

القسم:	الموارد البشرية – خدمات الموارد البشرية	تاريخ الإصدار:	2021/04/01	م
الرمز والرقم:	TU -HR-004 (2)	تاريخ المراجعة:	2024/04/01	م
العنوان:	ملفات الموظفين - Personnel Files	تاريخ التنفيذ:	2021/05/01	م

1. STATEMENT OF PURPOSE:

- 1.1. Establish standards for the documentation of personnel information for each staff member.
- 1.2. Ensure that accurate and complete information about the crew is collected and maintained in a coordinated and approved manner.
- 1.3. Ensure that access to staff files is limited to authorized personnel only and that files are not subject to illegal disclosure.
- 1.4. Provide a reliable source to review staff qualifications, practice and evaluation to ensure safe patient care.

2. APPLICABILITY:

- 2.1. Applies to all employees of Habuna general Hospital.

3. DEFINITION:

- 3.1. **Personnel information:** Registered information on hospital personnel includes their appointments, qualifications, job description, date of work, results of staff evaluations and record of the courses in which they participated.

4. POLICIES:

- 4.1. The head of the archive unit is responsible for keeping the files for all hospital staff.
- 4.2. Each employee should have one file containing the necessary information related to his / her job and functional information such as qualifications, job descriptions, work history, employee evaluation results and a record of the courses he / she attended during service and others.
- 4.3. The Human Resources Department is responsible for reviewing the contents of the personnel files and organizational procedures.
- 4.4. Department heads are responsible for notifying the Human Resources Department about changes in the employee's career or any other information related to the job.
- 4.5. The contents of the following personnel files are indicated in the employee files review list and Distributed to all department heads:
 - 4.5.1. Employee data + ID card.
 - 4.5.2. Self-sufficiency if any.
 - 4.5.3. Scientific qualifications+ Practical experience.
 - 4.5.4. Privileges.
 - 4.5.5. Work contract.
 - 4.5.6. Job Description.
 - 4.5.7. Appropriations and Medical Privileges.
 - 4.5.8. Ensure scientific qualifications.
 - 4.5.9. Classification and card of the Saudi Commission for Health Specialties.
 - 4.5.10. Certificate of the Saudi Heart Association.
 - 4.5.11. Annual Assessment.
 - 4.5.12. List of the induction program.
 - 4.5.13. Evaluation after probationary period.
 - 4.5.14. Confirmation of Confidentiality of Information.
 - 4.5.15. Other documents such as decisions concerning the employee.
 - 4.5.16. Hour's continuous medical education.
 - 4.5.17. Commissioning Decision.
 - 4.5.18. Awards and Rewards.
 - 4.5.19. Employee and annual leave.



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4.5.20. Medical Fitness Report.

- 4.6. All employee files shall be kept in a closed and safe area.
- 4.7. Staff are allowed to review their files to ensure they are up-to-date and accurate.
- 4.8. Personnel files shall be considered confidential and shall not be left without supervision in a public area. The internal approach shall be limited to the HR staff, the hospital director / supervisor and supervisors who consider the promotion or transfer of the employee or any other functional procedures and other supervisors who have a legal need to inform them of the files.
- 4.9. Employees should review and update their files annually (each time the contract is renewed) or whenever there is an upgrade of qualifications / positions and others.
- 4.10. The Human Resources Department shall provide the notice of any employee whose authority has expired, including any identity cards or the card of the Health Specialties Authority.
- 4.11. Personnel files must be kept for five years from the date of separation from the Foundation. Employee personnel files should never leave the HR department.

5. PROCEDURES:

- 5.1. Complete employee files:
 - 5.1.1. Once the employee has been appointed, the head / department manager will evaluate all the required files and verify their validity in order to complete the worker file.
 - 5.1.2. The Employee will sign the Employee File Checklist to ensure that all documents delivered are correct and complete.
 - 5.1.3. The full files will be sent to the Human Resources Department and the archiving personnel and the HR Director will sign them to confirm that they have received correct and complete files.
- 5.2. Delivery of employee files:
 - 5.2.1. An appropriate proof of identity shall be provided in order to determine the possibility of delivery of the files.
 - 5.2.2. Employees are allowed to review their files during regular working hours.
 - 5.2.3. An archiving officer / HR representative should be present during the review of the file.
- 5.3. If there is any inaccurate, incomplete or negligent information in the file, the employee should discuss the matter with the Head of department. Will be added, removed or corrected after the head of the department and the human resources director performs all the information that is updated and verifies its integrity and validity.
- 5.4. The Head of department should ensure that all personnel files are available, complete and up-to-date.

6. RESPONSIBILITIES:

- 6.1. Head / Department Director.
- 6.2. Human Resources Director.

7. REFERENCE:

- 7.1. Ministry of Health Systems.

8. FORMS/ATTACHMENTS :

- 8.1. Working Agent Checklist.

9. REVISION

- 9.1. The review will be conducted every three years or as required.



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APPROVALS:		الاعتماد	
Responsibility	Name & Title	Signature	Date
Prepared by	Mr. Assistant Hospital director for Human Resources		
Reviewed by	Mr.. QM & PS Director		
Approved by	Mr. Hospital Director		


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