

AUBMC Ultrasound Employee Ranks 1st in Lebanon LT program



Jessica Haddad, a Radiographer I in the Ultrasound, Ranked 1st in Lebanon in the LT " License Technique " in the Medical Radiology imaging techniques Field, with a score of 17.90/20

This achievement would be an important milestone in her career in AUBMC since she joined in 22/08/2011.

We would like to congratulate Jessica on behalf of AUBMC on this achievement that highlights the importance of education excellence and development in AUBMC's culture.

Blood Donating Campaign at AUBMC

Find the Hero in You...

Give blood, the perfect gift, and help a family member, friend or someone you have never met unwrap a lifetime of memories. Your lifesaving blood donations will help ensure that the blood supply will be there for all who need it; when they need it. This means that patients increasingly need more blood donors to donate to meet the increasing demands. With the advancements in health-care systems and improved medical attention, this need is increasingly being driven by sophisticated medical and surgical procedures such as cardiovascular and transplant surgery, trauma care, chronic diseases and therapy for cancer and blood disorders.

BE A HERO DONATE BLOOD TODAY

In addition, there are all the major surgeries that require blood and the transfusions that are prescribed for the treatment of complications during pregnancy and childbirth, the management of severe childhood anemia, trauma and congenital blood disorders. With blood in shortage in face of a growing need, more people must find the altruistic spark in them to come forward and give blood voluntarily and regularly.



Facts about the blood donation process

- Donating blood is a safe process. A sterile needle is used only once for each donor and then discarded.
- Blood donation is a simple four-step process: registration, medical history and mini-physical, donation and refreshments.
- Every blood donor is given a mini-physical, checking the donor's temperature, blood pressure, pulse and hemoglobin to ensure it is safe for the donor to give blood.
- The actual blood donation typically takes less than 10-12 minutes. The entire process, from the time you arrive to the time you leave, takes about an hour.
- The average adult has about 5 liters of blood in his body. Roughly 0.5 liters are given during a donation.
- A healthy donor may donate red blood cells every 56 days, or double red cells every 112 days.
- A healthy donor may donate platelets as few as 7 days apart, but a maximum of 24 times a year.
- All donated blood is tested for HIV, hepatitis B and C, syphilis and other infectious diseases before it can be released to hospitals.

Adapted from: <http://www.redcrossblood.org/learn-about-blood/blood-facts-and-statistics>

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HR Newsletter

HRDMC Presence in Social Media

Make sure to connect to them all

For latest updates on HR news, AUBMC vacancies, and other related HR updates, visit our AUBMC Human Resources page on Facebook:



<http://www.facebook.com/AUBMCHR>
AUBMC Human Resources page on LinkedIn:



<http://www.linkedin.com/groups/AUBMC-Human-Resources-Department-4556276>

AUBMC Human Resources page on Twitter:



<https://twitter.com/AUBMCHR>

Currently facebook page contains recent HR activities and recent job advertisements. Feel free to visit our page, interact with its content & share any relevant material (and tell & invite your friends too. "liking" would make the page more visible too).



In this issue

- Christmas & New Year HR Activities P.1
- HRDMC & Social Media P.1
- The Daisy Award P.2
- Q & A: Competencies P.2
- In Focus: Medical Transcription P.3
- Medical Transcriptionist career ladder P.3
- Blood Donation campaign P.4
- Recognizing 1st rank in LT P.4

Human Resources & the Social Media

Human Resources Department goes on Facebook, LinkedIn & Twitter to Follow

Facebook, Twitter, LinkedIn, Youtube, Google+ are all examples of Social Media that are shaping our daily lives. Social media is increasingly gaining presence in our lives. Not only individuals, but all types of businesses and organizations, are realizing the global impact Social media plays. The impact Social Media currently plays has forced all major businesses and organizations to adopt social media tactics and integrate them into their strategies (including branding, communication, recruitment, feedback, networking, and much more).



In Lebanon, there are currently 1.45 million users on Facebook, 182,000 professionals on LinkedIn and 77,000 users on twitter. Presence on social media has become an essential necessity to communicate, advertise, and brand ourselves with our community.

HRDMC is pleased to announce the creation of AUBMC Human Resources Pages on each of Facebook, LinkedIn, and Twitter.

You are all invited to share, invite friends, like, comment, discuss, post and whatever you see worth sharing with a hopefully big community of followers.

Christmas & New Year HR Activities



New Staff Development Manager at AUBMC

Mrs Lama Itani Nokari Joins In...



We would like to announce the appointment of Mrs. Lama Itani Nokari as Staff Development Manager at the Human Resources Department – Medical Center.

Ms. Itani will be managing the training and development activities of non-academic staff at AUBMC. She will be responsible for determining staff development needs as well as designing training programs. In addition, she will follow up to improve training programs to meet organizational goals.

Lama has a Bachelor's degree in Computer Science from the American University of Beirut. She is a certified trainer and holds the Senior Professional HR (SPHR) as well as Professional HR (PHR) certificates from the HR Certification Institute and Society of HR Management in USA.

Ms. Itani has over 8 years of relevant experience in Organizational Development and Recruitment in leading reputable companies namely Saudi Oger and Azadea Group. Her experience will be of an added value to AUBMC Human Resources Dept.

Please join us in wishing her success in her new endeavors.

The Daisy Award for Extraordinary Nurses

AUBMC celebrates Daisy Awardees every year, So what's all this about?

The DAISY Award was established by the not-for-profit DAISY (Diseases Attacking the Immune System) Foundation in 2000 by the family of J. Patrick Barnes who died at age 33 of complications of Idiopathic disease.

During Pat's hospitalization period, his family was awestruck by the care and compassion his nurses provided not only to Pat but to everyone in his family.

The Foundation, created in Pat's memory, recognizes the extraordinary nurses everywhere who make an enormous difference in the lives of so many people by the super-human work they do every day



DAISY Award recipients are nominated by their, peers, physicians, patients and families, and other staff and administrators to receive:

A certificate held in a leather holder, proclaiming the recipient an "Extraordinary Nurse."

A DAISY Award pin (We've learned that nurses love to wear pins on their I.D. badges!).

A unique, hand-carved serpentine stone sculpture from Zimbabwe, entitled "A Healer's Touch." Click here for more about these beautiful works of art.

A Spotlight page on our website, featuring a photo and telling the story of why this nurse was honored..

All the nurses and staff in the recipient's unit receive cinnamon rolls at every celebration. The reason? Once, Patrick ate his father's Cinnabon roll when he was in the hospital without an appetite for food. He then requested one for the next day - and enough for all the nurses in the unit.

Each DAISY Award facility also receives a large celebratory banner that is hung in the recipient's unit for a month, generating very positive conversation about the special role nurses play in patient care.

This Issue's Q&A: What should you know about Competencies?

Q: What is a competency?

A: A competency is a combination of skills, abilities, and knowledge needed to successfully perform a job. Competencies are measured against set of "measurable behaviors" that are clear, simple and can be easily assessed

Q: Are there different levels of Competencies?

A: Yes, there are different levels of each competency depending on the scope of work and level of responsibility assigned to you. Basically the higher the level of each competency you at, the higher you are on your career ladder (and the higher the grade)

Q: Why competencies are important?

A: We no longer live simple lives and very few of us still do simple easy tasks at work. Today's work environments requires everybody to master a set of complex skills/knowledge/abilities (i.e. competencies) that are essential in meeting his/her career goals. Everything ranging from performance assessment to training to career ladders are now based on competencies in what is known as Competency Based Management (CBM)



Q: How does competency level affect promotion and moving up the career ladder?

A: Meeting higher competency levels along with specific educational and experience requirements are necessary for a higher step in career ladder



In Focus: Medical Transcription

They Work in the Medical Records Unit Round the Clock, What Else Do you Know About Them?

Medical Transcription is an allied health profession, which deals in the process of transcription, or converting voice-recorded reports as dictated by physicians and /or other healthcare professionals, into text format.

Medical Transcriptionist also known as a Medical Language Specialist or MLS is the person responsible for converting the patient's medical record into written text document from recorded dictation.

Medical transcription encompasses the MEDICAL TRANSCRIPTIONIST, performing document typing and formatting functions according to an established criteria or format, transcribing the spoken word of the patient's care information into written, easily readable form.

Medical Transcriptionists requires also edit the transcribed documents, print or return the completed documents in timely fashion. All transcription reports must comply with medico-legal concerns, policies and procedures, and laws under patient confidentiality.



In addition, the Medical Transcriptionist interprets and transcribes dictation by physician and other healthcare professionals regarding patient assessment work up, therapeutic procedures, clinical course, diagnosis, etc., in order to document patient care and facilitate delivery of healthcare services.

This Issue's Career Ladder Summary: Medical Transcriptionist

Competency	Grade 8 Medical Transcriptionist	Grade 9 Senior Medical Transcriptionist
Applied Technology	Level 1	Level 1
Information and Records Administration	Level 3	Level 3
Team Skills	Level 1	Level 1
Developing others	N/A	Level 1
Planning and Organizing	Level 1	Level 1
Professionalism	Level 1	Level 1
Client focus	Level 1	Level 1
Achievement Orientation	Level 1	Level 2
Initiative	Level 1	Level 1
Communication skills	Level 1	Level 1
Health and safety management	Level 1	Level 1
Organizational awareness	Level 1	Level 1
Professional Development	Level 1	Level 1
Education	Minimum Education: BAC II Preferred Education: Bachelor's Degree	Minimum Education: BAC II Preferred Education: Bachelor's Degree
Experience	Minimum Experience: 2 years experience in secretarial work	Minimum Experience: 5 years experience in medical transcription

* Computer Skills and English are part of the minimum requirements of the job