Documents Control

Job Description Process

Initiating Department
- Draft
- Send soft copy

DQS
- Format & Coding
- Amendments
- Final Draft

Initiating Department
- Final Review/Approval

SIGNATORIES

Chairman of the Department

Director, DQS

Vice Dean, Hospital Affairs & Director General, KFHU

SIGNED JD

DQS (Photocopy)

Human Resources Administration (Master Copy — Original)

Initialing Department (Photocopy)

Job descriptions are written statements that describe the:
- Duties
- Responsibilities
- Most important contribution & outcomes needed from a position
- Required qualifications of candidates
- Reporting relationship & co-workers of a particular job

Committee Reporting Process

COMMITTEE/TEAM Chairman calls for a Meeting thru the Committees & Reports Officer

COMMITTEES & REPORTS OFFICER sends email notification (details & agenda) to all members

TEAM/COMMITTEE MEETING

MINUTES OF MEETING are is drafted, distributed for feedback & approval to members

APPROVED

MINUTES OF MEETING is forwarded to DQS

Issues and Recommendations from Committees/Chapters are presented to STEERING COMMITTEE

APPROVAL

YES

NO

REVISION

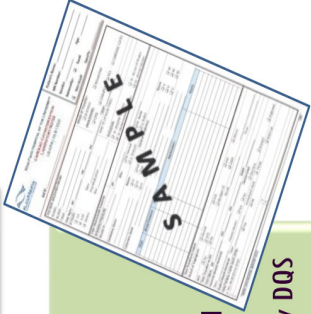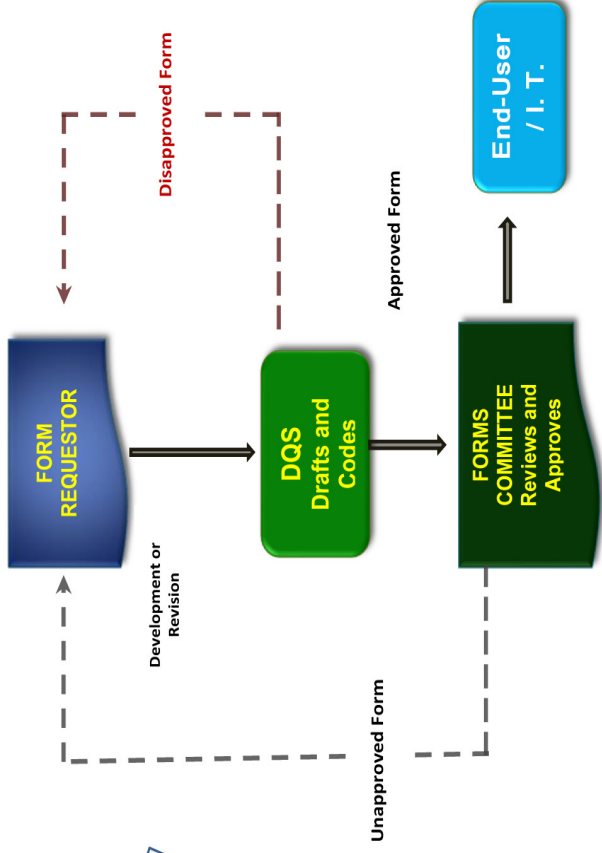STEERING Committee sends approval to the Hospital Administration

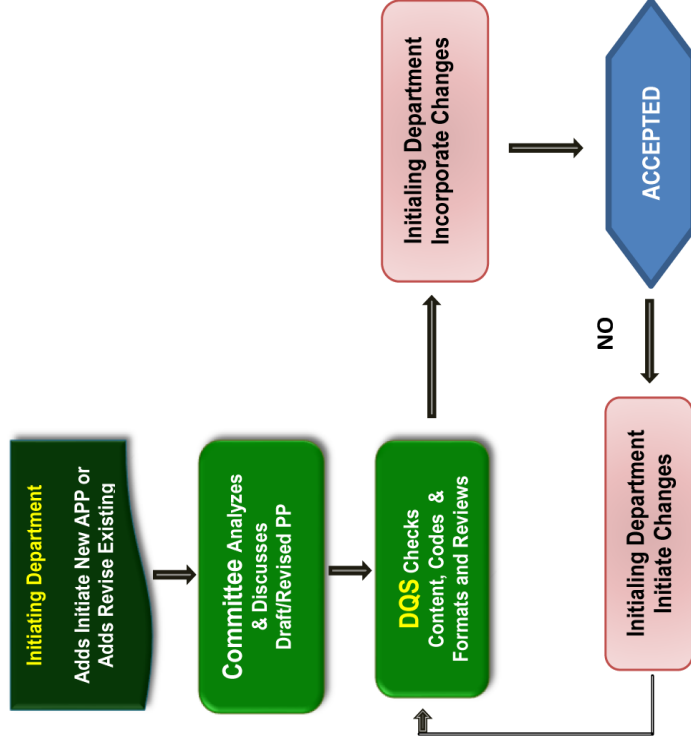CAP ACCREDITED

FORM PROCESS

- All forms should be approved by the Forms Team & DQS
- Please use only approved forms
- Forms should be coded by DQS Coordinator
- The Form process is shown in the chart

FORM REQUESTOR

Development or Revision

Disapproved Form

DQS Drafts and Codes

Unapproved Form

FORMS COMMITTEE Reviews and Approves

Approved Form

End-User / I. T.

- All Policy and Procedures (PPs) should be approved by the Director General
- Approved PPs are uploaded and available in the UD portal http://www.ud.edu.sa/DU/index.htm
- All Staff/internet users will be notified about new PPs via the UD email system
- DQS maintains soft and hard copies of all PPs

POLICY & PROCEDURE PROCESS

Initiating Department Adds Initiate New APP or Adds Revise Existing

Committee Analyzes & Discusses Draft/Revised PP

DQS Checks Content, Codes & Formats and Reviews

Initiating Department Incorporate Changes

ACCEPTED

YES

NO

Initiating Department Initiate Changes

Signed by Signatories

DQS

- Reflect Effective Date
- Upload onto Portal
- Notify Staff via email
- File Original
- Update Master Index