2017 Performance Improvement Report

STRATEGIC PRIORITY

4. Enhance staff recruitment and retention

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| **Project Name** | | | |
| The *Annals of Saudi Medicine* ScholarOneTM Certification Program | | | |
| **Site** | | **Department** | |
| Riyadh | | Academic and Training Affairs (ATA), Scientific Publications Office | |
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| **Project Status** | **Project Start Date** | | **Project End Date** |
| Completed | 01-01-2016 | | 12-31-2016 |

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| **Problem:** Why the project was needed?  New members of the *Annals of Saudi Medicine* (ASM) Editorial Board are enrolled in a training program titled “*Annals of Saudi Medicine* Editorial Board Members Certification Program.” This certification program explains the peer review process and the use of the online submission system (ScholarOneTM). Additionally, this training program will increase the efficiency and knowledge of the new staff. This initiative will potentially increase staff satisfaction and retention rate. | **Aims:** What will the project achieve?  To build and increase staff capacity by at least 50% by training new Editorial Board members on using ScholarOneTM submission system before the end of 2016. |
| **Benefits/Impact:** What is the improvement outcome?  *(check all that apply)*  Contained or reduced costs  Improved productivity  Improved work process  Improved cycle time  Increased customer satisfaction  Other (please explain)  Click or tap here to enter text. | **Quality Domain:** Which of the domains of healthcare quality does this project support?  *(Select only one)*  **Efficient** |

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| |  |  | | --- | --- | | **Measures:** Performance metrics to be evaluated | **Targets:** Expected outcomes | | Number of certified Editorial Board members | At least 50% from the baseline | |
| **Interventions:** Overview of key steps/work completed   * One member of the administrative staff has attended the ScholarOneTM University Certification Program and is fully trained in all aspects of the submission system. * Two training sessions are scheduled for all new Editorial Board members. * A certificate of completion is awarded to the Editorial Board members. * All new Editorial Board members of the *Annals of Saudi Medicine* undertake this training program as a requirement to be a member. |
| **Results:** Insert relevant graphs and charts to illustrate improvement pre and post project  *(insert relevant graphs, data, charts, etc.)* |

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| **Project Lead** | **Team Members** |
| **Name**  *(person accountable for project)* | **Names**  *(persons involved in project)* |
| Prof. Nasser Al-Sanea, Editor-in-Chief of ASM | Dr. Yaser Adi, Scientist  Amal Al-Ghammas, Editorial Supervisor and Senior Editorial Assistant  Reina Tejano-Berina, Desktop Publisher  Raquel Glorioso-Rivera, Editorial Assistant  Kimberly Cristobal, Editorial Assistant  Janelle Vales-Yasay, Editorial Assistant |