

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE  
NURSING AFFAIRS**

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**Nursing Recruitment Department**

**Scope of Service**

The department's primary responsibility is the recruitment and retention of nursing and support staff throughout the nursing department.

**Functions**

- To promote the nursing experience at KFSH in a positive manner both nationally and internationally.
- To secure high quality nursing and support staff in an effective and timely manner.
- To ensure that all staff meet job description requirements.
- To liaise with international recruitment agencies and ensure effective communication between the nursing department and agencies.
- To liaise with KFSH local recruitment office/employment services and ensure effective communication between the departments.
- To ensure that all candidates recruited for KFSH are properly prepared prior to their arrival at KFSH and that appropriate pre hire documentation is on file.
- To ensure an appropriate supply of promotional material for potential candidates and recruitment agencies through the production of reading materials and videos and the internet.
- To advertise positions both internally, nationally and internationally.
- To liaise with Senior Administration in the provision of relevant and timely information pertaining to recruitment.
- To encourage the retention of suitably qualified staff.
- To assist with Saudization across the nursing department.
- To act as resource for staff across the nursing department.

**Hours of Operation**

8 am to 6 pm – Saturday to Tuesday

8 am to 5 pm – Wednesday

**STAFFING PLAN**

**Number and Mix of Staff**

Nursing Recruitment Coordinator

Nursing Recruiter

Nursing Recruitment Assistant x 2

Hospital Assistant I

**Method of Adjusting to Staffing Variances**

Require holiday cover for Hospital Assistant I from office services or nursing department. For Nursing Recruitment Coordinator and Nursing Recruiter, both positions cover each other. This is the same for the Nursing Recruitment Assistant positions. In addition, the Nursing Recruiter can cover Nursing Recruitment Assistants position if necessary.

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**QUALIFICATIONS OF STAFF**

**Qualifications/Licenses/Certifications Required of Staff**

- Nursing Recruitment Coordinator: RN, BSc (Hons)
- Nursing Recruiter: RN
- Nursing Recruitment Assistant: High School graduate or IPA/University graduate
- Hospital Assistant I: Completion of appropriate secretarial school diploma/certificate

**How are inservice/continuing education programs provided to maintain staff competency?**

Individual members of staff take computer classes and selected programs both internally and externally.

Staff members are encouraged to continue with formal distance learning education.

Education seminars/opportunities across nursing, medical and administrative departments are available and all staff are encouraged to attend.

**Required Competencies**

- Computer literacy
- Interpersonal communication
- Interview skills
- Staff counseling
- Database building and analysis
- Report writing

**METHOD OF COMMUNICATION WITH OTHER DEPARTMENTS/PROGRAMS**

**Internal and External Methods of Communication**

Fax, E mail, Memos, Staff Meetings, Phone, Internet, Intranet, Voice Mail

**Describe Collaborative Relationships with Other Departments**

- Coordinator reports directly to Chief of Nursing
- Local/International Employment/Nursing Recruitment bimonthly meetings
- Staff members attend a number of Hospital committees including:
  - Executive Management Council
  - Nursing Management Council
  - Saudization Committee
  - JCIA Committee
  - Retention Committee
  - Social Club Committee
- International Recruitment Agencies
- International Journal Representatives

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**GOALS OF DEPARTMENT**

- Complete nursing recruitment booklet and video by end of September, 2000.
- Participate in recruitment drive to Europe in October, 2000 and secure funding and support for same.
- Assist and support Senior Administration in the preparation of material for pay award process.
- Secure recruitment bonus to attract a greater number of western staff to KFSH by February, 2001.
- To establish new markets for the nursing department in line with KFSH strategic direction.
- To establish retention committee by November 2000 and explore ways of reducing turnover per unit.
- To work with Senior Administration in the analysis of current staffing numbers and the revision of the current manpower status report by ensuring that all services have their own cost code and are configured appropriately.
- Ensure that all pertinent information is available and updated prior to JCIA in November, 2000, ie job descriptions reviewed, orientation manuals available, story board on performance improvement initiative completed.
- Review and update internet site by December 2000.
- To assist in the promotion of Saudization across the nursing department. All ward clerk positions to be Saudized by 2001. All PCA positions to be Saudized by 2001. As part of Saudization committee, assist in the development of a plan which identifies succession planning and long term Saudization.