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.

HR.5

ESR

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).

HR.6

New employees go through a general hospital orientation program before allowed to work independently.

HR.6.1   New employees , contract workers, students, and volunteers go through a general orientation program that provides the relevant initial training and information on the following:

HR.6.1.1   Hospital mission, vision, values, and organizational chart.

HR.6.1.2   Role of staff members in all programs related to facility management and safety (e.g., fire, safety, disasters, hazardous materials, utilities, and equipment failures).

HR.6.1.3   General information on infection control.

HR.6.1.4   General information on the paging and telephone system.

HR.6.1.5   General information on staff evaluation process.

HR.6.1.6   Definition of adverse and sentinel events along with the process of reporting.

HR.6.1.7   Hospital policy on abuse and neglect of children and adults.

HR.6.1.8   Hospital policy on credentialing and privileging.

HR.6.1.9   General information about staff health program.

HR.6.1.10 General information about important local cultural and social themes.