, ACLS	EPT: Level I
18	Orthopedic Technician II	1	0	N/A	High School Diploma – E; Junior College / Technical School Diploma – E	2 years position related experience - P	Evidence of related trainings as orthopedic Technician (entry level); Current BLS certificate - E	EPT: Level I
19	Administrative Assistant II	3	3	N/A	Associate Diploma or equivalent – E Bachelor's Degree - P	Minimum 2 years experience in related field	N/A	EPT: Level I English Typing Speed: 40 wpm
20	Administrative Assistant III	4	2	N/A	Associate Diploma	Minimum 1 year experience in office administration or Secretarial post	N/A	EPT: Level I English Typing Speed: 30 wpm
21	Patient Care Technician	111	69	N/A	High School Diploma – E; Junior College / Technical School Certificate / Nursing Diploma - E	2 years position related experience in healthcare environment	N/A	EPT: Level 2
22	OR Supply Coordinator	1	0	N/A	Diploma – E; Business Administration or related discipline; Certificate in Healthcare - P	Minimum of three (3) years related experience in a medium to large organization - E	N/A	EPT: Level I
23	Runner	2	2	N/A	High School Diploma - E	N/A	N/A	EPT: Level 3
24	CSSD Technicians I	7	1	Same as item no. 6	High School Diploma – E; Certificate as Central Sterile Processing Technician or equivalent – E	Minimum 3 years position related experience in comparable health care organization – E; Previous experience with decontamination, inspection and preparation of complex OR trays - E	N/A	EPT: Level I
25	CSSD	9	9	Same as item no. 6	High School Diploma – E	Minimum 2 years position related experience in	N/A	EPT: Level I



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	Technicians II					comparable health care organization – E; Previous experience with decontamination, inspection and preparation of complex OR trays - E		
26	Unit Assistant I	15	15	N/A	Associate Degree or Diploma in English Literature, Translation or related discipline - E	Minimum 3 years related experience	N/A	EPT: Level I
27	Unit Assistant II	21	20	N/A	Associate Degree or Diploma in English Literature, Translation or related discipline - E	Minimum 2 years related experience	N/A	EPT: Level I
28	Unit Assistant III	30	17	N/A	Associate Degree or Diploma in English Literature, Translation or related discipline - E	N/A	N/A	EPT: Level I
29	Supervisor Patient Escort	1	1	NA	Bachelor's Degree (University/OPA is essential)	Three years directly related experience in health care facility is essential and previous supervisory experience is preferred	Knowledge in Health Care Specialties and Medical Terminology is essential	EPT: Level I
30	Patient Escort	20	15	N/A	High School Diploma – E	N/A	N/A	EPT: Level III

Other Requirements:

1. Arabic Skills: Preferred/ beneficial / Level II for all positions except for Patient Educator that is essential.
2. Computer Skills: Level I for AED
 - Level II for CSSD Tech I & II
 - Level III for MW, UA 1, 2&3
 - Master for Manager, NRS
 - Expert for DCN, DNE, Manager-NSPE, OR Scheduler
 - Intermediate for Administrative Assistant II, Nurse Educator, NSC Sp-A, Pt. Escort
 - Proficient for Administrative Assistant III, ANM, CRN, Manager-CSSD, Nurse Coor, NM, Ortho Tech II, PCT, Pt. Educator, SN 1&2
 - Basic Level for Runner