مستشفى الملك فيصل التخصصي ومركز الأبحاث
King Faisal Specialist Hospital & Research Centre
Gen. Org. مؤسسة عامة

Strategic Priority: SP1- Medical, Research, Academic Research

Project Name
Employee Files Review

Site	Department
Riyadh	Employee Files – Personnel Services

Project Status	Project Start Date	Project End Date
Completed	01-01-2018	12-31-2018

Problem: Why the project was needed?

Many employees left the hospital and their files were kept without any action (obsolete employee files); this has caused accumulation of non-active files and interruption to the continuity of work.

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)

Aims: What will the project achieve?

Decrease the number of obsolete employee files from 10,761 file to 0 file by December 2018.

Quality Domain: Which of the domains of healthcare quality does this project support?
(Select only one)
Efficient

| Measures: Performance metrics to be evaluated	Targets: Expected outcomes
# obsolete personnel files	Zero

Interventions: Overview of key steps/work completed
- Retrieve employee IDs who are not active for more than 10 years.
- Categorize the IDs by year.
- Retrieve.
- Make sure that these files are scanned and uploaded in the system.
- Put files in boxes and contact documents disposal committee to initiate the disposal process.

Total Number of Obsolete Personnel Files
(Before & After PI Project)

	Project Lead		Team Members
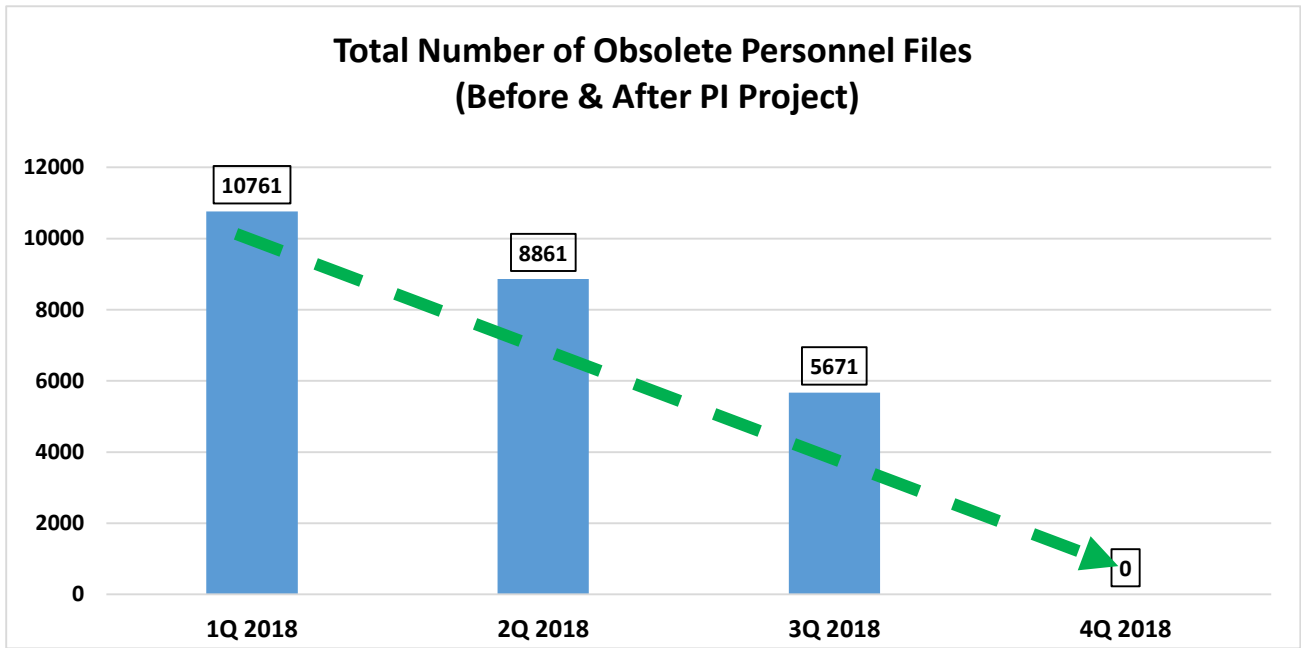
Project Lead

Name
(person accountable for project)
Saad Bin Khathlan, ID# 74020
Manager, Employee Files
Personnel Services
Human Resources Services

Team Members

Names
(persons involved in project)
Mohammed Alabdullah, ID# 82818, Records Analyst
Ibrahim Almaghrabi, ID# 81717, Records Analyst