



MEDICAL STAFF AFFAIRS ADMINISTRATION RE-CONTRACTING CHECKLIST

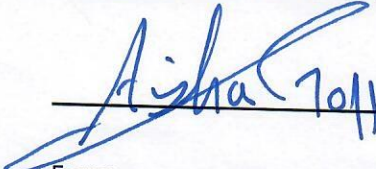
Re-Contracting Package Form			
Name:	ALI AL MOMEN,MD		ID No. 1584
Department:	SURGERY	Section:	ENT
Job Title:	CONSULTANT	Nationality:	SAUDI
Date Hired:	23/03/1429	Cost Code:	2613
Review Period:	01 JANUARY 2019	31 DECEMBER 2019	
	From	To	

Item No.	Documents	Remarks (✓ or N/A)
01.	Signed Performance Appraisal Form	/
02.	Signed Clinical Privilege (Updated) ✓	/
03.	Signed Curriculum Vitae (Updated) ✓	/
04.	Signed Job Description "Job Title" (Updated) ✓	/
05.	Signed Job Description "Assignment" (If Applicable)	N/A
06.	Signed Employee Confidentiality Agreement (Portal Form No. 408/079) ✓	/
07.	Signed Consent Release of Information (Portal Form No. 408/078) ✓	/
08.	Medical Records Clearance Form (Updated) ✓	/
09.	Annual Medical Examination (Portal Form No.:128/001 - Rev 2) ✓	/
10.	Hand Hygiene Contract (Portal Form No.: 200/180 - Rev 0) ✓	/
11.	Copy of Valid Saudi Commission License Card and Classification Certificate ✓	/
12.	Copy of Valid BLS Card and Certificate ✓	/
13.	Copy of Valid ACLS Card and Certificate (If Applicable)	N/A
14.	Copy of Valid PALS Card and Certificate (If Applicable)	N/A
15.	Copy of Valid PHTLS/FCCS/NLS/NRP Card and Certificate (If Applicable)	N/A
16.	Copy Medication Safety Online Course Certificate ✓	/
17.	Copy Annual Fire and Safety Training (Stamped by Security and Safety Administration) ✓	/
18.	Copy Conscious Sedation Training Certificate (If Applicable)	N/A
19.	Copy Infection Control Quiz Certificate (If Applicable)	/
20.	Copy In-Service Trainings (If Applicable)	N/A

Note:

Kindly ensure that all attachments are valid/updated and save in the shared folder (MSO-MCA Share).

Checked and Verified By:


Form:



Employee's Full Name:	Ali	Abdullah	Al Momen	ID No.	1548
	First Name	Middle Name	Last Name		
Department:	Surgery		Nationality:	Saudi	
Section:	ENT		Date of Hire:	23/03/1429	
Job Title:	Consultant		Position Start Date:	23/03/1429	
Review Period:	1-1-2019		31-12-2019		
	From		To		

The performance appraisal process at KFSH-D aims to achieve the following objectives:

- To guarantee fair treatment to all employees by adopting the scientific method of evaluation.
- To promote communication and provide constructive feedback about job performance.
- To enable managers to correct performance deficiencies and to identify employees who need further training and improvement.
- To select appropriate competent employees for promotion.

Rating Definitions:

- (5) Outstanding** Consistently exceeds required standards. Excellent in all aspects. Maintains high personal and professional standards. Sets example for all to follow. Describes a highly motivated individual of rare ability.
Overall Rating: 4.5 to 5.0
- (4) Excellent** Frequently exceeds job requirements; clearly above standards. Performance is well above average and is very good in most aspects. May excel in some areas. This is a valued employee of superior ability and potential.
Overall Rating: 4.0 to 4.4
- (3) Good** Meets required standards. May exceed requirements in some areas. Employee's contribution is valued. Has the potential to improve or advance. This is the standard rating.
Overall Rating: 3.0 to 3.9
- (2) Fair** Marginally below required standards. Performance is deficient in many aspects. Some potential for improvement.
Overall Rating: 2.0 to 2.9
- (1) Unacceptable** Definitely below required standards. Performance is deficient in most aspects. Limited potential for improvement.
Overall Rating: 1.0 to 1.9

Reason for Appraisal:

- ☐ End of Probationary Period
- ☐ Promotion
- ☒ Recontracting / Annual Review
- ☐ Other

Performance Appraisal: ID 1548
Part II - Employee Task Performance

No.	Task Description	Weight of Task (1 to 10)	Task Rating (1 to 5)
1	Carries out full range of inpatient and /or outpatient duties as assigned by the Director/ Chairperson in accordance with individually approved clinical privileges.	10	5
2	Ensures superior quality of medical treatment, compassion and understanding is given to every patient and patient safety.	10	5
3	Involved within his/her capabilities in setting protocols and standards of patient care for patients within the department/section while using his/her knowledge in the planning and further development.	10	5
4	Participates in CME and professional development and educational activities, as speaker within the hospital or externally, supervises trainees and serves as program director for residency and fellowship training .	10	5
5	Participates in the research, publications and development of Residency and Fellowship Programs and exposes trainees to research projects.	10	5
6		-	-
7		-	-
8		-	-
9		-	-
10		-	-
Average Performance (Weighted Average of Task Rating = Sum(Task Weight x Task Rating) / Total Weight)			5

Performance Appraisal: ID 1548
Part III - Employee Traits

No.	Trait	Trait Description	Rating	Assessment
1	JUDGMENT	Capacity to make reasonable decisions.	5	Sustains high level of sound judgment. Decisions usually best under circumstances.
2	INNOVATION	Imagination and creativity used to lower costs and improve the workplace.	4	Often suggests beneficial changes and improvements to methods and procedures.
3	APPEARANCE	Personal habits, grooming and adherence to dress code.	4	Rarely exhibits poor appearance or offensive habit. Always adheres to dress code.
4	ORGANIZATION	Organization of the individual's work and work area. Use of time.	4	Highly organized and efficient worker. Few instances of poor performance from lack of order. Plans work and efficiently manages time making it possible to complete all assignments.
5	ATTITUDE	Courtesy and respect for feelings of others. Politeness on the job. Work ethics.	5	Extremely courteous, well mannered and polite. Always considers the comfort and ease of others.
6	COOPERATION	Willingness to help others accomplish their objectives.	5	Extremely cooperative. Constantly offers aid and always available to help others. Eager to help.
7	INITIATIVE	Self-reliance, little need for direction. Voluntary starting projects and non-routine jobs and tasks.	5	Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals.
8	RELIABILITY	Dependability and trustworthiness.	4	Completes work with little supervision. Will complete occasional special projects.
9	PERSEVERANCE	Steadfast pursuit of job objectives when faced with unexpected obstacles.	5	Always displays extreme determination. Will rarely quit until objective is reached.
10	STABILITY	Even Temperament. Acceptance of unavoidable tension and pressure.	4	Can tolerate unusual pressure and tension without hindering performance.
11	ATTENDANCE	Punctuality and attendance as per hospital policies.	4	Infrequently late or absent. Few sick or lost work days.
12	VERSATILITY	Ability to quickly understand new information and situations	5	Extremely bright. Analyzes and understands with a minimum of instruction.
13	COMMUNICATION	Ability to listen and impart or interchange ideas verbally and in writing.	5	Actively listens, clearly and effectively shares information. Seeks opportunities to improve communication skills.
14	ACCEPTANCE OF DIRECTION	Ability to accept direction from superiors and take responsibility for the assigned work.	4	Usually accepts suggestions and criticism in a constructive manner.
15	COMPLIANCE	Respect of Hospital property and policies.	4	Understands and adheres to applicable hospital policies.
Average Trait Evaluation (Average Trait Evaluation = Total Rating ÷ Number of Traits)			4.4	Please rate ALL 15 traits The average only calculated when ALL 15 Traits are rated.

Performance Appraisal: ID 1548
Part IV - Overall Rating

Employee Performance	5	Outstanding
Employee Traits	4.4	Excellent
Overall Rating	4.7	Outstanding

Evaluator's Comments

Objectives for the Next Review

Head of Department	DR. MUSAED AL ZAHRANI	15/12/19
Evaluator's Title	Signature Over Printed Name	Date

Employee's Comments

Employee	Ali Abdullah Al Momen	31/12/19
	Signature Over Printed Name	Date

Approvals (as per Signatory Authority)

Chairman/Director	DR. Manal Alnaimi	31/12/19
Approver's Title	Signature Over Printed Name	Date
Associate/Executive Director	Dr. Mohammed Alqantani	31/12/19
Approver's Title	Signature Over Printed Name	Date
Human Resource Administration	Mr. Thamer Almohana	
	Signature Over Printed Name	Date



King Fahad Specialist Hospital - Dammam

CLINICAL PRIVILEGES MEDICAL & CLINICAL AFFAIRS

TO BE COMPLETED BY DEPARTMENT/APPLICANT

- ☐ Initial Clinical Privileges
- ☐ Temporary Privileging (00/00/00)
- ☐ Re-Credentialing
- ☐ Temporary Suspension Of Privileges
- ☐ Full Suspension of Privileges
- ☐ Continue of Privileges

- Applies To:
- ☐ Permanent Staff
 - ☐ Locum (00/00/00)
 - ☐ Visitor (00/00/00)
 - ☐ Part Time (00/00/00)
 - ☐ Promotion Request
 - ☐ Additional Privileges
 - ☐ 3-Years contract

PLEASE READ THE FOLLOWING INSTRUCTIONS

Please complete the categories in which you are requesting privileges and for which you have the requisite qualifications and experience. Clinical Privileges have been listed in categories according to their complexity as follows:

Category 1: General Procedures

Patient Care procedures for an illness or problem requiring training and skills usually obtained during Specialty Board training and certification.

Category 2: Sub-Specialty Procedures

Patient Care procedures for an illness or problem requiring training and skills usually obtained during Sub-specialty Board training and certification.

Category 3: Additional Procedures Requiring Certification

Special procedures for Patient Care requiring additional training and experience, which needs to be supported by documentation giving evidence of training and level of expertise attained.

NOTE: During a life-threatening clinical emergency, any practitioner may render whatever care he/she believes to be indicated, regardless of the extent of his/her granted privileges.

PHYSICIAN'S NAME:	ALI AL MOMEN	PRIVILEGE DATE:	PERMANENT
CV CODE:	-	ID#:	1584
POSITION:	CONSULTANT	ASSIGNMENT:	CONSULTANT
DEPARTMENT:	SURGERY	SECTION:	ENT
SPECIALTY:	ENT	SUB-SPECIALTY:	Rhinology, Endoscopic Skull Base Surgery
CURRENT MEDICAL LICENSE REG # (Country of Origin):		EXPIRY DATE:	
SAUDI COMMISSION FOR HEALTH SPECIALTIES REG #:	02-R-M-2698	EXPIRY DATE:	April 2020

CERTIFICATION:

DATE ACHIEVED:	QUALIFICATION:	COUNTRY OF ORIGIN:
1991	MBBS	Dammam KSA
1999	KFU Fellowship ORL Head , Neck Surgery	Riyadh KSA
2001	Head & Neck Surgery Training	Riyadh, KSA
2009	Rhinology & Endoscopic Skull Base Surgery	Bern, Switzerland

*Additional privileges. if any. are highlighted



King Fahad Specialist Hospital - Dammam

MANDATORY LIFE SUPPORT CRITERIA:

BLS is Mandatory for all Medical Staff and should be pre-booked prior to arrival and achieved within the 90 Day Probationary Period.

Department Specific Life Support requirements are to be achieved within the first contractual year prior to re-contract.

LIFE SUPPORT COURSES	EXPIRY DATE:
BLS	April 2020

PHYSICIAN'S NAME:	ALI AL MOMEN		
CV CODE:	-	ID #:	1584
POSITION:	Consultant	ASSIGNMENT:	
DEPARTMENT:	Surgery	SECTION:	ENT
SPECIALTY:	ENT	SUB-SPECIALTY:	Rhinology, Endoscopic Skull Base Surgery

CATEGORY 1 – GENERAL PROCEDURES

PLACE AN "X" IN THE APPROPRIATE COLUMN

(Do not mark an "X" in more than one column for each procedure requested)

Procedure	Sole Management	Only with Consultation	Assist Only
Admit patients	x		
Adult and pediatric endoscopy (flexible & rigid)	x		
All major head & neck resections and reconstructions			x
Bronchoscopy and removal of foreign body	x		
Direct laryngoscopy and removal of foreign body	x		
Diverticulectomy			x
Laser laryngoscopy/bronchoscopy	x		
Myringoplasty	x		
Myringotomy	x		
Ossicular reconstruction	x		
Repair of nasal fracture	x		
Rhinoplasty	x		
Septoplasty	x		
Sinus Surgery conventional procedures (including endoscopic sinus surgery)	x		
Stapedectomy	x		
Surgery for chronic otitis media	x		
Surgery for complications of chronic ear disease	x		
Tonsillectomy	x		
Tracheostomy	x		
Tympanoplasty	x		
Microvascular flap reconstruction			x
Pediatric airway reconstruction (advanced)			x
Endoscopic Airway management	x		
Cochlear Implant	x		

***Additional privileges, if any, are highlighted**



CATEGORY 1 – GENERAL PROCEDURES

PHYSICIAN'S NAME:	ALI AL MOMEN		
CV CODE:		ID #:	1584
POSITION:	Consultant	ASSIGNMENT:	
DEPARTMENT:	Surgery	SECTION:	ENT
SPECIALTY:	ENT	SUB-SPECIALTY:	Rhinology, Endoscopic Skull Base Surgery

PLACE AN "X" IN THE APPROPRIATE COLUMN

(Do not mark an "X" in more than one column for each procedure requested)

PROCEDURE	Sole Management	Only with Consultation	Assist Only
Microvascular flap reconstruction			X
Pediatric airway reconstruction (advanced)			X
Rhinology Surgery	X		
Endoscopic Skull Base Surgery	X		

*Additional privileges, if any, are highlighted



PLACE AN "X" IN THE APPROPRIATE COLUMN

(Do not mark an "X" in more than one column for each procedure requested)

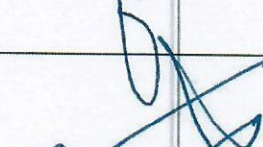
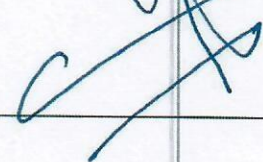
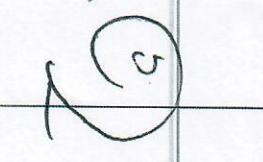

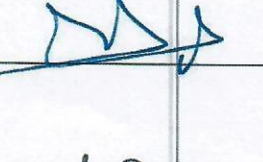

CATEGORY 3 – ADDITIONAL PROCEDURES REQUIRING CERTIFICATION:

Procedure	Sole Management	Only with Consultation	Assist Only
Please provide detailed description of procedure and attach all relevant documents, diagrams, clinical pathway guidelines, acceptable qualifications, etc where applicable.			

If at any stage you wish to perform any Surgical or Invasive procedure which is not listed in the above privileges, you must refer it through your Chain of Command for submission to the MCA Credentials Committee

NAME & POSITION:

SIGNATURES:

Applicant:	<u>Ali AL Momen, MD</u> Consultant		<u>18/1/2019</u> Date
Recommended:	<u>Musaed Al Zahrani, MD</u> Head, ENT		<u>24-4-2019</u> Date
Recommended:	<u>Manal Al NAimi, MD</u> Chairperson, Department of Surgery		<u>24-4-2019</u> Date
Recommended:	<u>Mohammed Al Qahtani, MD</u> Director, Surgical Services Center	 on Behalf	<u>24-4-2019</u> Date
Recommended:	<u>Hulayel Al Harbi, MD</u> Associate Executive Director: Medical & Clinical Affairs		<u>24/4/2019</u> Date
Approved:	<u>Afra Al Dayel, MD</u> Chairperson MCA Credentials Committee		<u>24 APR 2019</u> Date

*Additional privileges, if any, are highlighted

ALI ABDULHADI AL MOMEN,MD
Consultant, ORL Endoscopic Skull Base Surgeon
ENT Section, Department of Surgery

ACADEMIC QUALIFICATIONS

1984-1991	King Faisal University College of Medicine and Medical Sciences, Dammam Received M.B.B.S.
1994-1999	King Faisal University Fellowship in ENT Head & Neck Surgery (First Degree Honours)
January –December 2001	Saudi Board ORL, Head & Neck Surgery Head & Neck Oncology Surgery Fellowship Training King Faisal Specialist Hospital & Research Centre
June 2004	Fellowship American Academy of Otolaryngology Head and Neck Surgery
June – July 2005	Fellowship Training University College London UCL, London, UK
April 2007	Certified Health Organization Surveyor, AGI USA
June 2008- July 2009	Clinical Fellowship in Rhinology & Endoscopic Skull Base Surgery (University of Bern, Switzerland)

PROFESSIONAL QUALIFICATION

- 1st Saudi ENT Consultant with Endoscopic Skull Base Surgery Subspecialty (Accredited by the Saudi Council for the subspecialty)
- Fellowship of Rhinology, Endoscopic Skull Base Surgery, University of Bern ,Switzerland
- Fellowship Head & Neck Oncology Surgery, KFSH & RC, KSA
- Fellowship, American Academy ORL , Head & Neck Surgery
- Fellowship, Rhinology, University College UCL, London , UK

For ENT SECTION 2010-2012

- Established the Multidisciplinary Combined Head & Neck Oncology Surgery Clinic with the Medical Oncology, Radiation Oncology , 1st in the Eastern Province.
- Started the Cochlear Implant Surgery and Rehabilitation services since 2010
- Started the Specialized Vestibular Clinic and rehab, 1st in the Eastern Province.
- Started 5 specialized Clinics and Services
 - Allergy & Immunology Clinic for ENT patients, 1st in the Eastern Province
 - Pediatric Audiology Clinic
 - Hearing Aid Clinic
 - Specialized Speech Rehab clinic for H&N Oncology patients and CI patients

TRAINING & EDUCATION

- Chairman of the Scientific and organizing committee of The International Conference of Rhinology, Otology and Skull Base Surgery with 850 attendees for 30CME hours
- The ENT section is recognized and accredited by the Saudi Council for Health Specialties to train Senior Residents: R4& R5 started since October 2012
- The section continuously train visiting Interns, Residents and Fellows from the different hospital in the Eastern Province

SCIENTIFIC PARTICIPATION

- Invited International Faculty and Instructor & Lecturer(Speaker) since 2010 for the Internal Dissection Course of Endoscopic Sinus Surgery and Temporal Bone in Inselpitel University of Bern Switzerland
- Speaker and Instructor for Dissection Course & FESS, Temporal Bone in Dammam and Riyadh since 2006
- As of 2012: Invited Speaker in 7 International Conferences
 - 6th GCC ORL Society Symposium ,2nd Emirates Rhinology Conference at Dubai,18-20 January 2012
 - 7th PAN ARABFOS 7 8th Saudi International ORL H&N Surgery Congress ,22-24 March 2011
 - 24th Congress of The European Rhinologic Society, Toulouse France, 17-21 June 2012
 - 5th World Congress for Endoscopic Surgery, Brain, The Sinuses & the Nose, Vienna Austria, 29 March 1 April 2012
 - Endoscopic Course for Paranasal Sinus & Skull Base Surgery, Bern, Switzerland, 6-8 September 2012
 - 3rd PAN ARAB Rhinology Society Conference, Oman, 5-17 November 2012
 - 3rd International Rhinology Conference ,Riyadh, KSA , 5-6 December 2012
- For 2013- Invited speaker for:
 - 10th GCC ORL, Head & Neck Surgery Conference & 3rd Emirates Rhinology Conference, Dubai,15-17 January 2013
 - 4th PSMCM International Congress, Riyadh, KSA , 25-27 February 2013
- International Faculty Board for the International Congress of Rhinology at Sharm El Sheikh , Egypt on November 2013
- Scientific Research Member of the steering Committee of the Arab Fungal Rhinosinusitis Group (AFRSG)

SCIENTIFIC PUBLICATION

- Research Published
 - Foreign Bodies in the Esophagus , A Two years prospective Study (Annals of Saudi Medicine)
 - Tracheostomy Indications, Compilations and Bacteriology (Bahrain Medical Bulletin)
- Research Sent for Publication
 - Aggressive Fibromatosis of the Neck (The Saudi Journal of ORL)
 - Obstructive Vallecular Cysts (The Saudi Journal of ORL)
 - Fibroosseous Lesions of the Paranasal Sinuses (The Rhinology Journal)
 - Isolated Sphenoid Lesions (The Journal of Rhinology & Skull Base)
- Ongoing Research
 - Computer Assisted Surgery for Skull Base tumours
 - Different presentations of fungal sinusitis
 - TB Meningitis with sudden hearing loss
 - Fibrous dysplasia of the paranasal sinus
 - Sickle Cell crisis of the Skull bones
 - ENT findings in reflux disease
 - The headache of Rhinology Origin
 - Allergic Rhinitis & Bronchial Asthma Association in the Eastern Province population
 - ENT findings in Lipoid Protienosis
 - Kaposi Sarcoma of the Nasopharynx in Non_HIV patients
 - The Superior Semicircular Canal Syndrome
 - Research Member and Scientific Advisory and member of the steering committee for Arab Fungal Rhino Sinusitis Group (AFRSG) in collaboration with the Cairo University Egypt

SCIENTIFIC AWARDS

- The Best Trainer Awards for 2004,2005,2006,2007 (Saudi Council for Health Specialties)

TEACHING EXPERIENCE

- EXAMINER Saudi Board, ORL ,Head & Neck Surgery since 2005
- Member Scientific Committee, Saudi Board, ORL, Head & Neck Surgery since 2004
- Regularly involved in teaching Undergraduate and Post graduate students of the Saudi Board at King Fahad Hospital of the University, KFU and Dammam Central Hospital
- Instructor, Endoscopic Sinus Surgery & Temporal Bone Dissection Courses inside & outside KSA

INTERNATIONAL SCIENTIFIC COLLABORATION

- **Started the International Scientific Collaboration with the SWISS ORL Society :**
- International Scientific Committee Advisors for the International Conference
- Two (2) Visiting Surgeons participated in lecturing and performing state of art skull base and Cochlear Implant surgeries

MEMBERSHIP

- | | |
|-------------|---|
| 1992 | Member of the Saudi, ORL, and Head & Neck Surgery Society |
| 1997 | Member of the GCC ORL and Head & Neck Surgery Society |
| 1997 | Member of the Arab ORL and Head & Neck Surgery Society |
| 2004 | Member of the American Academy of ORL and Head & Neck Surgery Society |
| 2004 | Member of the European Rhinologic Society |
| 2004 | Member of the International Skull Base Society |
| 2006 | Member of the European Society of Otology & Neuro-Otology |

SOCIETY & PUBLIC EDUCATION

- **2012**
- **Chairman** of the Speech Awareness Day held at Al Othaim Mall, 13-14 September 2012
- **Chairman** of the Organizing & Scientific Committee, The International Conference of Rhinology, Otology & Skull Base Surgery , Sheraton Hotel, Dammam, Saudi Arabia, 15-17 December 2012 with 30CME Hours and 850 participants
- **2013**
- The Deafness Awareness Day
- Smoking and Head & Neck Cancer



Title: Consultant	Grade:	Step:	Job Code:
Reporting to: Chairperson	Job Classification: Consultant (Saudi Scale for Health Professions / Physicians Scale)		Department: Medical and Clinical Affairs

BASIC FUNCTION:

Responsible to provide the highest possible standard of patient care according to approved clinical privileges and available resources and ensure that a quality, cost effective service is provided to all patients.

PRINCIPAL DUTIES:

- Carries out a full range of inpatient and/or outpatient duties as assigned by the Head, Chairperson or Director of Centre / Service, in accordance with approved clinical privileges. Provides the highest quality and compassionate medical treatment to all patients under care. Refers patients to appropriate specialized clinicians, as applicable, in accordance with approved clinical privileges, skills, and training.
- Attends daily ward rounds and outpatient clinics, and carries out appropriate invasive and non-invasive investigations and patient management according to approved clinical privileges, skills, and training, in compliance with current clinical practice guidelines. Monitors patient waiting times ensuring that any delays or gaps in service are reported to the chairperson and assists in taking remedial actions or interventions, as applicable
- Participates in the development of protocols and standards of care for patients within the approved clinical privileges and area of specialty. Participates in performance reviews and professional development while ensuring balance between clinical, research and administrative activities. Serves in any hospital committees, as required.
- Promotes progressive learning environment, teamwork and collaborative practice through effective communication and interpersonal relations with members of the multidisciplinary team. Teaches and trains assigned staff. Participates with the Director of Centre/Services and Chairpersons and the Academic and Training Affairs in career development planning for trainees.
- Complies with the Medical Staff Bylaws, Code of Medical Ethics, and Rules and Regulations of the Medical Staff. Participates in ongoing educational programs to ensure maintenance and improvement of clinical capabilities. Participates in quality improvement programs and accreditation initiatives including Joint Commission International (JCI) and Saudi Central Board for Accreditation of Healthcare Institutions (CBAHI) accreditation.
- Participates in emergency diagnostic procedures during and after working hours. Participates in on-call duties, as required.
- Provides clinical coverage, where applicable, in accordance with departmental manpower need.
- Maintains confidentiality relating to all matters dealt within the department. Uses great discretion at all times and ensure that no confidential material is disclosed from the department to unauthorized members of staff.
- Follows all hospital-related policies and procedures. Participates in emergency and disaster procedures. Performs other duties within the realm of his/her knowledge and ability as required.

REQUIREMENTS:**Education:**

- Graduate from a medical school acceptable to KFSH-D. Certification in the appropriate specialty by an approved specialty board acceptable to KFSH-D. Saudi Board or American Board in appropriate specialty / fellowship program in the country of origin of the applicant.
- Registered with the Saudi Commission for Health Specialties as "Consultant".

Experience:

- One (1) year experience, after completion of sub-specialty / fellowship training.

Skills:

- Demonstrates strong organizational skills reflected in the ability to define and execute strategic initiatives, communicate priorities and formulate collaborative decisions.
- Demonstrates ability to develop a complete and accurate differential diagnosis and an outstanding ability to integrate relevant information to make sound clinical judgments.
- Communicates effectively and persuasively in a variety of different media (oral, written and electronic) to connect to others in a deep and direct way, to sense and stimulate reactions and desired interactions and to positively influence the thinking of others.
- Demonstrates a responsible behavior by displaying a high level of initiative, effort, motivation and commitment towards completing assignments in a timely manner with minimal supervision.
- Forms strong positive working relationships across all areas of the service, builds on a common understanding and demonstrates a supportive and reciprocating work style including strong empathy with service users and customers.

Prepared By: Khaled Hamawi, MD Signature: _____ Associate Executive Director, Standardization and Integration Executive Administration	Date: 19/10/17	Human Resource Review: Signature: _____ Human Resource Administration	Date: 19 OCT 2017	Approved By: Reem Al Bunyan, MD Signature: _____ Executive Director, Medical and Clinical Affairs	Date: 04 22 2017	Approved By: Sara Al Arandi Signature: _____ Associate Executive Director, Human Resource Administration	Date: 23 OCT 2017
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Ali Al Momen
22/10/17



ASSOCIATE EXECUTIVE DIRECTORATE HUMAN RESOURCE ADMINISTRATION
EMPLOYEE CONFIDENTIALITY AGREEMENT

EMPLOYEE CONFIDENTIALITY AGREEMENT

The Hospital Administration places a high level of responsibility and trust in its employees. As part of their duties, they have access to confidential records and information regarding the Hospital, Patients, customers, employees, consultants, agents, many sources and many forms (verbal, paper and electronic documents).

With respect to that, I agree to the following:

1. I ACKNOWLEDGE that all information to be provided according to my job will be kept confidential.
 2. I AGREE that confidential information will not be revealed to or distributed to or discussed with anyone other than the appropriate designated employee or other Hospital official as authorized by my supervisor.
 3. I WILL NOT disclose or take any confidential information with me if/when my service with my Administration ends due to a transfer, resignation, or termination.
 4. I WILL NOT attempt to alter, change, modify, add, or delete any record information or official documents without the approval of my supervisor.
 5. I WILL ONLY access the information specified and authorized by my supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, or other Hospital information.
 6. I WILL NOT use another's User ID and password to access any Hospital system, and I will not share my User ID password or other computer password with anyone.
 7. I ACKNOWLEDGE that the Hospital Administration reserves the right to perform audits of my access to the system and my e-mail periodically and without prior notification. I UNDERSTAND that the Hospital may take away or limit my access at any time.
 8. I ACKNOWLEDGE abiding to the Policies and Procedures of Photography Regulations.
- I UNDERSTAND that failure to abide fully by the agreement is grounds for immediate discipline, up to and including termination of employment.

اتفاقية السرية للموظف

أولت إدارة المستشفى مستوى عالٍ من المسؤولية والثقة لموظفيها. كجزء من مهام عملهم، لديهم خاصية الاطلاع على ملفات سرية ومعلومات خاصة بالمستشفى والمرضى والمراجعين والموظفين والاستشاريين والوكالات التي تتعامل معها والمصادر والنماذج المتعددة (شفهياً أو وثائق كتابية وإلكترونية).

فيما يخص ذلك، أوافق على ما يلي:

1. أقر بالحفاظ على سرية أي معلومات تتوفر لدي بحكم عملي.
2. أوافق على أن المعلومات السرية لن يتم الإفصاح عنها أو إفشاءها أو مناقشتها مع غير الموظف المعني بها أو أي جهة أخرى مخولة في المستشفى وذلك بموافقة رئيسي المباشر.
3. أن لا أفشي أو أحمل معي أي معلومات سرية في حالة انتهاء خدمتي بإدارتي سواءً بالنقل إلى إدارة أخرى أو الاستقالة أو إنهاء خدماتي.
4. أن لا أحاول تبديل أو تغيير أو تعديل أو إضافة أو حذف/شطب معلومات ملف أو أي وثيقة رسمية بدون موافقة رئيسي.
5. أن لا أدخل إلا على المعلومات التي ضمن صلاحياتي أو المخولة لي من قبل رئيسي المباشر، وأن يكون حصولي على المعلومات عن طريق إجراءات نظامية مكتوبة وذلك للحصول على (معلومات محددة، ملفات كمبيوتر، أو أي معلومات أخرى تتعلق بالمستشفى).
6. أن لا أستعمل (اسم مستخدم/كلمة مرور) غير الخاصة بي للدخول على نظام المستشفى، وألا أعطي (اسم المستخدم/كلمة المرور) الخاصة بي أو كلمة المرور الخاصة بالكمبيوتر لأي موظف آخر.
7. أقر بأن إدارة المستشفى الحق في إجراء التدقيق والمراجعة لحسابي على النظام وبريدي الإلكتروني بصفة دورية بدون إشعار مسبق وأن أكون على علم بأن المستشفى قد يجرّني من صلاحياتي أو يحد منها في أي وقت.
8. أقر بالالتزام بسياسة تنظيم التصوير في المستشفى وضوابطها. أفهم بأن الإخلال في الالتزام الكامل بهذه الاتفاقية يترتب عليه جزاء فوري قد يصل إلى إنهاء خدماتي.

Employee Name / ID No.

Signature

Date

Signature: ALI ALMUTEN
ID No: 1584
Date: 22/10/19

اسم الموظف/ الرقم الوظيفي

التوقيع

التاريخ



HUMAN RESOURCE ADMINISTRATION
TEL. NO. 00966-3-8442222
FAX NO. 00966-3-8427420

إدارة الموارد البشرية- التوظيف
تليفون: 00966-3-8442222
فاكس: 00966-3-8427420

Consent Release of Information

This consent release gives your permission to King Fahad Specialist Hospital- Dammam (KFSH-D) to conduct a background investigation.

I, the undersigned, hereby certify that the information provided by me in my application for employment and resume is true and complete. I hereby authorize KFSH-D Human Resource Administration/Medical Staff Office to contact representatives of Educational Institutions, past employers, my references and professional licensing and certification bodies to conduct any verification of my:

1. Education certificates.
2. Employment (past and current).
3. Letters of recommendation.
4. Professional and Specialty/Sub-specialty certificates.
5. Medical License/SCFHS Registration.

The information collected will be used by KFSH-D to determine eligibility for employment. All information will be held by the hospital and kept as confidential as practicable. Physicians' clinical privileges will be posted internally on the hospital portal after being employed at KFSH-D.

موافقة الكشف عن المعلومات

هذه الموافقة تعطي التصريح لمستشفى الملك فهد التخصصي بالدمام بأجراء تحقيقات للمعلومات الأساسية.

انا الموقع/ الموقعة ادناه، اشهد ان المعلومات التي قدمتها بنفسى في طلبي الوظيفي و في السيرة الذاتية هي معلومات صحيحة وكاملة. واني افوض قسم الموارد البشرية/ و مكتب الكوادر الطبية بمستشفى الملك فهد التخصصي بالدمام بالاتصال بممثلين من المؤسسات التعليمية، وأصحاب العمل السابق، والمراجع، و الترخيص المهني وهيئات تصديق الشهادات، للتحقق من:

1. الشهادات التعليمية.
2. الوظائف (السابقة و الحالية).
3. خطابات التوصية.
4. الشهادات المهنية والتخصصية/ التخصص الفرعي.
5. الترخيص الطبي/ التسجيل في الهيئة السعودية للتخصصات الصحية.

نتيجة هذه التحقيقات سوف تستخدم من قبل مستشفى الملك فهد التخصصي بالدمام لتحديد أهلية التوظيف. جميع المعلومات ستحفظ وتبقى سرية بقدر المستطاع. الامتيازات الإكلينيكية للأطباء الذين سيتم تعيينهم بمستشفى الملك فهد التخصصي بالدمام سيتم عرضها داخليا من خلال موقع المستشفى الالكتروني الداخلي.

Employee's Name/ ID#

اسم الموظف/ الرقم الوظيفي

Signature

التوقيع

Date

التاريخ



PATIENT SERVICES ADMINISTRATION
MEDICAL RECORDS CLEARANCE FORM

Date: 23/10/2019

To: Executive Director

Medical and Clinical Affairs

This is to inform you that the physician named below has no outstanding medical records.

Name:	Ali AL Moumen, MD		
ID:	1584		
Position:	Consultant		
Department:	SURGERY		
Reason:	Re-contracting	<input checked="" type="checkbox"/>	Date: 1 JANUARY 2019-31DECEMBER 2019
	Annual Leave	<input type="checkbox"/>	Date from: to:
	Educational Leave	<input type="checkbox"/>	Date from: to:
	Business Leave	<input type="checkbox"/>	Date from: to:

Approved by:

Head Health Information Name

Signature

Date

Department Chairman Name
MANAL AL NAIMI, MD

Signature

Date

Human Resource Department

Signature

Date





FAMILY MEDICINE DEPARTMENT
ANNUAL MEDICAL EXAMINATION

GENERAL INFORMATION			
Full Name:	Ali A Almomen	ID No:	1584
MRN:	5673	Job Title:	ENT Consultant
Department:	Surgery - ENT	Section:	ENT

MEDICAL EXAMINATION:	
IMMUNIZATION RECORD:	Screened for: (please check yes or no and if no write the justification)
	• HBS Ag <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____
	• HBS AB <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____
	• Anti HCV Screening <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____
	• HIV TEST <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____
Annual Influenza Vaccine: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>refused</u>	

The above mentioned Employee is deemed physically and mentally fit in his/her capacity to provide patient care and treatment at KFSH-D:

☒ Fit ☐ Not fit

Comment: _____

PHYSICIAN'S ASSESSMENT: To be completed by the EHS Physician		
Physician's Name:	Signature and Stamp:	Date:
Dr. M. Al-Sayed Consultant Internal Medicine 2021		7-11-19

NB: On completion, this original form is to be forwarded to the HR and a copy will be kept in the relevant Department, for re-credential/re-contracting purposes.



KFSH-D HAND HYGIENE CONTRACT

Prevention of hospital acquired infections (HAIs) is a top patient safety priority at King Fahad Specialist Hospital – Dammam (KFSHD). One of the most effective and evidence-based actions to prevent HAIs is strict compliance to hand hygiene.

In this regard, as a KFSH-D staff and contractual employee, I therefore agree to the following:

1. I UNDERSTAND that hospital acquired infections can lead to patient morbidity, increase the cost of patient care, and may lead to mortality;
2. I UNDERSTAND that hand hygiene is an effective and evidence-based action to prevent hospital acquired infections;
3. I ACKNOWLEDGE that it is my duty and responsibility to STRICTLY ADHERE to hand hygiene practices when dealing with patients and/or providing care, and while in the hospital premises;
4. I ADVOCATE for strict compliance to hand hygiene among my peers;
5. I ACKNOWLEDGE keeping my personal space clean and maintaining my own hygiene;
6. I ACKNOWLEDGE that the Hospital Administration reserves the right to perform audits of compliance to hand hygiene periodically and without prior notification; and,
7. I UNDERSTAND I will be held accountable for failure to abide by this agreement.



Employee Name: Ali Al Momen

ID No.:

1584

Signature:

22/10/19

Date:



الهيئة السعودية للتخصصات الصحية
بطاقة التسجيل والتصنيف المهني



02RM2698

الاسم : علي عبدالهادي علي علي المؤمن

المجال المهني : طب وجراحة

التخصص : جراحة الأنف والأذن والحنجرة وقاع

الجمجمة بالمنظار

الفئة : طبيب استشاري

الترخيص الإضافي : لا يوجد

القيود : لا يوجد

رقم الهوية / الإقامة

1059318756

الجنسية

المملكة العربية السعودية

تاريخ الإنتهاء

APRIL 17, 2020

هذه البطاقة تطبع إلكترونياً ويتحقق من صحتها من خلال الرابط <http://webapi.scfhs.org.sa/cards>



Saudi Heart
Association

SAUDI HEART ASSOCIATION

IN ACCORDANCE WITH THE INTERNATIONAL LIAISON
COMMITTEE ON RESUSCITATION (ILCOR) GUIDELINES



National CPR
Committee

Awards this

CERTIFICATE OF

CARDIOPULMONARY RESUSCITATION

To ali almomen

*For successful completion of the cognitive and skills performance
Examinations in accordance with the standards of the association as:*

BLS Provider

*Recognized by the Saudi Commission for Health Specialties for CME
Credit hours Under License # _____ issued on _____*

Date of issue: 12/04/2018

Date of expiry: 12/04/2020

Dr. Abdul Majeed S. Khan
MD, ABIM, SBIM
Chairman, National CPR Committee
Saudi Heart Association

STAMP

Dr. Hani K. Najm
MD, MSc, FRCSC, FRCS(UK), FCCP
President
Saudi Heart Association



KING FAHAD SPECIALIST HOSPITAL DAMMAM

Pharmaceutical Care Services Administration

CERTIFICATE OF COMPLETION

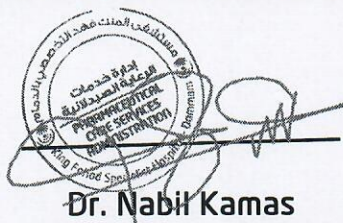
This is to certify that

Moumen, Ali A 1584

Has successfully completed the

Medication Safety Online Course

At King Fahad Specialist Hospital, Dammam on 10/23/2019 7:52 AM



Dr. Nabil Kamas

Director of Pharmaceutical Care Services Administration



مستشفى الملك فهد التخصصي بالدمام
King Fahad Specialist Hospital - Dammam

Quiz Result

Basic Safety - Basic Safety - Module A

10/9/2019 2:11:01 PM

Congratulations Ali Abdulhadi Al-Moumen (1584) You have Passed the Quiz

Overall Result

Result 98 Out of 100
(98.00 %)

