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

Project Name
The *Annals of Saudi Medicine* ScholarOne™ Certification Program

Site	Department
Riyadh	Academic and Training Affairs (ATA), Scientific Publications Office

Project Status	Project Start Date	Project End Date
Completed	01-01-2016	12-31-2016

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 (ScholarOne™). 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 ScholarOne™ 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

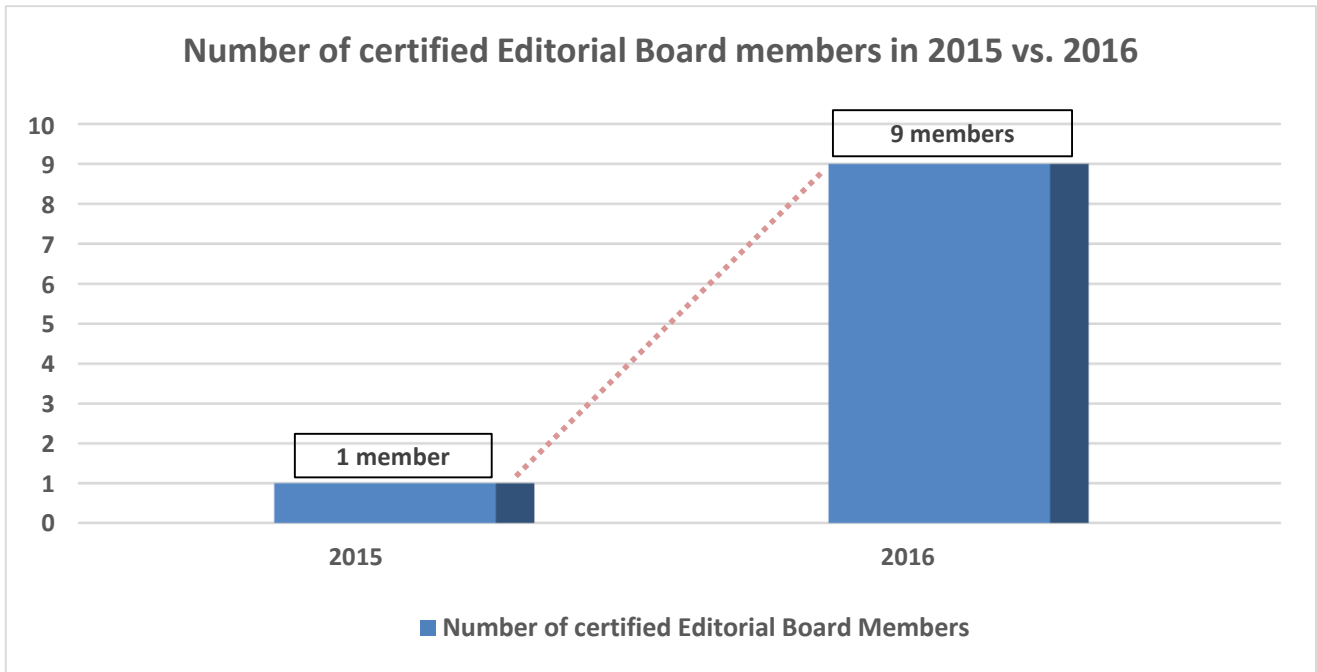| Measures: Performance metrics to be evaluated	Targets: Expected outcomes
Number of certified Editorial Board members	At least 50% from the baseline

Interventions: Overview of key steps/work completed

- One member of the administrative staff has attended the ScholarOne™ 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.)

Number of certified Editorial Board members in 2015 vs. 2016

1 member	9 members

Legend: ■ Number of certified Editorial Board Members

X-axis: 2015, 2016
Y-axis: 0–10

Project Lead	Team Members
Name *(person accountable for project)* Prof. Nasser Al-Sanea, Editor-in-Chief of ASM	**Names** *(persons involved in project)* 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