



THE KINGDOM OF SAUDI ARABIA

THE NATIONAL GUARD HEALTH AFFAIR

PRINCE MOHAMMAD BIN ABDULAZIZ Hospital (PMBAH)



" المدينة خير لهم لو كانوا يعلمون "

"AlMadinah is better for them if they only knew"



CONTENTS

Life in AlMadinah	1
Religious significance in Islam.....	1
Climate	1
AlMadinah Historical Land Marks.....	2
Shopping Centers.....	4
Restaurants and Coffee Shops.....	4
Hotels.....	4
Schools	5
Around AlMadinah.....	5
Yanbu	6
Badr.....	6
.....	6
Mada'en Saleh	7
NATIONAL GUARD HEALTH AFFAIRS (NGHA)	8
Mission.....	8
Vision.....	8
Our Core Values	8
Accreditation.....	9

Prince Mohammad Bin Abdulaziz Hospital (PMBAH)	10
Medical Services	10
Ancillary Services.....	11
Nursing Services.....	11
Location and Destination	12
Employees' Benefits.....	13
Orientation.....	13
Transportation Services	13
'Medical and Dental Care.....	14
Food Services Department	14
Safety Management department	14
Leaves and Holidays.....	16
Type of Leaves and Holidays	16
Other types of holiday	16
Mid-Year Benefits	18
Annual Ticket	18
End of Service Award:	18
Salary and Bonus.....	19
Dependent Children Education.....	19
Staff Housing Services Department	19
Facilities	20

How to Apply..... 21



Life in AlMadinah

The most valued benefit of living in AlMadinah is to be minutes away from the Holy Mosque of the Prophet Mohammad (Peace Be Upon Him). AlMadinah is the second Holiest City in the kingdom after Makkah. AlMadinah has an area of 151,990 km² and a population of 1,512,724. It is subdivided into seven governorates: Yanbu, Badr, Alhenakia, Khaibar, Al-Ula, Mahd Althahab and AlMadinah.

Religious significance in Islam

AlMadinah's importance as a religious site derives from the presence of Al-Masjid Al-Nabawi or The Mosque of The Prophet. AlMadinah is home to the oldest three mosques in Islam, namely Al-Masjid Al-Nabawi (The Prophet's Mosque), Quba Mosque (the first mosque in Islam's history), (and Masjid al-Qiblatain) the mosque where the qibla was switched to Makkah.

The Islamic calendar is based on the migration of the prophet Mohammad (Peace Be Upon Him) and his followers to the city of AlMadinah, which marks the start of the Hijri year in 622 CE, called Hijra.

Anas bin Malik narrates that the Prophet Mohammad (Peace Be Upon Him) said; O'Allah! Grant AlMadinah twice the blessings that you granted to Makkah. (Sahih al-Bukhar)

Sa'ad bin Malik and Abu Hurayra narrates that Prophet Mohammad (Peace Be Upon Him) said; on every street of AlMadinah, there are two Angels protecting it. Plague and Antichrist cannot enter this city and whoever casts an evil on this city, Allah will dissolve him just as salt dissolves in water. (Musnad Ahmad)

Climate

Climate data for Medina													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C (°F)	23 (73)	26 (78)	29 (85)	34 (93)	39 (102)	42 (107)	42 (107)	42 (107)	41 (106)	36 (97)	29 (85)	25 (77)	33.9 (93.1)
Average low °C (°F)	12 (54)	14 (57)	17 (63)	22 (71)	26 (78)	28 (83)	29 (84)	29 (85)	28 (82)	23 (73)	18 (64)	13 (56)	21.6 (70.8)

AlMadinah Historical Land Marks

✚ Almasjid Alnabawi

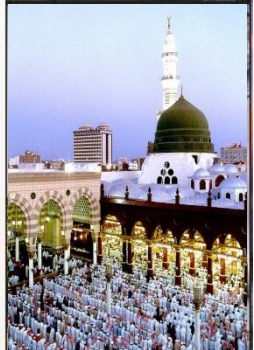
The holy mosque of al Madina (AlMasjed Alnabawi) is the second most important mosque in Islam. It was built by Prophet Mohammad (peace be upon him) 622 AD.

- Built by the Prophet peace be upon him in the first year of immigration: 1050 m²
- Expansion of the Prophet peace be upon him after the introduction of the Khyber years 7 e: 1425 m²
- Expansion of Omar Bin Al Khattab was in year 17 AH by 1100 m²
- Expansion of Uthman bin Affan years 29-30 AH by 496 m²
- Expansion of Walid bin Abdul Malik Umayyad year 88-91 AH by 2369 m²
- Expansion year-Mahdi Abbasi 161-165 AH by 2450 m²
- Expansion of Sultan Ashraf Bey year 888AH by 120 m²
- Ottoman Sultan Abdul Majeed Expansion Year 1265 -1277 AH by 1293 m²
- Expansion of His Majesty King Abdul Aziz year 1372 AH (the first Saudi extension) by 6024 m²
- Expansion of the Custodian of the Two Holy Mosques King Fahd bin Abdul Aziz year 1405 AH (the second Saudi extension) by 82000 m²
- Area surrounding the mosque of Prophet squares (within expansion of the Custodian of the Two Holy Mosques): 235,000 m²

▪ *Statistics on the Prophet's Mosque*

Minarets

- The old building and the first Saudi extension: (4) minarets.
- Expansion of the Custodian of the Two Holy Mosques: (6) minarets.
- Total: (10) minarets.
- Number of stairs.
- Ordinary stairs: (18) stairs.



- Escalators: (6) escalator.
- Total: (24) stairs & escalators.

Doors: 22 main gates.

Area of the mosque and its capacity

- Ground floor of the mosque: 98.500 m² (167.000) worshipers.
- Space for prayer in the surface of the new expansion: 67.000 m² (90.000) worshipers.
- Squares surrounding the mosque: 235.000 m² (450.000) worshipers.
- Total: 400.500 m² (707.000) worshipers.
- Capacity at peak times: Million worshipers.

✚ Uhod Mountain

It is a 4 miles in length and 2 miles in breadth and is located about 3 miles from the northern outskirts of AlMadinah. It is the site where the battle of Uhod took place in the third year after the hijrah. There is an artificial waterfall and a park in one part of the mountain, these have become popular sites for local residents to visit and camp around. The Prophet (Peace Be Upon Him) had a fondness for this mountain and said, "Uhod is a mountain which loves us and which we love." (Sahih Muslim).

✚ Qubaa Mosque

It is the oldest mosque in the world. Its first stones were positioned by the prophet Mohammad on his migration from the city of Makkah to AlMadinah and the mosque was completed by his companions.

✚ Al-Qiblatain Mosque

The name of the mosque goes back to the beginning of Islam when the companions of the prophet Mohammad (Peace Be Upon Him) named it after an event that took place. Prophet Mohammad was leading the prayer when he received a revelation from Allah instructing him to take the Kaaba as the Qiblah. Prophet Mohammad, who had been facing Jerusalem during the prayer, upon receiving this revelation, immediately turned around to face





Makkah, and those praying behind him also did so. After this, the mosque in which this incident occurred came to be known as Masjid Al-Qiblatain (i.e. 'Mosque of the Two Qiblas'). Many pilgrims who go to Makkah for hajj often visit AlMadinah where some end up visiting the notable Qiblatain because of its historic significance.

Shopping Centers

AlMadinah's Malls offer a wonderful shopping experience, from traditional souks and corner shops to supermarkets and vast shopping malls. Almost all items and well-known brands available in Europe and North America can be found in AlMadinah. You'll find top-name fashion items, clothing, footwear, cosmetics and jewellery, kitchenware, glass and crystal, carpets, electronic goods, books and maps, children's toys, in fact almost anything you could care to name. You are sure to find attractive prices wherever you shop, for there is no sales tax or VAT in Saudi Arabia. Alrashed Mega Mall, Aliyat AlMadinah Mall and Alnoor Mall are the biggest shopping centers in AlMadinah; where you can buy and enjoy with your family. In addition; there are several hyper markets such as Hyper Panda, Carefour and Bin Dawood Centers.

Restaurants and Coffee Shops

- ✚ Starbucks Coffee
- ✚ Burger King
- ✚ KFC
- ✚ Domino's Pizza
- ✚ Fuddruckers
- ✚ Hardee's
- ✚ Subway
- ✚ Chili's

Hotels

There are several five star hotels in MADINA such as Marriot, Sheraton, Mövenpick and Hilton. All located in ALHARAM area.

Schools

There are many schools for Saudi and expatriate children in AlMadinah. The schools tend to be privately run and the curriculum varies according to the educational philosophy and ethos of the school. There are several international schools and institutions for different nationalities, where many nationality's customs, traditions and holidays are liberally practiced. The list below is an example of private schools in AlMadinah:

School Name	Contact Number	
ALMANARAT SCHOOL (INTERNATIONAL)	8480881 - 8483038 - 8481267	KG1 to Level 5
ALMOTAZZ BELLAH SCHOOL (NATIONAL)	8230306	
ALAKEEK SCHOOL (INTERNATIONAL)	8695008	KG 1 to Level 12
KING ABDUL AZIZ SCHOOL (NATIONAL)	8654545 - 8654333	
TURKISH SCHOOL	-	
PAKISTANI SCHOOL	-	
ALAKEEK Pakistani SCHOOL (INTERNATIONAL)	8464222	KG 1 to Level 12
ANWAR ALFAIHAA SCHOOL (NATIONAL)	8466380	
AL GHARAA PRIVATE SCHOOL (NATIONAL)	86408181	
Zaid Bin Thabit National Quran Memorizing Primary School	8227611	





Around AlMadinah

Yanbu

Yanbu' al Bahr ("spring by the sea"), also known simply as Yanbu, Yambo or Yenbo, is a major Red Sea port in the Al Madinah province of western Saudi Arabia. It is approximately 230 kilometers west of AlMadinah and 300 kilometers north of Jeddah.

The city is divided into three villages, about 15 minutes' drive by car away from each other. The Downtown (often called Al-Balad) is the actual city.

Al-Nakheel (The Palms) is the older part of the city, where mostly farms would be found. Yanbu Al-Sina'iya (literally "the industrial Yanbu"), is the industrial city, established around 1975 with a very modern housing architecture. Yanbu is famous for its great beach and one of the best places in the world for diving sport. Also you can do fishing trips and spend a marvelous day enjoying the sea.

Badr

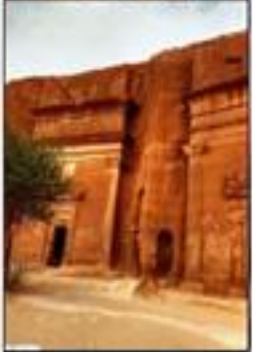
Badr (full name: Badr Hunayn) is a town in Al Medina Province, in the western part of Saudi Arabia. It is located at around 80 miles (130 km) from the Islamic holy city of Medina.

It was the location of the famous Battle of Badr between the Quraish of Makkah and the Muslims of Medina in 624. Took place on its soil the first battle in Islam. The battle of Badr is the boundary between faith and disbelieve, God promised victory to the Muslims only fourteen martyrs of immigrants and supporters died in this battle. And Quraish side fifty two. Enough pride for badr that it's immortalized by the Quran mention its name in the Anfal and AL- Imran Suras.

Mada'en Saleh


Situated 400 km. north-west of AlMadinah, are the ruins of Mada'en Salah, home to some of Saudi Arabia's most impressive antiquities. The surrounding region is characterized by striking landscape of eroded sandstone cliffs and towers. See the valley where the ancient Nabatean civilization constructed impressive tombs by carving elaborate facades into the cliff faces. Mada'en Saleh is the southernmost settlement of the Nabateans dating back to the first century BC.

The immense stone tombs which have made Mada'en Salah famous were carved between 100bc and 100AD. Mada'en Salah was the second city in the Nabataean empire, after Petra in modern-day Jordan. The ruins at Mada'en Salah are better preserved than those at Petra because of rock are harder and less prone to water damage.





NATIONAL GUARD HEALTH AFFAIRS (NGHA)



National Guard Healthcare entities have been in existence since 1982, however operated separately and independently. In 1994, the facilities were merged and integrated under one new corporate structure: NGHA to insure high standards of patient care throughout the organization.

In 20012, a Royal Decree was issued officially renaming all existing NGHA facilities to signify their identity as a corporate entity. The conglomerate now known as: King Abdulaziz Medical City (KAMC) consists of five hospitals spread across the Kingdom: Riyadh, Jeddah, AlAhssa, Dammam and AlMadinah.

Mission

National Guard Health Affairs provides optimum healthcare to Saudi Arabian National Guard personnel, their dependents and other eligible patients. NGHA also provides excellent academic opportunities, conducts research and participates in industry and community service programs in the health field.



Vision

National Guard Health Affairs will be recognized as an internationally acclaimed 'Centers of Excellence' to enhance individual and public health status.



Our Core Values

NGHA places great emphasis on certain inherent values which each individual employee is expected to demonstrate such in their everyday work practices.

Those values are:

- Respect of religious and social values
- Patient Safety and Satisfaction
- Quality Performance

- Respect and Dignity
- Transparency
- Teamwork
- Productive Work Environment
- Accountability
- Behavior and Work Ethics
- Excellence and Innovation

Accreditation

The National Guard Health Affairs in the three regions was reaccredited by the JCI (Joint Commission International) and thus received the JCI 'Gold Seal of Approval' in December 2009 with excellent results, which means a visible commitment to improve the quality of patient care, to ensure safe environment, to continually work to reduce risks to patients and staff, and to achieve the highest standards of care.





Prince Mohammad Bin Abdulaziz Hospital (PMBAH)

Prince Mohammad Bin Abdulaziz Hospital (PMBAH) is a full service facility. It will be opened in phases (1-3) ultimately to become a 300 bed hospital with different clinical specialties.

The new PMBAH the fifth Hospital in the National Guard / KAMC group is located behind the famous Aouhod Mountain on the main highway of PMBAH airport.

Medical Services

- Department of Medicine.
- Department of Surgery.
- Department of Emergency Medicine.
- Department of Pediatrics.
- Department of Obstetrics and Gynecology.
- Department of Intensive Care.
- Department of Anesthesia.
- Department of Ambulatory Care/ Out Patient Department (OPD)
- Department of Clinical Nutrition.
- Department of Infection Prevention and Control.
- Department of Pathology and Laboratory Medicine.
- Department of Medical Imaging.

- Department of Dental Services.
- Department of Quality Management.

Ancillary Services

- Rehabilitation Services
- Respiratory Services
- Pharmaceutical Care Services

Nursing Services

- Obstetrics & Gynecology
- Female Medical – Surgical
- Pediatrics
- Pediatric Intensive Car
- Business Center/ VIB
- Male Medical – Surgical
- Labor & Delivery
- Neonatal Intensive Care Unit
- Intermediate Care Nursery
- Adult Intensive Care Unit
- Operating Theater
- Day Surgery
- Endoscopy
- Outpatient Department/ACC/PHC
- Emergency Room
- Hemodialysis & Peritoneal Dialysis
- Central Sterile Supply Department
- Nursing Education Department





Patient Safety and Quality Standards

Location and Destination



PMBAH is located north of AlMadinah on Prince Naïf Bin Abdulaziz Road.

Airport-Hospital

Distance: 7.8 km.

Direction: Airport Road → Prince Naïf Bin Abdul Aziz Road → Hospital.

Hospital- Haram

Distance: 11.4 km.

Direction: Prince Naïf Bin Abdul Aziz Road → Airport Road → King Fahad Road → Haram.

Employees' Benefits

Orientation

- Once the employee arrives in the Kingdom, there will be a representative from Meet & Great who will meet the new employee at the airport and accompany them to NGHHA Staff Housing.
- Excess Baggage Allowance: A fixed amount for expatriate employees during initial mobilization and final repatriation from designated airport to Program site and vice-versa based on the country of origin.

Transportation Services

Transportation Services provides:

- Air Transport on Initial Mobilization: The expatriate employee shall be provided an Air Ticket (ticket class as per benefit group entitlement) from designated airport to employment site on initial mobilization.
- Free twenty-four hours (24-hours) transportation services provided from housing accommodation to hospital and vice versa.
- Two shopping trips weekly.
- Free transportation allowance per month for employees who are not offered, provided or occupying program assigned housing.
- Free trips to AlMasjid AlNabawi every week.





Medical and Dental Care

Basic medical and emergency dental care normally provided by the Program will be provided free to all employees based on availability and referral by a Program -employed physician, excluding over-the-counter drugs, medications and supplies.



Food Services Department

Food Services department is responsible for the total management and operational of food services in Prince Mohammad Bin Abdulaziz Hospital at Madinah. Our services include Inpatient meals or snacks, Main Hospital Cafeteria, VIP food services and the other external catering services. Our department is doing the monitoring and following up of the Contractor's activities to ensure that the rules and regulations of food safety and quality are being followed.



Safety Management department

The Safety Management Department ensures that NGHA provide a safe and healthy environment by developing creative collaborations among various departments, committees and individuals, ensuring that the healthcare safety risk (pertaining to building, equipment and people) are eliminated, minimized or mitigated.



The safety management department is in the process of defining the mechanisms for interaction and oversight for the six primary functions involved with the Facility Management and Safety (FMS), Joint Commission International (JCI) standards. These functions include Safety & Security, Hazardous Materials and Wastes, Emergency Preparedness, Fire and Life Safety, Medical Equipment, and Utilities Management.

Fire Protection Services is a comprehensive effective safety program aimed at protecting patients, visitors and staff form exposure to chemicals, radiation biological and fire hazards that may be detrimental to our health and wellbeing, in short to provide and ensure a safe hospital environment for all.



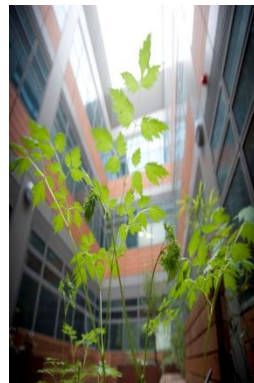
This Fire Services facilitate plans and implements a program to ensure that all staff, patients, visitors and including all PMBAH buildings is safe form fire smoke, or other hazards in the facility.



ENVIRONMENTAL SERVICES DEPARTMENT

Environmental Services is essential in Prince Mohammad bin AbdulAziz Hospital it measures, limits, prevents or correct environmental damages. It strictly monitors and evaluates the concerned services contractors to the Housekeeping, Horticulture, Roads & Grounds, Laundry, Public Health and Hazardous Materials and Medical Waste Management Services and serves as the Project Technical Representative (PTR) of National Guard Health Affairs to them.

Our success comes from understanding the various dynamics sections: First, housekeeping routinely dealt in maintaining a pleasing environment. Second, Horticulture, Roads & Grounds safely manages the landscape design, irrigation issue and selection of plants for an aesthetic environment. Third is Laundry Services provides clean, hygienic and pressed uniforms, patients wear and linens to the end users in a timely manner. Fourth is the Public Health which is significantly concerned on the health of everyone by suppressing and eliminating the breeding of pest within the vicinity. Lastly the fifth is Hazardous Materials and Medical Waste Management Services plays an important role in the organization it collects and disposes the garbage properly that might harm the health of individual.





Leaves and Holidays

Type of Leaves and Holidays

✚ Annual Leave

30 calendar days of paid Annual Leave per contract year.

✚ Administrative Leave

Six days paid leave based on benefit group.

✚ Mid-year

Ten (10) consecutive calendar days paid leave as above.

✚ Holidays

11 working days of paid Holidays inclusive of Eid Al Fitr, Hajj, and Saudi National Day (23 September)

Other types of holiday

✚ Compassionate Leave

Paid Compassionate Leave of 7 calendar days, without airline ticket, in the event of death of employee's parent, spouse or child.

✚ Sick Leave

Properly documented sick leave with full pay for up to 30 calendar days; and an additional 60 calendar days at 75% of salary, during each year of service.

Pilgrimage Leave

A Muslim employee who has completed a minimum of five (5) years of service may request and be granted a Pilgrimage leave during Hajj for a period of ten (10) days to enable the employee to make the pilgrimage to the Holy City of Makkah. This is a separate leave and apart from all other leave benefits and will be granted only once during the course of employment with the Program. An employee who avails of this benefit will not be entitled to five (5) Hajj holidays on the same year.

Leave without Pay

The Program recognizes that employees may require from time to time leaves of absence as the result of personal need or circumstances beyond their control that exceed their leave entitlements. Leave Without Pay, while possible, represent by its nature a policy exception that requires special approval.

Business Leave

The Program has established guidelines, which permit employees to travel away from the general location of the Program, in order to perform functions, which will facilitate the continued operation of the Program.

Sitter Leave

All Saudi employees and other Program Direct Hire employees on accompanied status will be granted sitter leaves of absences using accrued Annual Leave days to accompany his/her spouse and children, as medically requested, who are hospitalized in government hospital.

Marriage Leave

A full-time employee will be entitled to a Marriage Leave of three (3) days with pay on the occasion of the employee's marriage and will be granted only once during the course of the employee's employment with the Program.

Maternity Leave

The Program grants, upon request, eligible female employees maternity leave of absence when it is medically no longer advisable for the employee to continue to perform the normal duties of her position.



Birth of a Child/Paternal Leave

A full-time male employee will be entitled to one (1) day of leave with pay on the occasion of the birth of his child. This will be granted only once per contract year.

Mid-Year Benefits

Nursing Staff

Will be entitled to both mid-year air ticket and post leave (10) consecutive calendar days in paid leave status.

Allied Health Professional

Will be entitled to choose either midyear air ticket or post leave (10) consecutive calendar days in paid leave status.

Administrative and Support Staff and the remaining staff

Will be entitled to post leave (10) consecutive calendar days in paid leave status.

Annual Ticket

Upon completion of the first contract year and upon re-contracting for a minimum of one (1) additional year, a round trip air ticket for the expatriate employee and eligible dependents from the Program site to designated airport and return will be provide.

End of Service Award:

End of Service Award consisting of one-half (1/2) month's basic salary for each of the first five years of service and one (1) month's basic salary for each year of service thereafter.





Salary and Bonus

Overtime Pay

Employees who are required to work overtime will be compensated for every hour of work at 150% of the regular hourly rate based on the employee's monthly basic salary.

Re-contracting Bonus

For Staff Nurse and some of Allied Health/Clinical Staff: Employees who have worked for a year with the Program and re-contracts for another year will be granted a bonus equivalent to one (1month) of his/her basic salary prior to re-contracting date.

Merit Increase

Annual merit increase computed as percentage/step upon re-contracting based on annual evaluation.

Salary Payment

Salary is tax free and is paid by the program on a monthly basis every first (1st) day of the Gregorian month.

Dependent Children Education

Dependent Children Educational Allowances based on employee's contract entitlements the employer will pay for the actual costs of required academic expenses for each eligible dependent child in Grades 1 through 12 attending any accredited school, either in the Kingdom or abroad, up to SR 23,000 per school year.

Staff Housing Services Department

Housing accommodation is situated on a compound inside the hospital premises. It is a free housing accommodation for employees based on employee's contract entitlements. The compound is fully secured with 24-hour security by the military personal. Different types of housing are available in PMBAH buildings:

- Three Bedrooms Duplex Villa (Family Type).

- Three Bedrooms Apartment (Family Type).
- Two Bedrooms Apartment (Family Type).
- One Bedroom Apartment (Single Female or Male Type).
- Two Bedrooms Apartment (Shared Single Female or Male).
- Two Bedrooms Apartment (shared Single Female, Two persons per Bedroom).

Facilities

17

Recreation Center

Amenities found in the compound are the recreation center, which houses various types of sports and games facilities, swimming pool, play fields and courts.

- Mosque.
- Restaurant facilities.
- Uniform provided and laundered.
- Free transportation to and from work.
- Medical Library.
- Internet Access.
- Cable TV.
- Telephone access code for personal national and international phone calls.
- Utilities such as electricity, water and gas for cooking are free and paid-provided by the program for all
- Program housed employees.
- ATM international transfers.



18



How to Apply

There are several ways on how you may apply to our organization.

- ✚ You may log on to our website www.ngha.med.sa and apply through our online application.
- ✚ You may send your resume to the email addresses as detailed in the contact listing.