



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Leadership		
<b>Document:</b>	Administrative Policy and Procedure		
<b>Title:</b>	Hospital Staffing Plan		
<b>Applies To:</b>	All MCH Employees		
<b>Preparation Date:</b>	January 05, 2025	<b>Index No:</b>	LD-APP-008
<b>Approval Date:</b>	January 19, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 19, 2025	<b>Replacement No.:</b>	LD-APP-012 (1)
<b>Review Date:</b>	February 19, 2028	<b>No. of Pages:</b>	4

## 1. PURPOSE:

- 1.1 To establish a policy and applicable procedures pertaining to strategic manpower planning process, this includes determination and projection of staffing needs at Maternity and Children Hospital, Hafer Al Batin.
- 1.2 To ensure availability of competent healthcare providers.
- 1.3 To ensure the delivery of optimal patient care.
- 1.4 Allocate ideal number of staff to perform functions based on workloads and acuity.
- 1.5 Establish the procedure involved in making an inventory of present manpower resources in the Hospital.

## 2. DEFINITIONS:

- 2.1 **Staffing Plan** – refers to the database document listing all Maternity and Children Hospital, Hafer Al Batin employees and positions. This also includes all other details pertaining to manpower resources of the hospital.
- 2.2 **Manpower Planning** – is a process, which leads to enhanced quality in the prediction, assignment and use of manpower resources.
- 2.3 **Workloads** – refer to the amount of work assigned to an employee for completion during working hours
- 2.4 **Staffing Effectiveness** – is defined as the number competency and skill mix of staff related to provision of care. HR indicators related to patient outcomes are in use in the determination of staffing effectiveness.

## 3. POLICY:

- 3.1 It is Maternity and Children Hospital, Hafer Al Batin policy to develop a staffing plan in order to:
  - 3.1.1 Develop a plan based on the level of scope of care provided, the frequency of care and level of competency of staff necessary to provide quality care, gather information related to number of staff required to manage the hospital in full capacity i.e. full occupancy rate and current number of staffs available to operate the departments/ units.
  - 3.1.2 Promote a working environment of optimal communication; professionalism.
  - 3.1.3 Ensure optimal utilization of all resources in order to promote both time and cost effectiveness.
- 3.2 Staffing plan shall be developed in collaboration with all heads of departments. Numbers, types, and desired qualifications of staff shall be identified using a recognized staffing method and documented in the plan.
- 3.3 Head of departments' strategies addressing the assignment/ reassignment and the transfer of responsibility from one individual to another shall be promoted in order to ensure greatest usage of manpower resources and optimal functioning as member of the multidisciplinary team.
- 3.4 The program shall endeavour to provide a comprehensive, efficient and effective manpower resources plan that encompasses the staffing needs and requirements for all areas in the hospital.
- 3.5 Staffing plan shall be responsive and adaptable to the needs of management and to the workload of all departments.
- 3.6 It should be adaptable to meet the emergent/urgent cases presenting to the hospital.

3.7 Strategies to prevent an abrupt shortage of the staff that will affect optimal patient care.

#### 4. PROCEDURE:

- 4.1 Staffing needs will be reviewed and evaluated by the Human Resources based on the approved staffing budget baseline for all the departments and authorized organizational charts.
- 4.2 Details on required position titles, levels and recruitment sources are compared with the job descriptions and salary catalogs to ensure that information is correct.
- 4.3 Hospital Management within the Maternity and Children Hospital, Hafer Al Batin will assess and analyze the operational needs and the required manpower.
- 4.4 Manpower requirements presented by the heads of departments and/ or designees should be submitted to the Human Resources Department and reviewed by the finance and administrative director based on the approved organizational charts.
- 4.5 Human Resources Department creates the list of approved jobs in accordance with the Finance and Administrative Director.
- 4.6 Hospital's Executive Committee will review the manpower requirements presented by the Personnel Department prior to submission to General directorate. After carefully reviewing the existing manpower, if the department head strongly believes that his/ her department/unit is unable to cope up with the volume of jobs due to lack of manpower in these specified positions, then he/ she may request for the need staff with full details (position title, the preferred source of recruitment and briefly indicate the reason for recruiting manpower for this position, preferable supported with workload data related to the requested position).
- 4.7 Staffing plan is reviewed annually by head of department, Human Resources Department and by other heads of hospital.
- 4.8 The staffing plan will be made by the Head of the Department or his designee based on the staff experience, competencies and qualification.

##### 4.8.1 Staffing:

###### 4.8.1.1 OBS Staffing:

Staff	Current Number	Ideal Number	Shortage
Consultants			
Specialists			
Residents			

###### 4.8.1.2 Pedia Staffing:

Staff	Current Number	Ideal Number	Shortage
Consultants			
Specialists			
Residents			

###### 4.8.1.3 Anaesthesia Staffing:

Staff	Current Number	Ideal Number	Shortage
Consultants			
Specialists			
Residents			

4.9 Core coverage:

4.9.1 The minimum staffing levels may be adjusted based on workload assessment, which may include patient acuity, staff skills and patient care activities including patient education, procedures, admissions, discharges and transfers.

4.10 Scheduling:

4.10.1 Staffing plan guidelines in different departments and units must cover the weekends and holidays.

4.10.2 The goal of staffing in different departments and units is to ensure patient safety in health care delivery.

4.10.3 Physician is scheduled to provide quality/ safe care.

4.10.4 Schedules for medical staff as follows:

4.10.4.1 Physician working hours: 9 hours for 5 days/ week with 2 days off. Unless on call.

4.10.4.2 Physician on call: 24 hours on call.

4.10.4.3 Specialist working hours: 9 hours for 5 days/ week with 2 days off unless on duty.

4.10.4.4 Specialist on duty: 12 hours on duty.

4.10.4.5 Resident on duty: 8 hours for 6days/ week with 1 day off.

4.10.5 Physician may be schedules with approval from their Head of Department/ Head of Resident on duty to work extend or different hour/ shift to ensure care provided.

4.10.6 In the case of Emergency, working hours may be extended to ensure adequate provision of the patient care, with extra off.

4.10.7 The maximum number of on duty consecutive hours worked shall not exceed (16) sixteen hours.

4.11 Staffing Assignment:

4.11.1 Staff schedules of any month should be ready at least one day prior to the end of previous month.

4.11.2 Patient care workload and activities can fluctuate and therefore, requires on-going assessment and planning to assure that adequate and qualified staff is available to meet patient care needs. Staffing is planned based on average daily census and usual patient type.

4.11.3 Staffing levels are assessed for every day with adjustment for staff assignments based on the needs of the patient.

4.12 Daily staffing Adjustment:

4.12.1 When available personnel are insufficient to meet coverage demands, the Head of Department shall evaluate the need for alternative staffing.

4.13 Available alternatives:

4.13.1 Re – assign (Float) excess staff, which may be above the minimum staff needed for a specific patient care unit.

4.13.2 Schedule available relief staffs that are unassigned of that can be re – assigned.

4.13.3 Utilized staff on a limit basis.

4.13.4 Adjust regular work hours and/ or use shift rotation during extended low staffing periods.

4.13.5 Mandatory overtime may be used if necessary.

## 5. MATERIALS AND EQUIPMENT:

N/A

## 6. RESPONSIBILITIES:

6.1 Hospital Resources Director

6.2 Director of Nursing

6.3 Medical Director

6.4 Hospital Director

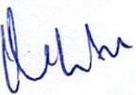
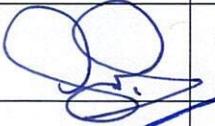
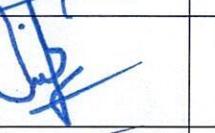
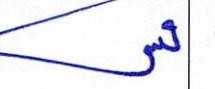
## 7. APPENDICES:

7.1 Staffing Plan

## 8. REFERENCES:

- 8.1 Ministry of Health Rules and Regulations.
- 8.2 Al – Jouf Maternity and Children Hospital, 1438.
- 8.3 Prince Mutaib Bin Abdulaziz Hospital, 1439.

## 9. APPROVALS:

	Name	Title	Signature	Date
<b>Prepared by:</b>	Ms. Rhodora Galvez Natividad	Document Management Control Coordinator		January 05, 2025
<b>Reviewed by:</b>	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 07, 2025
<b>Reviewed by:</b>	Mr. Fahid Mishnaif Al Dhafiri	HR Director		January 08, 2025
<b>Reviewed by:</b>	Mr. Sabah Turayhib Al Harbi	Director of Nursing		January 08, 2025
<b>Reviewed by:</b>	Dr. Tamer Mohamed Naguib	Medical Director		January 09, 2025
<b>Reviewed by:</b>	Mr. Thamer Nasser Al Anizi	Assistant for Administrative & Operating Service		January 12, 2025
<b>Approved by:</b>	Mr. Fahad Hezam Al Shammari	Hospital Director		January 19, 2025

## Appendix: 7.1 Staffing Plan

Kingdom of Saudi Arabia  
Hafar Al Batin Health Cluster  
Maternity and Children Hospital



المملكة العربية السعودية  
الجمع الصحي بحضرموت  
مستشف الولادة والامصال

### STAFFING PLAN

Department: \_\_\_\_\_

Human Resource				الموارد البشرية			المسؤولية RESPONSIBILITY
No.	المسئى الوظيفي Job Title	المعيار Standard	الحالي Present	العجز Deficiency	شهادة تصنيف مهني SCFHS certificate		
1.						As per Attached copy of Job Description	
2.							
3.							
4.							

QUALIFICATIONS & EXPERIENCES	
Category :	
•	
•	
Category :	
•	
•	
Category :	
•	
•	

#### APPROVAL:

	Name	Title	Signature	Date
PREPARED BY:		HEAD OF DEPARTMENT		
REVIEWED BY:				
REVIEWED BY:	MR. ABDULELAH AYED AL - MUTAIRI	QM&PS DIRECTOR		
REVIEWED BY:	MR. FAHED ALDHAFEERI	HUMAN RESOURCES DIRECTOR		
APPROVED BY:	MR. FAHAD HEZAM ALSHAMMARI	HOSPITAL DIRECTOR		