



Strategic Priority: **SP3- Organizational Sustainability**

Project Name

All policies in one Repository.

Site

Corporate

Department

Policy Development Department

Project Status

Completed

Project Start Date

01-01-2018

Project End Date

10-31-2018

Problem: Why the project was needed?

Scattered Legislative Documents causes confusion and non-adherence to valid policies by Hospital staff. Therefore, this project was selected, to optimize efficacy and improve staff knowledge about hospital polices; this could be achieved by increasing the number of valid approved Legislative documents in the Policy Management System (PMS).

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.

Aims: What will the project achieve?

To increase the number of valid & approved Legislative Documents in the Policy Management System (PMS) from 2,755 to 5,259 by the end of the 3rd Quarter 2018.

Quality Domain: Which of the domains of healthcare quality does this project support?

(Select only one)

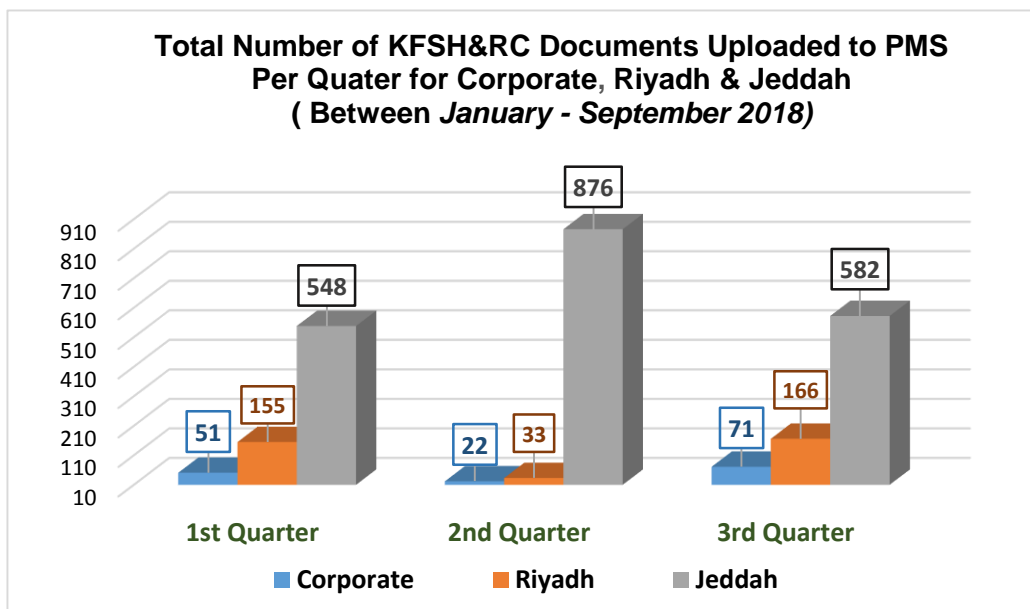
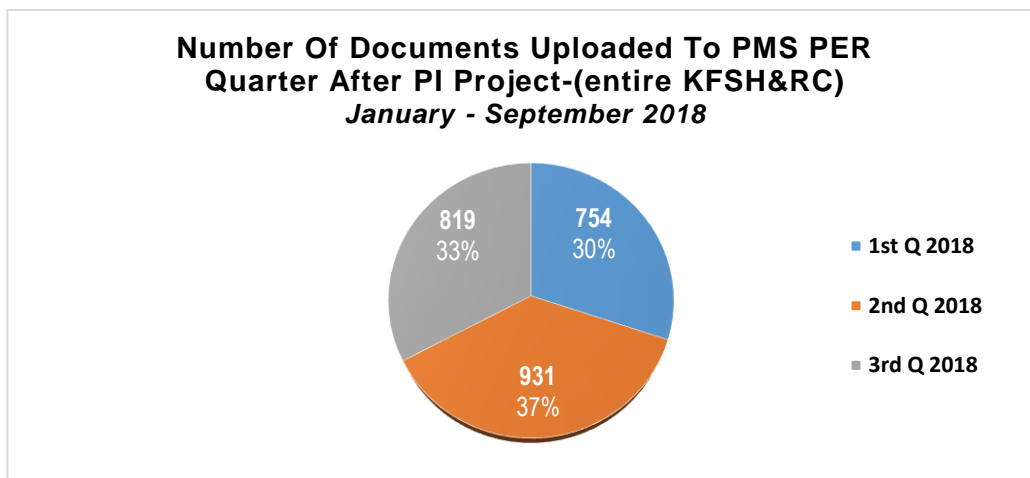
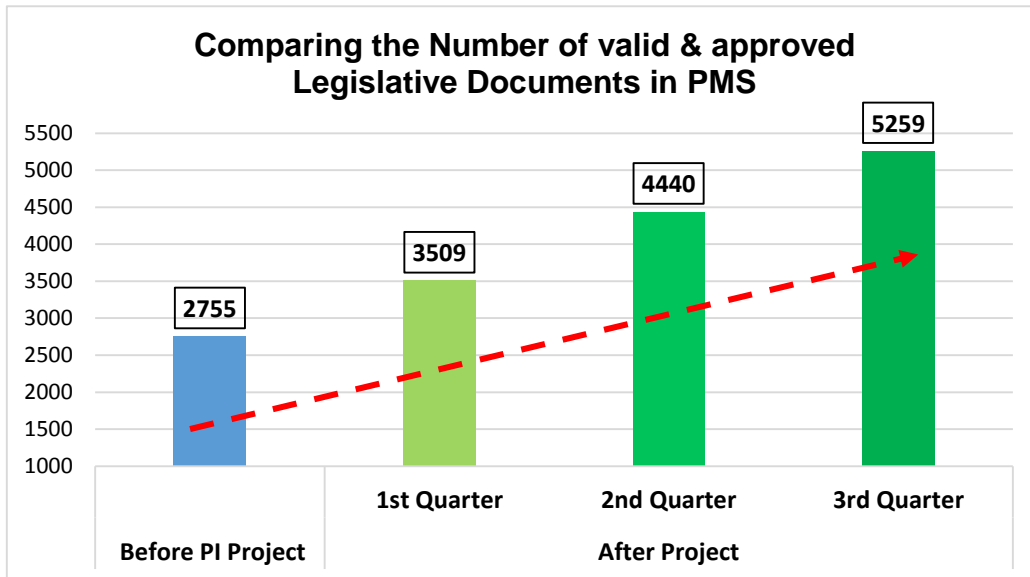
Efficient

Measures: Performance metrics to be evaluated	Targets: Expected outcomes
Number of valid & approved Legislative Documents in PMS	5,259

Interventions: Overview of key steps/work completed

- Send memo to all departments in Corporate, Riyadh and Jeddah to send us all approved Legislative Documents.
- Collect all Legislatives Documents of KFSH&RC (Gen. Org.) and upload all to PMS.
- Retire and archive all out-dated policies.
- Conduct educational sessions to utilize PMS.

Results: Insert relevant graphs and charts to illustrate improvement pre and post project
 (insert relevant graphs, data, charts, etc.)



Project Lead

Name
 (person accountable for project)
 Ahmed Althumairi, PhD

Team Members

Names
 (persons involved in project)
 Aseel Tarabzouni