

Department:	Human Resources		
Document:	Administrative Policy and Procedure		
Title:	Job Description Policy		
Applies To:	All MCH Staff		
Preparation Date:	July 16, 2023	Index No:	HR-APP-007
Approval Date:	July 26, 2023	Version :	2
Effective Date:	August 22, 2023	Replacement No.:	HR-APP-007(N)
Review Date:	August 22, 2026	No. of Pages:	4

1. PURPOSE:

- 1.1 To state the requirement for job description and be prepared for each departmental position and made available for each employee.
- 1.2 To serve as a basis for the planning of staffing levels, to assist in the orientation of new employees to the job, to indicate limitations of roles and responsibilities and to assist the employee to evaluate his/her duties and responsibilities.

2. DEFINITIONS:

- 2.1 **Job Description (JD)** – is the document in which employee organizational relationships, responsibilities, requirement and authorities are outlined per approved format (attached).

3. POLICY:

- 3.1 It is the policy of Maternity and Children Hospital, Hafer Al Batin that every position in the organizational structure has approved job description format.
 - 3.1.1 The job description **format** contains the following heading:
 - 3.1.1.1 Job Title
 - 3.1.1.2 Organizational Relationship: Reports to and Responsible for
 - 3.1.1.3 Position Title
 - 3.1.1.4 Department
 - 3.1.1.5 Job Summary
 - 3.1.1.6 Duties and Responsibilities
 - 3.1.1.6.1 Administrative Responsibility
 - 3.1.1.6.2 Clinical Responsibility
 - 3.1.1.7 Qualifications
 - 3.1.1.8 Skills Required
 - 3.1.1.9 Revision
- 3.2 Position requirements shall be adhered to when recruiting new employee, transferring or promoting staff.
- 3.3 All job descriptions shall be reviewed once every three years or when necessarily needed.
- 3.4 The job description for every employee defines the required knowledge, skills, and attitude to perform the job responsibilities.
- 3.5 The job description clearly defines the roles and responsibilities required from the employee.
- 3.6 The job description clearly specifies the hierarchy of positions.
- 3.7 The job description should be discussed and must be signed by the employee before deployment and redeployment, and a copy of it will be kept in their personal file.
- 3.8 Human resources department shall participate in the review and upkeep of all job description.
- 3.9 Job Descriptions are prepared and approved through each unit, section or department head.
- 3.10 Job descriptions may be translated to and from Arabic and English on as needed.

4. PROCEDURE:

- 4.1 Unit/ Department head checks availability of Hospital Approved job description of the positions under his/her supervision
- 4.2 Department head ensures that the job descriptions are updated.
- 4.3 In case the job descriptions are not available. Unit/ Department head prepares the Job Description according to the approved references.
- 4.4 Section/ Department head may request the assistance of the Human Resource Department and/or the QM&PS (Quality Management and Patient Safety) office in preparing or reviewing job descriptions.
- 4.5 Approved job descriptions are forwarded to Human Resources department for upkeep and employment.
- 4.6 Upon hiring, all new employees receive a copy of their job description and sign for receipt.
- 4.7 Department/ Section head shall discuss the job description with their employees to ensure understanding of roles and responsibilities.
- 4.8 The Department/ Unit head shall keep a copy of the Job Descriptions of his/her staff in the Departmental employee files.
- 4.9 The Human Resources Department shall keep the original copy of the Job Descriptions signed by the employees in their respective personnel records.

5. MATERIAL AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Human Resources Department
- 6.2 Physician
- 6.3 Nurse
- 6.4 Allied Healthcare Professional

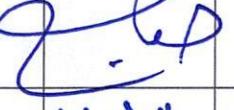
7. APPENDICES:

- 7.1 Job Description Forms

8. REFERENCES:

- 8.1 Kingdom of Saudi Arabia, Prince Mutaib Bin Abdul Aziz Hospital, 1439.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Mr. Meshel Rashid Al - Enizi	Quality Coordinator in Human Resources		July 16, 2023
Reviewed by:	Mr. Faheed Musharif Al Dhaferi	Human Resources Director		July 18, 2023
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		July 18, 2023
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		July 20, 2023
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		July 20, 2023
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		July 26, 2023



JOB DESCRIPTION

JOB TITLE :	
REPORTS TO :	
DEPARTMENT :	
RESPONSIBLE FOR :	
DATE OF ISSUE:	

مسماي الوظيفة:
المرجعية الوظيفية:
الادارة :
مسئول عن :
تاريخ الأصدار:

1 Responsibilities:

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

1 المسوئيات:

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5
- 1.6
- 1.7
- 1.8
- 1.9

2 Qualifications :

- 2.1
- 2.2

2 المؤهلات :

- 2.1
- 2.2

3 Skills and Abilities :

- 3.1
- 3.2
- 3.3
- 3.4

3 المهارات والقدرات :

- 3.1
- 3.2
- 3.3
- 3.4

STAFF ACKNOWLEDGEMENT:

I confirm that I understand the contents of the Job Description given to me, and was counseled by my immediate supervisor/department head concerning the Duties and Responsibilities of this position.

Employee Name: _____

Employee Signature: _____

Employee ID Number: _____

Date: _____

أقرار الموظف:

أقر أنني أطلعت على محتويات الوصف الوظيفي المقدم لي وقد تم شرحها من قبل المشرف المباشر / رئيس القسم الخاص بي فيما يتعلق بالواجبات والمسؤوليات والعمل بها

اسم الموظف _____

التوقيع _____

الرقم الوظيفي _____

التاريخ _____