



Project Name

Improvement & Development of the Employee Files Section

Site

Riyadh

Department

Employee Files

Project Status

Completed

Project Start Date

02-01-2017

Project End Date

09-30-2017

Problem: Why the project was needed?

Since KFSH&RC started to operate, many employees left the hospital for several reasons but their files were kept without any action. Consequently, these inactive files were accumulated causing work interruption. According to the National Center for Documents & Archives (NCDA) regulations, employee files can be disposed of after ten (10) years from the beginning of the year following the end of employment and to make sure that there is an electronic/scanned copy in the system.

Aims: What will the project achieve?

1. To categorize 100% employee's inactive files (over the last 10 years) as a phase I before the end of 2017
2. To dispose of 25% of employee's inactive files before the end of 2017

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

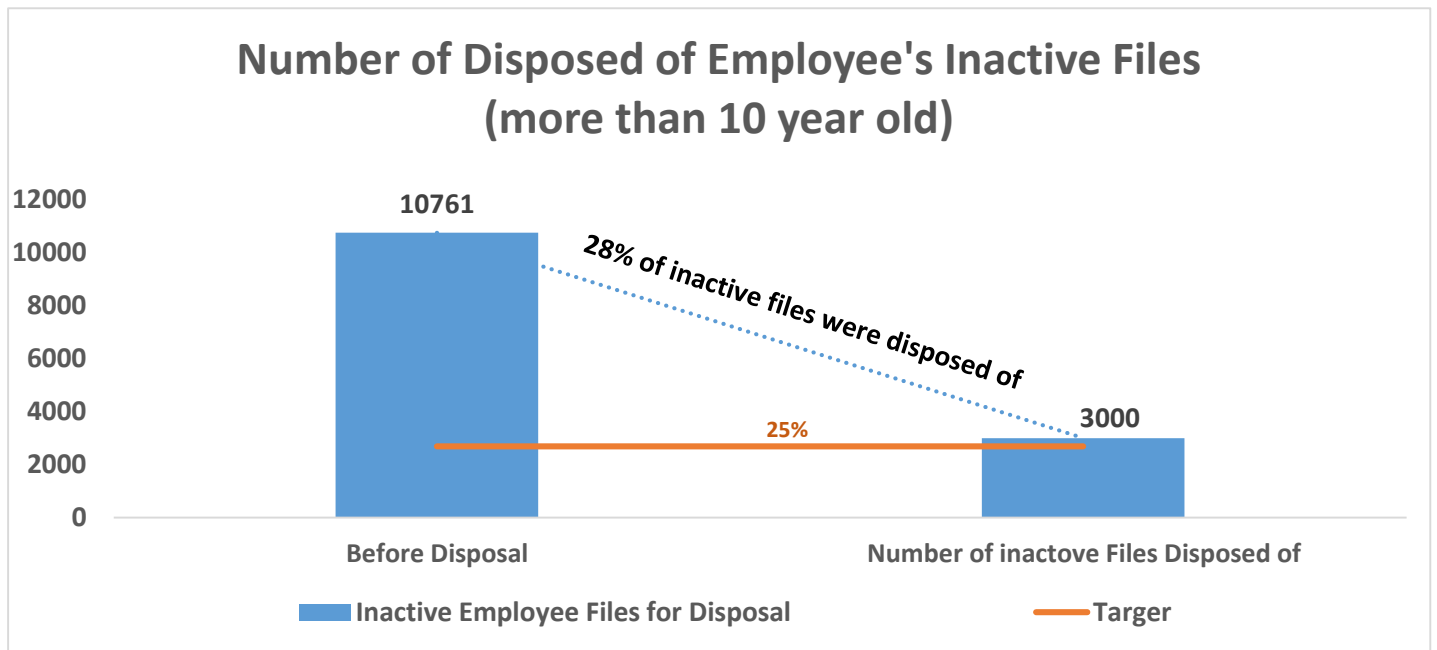
Measures: Performance metrics to be evaluated	Targets: Expected outcomes
1. categorize 100% employee's inactive files (%)	1. 100%
2. Inactive files disposal (%)	2. At least 25%

Interventions: Overview of key steps/work completed

- Phase I of the process will include categorization of employees' file by year in order to get a quota for disposal
- Phase II will describe and map the flow of the disposal process. (Phase 2)
- Retrieve employee IDs who are no longer active for more than/equal to 10 years
- Categorize the IDs by year
- Retrieve the files
- Make sure that these files are scanned and uploaded in the system
- Put them in boxes and contact the documents disposal committee to initiate the disposal process.

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

Categorizing 100% of employee's inactive files (in years)	
Year	No. of Files
1990 - 1993	453
1994	479
1995	621
1996	612
1997	644
1998	720
1999	919
2000	690
2001	869
2002	802
2003	846
2004	857
2005	753
2006	690
2007	806
Total	10761



Project Lead

Name

(person accountable for project)
 Saad Bin Khathlan

Team Members

Names

(persons involved in project)
 Mohammed Alabdullah
 Ibrahim Almaghrabi