

Kingdom of Saudi Arabia
Ministry of National Guard
Health Affairs



المملكة العربية السعودية
وزارة الحرس الوطني
الشؤون الصحية

APP

MINISTRY OF NATIONAL GUARD - HEALTH AFFAIRS ADMINISTRATIVE POLICY AND PROCEDURES

NUMBER : 1433-41
TITLE : NURSING/ALLIED HEALTH SAUDI CAREER
DEVELOPMENT PROGRAM (NASCDP)
STEWARD DEPARTMENT : ALLIED HEALTH TRAINING MANAGEMENT (9667)
ORIGINAL DATE : AUGUST 2015
REVISED DATE : SEPTEMBER 2021

1. PURPOSE

To provide a process governing the selection, recruitment, credentialing, implementation of specialized structured educational training programs and monitoring of participants under the Nursing/Allied Health Saudi Career Development Program (NASCDP) Ministry of National Guard - Health Affairs (MNG-HA).

2. APPLICABILITY

To all Saudi nationals including new graduates, new hire employees in Nursing /Allied health positions participating in the NASCDP and seeking recruitment within the Program.

3. RELATED REFERENCES

- 3.1 APP 915-18: Employee Sick Leave
- 3.2 APP 1422-08: Local Recruitment Process
- 3.3 APP 1424-03: Short Course Leave
- 3.4 APP 1427-03: Employee Evaluation
- 3.5 APP 1427-14: Employee Orientation
- 3.6 APP 1427-19: Primary Source Verification
- 3.7 APP 1428-08: Staff Attendance and Punctuality
- 3.8 APP 1429-12: English Language Proficiency Examinations

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

- 3.9 APP 1429-20: Ministry of National Guard – Health Affairs (MNG-HA) Identification System
- 3.10 APP 1429-35: Employee Leave Entitlements
- 3.11 APP 1431-12: Ministry of National Guard – Health Affairs (MNG-HA) Dress Codes
- 3.12 Corporate Budget Allocation Committee (CBAC) Resolution 05-07#4: SCDP Participants' Salary Adjustment
- 3.13 Employee Relations Manual (ERM)
- 3.14 MNG-HA Nursing Internship Program
- 3.15 MNG-HA Organizational By-Laws
- 3.16 Saudi Career Development Program (SCDP) Manual
- 3.17 Saudi Labor Law
- 3.18 Joint Commission International Accreditation Standards for Hospitals, 7th Edition (2021) - GLD 3.3 ME 1, 3 & 4, SQE.2 ME 1 to 4, SQE.3 ME 3-5, SQE.4 ME 3-5, SQE.5

4. DEFINITIONS

- 4.1 **General Orientation Program (GOP)** refers to three (3) consecutive days organization orientation which includes the organization's rules, regulations, expectations and other relevant materials pertaining to performing the job safely and securely.
- 4.2 **Host Department** refers to the department in which participants receive their training and become permanent employees, upon successful completion of their training program.
- 4.3 **Nursing/Allied Health Saudi Career Development Program (NASCDP)** refers to a specialized structured educational training program designed and developed by Allied Health Training Management (AHTM) through which qualified participants obtain the required skills and knowledge of an identified target position in accordance with their specific Qualification Training Program.
- 4.4 **Performance Appraisal/Evaluation** refers to a documented periodic evaluation for the performance of participant's performance progress during and after a training period in accordance with the training plan, to identify and determine the abilities of an individual for further growth and career development.
- 4.5 **Primary Source Verification** refers to a process undertaken by Recruitment Services to verify if the relevant documents presented by candidates/employees are genuine.
- 4.6 **Program** refers to Ministry of National Guard - Health Affairs (MNG-HA) and all its affiliated facilities.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

ASH

- 4.7 **Recruitment Committee** refers to the committee responsible for acquiring, processing and storing of prospective candidates' resumes necessary in the recruitment process of hiring new staff.
- 4.8 **Senior Executive Management** refers to the Chief Executive Officer (CEO), Chief Medical Officer (CMO) and/or Chief Operating Officer (COO).
- 4.9 **Target Position** refers to a permanent position within the host department to which the participant will become permanent employees upon successful completion of the NASCDP.

5. POLICY

- 5.1 The Program must provide and implement the framework of specialized education or training programs for Saudi nationals through the Nursing/Allied Health Saudi Career Development Program (NASCDP).
- 5.2 To be eligible for the NASCDP, candidates must have the following pre-requisites:
- 5.2.1 Saudi national
- 5.2.2 A score of seventy (70%) or above (grade of good or above) on their required degree of the target position
- 5.2.3 A valid license from the Saudi Commission for Health Specialties (SCFHS) according to target position requirement
- 5.2.4 A valid English Language Assessment test score or equivalent according to APP 1429-12.
- 5.3 Recruitment Committee must generate nomination criteria and seek approval from the Chief Executive Officer (CEO).
- 5.3.1 Nomination criteria must be reviewed every two (2) years or as needed.
- 5.3.2 Local Recruitment Services and host department must follow the latest approved criteria.
- 5.4 All Saudi candidates for Nursing or Allied Health positions must undergo NASCDP training program for twelve (12) months where:
- 5.4.1 New graduates and candidates who lack the required experience related to the target position must be hired through NASCDP targeting entry level positions only upon completion of the training
- 5.4.2 Candidates for advanced career ladder positions in Nursing/Allied Health specialties must satisfy the required experience as per target position job description.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

ASH

- 5.4.2.1** Candidates who have one year experience gap or less are eligible to advanced target position as the enrollment in the program will bridge the gap of experience.
- 5.5** Recruitment of participants under the NASCDP must be only for the existing positions within the host department.
- 5.5.1** Direct placement of the candidate on the vacant target position.
- 5.5.2** For Saudization program, candidate must be recruited on parallel line to the target position.
- 5.5.2.1** Corporate HR must notify the non-Saudi employee occupying position for intended Saudization, and send them non-renewal of contract. As mandated prerequisite before starting the process of recruiting NASCDP candidate.
- 5.6** Allied Health Training Management (AHTM) is responsible for the following:
- 5.6.1** Approving all certified training programs prior to implementation
- 5.6.2** Monitoring, assessing and documenting participants training progress and achievements periodically
- 5.6.3** Ensuring new participants attend the General Orientation Program (GOP) as per APP 1427-14 prior to commencement of the training period
- 5.6.4** Intervening at any time during the training period when any issues arise which may affect the participant's progress and determining an appropriate solution.
- 5.7** The host department is responsible for providing AHTM with:
- 5.7.1** Training Plan (**Appendix B**) to identify training activities and assignments that the participant will perform during their training period
- 5.7.2** Training Record (**Appendix C**) to record, monitor and indicate the score rating of the participant performance expectations and progress after completion of each phase of the training program.
- 5.8** The participant is considered on probation for the whole training period as they signed the NASCDP training contract.
- 5.9** Participants who do not maintain a satisfactory periodic evaluation must be referred to AHTM to determine an appropriate course of action from the following:
- 5.9.1** Counseling
- 5.9.2** Disciplinary action
- 5.9.3** Termination.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

AH

- 5.10** Participants are administratively responsible to AHTM. Travel or sick leave requests must be approved by AHTM prior to submission to Corporate Human Resources (HR) (or equivalent in the region) for processing.
- 5.11** Participants are eligible for the following:
- 5.11.1** Target position salary and applicable benefits including leaves, GOSI contribution, public holiday compensation
- 5.11.2** Ten (10) training days during the contract year. Training must be:
- 5.11.2.1** Conducted at any Program facility, recommended by the host department
- 5.11.2.2** Approved by the host department and AHTM.
- 5.11.3** Upon successful completion of the NASCDP, the training period must be computed as part of the individual's service years for computing the Saudi Service Award.
- 5.11.3.1** Any unused leave earned at the end of the training period is carried over to the permanent contract.
- 5.12** Participants are not eligible for overtime or merit increase during their training.
- 5.13** Participants must comply with Program policies and procedures relating to dress code, working hours, attendance, sick leave and other employee related policies, departmental rules and regulations applicable within the host department and the Program.
- 5.14** Participants who resign or end their contract before the end date of the NASCDP training period are not eligible for the Saudi Service Award or encashment of leave balance.
- 5.15** During NASCDP training period:
- 5.15.1** Regional Transfer is strictly prohibited
- 5.15.2** Lateral transfer requests might be initiated only by the host department with accepted justification after coordination with AHTM where:
- 5.15.2.1** The target position title is the same without promotion or demotion
- 5.15.2.2** The transfer is within the same department and region.

6 PROCEDURES

6.1 Advertising Process of NASCDP Positions

- 6.1.1** The host department will provide Local Recruitment Services with the position title and all relevant information for the purpose of announcing the position according to APP 1422-08.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

است

6.1.2 Local Recruitment Services will announce vacant positions through the recruitment gate and other proper media channels.

6.2 Selecting NASCDP Candidates

6.2.1 Local Recruitment Services will screen and compare candidates qualification with the position's job description by conducting:

6.2.1.1 Primary source verification of credentials (education, training, and licensure including English test results) in accordance with the provisions stipulated in APP 1427-19

6.2.1.2 Initial assessment for all candidates, conducting candidate's technical test as needed and providing nomination list of three (3) to five (5) candidates for each position.

6.2.2 The candidate will be contacted by the Local Recruitment Services to arrange an interview with the Recruitment Committee in participation with the host department.

6.2.3 The Final Interview Panel will be approved by the Chairman of Recruitment Committee.

6.2.4 Upon approval of the candidate, Local Recruitment Services will send them to the pre-employment medical checkup according to APP 1422-08.

6.2.5 Local Recruitment Services will notify AHTM of approved candidates who completed the recruitment process and are ready to join the program.

6.3 Commencement of Training

6.3.1 Upon signing the contract, the following will apply:

6.3.1.1 Prior to commencement of the training period, the participant will be required to attend the GOP in accordance with the provisions stipulated in APP 1427-14

6.3.1.2 Local Recruitment Services will acquire the participant signature on the Nursing/Allied Health Saudi Career Development Program - Consent Form (**Appendix A**)

6.3.1.2.1 A signed copy of the Consent Form will be given to the participant.

6.3.1.3 The respective ID badge will be issued to the participant in accordance with the provisions stipulated in APP 1429-20.

6.3.1.3.1 AHTM will retain a photocopy of the ID badge for their record.

6.3.2 AHTM will submit the participant assignment memo to the host department indicating the start and end date of the training program and request, on behalf of the participant.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

AsH

6.4 Follow-Up and Counseling of Participants

- 6.4.1 At the beginning of the training program, the host department will complete **Appendix B** and submit it to AHTM within two (2) weeks from the start date.
- 6.4.2 In accordance with the Training Plan, the host department will submit to AHTM:
- 6.4.2.1 Completed **Appendix C** every two (2) months for monitoring and reviewing of participants' progress and performance.
- 6.4.2.1.1 Participants who successfully obtain a satisfactory evaluation will be eligible to continue and complete the training program.
- 6.4.2.1.2 Participants who do not obtain a satisfactory evaluation will be referred for counseling by completing the Nursing/Allied Health Saudi Career Development Program - Participant Counseling Form (**Appendix D**) or will be subject to disciplinary action or termination.
- 6.4.2.1.2.1 In the event of termination, AHTM will immediately inform Corporate HR (or equivalent in the region).

6.5 Successful Completion of Training

- 6.5.1 Two (2) months before the end date of the training period, the host department will submit an overall performance appraisal to AHTM.
- 6.5.1.1 The host department will inform AHTM of any unsatisfactory performance or any issues relating to attitude or behavioral problems, which will:
- 6.5.1.1.1 Assess participants and provide appropriate counseling and/or establish an improvement action plan for implementation
- 6.5.1.1.2 Complete **Appendix D**. A signed copy of the form will be given to the participants and a copy will be forwarded to the host department to be retained in the participant file.
- 6.5.1.2 The host department will prepare and submit the following documents to AHTM:
- 6.5.1.2.1 Nursing/Allied Health Saudi Career Development Program - Completion Form (**Appendix E**) to approve that the participant has completed the training period successfully and is ready for the contract status to be changed from training to permanent.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

6.5.1.2.1.1 The completed form will be signed by the participant, host department and the Director of AHTM.

6.5.1.2.2 Performance Appraisal/Evaluation

6.5.1.2.3 Valid License from SCFHS according to the target position.

6.5.1.3 AHTM will:

6.5.1.3.1 Send **Appendix E** to Corporate Manpower Services Department (CMSD) to confirm the target position, only then forward it to HR with copy to AHTM

6.5.1.3.2 Send the other documents listed in article 6.5.1.2.2 and 6.5.1.2.3 to HR

6.5.1.3.3 Retain a copy of all documentation in the participant's file.

6.5.2 Corporate HR will contact the participant to sign the permanent contract and complete the change of the contract type as follows:

6.5.2.1 **Candidate targeting Filled Permanent Position (as replacements)** will be recruited on a parallel line to be created specifically for the candidate under the target department. The recruitment zone of the candidates targeted non-Saudi position will be converted to G (SA) upon vacancy

6.5.2.2 **Non-Saudi employees to be replaced by the participant** will be notified of non-renewal of contract. Notification of non-renewal shall be sent by the Target Department to Corporate HR to reflect the end-of-contract and this will be part of the requirements prior to the recruitment process of participant.

6.5.3 Corporate HR (or equivalent in the region) will submit a memo to AHTM as confirmation that the participant has been transferred as a permanent employee to the intended target position MSR line.

6.6 **Resigning from the NASCDP**

6.6.1 The participant will submit their resignation directly to the host department.

6.6.2 The host department will forward the letter of resignation, final TRA and the last working day to AHTM.

6.6.3 AHTM will submit a memo together with the letter of resignation to CMSD and Corporate HR (or equivalent in the region) for processing.

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

Ast

7 **RESPONSIBILITY**

- 7.1 Allied Health Training Management and all other relevant departments will ensure implementation of and adherence to the provisions of this APP.
- 7.2 Internal Audit will randomly monitor the implementation of the provisions of this APP.

8 **APPROVALS**

PREPARED BY:

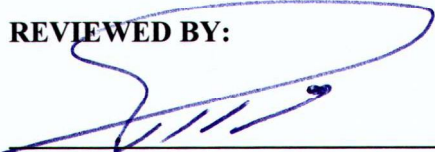


DR. JAWAHER GRAMISH
Assistant Dean
Allied Health- Postgraduate Education, KSAU-HS

27 Sep 2021

DATE

REVIEWED BY:

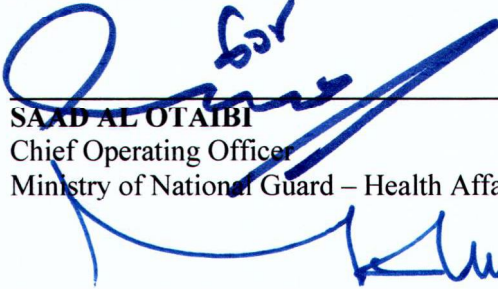


DR. MOHANAD AL EEBAN
General Director
Corporate Planning and Regulatory Affairs, MNG-HA

27 SEP 2021

DATE

RECOMMENDED BY:



SAAD AL OTAIBI
Chief Operating Officer
Ministry of National Guard – Health Affairs

29 SEP 2021

DATE

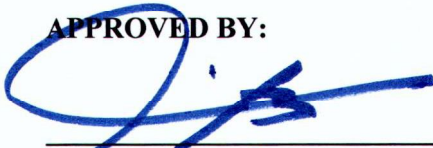
DR. SAAD AL MOHRIJ

Chief Medical Officer
Ministry of National Guard – Health Affairs

31/10/21

DATE

APPROVED BY:



H.E. DR. BANDAR AL KRAWY
Chief Executive Officer
Ministry of National Guard – Health Affairs

07 OCT 2021

EFFECTIVE DATE

This document contains confidential internal information about the MNG-HA Organization which must not be distributed to any persons or organizations without prior written consent. Requests must be addressed to Corporate Planning and Regulatory Affairs, MNG-HA.

AS4