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## *STANDARDIZED LETTER OF EVALUATIONS (SLOEs) FROM THE MINISTRY OF HEALTH, THE KINGDOM OF SAUDI ARABIA*

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The Standardized Letter of Evaluations (SLOEs) from the Saudi Ministry of Health (3-Annual Contracts) are attached.

- ❖ Each SLOE is prepared by the Saudi Ministry of Health at the official level and collectively the following individual officials have been involved in the preparation:
  - Head of Department
  - Head of Quality Management
  - Head of Infection Control
  - CME Director
  - In-Charge of Contracts Department (Employee Affairs)
  - In-Charge of Legal Affairs
  - Medical Director
  - Hospital Administrator
- ❖ The SLOEs are issued annually for each 1-year contract period. Each SLOE therefore comprises of performance evaluation record for the preceding 1-year contract period.
- ❖ Altogether, the SLOEs pertain to my entire employment period with the Saudi Ministry of Health, which includes 3-annual contracts.

The next page is a “Summary of Performance Evaluation Data”, where the performance evaluation data is directly extracted from my official SLOEs, for ease of use. Subsequent pages include the SLOEs. ***A descriptive Letter of Recommendation (LOR) is attached at the end.***

### *TRANSLATION FROM ARABIC INTO ENGLISH*

SLOEs are translated from Arabic into English, where Arabic is the language in which these were originally issued; Arabic being the official language in the Kingdom of Saudi Arabia.

An affidavit is available that testifies for the accuracy of translation.

### *SCANNED COPIES OF ORIGINAL DOCUMENTS*

Due to file size exceeding 500 KB, the scanned copies of original documents cannot be uploaded directly to my ERAS application. However, these are available as a single PDF file for download at <http://bit.ly/2cOnpPF>. The pdf file includes the following:

- ❖ Attested English translation of SLOEs (5-pages)
- ❖ Attested original SLOEs in Arabic (5-pages)
- ❖ Affidavit testifying the accuracy of translation

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## SUMMARY OF PERFORMANCE EVALUATION DATA

(AS EXTRACTED FROM SLOEs)

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TABLE I	ITEMS	EVALUATION GRADES AS IN THE '3' ANNUAL SLOEs		
		YEAR 2012	YEAR 2013	YEAR 2014
PRIMARY (See Table II for details)	Professional Performance	Excellent	Very Good	Very Good
	Personal Qualities	Excellent	Excellent	Very Good
	Professional Relations	Good	Excellent	Excellent
SUPPLEMENTARY	Department of Quality Management	Excellent	Excellent	Very Good
	Department of Continuing Medical Education	Approved		
	Department of Infection Control			
	Department of Legal Affairs			
	Department of Employee Contracts			

### DESCRIPTION OF GRADES

- Excellent = 90-100
- Very Good = 80-89
- Good = 70-79
- Satisfactory = 60-69
- Unsatisfactory = Less Than 60

TABLE II	PROFESSIONAL PERFORMANCE	TOTAL MARKS	EVALUATION		
			YEAR 2012	YEAR 2013	YEAR 2014
PROFESSIONAL PERFORMANCE	Skills in diagnosing illnesses & dispensing appropriate management	6	6	[ENTRY MISSING]	5
	Safeguarding hours of work	6	6	5	5
	Knowledge regarding various prevailing endemic diseases	6	6	5	5
	Keeping track with developments in the area of specialty	6	4	5	5
	Potential for carrying out higher responsibilities	6	6	5	4
	Recognizing goals of the system	4	4	4	4
	Ability to establish effective communication	4	4	4	4
	Knowledge about systems & work procedures	5	5	5	4
	Adherence to professional attire	3	3	3	3
	Ability to review patients upon admission	7	6	6	5
	Ability to collect patient data from past records	7	6	6	5
	Reviewing laboratory results & follow up examinations	6	6	5	5
	Capacity to meet requirements of ambulatory rotations	6	6	5	5
	PERSONAL QUALITIES	TOTAL MARKS	EVALUATION		
			YEAR 2012	YEAR 2013	YEAR 2014
PERSONAL QUALITIES	Good Conduct	4	4	4	3
	Accept Guidance & Prepare for Implementation	4	4	4	3
	Acceptable to New Ideas	4	3	4	3
	Geniality & Good Manners	3	3	3	3
	PROFESSIONAL RELATIONS	TOTAL MARKS	EVALUATION		
			YEAR 2012	YEAR 2013	YEAR 2014
PROFESSIONAL RELATIONS	Reviewers (Patients)	4	4	4	3
	Supervisors	3	2	3	3
	Peers	3	2	3	3
	Subordinates	3	2	3	3

In the name of God, the Most Gracious, the Most Merciful

Kingdom of Saudi Arabia

### Job Performance Evaluation Form for Healthcare Workers (Doctors)

**First: General Information**

System	Hospital or Health Centre				Department	Region	City or Village
	Prince Abdul Aziz Bin Musa'ad Hospital				Neurosurgery	Northern Borders	Ar'ar
Full Name	Job Title	Scale	Job No	Grade	Date of Start of Contract	Start of Service	Citizenship
Syed Shabber Hussain	Neurosurgeon	Resident	4609214 11328/86		26-11-1432 [corresp. Oct. 24, 2011 CE]*	26-11-1432 [corresp. Oct. 24, 2011 CE]*	Pakistani
Latest Qualification		Specialty	Latest Training Program			Last Performance Report Obtained	
						Evaluation	Issue Date

**Second: Items for Evaluation**

		Items	Highest Grade		Grade Given
			A**	B	
Professional Performance	A	Capacity for academic and practical supervision	7	NA	NA
	A	Capacity to implement a number of medical & educational research programs	7	NA	NA
	A	Capacity to conduct educational & academic training programs	6	NA	NA
	A	Capacity to audit therapeutic management	6	NA	NA
	A	Capacity to develop & implement work plans	5	NA	NA
	A	Capacity for technical & administrative supervision & guidance	5	NA	NA
	AB	Skills in diagnosing illnesses & dispensing appropriate management	5	6	6
	AB	Safeguarding hours of work	5	6	6
	AB	Knowledge regarding various prevailing endemic diseases	4	6	6
	AB	Keeping track with developments in the area of specialty	4	6	4
	AB	Potential for carrying out higher responsibilities	4	6	6
	AB	Recognizing goals of the system	4	4	4
	AB	Ability to establish effective communication	4	4	4
	AB	Knowledge about systems & work procedures	3	5	5
	AB	Adherence to professional attire	3	3	3
	B	Ability to review patients upon admission	NA	7	6
	B	Ability to collect patient data from past records	NA	7	6
	B	Reviewing laboratory results & follow up examinations	NA	6	6
	B	Capacity to meet requirements of ambulatory rotations	NA	6	6
		Total	72	72	68
Prof. Relations	AB	Good conduct	4	4	4
	AB	Accept guidance & prepare for implementation	4	4	4
	AB	Acceptable to new ideas	4	4	3
	AB	Geniality & good manners	3	3	3
		Total	15	15	14
	AB	Reviewers (Patients)	4	4	4
	AB	Supervisors	3	3	2
	AB	Peers	3	3	2
	AB	Subordinates	3	3	2
		Total	13	13	10

**Third: Total Grade & Assessment**

Job Performance Grade	Grading for Personal Character	Grade for Public Dealings	Grand Total (Final Grade)	
Excellent (90-100)	Very Good (80-89)	Good (70-79)	Satisfactory (60-69)	Unsatisfactory (Less Than 60)
92				

**Fourth: General Notes**

<b>Additional Important Strengths &amp; Weaknesses</b>	
<b>Strengths: (Achievements &amp; Other Activities Characteristic of this but not included in the Preceding Items)</b>	
<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>	
<b>Weaknesses: (Negative Aspects That Affect His Work, Not Included in the Preceding Items)</b>	
<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>	
<b>General Guidelines &amp; Recommendations for the Development of His Abilities: (If Any)</b>	
<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>	
<b>Author's Opinion Who Prepared the Report</b>	
<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>	
Name: _____	Position: _____
Signature: _____	Date: _____
<b>Remarks from the Endorser of this Report</b>	
<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>	
Name: _____	Position: _____
Signature: _____	Date: _____

Category (A) For Consultants &amp; Specialist Doctors

Category (B) For Resident Doctors

Translator's Notes:

\* Date in Gregorian calendar (CE) converted from the given date in Hijri calendar (AH). A year in Hijri is between 10 and 12 days shorter, therefore the discrepancy. Moreover, there is a small probability of 1-day error in the conversion.

\*\* Category 'A' (Column 'A') is applicable for consultant and specialist doctors only, therefore it does not apply.

[SIGNED BY HEAD OF DEPARTMENT;  
STAMP: "Dr. Muhammad Qazafi  
Consultant Neurosurgeon"]

[SIGNED BY HEAD OF DEPARTMENT;  
STAMP: "Dr. Muhammad Qazafi  
Consultant Neurosurgeon"]

[SIGNED BY HEAD OF DEPARTMENT;  
STAMP: "Dr. Muhammad Qazafi  
Consultant Neurosurgeon"]

Kingdom of Saudi Arabia

### First: General Information

### Second: Items for Evaluation

### Third: Total Grade & Assessment

Medical Director

[SIGNED]

21/4/1434 [corresp. Mar 3, 2013 CE]\*

#### Fourth: General Notes

Category (A) For Consultants & Specialist Doctors

### Category (B) For Resident Doctors

Translator's Notes:

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Moreover, there is a small probability of 1-day error in the conversion.

\*\* Category 'A' (Column 'A') is applicable for consultant and specialist doctors only, therefore it does not apply.

\*\*\* Data is erroneously missing. Total marks shown are less than what actual is, as missing marks cannot be added to the final result.

In the name of God, the Most Gracious, the Most Merciful

Kingdom of Saudi Arabia

### Job Performance Evaluation Form for Healthcare Workers (Doctors)

**First: General Information**

System		Hospital or Health Centre		Department		Region	City or Village
Directorate of Health Affairs		Ar'ar Central Hospital		Accident & Emergency		Northern Borders	Ar'ar
Full Name	Job Title	Scale	Job No	Grade	Date of Start of Contract		Citizenship
Syed Shabber Hussain	General Practitioner	Resident	4609214 11328/86		26-11-1432 [corresp. Oct. 24, 2011 CE]*		Pakistani
Latest Qualification		Specialty		Latest Training Program		Last Performance Report Obtained	
SCHS - General Practice		General Practice		BLS/CPR		Evaluation	Issue Date

**Second: Items for Evaluation**

		Items	Highest		Grade Given
			A**	B	
Professional Performance	A	Capacity for academic and practical supervision	7	NA	NA
	A	Capacity to implement a number of medical & educational research programs	7	NA	NA
	A	Capacity to conduct educational & academic training programs	6	NA	NA
	A	Capacity to audit therapeutic management	6	NA	NA
	A	Capacity to develop & implement work plans	5	NA	NA
	A	Capacity for technical & administrative supervision & guidance	5	NA	NA
	AB	Skills in diagnosing illnesses & dispensing appropriate management	5	6	5
	AB	Safeguarding hours of work	5	6	5
	AB	Knowledge regarding various prevailing endemic diseases	4	6	5
	AB	Keeping track with developments in the area of specialty	4	6	5
	AB	Potential for carrying out higher responsibilities	4	6	4
	AB	Recognizing goals of the system	4	4	4
	AB	Ability to establish effective communication	4	4	4
	AB	Knowledge about systems & work procedures	3	5	4
	AB	Adherence to professional attire	3	3	3
	B	Ability to review patients upon admission	NA	7	5
	B	Ability to collect patient data from past records	NA	7	5
	B	Reviewing laboratory results & follow up examinations	NA	6	5
	B	Capacity to meet requirements of ambulatory rotations	NA	6	5
		Total	72	72	59
Personal Qualities	AB	Good conduct	4	4	3
	AB	Accept guidance & prepare for implementation	4	4	3
	AB	Acceptable to new ideas	4	4	3
	AB	Geniality & good manners	3	3	3
		Total	15	15	12
	AB	Reviewers (Patients)	4	4	3
	AB	Supervisors	3	3	3
	AB	Peers	3	3	3
Prof. Relations	AB	Subordinates	3	3	3
		Total	13	13	12

**Third: Total Grade & Assessment**

Job Performance Grade	Grading for Personal Character	Grade for Public Dealings		Grand Total (Final Grade)
59	12	12		83
Excellent (90-100)	Very Good (80-89)	Good (70-79)	Satisfactory (60-69)	Unsatisfactory (Less Than 60)
	[x]			

**Fourth: General Notes**

<b>Additional Important Strengths &amp; Weaknesses</b>	
<b>Strengths: (Achievements &amp; Other Activities Characteristic of this but not included in the Preceding Items)</b>	
<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>	
<b>Weaknesses: (Negative Aspects That Affect His Work, Not Included in the Preceding Items)</b>	
<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>	
<b>General Guidelines &amp; Recommendations for the Development of His Abilities: (If Any)</b>	
<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>	
Head of Emergency Department	
<b>Author's Opinion Who Prepared the Report</b>	
<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>	
Director of Medical Services	
Name: Dr. Muhammed Shamsuddin Signature: <b>[SIGNED]</b>	Position: Medical Director Date: 21/8/1435 [corresp. June 10, 2014 CE]*
<b>Remarks from the Endorser of this Report</b>	
<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>	
Name: Mr. Muhammed Mattar Signature: <b>[SIGNED]</b>	Position: <b>[HOSPITAL ADMINISTRATOR]</b> Date:

Category (A) For Consultants &amp; Specialist Doctors

Category (B) For Resident Doctors

Translator's Notes:

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\*\* Category 'A' (Column 'A') is applicable for consultant and specialist doctors only, therefore it does not apply.

[STAMP: "Doctor Assam Al Hussain Neurosurgeon"]

[STAMP: "Doctor Assam Al Hussain Neurosurgeon"]

[STAMP: "Doctor Assam Al Hussain Neurosurgeon"]

Kingdom of Saudi Arabia  
Ministry of Health  
Directorate of Health  
Affairs in the Northern  
Borders  
Prince Abdulaziz Bin

**[HOSPITAL LOGO; TAGLINES: “Prince Abdulaziz Bin  
Mussad Hospital”, “PAMH”, “Prince Abdulaziz Bin  
Mussad Hospital”]**

Kingdom of Saudi Arabia  
Ministry of Health  
Directorate of Health  
Affairs in the Northern  
Borders  
Prince Abdulaziz Bin

**(2) Administrative Affairs  
Administrative Affairs**

**Job performance evaluation form (additional)  
Job performance evalurion [sic] form (additional)**

Name:\ Shabber Hussain

Job (Number):\

Specialty:\ .....

Date of start of contract:\ 26-11-1432 AH  
[corresp. October 24, 2011 CE]\*

DEPARTMENT	RATINGS					HEAD OF THE DEPARTMENT
Continuing Medical Education CME	Regularly attends (conferences)					[SIGNED BY CME DIRECTOR] 5/9/1433 AH [corresp. July 24, 2012 CE]*
Quality Management QM		Excellent	Very Good	Good	Average	[SIGNED BY HEAD OF QUALITY MANAGEMENT]
	Activity Section	[x]				
	Physician Participation	[x]				
Legal Affairs LA	NA					[NO ENTRY/NO ENTRIES]
Operations OR [OPERATION ROOM]	Number of aesthetic operations section = Number of operations performed by the doctor = NA					[NO ENTRY/NO ENTRIES]

Head of the Department:\ .....

**Administrator Prince Abdulaziz Bin Musaad Hospital  
\ Ahmed Bin Ali Al Shabrami**

Translator's Notes:

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Kingdom of Saudi Arabia  
Ministry of Health  
Directorate of Health Affairs in the Northern Borders  
The Ar'ar Central Hospital

**[MINISTRY OF HEALTH LOGO; TAGLINES:**  
"Ministry of Health", "Ministry of  
Health"]

No.: .....

Date: .....

Attachments: .....

**Name:** Syed Shabber Hussain Zaidi**Job (Number):** 4609214  
11328/86**Specialty:** General Practitioner**Date of start of contract:** 26-11-1432 AH [corresp. October 24,  
2011 CE]\*

DEPARTMENT		RATINGS				HEAD OF THE DEPARTMENT
Quality Management QM		Excellent	Very Good	Good	Average	[SIGNED BY HEAD OF QUALITY MANAGEMENT]
	Activity Section		[SIGNED]			
	Physician Participation		[x]			
Continuing Medical Education CME		Participates in cases/academic programs  <b>[SIGNED]</b> <b>[STAMP: "TESSIE RITA N. SALAZAR, BSN, RN CME COORDINATOR 10-R-N-0314355"]</b>  <b>[STAMP: "Kingdom of Saudi Arabia The Ar'ar Central Hospital Training and Continuing Medical Education"]</b>				<b>[SIGNED]</b> <b>[STAMP: "AYED SHEHAB AL ANIZI CME DIRECTOR"]</b>
Infection Control Infection Control		Dr. Ahmed Qureshi  OK				[SIGNED BY HEAD OF INFECTION CONTROL]
Violation Cases	Follow-up LA [LEGAL AFFAIRS]	There are no complaints				[SIGNED BY INCHARGE OF LEGAL AFFAIRS]
	Contractors Contractees [sic]	There are no complaints				[SIGNED BY INCHARGE OF CONTRACTS DEPARTMENT] 15/4 AH [corresp. February 25 CE]*
Operations OR [OPERATION ROOM]		Number of aesthetic operations section = Number of operations performed by the doctor =				<b>[SIGNED BY HEAD OF DEPARTMENT]</b> <b>[STAMP: "Doctor Assam Al Hussain Neurosurgeon"]</b> 15/4/1434 AH [corresp. February 25, 2013 CE]*

Translator's Notes:

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'Ar'ar Central Hospital  
'Ar'ar, Northern Borders  
Region, Kingdom of Saudi  
Arabia



مستشفى عرعر المركزي  
عرعر، الحدود الشمالية المنطقة،  
المملكة العربية السعودية

Shawwāl 4, 1435 (i.e., July 31, 2014)


## TO WHOM IT MAY CONCERN

Dr. Syed Shabber Hussain Zaidi has been serving as a General Practitioner with the Ministry of Health, Kingdom of Saudi Arabia from Dhū al-Qa'da 26, 1432 (i.e., October 24, 2011) until Dhū al-Qa'da 25, 1435 (i.e., September 20, 2014). He has rendered his services as a resident in the departments of Accident & Emergency, Medical/ Surgical Intensive Care, General Surgery & Surgical Specialties and Internal Medicine & Medical Specialties at the 'Ar'ar Central Hospital, 'Ar'ar as well as the Prince Abdul Aziz bin Musa'ad Hospital, 'Ar'ar, both of which are affiliated with the Ministry of Health, Kingdom of Saudi Arabia.

Throughout his service, he has been involved in the implementation of the Hospital's Quality Management Systems. 'Ar'ar Central Hospital pursues the Central Board for Accreditation of Healthcare Institutions (CBAHI) standards to meet her goal for high quality assurance in healthcare. In his part, Dr. Syed Shabber Hussain Zaidi worked with other members of the healthcare team under the direction of the Department of Quality Control, to achieve stringent quality criteria, to meet the demands of the patients and stakeholders. Periodic testing of employees ensures adequate knowledge of the hospital's quality management systems. He has always excelled in every evaluation regarding quality assurance, thereby demonstrating sound knowledge in this area.

His interest in computers and health informatics, led to the heavy use and expert handling of Health Insights MedicaPlus®; the electronic medical/ health record (EMR/ EHR) system utilized at the hospital internally. In this way, he contributed to clinical audits as per the clinical governance policy, by maintaining well-categorized and up-to-date records of patients and clinical cases seen. His efforts provided us the necessary data to help identify variables needed to measure the "dimensions of risk" for the outcome of interest, leading to our development of risk-adjustment models. Moreover, he participated in the review and planning of activities relevant to emergency medicine services.

Throughout his employment, his conduct has been excellent. He also maintains good standing with the Saudi Commission for Health Specialties. I wish him success.

  
DR. AQUIL AHMED KHAN  
TQM Coordinator  
Arar Central Hospital, KSA

Quality Control Department  
'Ar'ar Central Hospital

'Ar'ar, Northern Borders Region, Kingdom of Saudi Arabia