

Prince Sultan Cardiac Center - Qassim

Personnel Department

*New Staff Guide
&
Information Sheet*

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Introduction

Welcome to Prince Sultan Cardiac Center this New Staff Guide and Information Sheet has been developed by Human Resources Department to provide a essential information that the new staff may require during their stay in the center.

This New Staff Guide and Information Sheet is subject for review and modification if necessary.

OVERVIEW

Prince Sultan Cardiac Center is the center for excellence in cardiac care in Qassim Region. The facility is a two story building designed to accommodate 50 beds and provides a major portion of tertiary cardiac care for Qassim Region. It offers both Non-invasive and Invasive services for adult and pediatric patient and also the latest state of the art range of diagnostic and interventional procedures, surgical services and rehabilitation services for both inpatient and outpatient.

MISSION

Prince Sultan Cardiac Center, Qassim exists to care for the cardiovascular needs of patient in Qassim Region. Our Team is committed to provide high quality tertiary care in the fields of invasive and non- invasive cardiology and cardiac surgery in a focused and caring environment.

VISION

To be the center of excellence for cardiovascular care training, education and research center in the region.

VALUES:

- P- Professionalism
- S- Safety
- C- Care
- C- Compassion
- Q- Quality

Once new staff arrived he/she must submit all his/ her document to personnel department.

- **SUBMISSION OF PERSONAL FILE / ACCEPTANCE PAPER FROM AGENCY**
- **SUBMISSION OF PASSPORT**

- **Issuance of Temporary Iqama**

What is Iqama ?

Iqama is your resident permit. It is a proof that you are eligible to live and work in Saudi Arabia. Since you are just arrive to Kingdom your employer (PSCCQ Administration) will issue a Temporary Iqama for 3 months duration for the time that you are processing your Iqama. Once Iqama had been issued, the holder can then apply for driving license (Male Staff) or the holder can open his/her account (ATM).

- **Issuance of Identification Card**

Staff will proceed to audio visual department (KFSH Ground Floor near to Auditorium) to process his/ her ID.

- **Issuance of form for Items needed** - Medical Supply Department will issue the following.

- 1.) Set of Uniform (LAB Coat for Doctor, Technician)
- 2.) Scrub Suit if needed
- 3.) Blanket, Bed Sheet, Pillow case & pillow

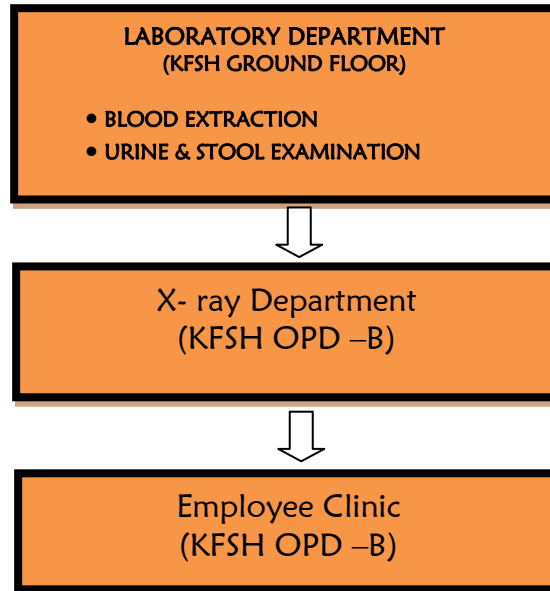
- **Issuance Medical Examination Form**

Medical Examination is required to all new staff and it is one of the requirements from Jawasat (Immigration office).

Steps to follow:

1. Staff will go to Laboratory to have blood Extraction and to submit Urine & Stool Sample
2. Chest x-ray

3. Employee Clinic to have Hepatitis B Vaccine.
4. Once Medical Result is issued
5. Submit it to personnel department (nurses can submit to nursing secretary office).



APPLICATION FOR SAUDI COUNCIL REGISTRATION

All Medical Staff (Doctor, Nurses, and Technician) are required to process his/ her Saudi Council not less than his / her provisional period. Please comply with all the requirements set by Saudi Commission for Health Specialties.

REQUIREMENTS:

- Application Form (CT & ED)
- Credentials (Certificate, License)
- 2 Picture passport background
- Copy of Passport
- Ta'arif (Employment Certificate)

NOTE: For further information you may inquire (Center Training & Education Department).

APPLICATION FOR IQAMA

Staff can only process Iqama after he/she process Saudi Council Registration.

REQUIREMENTS:

- 2 Picture no size required
- Copy of Medical Report
- Copy of Saudi Council Registration acceptance letter
- Submit to passport and Iqama Office.

NOTE: (For the nurses they can submit to Nursing Secretary Office)

APPLICATION FOR ATM

IQAMA is available. Staff can directly go to Bank to process his/ her ATM.

Requirements:

- Copy of Passport with PSCCQ stamp
- Copy of Iqama with PSCCQ stamp
- Ta'arif (Employment Certificate)
- Submit to passport & Iqama Office

APPLICATION FOR RENEWAL OF IQAMA

REQUIREMENTS:

- Saudi Council Registration Copy
- 2 pictures
- Original Iqama
- Submission is one month or 2 weeks before the expiry.
- If all requirements is AVAILABLE submit it to Passport & Iqama office for processing.

Note: Please be reminded of Iqama expiry date.

APPLICATION OF RENEWAL OF PASSPORT

REQUIREMENTS:

- Old Passport
- 2x2 picture with blue background
- 200 SR
- Passport Renewal form from your respective Embassy

NOTE: Kindly notify the Passport & Iqama Office
Six months prior the expiry date.

APPLICATION FOR EXIT RE- ENTRY VISA

REQUIREMENTS:

- Copy of Iqama
- 1 Picture no size required
- Submit to Passport & Iqama Office for processing

NOTE: Submission of application of exit re-entry visa is 2 weeks before the actual vacation. (Nurses can submit to Nursing Secretary Office).

BOOKING OF FLIGHT

As stated in the contract employee is entitled for round ticket exclusively for Saudia Airline. (Staff can prefer other Airline provided that she/he will pay whatever payments required).

Preferably staff can make their booking as early as possible.

MR. FUAD ALKHALAKI

Travel & Tourism Specialist Agency

Tel. # 920000948

Mobile # 0553415867

Email Address: fuad.alkhalaki@fursan.com.sa

Or may contact Mr. Abdulaziz Al baybay

ROUTE OF FLIGHT

QASSIM	RIYADH	MANILA	FILIPINO STAFF
QASSIM	RIYADH	ISLAMABAD/KARACHI	PAKISTAN
QASSIM	JEDDAH	KARTHUM	SUDAN
QASSIM	RIYADH	DAMASCUS	SYRIAN
QASSIM	RIYADH	COCHIN	INDIA
QASSIM	RIYADH	CAIRO	EGYPT
QASSIM	RIYADH	AMAN	JORDAN

ANNUAL LEAVE / VACATION

- Employee is entitled for yearly vacation as stated in the contract.

ANNUAL LEAVE	RAMADAN EID	HAJJ EID	NATIONAL HOLIDAY	TOTAL
30 Days	04 days	05 days	01 day	40 days

Note: The Eid Hajj & Eid Ramadan is subject for changes with accordance to MOH memorandum.

- Employee is entitled of EID Ramadan & EID Hajj provided that she / he is working during this period respectively.

APPLICATION OF LEAVE

REQUIREMENTS:

- Leave Request Form
- Copy of Booking
- Copy of Iqama

NOTE:

Submission of leave is three months before the date of actual vacation. Leave application will be forwarded to personnel office after having process from the respective department.

EMERGENCY LEAVE

As stated in the contract the employee is entitled to avail Emergency Leave. (provided there must be a valid reason)

REQUIREMENTS:

- Request Letter (approved by immediate superior)
- Fax or Letter stated the valid reason
- Receipt of 200 Saudi Riyal for Visa payment
- One picture with photocopy of Iqama
- All unpaid vacation is subject for approval from mudiriya

NOTE: Ticket will be purchase by the staff concern

STUDY LEAVE

All Doctors are entitled for 10 days study leave a year.

REQUIREMENTS:

- A document shows that he/she is allowed for study leave
- Study leave application form approved and sign
- Submit it Center Training & Education Dept

SICK LEAVE

- Staff is entitled for sick leave
- Sick leave form must indicate how many days of sick leave with the signature or stamp of the physician
- Submit to Personnel Department (nurses can submit to Nursing Secretary office).

STAFF GOING FOR FINAL EXIT

REQUIREMENTS:

- Letter of Non Renewal of Contract

STEPS:

- Letter of Non Renewal must be signed by the immediate superior.
- Submission is 3 months before the final exit.
- Submission of Iqama is 2 weeks before the final exit with 1 picture without payment.
- Staff is required to have a bank clearance before his/ her final exit.

ISSUING OF CLEARANCE

- Two weeks before your actual vacation clearance form will be issued.
- Staff is required to do the necessary processing before leaving for vacation. (signing of clearance)

NOTE: Clearance is required in taking your passport.

EVALUATION

PROBATIONARY EVALUATION

As new employee, you will be under probation for period of three months. Your employer will supervise and likewise evaluate your performance during the said probationary period. If in case you do not pass, your contract will be null and void and you will be responsible for your plane ticket. The Human Resources Department will inform you right after the probationary period has ended.

ANNUAL EVALUATION

Every year all employees are subject for evaluation. The Human Resources Department will issue an evaluation form to you immediate superior for you annual performance appraisal three months before the date of joining. If in case you do not pass the evaluation , your contract will be terminated or if in case you violated one of the hospital rules and regulation, depending on the severity of your action, this issue is subject for investigation. Administration will otherwise inform you right after the deliberation.

TELEPHONE DIRECTORY

CENTER DIRECTOR'S OFFICE	TEL. NO.	3257790
	FAX NO.	(6)3230778
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DEPUTY DIRECTOR'S OFFICE	TEL. NO.	3257790
	FAX NO.	(6)3230778
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ADMINISTRATION	TELEPHONE NO	3252000
PERSONNEL DEPARTMENT	LOCAL	1540 EXT. 110/111
PASSPORT & IQAMA DEPT.		1540 EXT. 157
TICKETING OFFICE		1540 EXT. 112
FINANCE DEPT.		1540 EXT. 104 / 105
CASHIER OFFICE		1540 EXT. 154
COMPUTER DEPT.		1540 EXT. 108
MEDICAL SUPPLY		1540 EXT. 114/115/156
QUALITY MANAGEMENT		1540 EXT. 158
GENERAL SERVICE OFFICE		1540 EXT. 107
INVESTIGATION OFFICE		1540 EXT. 109
MEDIA & PUBLIC RELATION'S OFFICE		1540 EXT. 100
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MEDICAL DIRECTOR'S OFFICE		5436
MEDICAL DIRECTOR SECRETARY		5431
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CARDIAC SURGERY TEAM		2505/2508
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CARDIAC CATH LAB		
Chief of Cath Lab		5435
Male Lounge Room		5428
Cath. Lab 1		5425/5429
Cath. Lab 2		2509/2510

CARDIAC OPD DEPT.

Reception	5419/5416
Consultant Clinic	5432
Specialist/Resident	5415
Screening ECHO	5417
Screening Clinic	5418
Male ECG	5433
Female ECG	5414
Holter	5440

CARDIOLOGY WARD

Cardio ward	2000/2020
Doctor's Room	2016
Medical Report	2220-1010

CORONARY CARE UNIT

Chief of Cath Lab Secretary	5402
CCU	5409/5412

NURSING SERVICE DEPT.

Nursing Director's Office	2017
Nursing Director's Secretary	1446
Nursing Supervisor	1450
Center Training & Education Unit	2202/2220-104
Therapeutic Dept.	1450/1449