



NURSING AFFAIRS

DEPARTMENT MANUAL



2017

Department: Nursing Affairs

Prepared By:

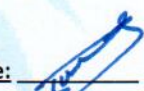
Dr. Norvin T. Miguel
Nurse Manager,
Evidence-Based Performance Unit

Signature: Date: 03 Oct 2017Reviewed By:

Dr. Anne Blunden
Executive Director
Nursing Affairs

Signature: Date: 03 Oct 2017Reviewed By:

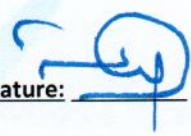
Ms. Taghreed AIOfi
OD Specialist

Signature: Date: 03 Oct 2017Reviewed By:

Dr. Jumah Alanazi
Deputy Chief Executive Officer-
Excellence, Development &
Quality

Signature: Date: 03 Oct 2017Approved By:

Dr. Ahmed AbuAbah
Chief Executive Officer-

Signature: Date: 12.10.2017

Disclaimer

The information contained herein is the property of King Abdullah bin Abdulaziz University Hospital, and may not be used, reproduced, or disclosed to others except as specially permitted in writing from Management. The recipient of this document, by its retention and use, agrees to protect the same and the information therein from loss, theft and compromise.

Revisions

Documents contained within this manual will be revised as needed to maintain current with best practices and organizational operational needs. A triennial review of all documents enclosed herein will be conducted. The next scheduled complete review for this manual will be in 2019.

Purpose of this Document

The purpose of this Manual is to standardize & agree upon the foundation of the Hospital Operational Excellence Program Implementation Project by documenting the department's promise statement, scope of service, organization structure, manpower plans & relevant policies and procedures. Any changes to the above mentioned areas must be reviewed and approved by the Management and suitably documented.

Intended Audience

This document is intended as a reference for all department employees and other departments within the hospital.

Contents

Department: Nursing Affairs.....	1
Disclaimer	2
Revisions	2
Purpose of this Document	2
Intended Audience	2
Contents	3
Hospital Overview	4
Vision	5
Mission	5
Values	5
Department Overview	7
Departmental Contact Details:	8
Departmental Working Hours:.....	8
Our Promise	8
Scope of Service:	9
Departmental Organizational Chart.....	20
Job Description.....	21
Workforce Plan.....	21
Administrative Policy & Procedure (APP)	22
Interdepartmental Policy & Procedure (IPP):	22
Departmental Policy & Procedure (DPP):.....	22
Departmental Orientation Program:.....	23
Required Licensure, Education, Training and/or Privileging..	24
Index of Approved Committee Membership.....	24

Hospital Overview

King Abdullah bin Abdulaziz University Hospital is a groundbreaking achievement with a multitude of aspirations which will enable it to become one of the world's leading healthcare organizations, and in turn will become a recognized reference point for the healthcare sector as a whole.

The Hospital is also considered a landmark of Princess Nourah bint Abdulrahman University, and one of its distinguished accomplishments. Officially inaugurated on March 28, 2017 the Hospital embraces the patient experience by providing world class healthcare that addresses the needs of the patients and their families in a safe and healing environment.

Moreover, King Abdullah bin Abdulaziz University Hospital is committed to educate and train its students in clinical and non-clinical areas, providing them with an exceptional learning experience.

The Hospital consists of 300 bed and provide a range of medical specialties through Outpatient Clinics as well as In-patient care.

Departments will include:

- Family and Community Medicine
- Internal Medicine
- Surgery
- Pediatrics and Neonatology
- Obstetrics and Gynecology
- Intensive Care Unit (ICU)
- Emergency Medicine
- Anesthesiology and OR

It also has the ancillary services that provide diagnostic and therapeutic services at the highest standard. It includes:

- Respiratory Therapy
- Physiotherapy and Rehabilitation
- Renal Dialysis Unit
- Medical Imaging
- Women's Diagnostics
- Nuclear Medicine
- Blood Bank
- Clinical Nutrition
- Central Sterilization Department
- Health Education and promotion
- Clinical Pharmacy

King Abdullah bin Abdulaziz University Hospital will establish three centers of excellence that include:

- Women's Health Center of Excellence
- Adolescent Health Center of Excellence
- Child Growth and Development Center of Excellence.

Vision

KAAUH will be a role model for national university hospitals and recognized as a world class and regional reference in field of women's health, adolescent health and child growth and development.

Mission

We are dedicated to provide respectful patient-driven care in a safe, healing environment and contribute to learning and sharing in healthcare practice, education and research.

Values

Patient-driven Culture:

We empower our patients and families to become active partners in enhancing their health and wellness.

High Reliability:

We are devoted to providing exceptionally high quality and safe patient care by focusing on efficient process design and continuous improvements.

Teamwork:

We work together as one supporting diversity, shared values, collaborating, and collectively contributing our skills and expertise in achieving KAAUH's mission and vision.

Professional Ethics:

We maintain and demonstrate honesty, dignity, respect and trust with each other, with our patients and their families, with our students and trainees, and the community.

Learning and Sharing:

We support a climate that values and nurtures open mindedness, collaborative learning and sharing, and professional development.

Performance-driven:

We aspire to high standards of performance in every aspect of patient and family healthcare and wellness services, and in every aspect of teaching and training students and trainees, as well as holding ourselves accountable for individual performance.



Department Overview

We are in the midst of attaining healthcare history by developing a role model University Hospital in the Middle East.

The King Abdullah bin Abdulaziz University Hospital, Nursing Affairs in collaboration with the medical and multidisciplinary team is building and developing, a health care program, which is envisioned to propel KAAUH to the forefront and become one of the world's leading health care centers.

The Nursing Affairs programs give importance to People, Patients and Processes. This model takes into the account the Organizational elements and provides a framework that focuses on the Hospital's vision, mission, values and strategy.

Nursing Affairs division ensures that all nurses and healthcare workers understand and identify themselves with KAAUH's vision, mission, values and strategies by providing exemplary standards of care as well as adhering to corporate policy and procedures.

We believe that our people are our strength, as our nursing workforce increase in number, we continuously create a culture of talent development through exploring, engaging and empowering the nursing staff.

Our patients are our focus. We will ensure an optimal patient experience and evidenced based care by implementing a patient care delivery model that is 'patient driven care', which will be respectful of, and responsive to individual patient preference, needs and values, at the same time, ensuring that the patient's values guide all clinical decisions. Patient driven care will include respect for patient information, preferences, medication communication, coordination of care, emotional support, physical comfort, involvement of the family, continuity and transition and access to care. Care will be directed by, and in partnership with, the patient/client population needs and will be respectful of the diversity of health belief models of all. The care delivery system will be characterized by focusing on the patient's view within the vast complexity of the diversity of the patient population, practice setting and sophisticated medical technology. In addition, we are developing a culture of transparency and openness that embraces and promotes enthusiasm and passion, by empowering the nursing staff to speak out and be advocates on behalf of the patients.

Education is an essential part of our nursing DNA. This will further our objective in empowering and equipping our human resource. At present, our education program is focused on general orientation, generic competencies, unit specific competencies, and leadership and team building. This is translated into training and educating our nurses in standardized, evidenced based and culturally accepted nursing practice.

We value partnership and collaboration with and within the multidisciplinary health care team. We will strive to promote patients' wellbeing, assist patients and families to adjust to health changes, ensure safe and quality patient care and achieve an optimum patient satisfaction.

Finally, we are striving to live our promise statement, which conveys that the nursing affairs division is "...committed to providing excellent patient-driven individualized compassionate quality care through the highest standards of Evidence Based Nursing while being respectful and culturally sensitive".

King Abdullah bin Abdulaziz University Hospital will be recognized globally for its excellent patient and family centered care and will strive to be part of that global select group that sets international healthcare benchmarking.

Departmental Contact Details:

Location: (Department Head Office)

6th Floor of King Abdullah bin Abdulaziz University Hospital

Departmental Official Email:

NA@KAAUH.edu.sa

Departmental Telephone Directory:

Executive Director Ext: 3600

Administrative Assistant: 3606

Departmental Working Hours:

Dealing with patients in a manner where we would enhance their trust with the organizations vision, mission and values. It would also be more beneficial to our departmental image where

Administrative Staff: 0700H to 1600H (Sunday to Thursday)

Out-Patient Department: 0730H to 1630H ((Sunday to Thursday)

Emergency Department and In-Patient Units: 0700H to 1900H/1900H to 0700H (Sunday to Saturday)

Our Promise

We are committed to providing excellent patient-driven individualized compassionate quality care through the highest standards of Evidence Based Nursing while being respectful and culturally sensitive.

Scope of Service:

King Abdullah bin Abdulaziz University Hospital's Nursing Affairs Department, under the jurisdiction of the Executive Director of Nursing, is comprised of 3 departmental areas, namely: (1) Out-Patient, Ambulatory, and Performance Enhancement; (2) In-Patient (Non-Critical); and (3) In-Patient Critical, Pediatrics, and Nursing Education – which are under the supervision of respective Directors of Nursing. The following are the units under the leadership and management of the department:

A. Out-Patient, Ambulatory and Performance Enhancement

Out-Patient Department (OPD)

The Nursing Out Patient Department serves as allied and support to Medical Department in conducting initial assessment, diagnosis and treatment of acute and chronic illnesses, as well as diagnosis and continuing care of chronic illnesses. Periodic health examinations and screening for diseases. Change of dressings and suture removal as well as treatment procedures which are booked and done primarily at the Nurse-led Clinic. Facilitate referral orders to subspecialties and support services which may include, but not limited to, dietary, health education, physical therapy.

University Medical Clinics (UMC)

The University Medical Clinic operates a total of 4 clinics (University Medical Center, Staff Housing Medical Center, Student Housing Clinics, and School Clinics) strategically located in the university campus that serves as the medical ally in the management of acute and chronic illnesses through the utilization of individualized patient care. Basically, the clinics offer periodic health examinations and screening services for diseases in the population served which are the students and employees of Princess Nourah bint Abdulrahman University

Emergency Medicine Department

The department provides a comprehensive Emergency service to all patients presenting to the department on a 24-hour basis. The department accepts all Emergency patients for treatment. Patients are triaged according to a 5-level triage system (Canadian Triage and Acuity Scale-CTAS); ensuring patients are assessed and sorted according to acuity. ED staff are specialized Emergency healthcare providers who have advanced qualifications and experience. Patients presenting to the department receive the up-to-date Emergency care and management as necessary.

The department will provide rapid resuscitation, stabilization and management of critically ill patients. The department is a part of the response to disaster calls, and its EMS team is very active in response and in transport.

The ED is actively involved in the education & learning process of Medical Students, Interns, Residents and Fellows. It offers an enriched environment for perusing safety, quality & research in all management aspects of our patients.

Registered nurses make up an integral part of the Emergency Department Multidisciplinary team.

KAAUH Nursing model of care (Synergy) is used to deliver patient driven nursing care to all patients and to support the parents/family.

A Nurse Team Leader on each shift as well as Clinical Resource Nurses and a Nurse Manager support nurses.

Nurse patient ratios are: 1:1, 1:2, 1:3 depending on the following:

- Care requirements of the patient
- Patient census on the department
- Relevant infection control and safety measures
- Expected patients coming, admissions, transfers, procedures

Evidence-Based Performance Unit (EBPU)

The unit ensures delivery of exceptional patient driven care and staff empowerment in a wellness environment through reinforcement and developing culture of evidence-based practices, research, innovations, nursing processes improvement, and project management that are in alignment with King Abdullah bin Abdulaziz University Hospital (KAAUH)'s Leadership Standards of Practice, namely: Integrity, Leadership Development, Performance, Professional and Ethical Behavior, Communication, Collaboration and Professional Commitment.

Specifically, the unit influences all nursing units in the Department through the following key roles and functions:

- **Nursing Accreditation**
 - Ensures adherence to national and international accrediting bodies (JCIA, Magnet, CBAHI, Planetree);
 - Develops and implements strategies (short-middle-long term) for improving nursing department performance to enhance its position to attain national and international accreditation;
 - Develops logical frameworks and implementing procedures that help all nursing units for achieving national and international accreditation;
 - Mentors and coaches key nursing people in the development and implementation of initiatives that aim to satisfy accrediting body requirements;
 - Secures appropriate documentation, record-keeping, and reporting of important and relevant activities for a certain accrediting body;

- Coordinates with stakeholders to maintain adherence and continuous improvement of existing nursing standards in alignment with the accrediting body standards;
 - Represents the department and/or organize efficient accreditation visits; and
 - Works on necessary improvement/s based on the results of accreditation visit/s.
- **Nursing Research**
 - Prepares studies and research needed to improve nursing performance and patient experience with respect to nursing care;
 - Ensures alignment of focus areas in both academic and hospital setting where the opportunity for conducting nursing research is feasible, appropriate, and in alignment with the corporate strategies of KAAUH;
 - Liaises with the Research Center for Health Sciences for nursing research approval and possible funding;
 - Initiates nursing research projects that aim towards inter-professional collaboration;
 - Facilitates and secures IRB approval of all nursing researches being conducted in the department;
 - Examines and provides recommendations on research proposals submitted by independent nurse researcher/s (BSN, Masteral, and Doctorate researches);
 - Analyses previous studies and identify problems for further investigation;
 - Develops and maintains policies and procedures related to the conduct of nursing research;
 - Submits research proposals for conducting new research within the boundaries of academic and clinical quality management areas.
 - Prepares and submits manuscripts to both National and International Journals for publications;
 - Maintains a database of the entire National and International Journals and its procedure for submitting new manuscripts;
 - Maintains a database of all the published scientific articles from the department; and
 - Educates nurses about research process and methodology if need be
 - **Evidence-Based Nursing Practice**
 - Assists quality in validity and reliability tests within Nursing Affairs
 - Selects appropriate resources for best clinical and administrative nursing practices;
 - Heads and initiates departmental manual writing during Project Management Cycle
 - Ensures incorporation of highest level of evidences in department policies, procedure and guideline. Responsible also for their review and revision;
 - Assist nursing units in relevant literature appraisals that have potential to improve nursing practice;
 - Supports and initiates innovations, monitoring its progress through Shared Governance;
 - Supports technology and improvement projects (e.g. databases);
 - Supports evidence-informed decision making;
 - Supervises and monitors Nursing Journal Club across all nursing units;
 - Creates Nursing Journal issues in the department in bi-annual basis.
 - **Nursing Quality**
 - Monitoring, documentation, and reporting of nursing-related incident reports;
 - Conducting root-cause analyses (RCA) as necessary;

- Formulates and implements guidelines for conducting QI procedures across all nursing units in collaboration with QI and PS;
 - Leads the development of all nursing unit dashboards and ensuring their alignment with the national and international accreditation standards and National Database of Nursing Quality Indicators (NDNQI)
 - Develops audit tools necessary for quality assurance and improvement;
 - Conducts independent nursing audits;
 - Develop cross-audit educational plan and acts as mentors for cross-auditors;
 - Collaborates with Nursing Education Unit for further improvement based on the results of nursing audit/s.
- **Nursing Performance**
 - Sets SMART Goals aligned with Strategic Pillars of Excellence & Personal Advancement
 - IDP (*all staff under Nursing Affairs*)
 - Staff/Business Unit Development Plan (*NMs & DONs*)
 - Succession Planning (*NMs & DONs*)
 - Formulates, revises and maintains Performance Appraisal Tools alignment with Job Descriptions, KAAUH Strategic Pillar Expectations, and SMART Goals
 - 90 Day/Probationary Expectations
 - Mid-Year Evaluation Guidelines
 - Annual- Evaluation Guidelines
 - Formulates, revises, and maintains 360 Performance Review Guidelines
 - Self-Evaluation
 - Peer Evaluation Tools
 - Managers Feedback Review
 - Manages the Overall Nursing Portfolio
 - New Leadership Journey (Nursing Reflective Practice)
 - Go Green Projects
 - Nursing Certificates & Licenses
 - Identifies Development Goals through
 - Continued Education & Up-Skilling
 - Promote Continuous Improvement (Personal Growth & Empowerment, Business Units Growth, Leadership Advancement)
 - Give merits and Incentive Bonus (Develop a simplified merit cycles e.g. Daisy Awards)
 - Participation in the development of Mentoring, Coaching, and Succession planning
 - **Nursing Project Management**
 - Monitors and manages quality improvement projects arising from Shared Governance of the department as endorsed by Nursing Executive Council;
 - Provides in-service lecture regarding project management cycle to nurses;
 - Facilitates team formation for every projects sponsored by the Nursing Executive Council, in which the following are the important tasks:
 - Planning and scope of project
 - Identifying in-scope and out-of-scope of the nursing project;
 - Identifying major tasks and sub phases and project milestones;

- Determining available resource;
- Managing time and scheduling;
- Manages project risks through:
 - Identifying key risks that may arise from the delivery of the project;
 - Collaborating with the team for planning and developing of actions to mitigate or remove the risks identified;
- Project monitoring and controlling through:
 - Ensuring project remains on target for completion of key deliverables within available and allocated resources;
 - Collaborating with quality for success metrics to evaluate the success of implementation;
- Project Closure through:
 - Ensuring that objectives have been met;
 - Ensuring that EBPU output has been handed over to the stakeholders;
 - Identifying any follow on actions or lessons learnt to improve process; and
 - Gaining formal sign off from the project.

EBPU is also taking part significantly in the development and implementation of Nursing Affairs Strategy as its additional function.

B. In-Patient Services (Non-Critical)

Medical Ward

Situated on the 2nd floor of King Abdulla Bin Abdul Aziz University Hospital. Consists of 26 beds capacity. Patients admitted in Medical Ward, ranges from 14 years and older. Nursing department collaborates with the multidisciplinary health team in developing and maintaining a current scope of service for the Medical Unit. Patient population includes but not limited to the following patient conditions: Gastroenterology diseases, Infectious diseases, Patients with various renal diseases and hypertension, Rheumatologic diseases, General medicine, Dermatological cases, Endocrine Disorder, Pulmonary diseases. The medical ward ensures holistic and patient and family centered care approach.

Surgical Ward

The Surgical Ward respectively is located in 2nd floor 2D with 26 beds capacity. We accommodate patients from the age of 14years and above who meets the eligibility criteria for admission to the Surgical Specialties Department. Patients seeking surgical intervention or diagnostic testing to diagnose maintain or restore optimum level of wellness. The specialties include: General Surgery, Urology, ENT, Orthopedic, Plastic and Reconstructive Surgery and Ophthalmology.

Women's Health Ward (WHW)

Women's Health Ward, in KAAUH is located on the Western side of the building and on the fourth floor.

Women's Health Ward was established in 2017, with 24 total bed capacity. 2 Isolation rooms are included. All 24 beds with bassinets are single rooms. Women's Health Ward (WHW) offers a variety of health services to Women of Reproductive Age, Married Women, and provides Gynecological services including well-woman care across lifespan, health education, contraceptive counseling, prenatal care and post-delivery cases and other patients receiving OB-Gynecologic treatments and provide nursing care to newborns. Our WHW provides comprehensive and continuing health care, health maintenance and preventive services through a patient driven focus which is based on the best current practice/evidence and recognized standards.

Women's Health Ward Staff Nurses rotate on both Obstetrics and Gynecological patients, implementing Rooming-in to all well babies and Neonatal Resuscitation Program Nurse for Elective Caesarean Section.

The multinational team provides an evidence based service to the women of Saudi Arabia and other nationalities utilizing evidence base collaborative decision making to provide individualized, compassionate, culturally sensitive and safe patient care.

Labor and Delivery (L&D)

The unit is located on the 4th Floor, east wing of the hospital and comprises 6 laboring rooms. Patients admitted in L&D range from early labor to fully dilated, singleton to multiple births. The Labor and Delivery Unit is ambulatory care, and caters for all patients that meet the criteria for admission to the unit on a 24-hour basis. All L&D registered nurses are required to be NRP and BALSO certified. The nurse/patient ratio is 1:1 and the KAAUH Nursing model of care (SYNERGY) is used to deliver safe, patient driven nursing care. The team is supported by either/a Team Leader, Clinical Resource Nurse and Nurse Manager.

C. In-Patient Critical, Pediatrics, and Nursing Education**Adult Intensive Care Unit (AICU)**

The Adult Intensive Care Unit is providing nursing care for critically ill patients requiring intensive and acute care. This includes patients with the following condition: (1) multi-organ failure; (2) sepsis and septic shock; (3) hemodynamic instability; (4) acute lung injury and acute respiratory distress syndrome of various etiology; (4) post-operative critical care illness; (5) complex

ventilator management; (6) organ support and nutritional support; (7) neurological critical care; and (8) hematology critically ill patients.

Neonatal Intensive Care Unit (NICU)

The Neonatal Intensive Care Unit in KAAUH is allocated on the Eastern side of the building and on the fourth floor. It has 18 total bed capacity - 2 isolation rooms are included and additional 1 room for treatment which can be used for surgical cases in the future. All 18 beds are single rooms. Which will allow parents to visit and stay at the infant's bedside with aim of privacy, that will encourage families to participate in the care of the infant.

Recently, the NICU have opened 2 beds to cater for newborn infants that does not fit the NICU criteria but cannot be roomed in with their mothers. This unit are called the Special Care Baby Unit (SCBU). Cases could be small for gestational age < 36weeks and more than 34 weeks at birth. An admission and discharge criteria has been approved to cater and manage those infants fitting the SCBU criteria. The SCBU forms part of the NICU space allocation and is fully equipped to render excellent individual patient and family care

NICU nurses specialize in the comprehensive care of critically ill neonates. Cases include premature infants and infants with HMD, BPD, meconium aspiration, shock, DIC. Close observation & monitoring is carried out using advanced technological services. Standard and evidence-based medical and nursing interventions are carried out. Nurses also provides emotional support and education to the family.

Total patient care combined with modified primary nursing delivery care systems and using the nursing care process whereby Synergy Model of Care is incorporated in daily activities linking the nurse characteristics to match the patient care outcomes and needs.

Pediatric Intensive Care Unit (PICU)

The Pediatric Intensive Care Unit is providing nursing care and support for critically ill patients (2kg and above aging from 1 month to 14 years) requiring intensive and acute care management. This includes patients with the following conditions, but not limited to: diabetic ketoacidosis (DKA), sepsis and septic shock, bronchiolitis, status epilepticus, status asthmaticus. Also, it caters to others specialities like neurology, hematology, and oncology. Further, post-operative critical care illness, complex ventilator management, organ support and nutritional support.

Pediatric Ward

Situated on the 4th floor, left wing of King Abdullah bin Abdulaziz University Hospital. Consists of 13 beds capacity (10 regular patient rooms, 2 isolation rooms, and 1 VIP room). Patients admitted in Pediatric Ward (Medical- Surgical) ranges from birth - 14 years of age, >2 kilograms in weight. Nursing department collaborates with the multidisciplinary health team in developing and maintaining a current scope of service for the Pediatric Unit. Patient population includes but not limited to the following patient medical conditions: Gastrointestinal diseases excluding TPN dependent and liver transplant cases, Infectious diseases (fever of unknown origin, septic arthritis, and acute osteomyelitis), Genitourinary diseases (UTI, post-streptococcal GN, idiopathic nephrotic syndrome), other Kawasaki disease (acute rheumatic), General medicine, Endocrine Disorder (DM-DKA after stabilized in PICU), benign Hematology, non-complicated Cardiology disease, and Respiratory diseases (asthma, pneumonia, bronchiolitis). The Pediatric ward ensures holistic and patient and family centered care approach. Surgical specialties include: urology and plastic surgery.

Operating Room (OR)

The Operating Rooms of King Abdullah bin Abdulaziz University Hospital is located at 1st floor and 4th floor. As of the moment 2 ORs are functioning on 1st floor catering Adult and Pediatric cases; and 2 ORs in 4th floor catering for Women's Health cases. Nurses coordinate, facilitate, and ensure excellent patient experience during the surgical operation by taking active participation and involvement in the OR team. The Specialties includes the following:

- General Surgery
- Plastic Surgery
- Orthopedic Surgery
- Urology Surgery
- Obstetrics and Gynecology Surgery

Post-Anesthesia Care Unit (PACU)

The King Abdulaziz bin Abdulaziz University Hospital Post-Anesthesia Care Unit (PACU), also called Recovery Room (RR) is a unit wherein patient is taken after surgery to safely regain consciousness after surgery under anesthesia and received appropriate post-operative care and post-operative pain management. Our PACU has 17 bed capacity comprises of 15 regular PACU bays and 2 isolation rooms. The length of stay varies and depends upon many conditions. First, the patient must have demonstrated recovery from anesthesia either on Epidural Anesthesia, General Anesthesia or Spinal Anesthesia and passed the modified Aldrette Scoring which is our discharged criteria. We provide comprehensive and continuing health care and preventive services through a patient driven focus which is based on the best practices, current evidences and recognized standards.

It is an area, normally attached to OR, designed to provide care for the patients recovering from anesthesia. All PACU Registered nurses are responsible and accountable to ensure highest standard of Post-Anesthesia to all admitted patients and promote a safe, comfortable and therapeutic environment for the patient.

Our PACU utilizes a multidisciplinary team of healthcare professionals provides individualized treatment plans for every patient. We combine the unique skills of anesthesiologists, surgeons and nurses to provide you with the best possible intervention and faster recovery.

Based on the procedures catered in OR, the essential nursing-collaborative activities in PACU are as follows:

- Monitoring vital signs (heart rate, blood pressure, temperature, respiratory rate, pain scoring and ECG rhythm);
- Managing post-operative pain;
- Managing symptoms of post-operative nausea and vomiting (PONV);
- Treating post Anesthetic Shivering;
- Monitoring surgical site for excessive bleeding, discharge, swelling, hematoma, redness etc.
- These common activities may often need supplementing with more intensive care treatment.
 - Preparation and education for the use of Patient Controlled Anesthesia (PCA) units;
 - Preparation and establishment of IV, epidural or perineural infusions;
 - Preparation and establishment of invasive monitoring such as arterial lines, central venous lines, ventriculostomies, etc.

Nursing Education Unit (NEU)

The Nursing Education Unit promotes a high standard of nursing practice and patient care through delivery of staff development activities, educational programs, and facilitation of practice review and nursing research in compliance with the mission of KAAUH.

- **Staff Development Activities** - Conducts an annual needs assessment in Nursing Affairs
- **Delivers. Oversees, advises and support departmental and unit programs on:**
 - General Nursing
 - Critical Care Nursing
 - Nursing Management Skills
 - Preceptor skills
 - New Equipment/Policy and Procedure
 - Special Needs/Age Specific Topics

- **Advises/supports Saudi training programs within Nursing Affairs**
- **Nursing Practice Review:**
 - Reviews and provides clinical input on Policies and Procedures
 - Consults on clinical practice issues
 - Coordinates Nursing Practice Program activities
 - Oversees unit based orientation programs for new staff
 - Coordinates Nursing Competency Assessment Program
- **Academic and Training Affairs Liaison:**
 - Provides lectures for Saudi Programs as requested
 - Assist with New Employee Orientation (NEO)
 - Initiates/collaborates in joint Nursing/ATA activities
 - Facilitates Workshop, Hands on Training
- **Nursing Management:**
 - Participates in Nursing Management Committees and Hospital Committees as required

Student Development Unit (SDU)

The King Abdullah bin Abdulaziz University Hospital Nursing Affairs Department will include Princess Nourah University nursing students and interns into their establishment to prepare them for an active career in Nursing. The program aims to assist them in successfully completing their internship and if they are successful, they will be groomed in the next three to five years to be competent nurse practitioners.

Nursing Affairs Department at KAAUH intends to develop competent local Saudi clinical staff nurses who will be able to understand and practice within the nursing profession and the ethos of the Kingdom.

Upon completion of the nurse internship program, the intern nurses will:

- Transition from the entry-level, advanced beginner role to competent nurse in the hospital environment
- Prepare nursing graduates to care for patients with the increasing levels of acuity and complexity currently found in the hospital setting.
- Facilitate and develop effective decision-making skills related to decision-making skills, clinical judgment and performance
- Strengthen commitment to nursing as a professional choice and develop individual career goals

- Formulate an individual development plan as related to their clinical role and professional development
- Incorporate research-based evidence to their practice outcomes
- Bring evidence based practice to the bedside.
- Facilitate the development of clinical and leadership skills necessary for the advanced beginner nurse to be a successful competent member at the point of care in the health-care team.
- Improve patient safety and quality of care.

The program shall have the following mechanisms to achieve the desired goals for the students:

- Extensive one-year program
- Administrative guidance and support by The Academic Training Affairs Department
- Each intern will be assigned a preceptor per shift who will guide the hands-on clinical experience
- Monthly didactic classroom sessions from the student development team.

The Internship Program shall have the following concepts to emphasized:

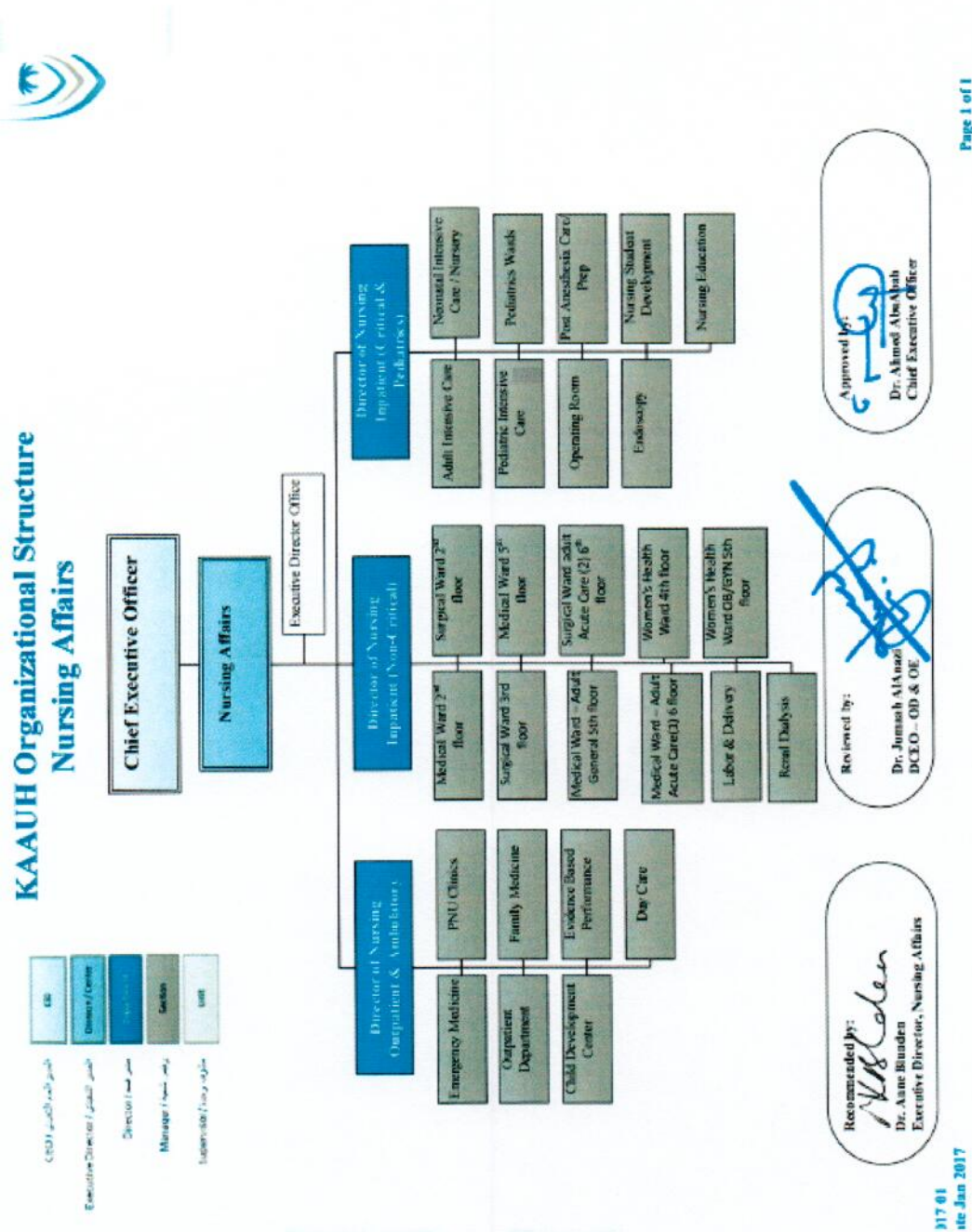
- Clinical Nursing Practice
- Patient Driven Care
- Patient Safety
- Informatics
- Teamwork and Collaboration
- Quality Improvement
- Evidence-based Practice (EBP)
- Professional Development and Leadership

The interns will apply for internships at KAAUH through the Academic Training Affairs Department (ATA). They will be selected by ATA and senior management of Nursing Affairs. This team will comprise of the EDON, DON of Practice, Managers of Practice and Student Development and Academic Training Affairs.

All interns will have training for the duration of one year, that is, 11 calendar months with one month of leave. The students will be assigned by the Nurse Manager for Student Development to the clinical units according to their program requirements. They will have their own nurse preceptor in each unit they work in. The ratio of this relationship will ideally be one is to one.

Interns will work dependently and independently with the assistance of the preceptor and unit nurse manager to maximize the learning process. The units have Clinical Experts and Clinical Resource Nurses who will also assist the Interns in their learning activities. The Interns will have a monthly administrative Learning and Sharing day which is geared to maximize their learning in the 8 focal areas of development. They may have to work in pairs depending on the projects at hand, for teamwork emphasis and sharing of information.

Departmental Organization Chart:



Job Description:

To view the approved relevant departmental job descriptions please click [here](#)

Workforce Plan:

Job Title	Number of Positions	Department Section
Executive Director of Nursing	1	Executive Director's Office
Director of Nursing	3	Executive Director's Office
Nurse Manager	31	In-Patient (Non-Critical); In-Patient Critical & Pediatrics; Out-Patient & Ambulatory
Specialist Nurse	556	In-Patient (Non-Critical); In-Patient Critical & Pediatrics; Out-Patient & Ambulatory
Specialist Nurse I	31	In-Patient (Non-Critical); In-Patient Critical & Pediatrics; Out-Patient & Ambulatory
Nurse Team Leader	53	In-Patient (Non-Critical); In-Patient Critical & Pediatrics; Out-Patient & Ambulatory
Nurse Technician	16	In-Patient (Non-Critical); In-Patient Critical & Pediatrics; Out-Patient & Ambulatory
Medical Secretary	2	Executive Director's Office
Ward Clerk	7	Executive Director's Office

* The information in the above table is according to the approved workforce plan.

Administrative Policy & Procedure (APP):

To view the approved relevant APPs please click [here](#)

Interdepartmental Policy & Procedure (IPP):

To view the approved relevant IPPs please click [here](#)

Departmental Policy & Procedure (DPP):

To view the approved relevant DPPs please click [here](#)

Departmental Orientation Program:

A list of the orientation activities conducted upon the arrival of a new employee to the department.

Orientation Activities	Duration
New Employee Orientation	1 day
Unit Orientation	1 Day
General Nursing Orientation	12 days
Preceptorship Program	15 Shifts
Synergy Model of Care Workshop	1 day
Culture-Fit Workshop	1 day
Communication Workshop	1 day
Critical Care Nursing Workshop	3 days
Non Critical Care Workshop	3 days

Required Licensure, Education, Training and/or Privileging:

To view the approved required licensure, education, training and/or privileging, please click [here](#)

Index of Approved Committee Memberships:

Committee Names:	Frequency
Nursing Executive Council	Weekly and At the Call of the Chairman
Nursing Business Council	Weekly and At the Call of the Chairman
Nursing Performance Council	Monthly and At the Call of the Chairman
Nursing Education Council	Monthly and At the Call of the Chairman
Nursing Operations Council	Monthly and At the Call of the Chairman
Nursing Evidence-Based Practice Council	Monthly and At the Call of the Chairman
Nursing Leadership Council	Monthly and At the Call of the Chairman
Healthy Workplace Environment Council	Monthly and At the Call of the Chairman
Unit Based Council: Adult Intensive Care Unit and Renal Dialysis Unit	Monthly and At the Call of the Chairman
Unit Based Council: Surgical Ward and Medical Ward	Monthly and At the Call of the Chairman
Unit Based Council: Pediatric Intensive Care Unit	Monthly and At the Call of the Chairman
Unit Based Council: Pediatric Ward, Child Development Center, and Day Care	Monthly and At the Call of the Chairman
Unit Based Council: Women's Health Ward and Nursery Unit	Monthly and At the Call of the Chairman
Unit Based Council: Neonatal Intensive Care Unit and Labor and Delivery Unit	Monthly and At the Call of the Chairman
Unit Based Council: Emergency Department	Monthly and At the Call of the Chairman
Unit Based Council: University Medical Clinics and Out-Patient Department	Monthly and At the Call of the Chairman
Unit Based Council: Operating Room, Interventional Operating Room, Post-Anesthesia Care Unit, and Endoscopy Unit	Monthly and At the Call of the Chairman
Unit Based Council: Evidence-Based Performance Unit, Nursing Education Unit, Student Development Unit, and Administrative Staff	Monthly and At the Call of the Chairman
KAAUH Executive Council	Twice a Month
KAAUH Quality and Patient Safety Council	Monthly and At the Call of the Chairman

KAAUH Research Center Task Force	Monthly and At the Call of the Chairman
KAAUH Product Standardization and Evaluation Committee	Monthly and At the Call of the Chairman
KAAUH Pharmacy and Therapeutic	At the Call of the Chairman
Medication Safety Committee	At the Call of the Chairman
KAAUH Pharmacy and Nursing	At the Call of the Chairman
KAAUH Capital Medical Equipment Committee	Monthly and At the Call of the Chairman
KAAUH CPR	Monthly and At the Call of the Chairman
KAAUH Code Blue	Weekly and At the Call of the Chairman
KAAUH Code Purple	Weekly and At the Call of the Chairman
KAAUH Laboratory	Monthly and At the Call of the Chairman
KAAUH Blood Transfusion	Monthly and At the Call of the Chairman
KAAUH Health Informatics Management	At the Call of the Chairman
KAAUH Space Management and Allocation Committee	At the Call of the Chairman
Patient Care Regulatory Document	Weekly and At the Call of the Chairman
Radiology and MRI	At the Call of the Chairman
Nursing Strategy	At the Call of the Chairman
Tender Evaluation Committee	Weekly and At the Call of the Chairman
Emergency Services Steering Committee	Monthly and At the Call of the Chairman
Mother and Child Health and Wellness Program	At the Call of the Chairman
Emergency Management Committee	Weekly and At the Call of the Chairman
KAAUH Documentation Medical Review Committee	Monthly and At the Call of the Chairman
KAAUH Recruitment Interview Committee for Nursing and Allied Health	At the Call of the Chairman