


<b>Job Title</b>	Staff Performance Development Committee				
<b>Job Description No.</b>	<b>Trade No.</b>	<b>Grade Level</b>	<b>Department</b>		Page 1
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1. **Staff Development** refers to those learning activities designed to facilitate job related performance

Components of Staff Development

- 1.1.1 Orientation
- 1.1.2 In-service Education
- 1.1.3 Continuing Education
- 1.1.4 Leadership Development of the Staff and Management Levels
- 1.1.5 Skills Training
- 1.1.6 Simulation Training
- 1.1.7 Competency Assessment
- 1.1.8 Clinical Affiliations
- 1.1.9 Consultation/ Educational Experiences, and Administrative Assistance

It is a process of checking the competencies based on the Unit Specific policy and Procedure

Subdivision Committee from P&P Committee

2. MECHANISM:


Checking the staff performance by implementing the competencies and examining the staff

Collecting and analyzing data for the staff weak point/s

Giving lectures and bed side teaching regarding staff needs related to the data collected

The competencies will be divided to the committee members as following:

Director of Department	Director of Medical Administration	Program Director

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Senior Registrar Intensivist (Checking competencies related to the doctor's procedure and documentations)

Head Nurse ( follow up the committee nurses member duties and responsibilities)

Infection Control & Wound Care Coordinator ( Checking Competencies related)

Charge Nurse (Checking clinical area competencies)

Procedure room nurse (Checking procedure competencies)

Clinical Instructor (Checking competencies related to knowledge and responsible for giving lecture as needed)

Respiratory Therapist Supervisor (Checking competencies related to the respiratory department policies and procedures)

3. Checking of the competency will be done by observing the staff from distant and filling the checklist without staff involvement (Clinical and Procedure Competencies)
4. Knowledge competencies will be checked with the staff at the bedside
5. Preparation course will be done to the committee members to teach them how to implement and start the competencies it will be done every two month's for RMH, and MOH Staff.
6. Crash course will be done to the staff (Fundamental Critical care Nursing) for one day only on weekly basis

Director of Department	Director of Medical Administration	Program Director