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- 4. Serves as a mechanism for identifying critical talent
  - 5. Identifies skills gaps in the workforce
  - 6. Acts as a mechanism for identifying critical roles
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**HR.3 All categories of staff have clearly written job descriptions.**

- HR.3.1 There is a policy that describes a standardized format for job description.
  - HR.3.2 The job description is used when selecting employees for hire, performance evaluation, internal promotion, and transfer.
  - HR.3.3 All job descriptions are revised at least every three years and as needed.
  - HR.3.4 The job description defines the required knowledge, skills, and attitude to perform the job responsibilities.
  - HR.3.5 The job description clearly defines the roles and responsibilities.
  - HR.3.6 The job description specifies the reporting relationships.
  - HR.3.7 The job description is discussed with and signed by the staff member on hiring and is kept in the personnel file.
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**Standard Intent:**

In line with the HRD role to perform Job Analysis: Job descriptions need to be developed for all individual staff members. The job descriptions are the basis for their assignments, orientation to their work, and evaluation of how well they fulfill job responsibilities. Every hospital has to have job description policy which include that the Job descriptions for each department are updated as needed to reflect staffing shortfalls or business needs. The hospital's intent for maintaining job descriptions is to have a floating guideline for each class of employee and for particular skilled positions.

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**HR.4 The hospital maintains personnel files for all employees.**

- HR.4.1 The hospital has a policy guiding the initiation, management, content update, and retention time and disposal of personnel files.
- HR.4.2 Personnel files are complete and updated.
- HR.4.3 Personnel files are kept confidential and only those who are authorized can access them.
- HR.4.4 Personnel files contain the following minimum items:
  - HR.4.4.1 Qualifications; including current licensure, certification, or registration, if applicable.
  - HR.4.4.2 Current job description.
  - HR.4.4.3 References.
  - HR.4.4.4 Orientation, continuing education, and training records.
  - HR.4.4.5 Performance evaluations.

HR.4.4.6 Records of leave and sickness.

HR.4.4.7 Disciplinary actions, if any.

HR.4.4.8 Other documents as required by relevant laws and regulations.

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**Standard Intent:**

Each staff member in the hospital, including those permitted by law and the hospital to work independently, has a record(s) with information about his or her qualifications; results of evaluations, including individual performance of job responsibilities and competencies; and work history. The records are standardized and kept current according to hospital policy.

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**HR.5 The hospital has a process for proper credentialing of staff members licensed to provide patient care.**

HR.5.1 The hospital has a written policy describing the process used for the verification of credentials.

HR.5.2 The hospital gathers, verifies, and evaluates the credentials (license, education, training, certification and experience) of those medical staff, nursing staff, and other health professionals licensed to provide patient care.

HR.5.3 Credentials are verified from the original source.

HR.5.4 Job responsibilities and clinical work assignments/ privileges are based on the evaluation of the verified credentials.

HR.5.5 The hospital ensures the registration of all healthcare professionals with the Saudi Commission for Health Specialties.

HR.5.6 Staff licensed to provide patient care must always have and maintain a valid license to practice only within their profession.

HR.5.7 The hospital maintains an updated record of the current professional license, certificate, or registration, when required by laws, regulations, or by the hospital for every medical staff, nursing staff and other healthcare professionals.

HR.5.8 When verification of credentials is conducted through a third party, the hospital must request for a confirmatory documentation.

HR.5.9 Verification process applies to all clinical staff categories (full time, part time, visitor, and locum).

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**Standard Intent:**

Physicians, dentists, and others who are licensed to provide patient care without clinical supervision represent those primarily responsible for patient care and care outcomes. Applicable laws, regulations, and the organization identify those permitted to work independently.