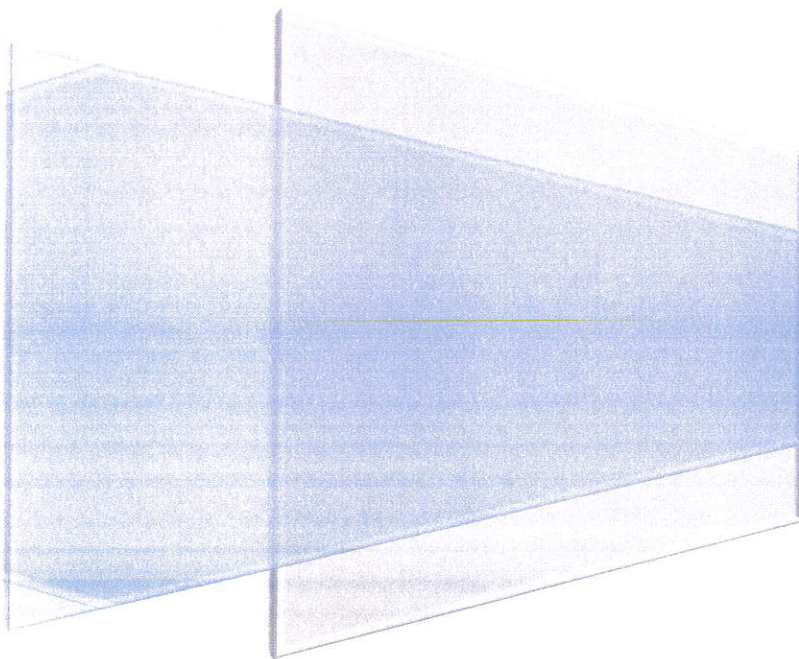


Leave Endorsement Standard Operating Procedures (SOP) for Nursing Informatics



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A. NI Department Leave Endorsement Procedure

	Nursing Informatics Staff endorsement during vacation			
SOP Number	Description	Frequency	Version	Updated on
NID01	The Standard Operating Procedure delineates endorsement process of Nursing Informatics Staff before leave	As required	V 1.0	08/02/2017
SOP Elements	<ul style="list-style-type: none"> • Purpose To provide a detailed guidelines to staff in Nursing Informatics Department on endorsement procedure when going for official leave. • Assumptions and Exceptions The Standard Operating Procedure will guide endorsement process within Nursing Informatics Department. The SOP will not be applicable on: <ul style="list-style-type: none"> 1. Staff on unplanned sick leave/ hospitalization leave less than 5 working days 2. Staff on emergency leave • Definitions <ul style="list-style-type: none"> 1. Leave – pertains to planned leave consisting of 5 or more consecutive days 2. Endorsement – hand over of information, critical to the continuity of departmental or operational activities and projects. 3. Endorsement Form- a tool used for communicating information to the receiving staff. 4. Endorser - Staff who will go for leave and who is responsible to hand over the assignments. 5. Endorsee - Staff who will receive endorsements. • Process <ul style="list-style-type: none"> a. Endorser shall seek the advice of NI project Manager of who will be the assigned staff to cover his/her assignments and other responsibilities during his/her absence. b. Endorser will set a meeting endorsement with endorsee to endorse the assigned tasks. 			

<p>c. Endorsement shall include but not limited to:</p> <ul style="list-style-type: none"> i. NI meetings (departmental, corporate committees) ii. Specific departmental task (ongoing, pending) iii. Assigned projects iv. Operational activities (applicable to NIC) v. Informatics nurse's task and assignment (applicable to NIC) <p>d. A completed Endorsement Form (see appendix A) should be sent to the endorsee for record and copied to NI Project Manager and NI Department Secretary. It may include any documents and/or forwarded emails for reference of covering staff.</p> <p>e. Endorser should initiate an Automatic reply (Out of Office) mail reply with complete contact details of the covering staff.</p> <p>Joining from Leave</p> <p>a) Upon joining from leave, the covering staff will set a meeting with the incoming staff and copy to NI Project Manager and NI Department Secretary.</p> <p>b) A detailed information should be endorsed (but not limited to):</p> <ul style="list-style-type: none"> i. Updates and action items from Project Manager and NI Coordinator meetings ii. Updates and action items of meetings attended in the facility iii. Significant operational activities and project status of the facility <p>c) The covering staff shall email the report to the incoming staff and copy to NI Project Manager and NI Department Secretary.</p> <p>• Implications</p> <p>Staff failure to comply with the above approved procedure will be deemed as incomplete endorsement process and will result in delay of his/her leave and or will reflect in his/her performance evaluation.</p>			
Effective From	09/04/2017	Next Review Date	09/04/2018
Prepared by	Khadafy Yahiya	NI Project Manager	Wahg Al-Mashaer
Approved by NI Executive Director		Dr. Wasmiya Dalhem	

ENDORSEMENT FORM

APPROVALS	NAME	SIGNATURE/DATE
Endorsed By:		
Endorsed To:		
Approved By:		

To provide a detailed endorsement, please complete the guidelines below whenever required. Mark 'No' if not applicable.

SECTION	DETAILS
1. Any meetings to endorse?	Meetings Details <i>(please include date)</i>
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill details on the right.	1.
	2.
	3.
	4.
2. Any Committee task?	Name of Committee and Task Description
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill details on the right.	1.
	2.
	3.
	4.

SECTION	DETAILS
3. Any Corporate Committee assignments?	Name of Committee and Task Description
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill details on the right.	1.
	2.
	3.
	4.
4. Any Project(s) Involvement?	Name of Project and Role
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill brief details on the right.	1.
	2.
	3.
	4.
5. Facility and operational activities? (<i>Applicable to NIC only</i>)	Please include ongoing activities, pending task, any CIS related implementation and others;
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill details on the right. Facility Name:	1.
	2.
	3.
	4.

SECTION	DETAILS
6. Any informatics nurses under your supervision?	Name of Informatics nurse and task assignments
<input type="checkbox"/> No <input type="checkbox"/> If yes, please fill details on the right.	1.
	2.
	3.
	4.
	5.

Documents attached if any;

- 1.
- 2.
- 3.
- 4.
- 5.

Additional details of endorsement if any;

Prepared by:

Khadafy Y.Yahiya – NI Coordinator

Chair of NI Strategy and Policies Committee

for / Elvarughese

Reviewed by:

Ms. Wahag Al Mashaer Osman- NI Project Manager

Advisor of Joint Chair Committee

Approved by:

Dr. Wasmiya Dalhem – Exec. Director of NID

Chair of Joint Chair

W. Dalhem