


Job Title	Statistical Database Analyst/Personal Assistant				
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1.0 **Organisational Relationships:**

- 1.1 Reports to: Director, Department of Intensive Care Services
- 1.2 Responsible for: None
- 1.3 Liaises with: Director of Department, staff in other departments and societies as necessary

Job Summary:


Performs Statistical Analysis and data entry for RMH-ICS database, infection control database, SCCS database and SCCS Membership database. Updates WWW as required, performs all Personal Assistant functions for Director of Intensive Care Services.

2.0 **Duties and Responsibilities:**

The employee will:

- 2.1 Do all English typing for Director of Intensive Care Services, recording it before filing, in a manner appropriate to the needs of the department,
- 2.2 Receive telephone calls for Director of Department and make appointments.
- 2.3 Undertake administrative work concerned with departmental committees the Director is directly involved in, including taking and drafting of minutes, arranging circulation of same and agenda papers to all relevant individuals, following up on associated correspondence.
- 2.4 Attend to all office affairs to ensure the smooth and efficient running of the administrative functions of the department.

Director of Department	Director of Medical Administration	Program Director


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- 2.5 Preparation of Tender Documents as needed
- 2.6 Preparation of Policies and Procedures as needed
- 2.7 Preparation and coordination of Director's communication with organizations, societies and other professionals
- 2.8 Creating and formatting statistical reports from database
- 2.9 Data entry and quality control
- 2.10 Development and implementation of National Database Project
- 2.11 Resource person for other institutions regarding usages of databases designed by our department, their implementation and technological support
- 2.12 Updating of W.W.W.
- 2.13 Coordination with RMH ICS consultants and SCCS board members and their committees regarding research and professional needs and publication of their documents on appropriate website
- 2.14 Day to day publication of documents required for RMH rounds
- 2.15 Membership database and maintenance
- 2.16 Publication of meetings for board meetings
- 2.17 Production of graphic materials and promotional items for SCCS events
- 2.18 Coordination of SCCS upcoming events
- 2.19 Promotion of SCCS at selected conferences
- 2.20 Preparation of coffee weekday mornings for Director of Intensive Care Services and all consultants

3.0 Education/Licensure:

- 3.1 Essential: Good standard of secondary/high school education
- 3.2 Essential: Typewriting R.S.A. Stage I and II or equivalent
- 3.3 Essential: Data programming and design certification or equivalent working experience

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3.4 Desirable: RSA Stage III or equivalent

4.0 Professional Experience:

4.1 Essential: Minimum of three (3) years as a Personal Assistant and/or data programming and design

5.0 Specialised Knowledge:

5.1 Essential: 45 words a minute minimum typing speed

5.2 Essential: Good working knowledge of medical terminology

5.3 Essential: Good working knowledge of word processing equipment, storage/retrieval systems related to medical data.

5.4 Essential: Good working knowledge of Excel / Access / Word / Outlook

6.0 Personal Qualities:


6.1 Essential: Ability to communicate with staff and visitors at a senior level.

6.2 Essential: Ability to work to deadlines in an extremely pressurized environment

6.3 Essential: Respect department confidentiality code of practice

7.0 Age: Depends on experience and willingness to commit

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8.0 Conditions:

- 8.1 This job description will become effective on the date signed by the Head of Manpower.
- 8.2 This job description is subject to periodic review and may be changed at any time in consultation with the employee.

Riyadh Military Hospital

Intensive Care Services

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Director of Department	Director of Medical Administration	Program Director