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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.