

Follow up on last Issue's article: AUBMC Imaging System



As a follow up on last issue's article "New AUBMC Imaging system developed in-house & installed in OR", we received the following comments from Mr. Bassam Tabshouri :

"The main functions of the Medical IT unit are:

1. Programming to support the Medical Engineering internal functions
2. Handle Medical Equipment database
3. Software and Hardware Interfaces with medical devices
4. Attend to Medical Data back-up issues specially to Medical Equipment not linked to the Network
5. Attend to Medical connectivity issues
6. Attend with the IT department to cyber security issues

This project [the new imaging system] could not be successful without the help of Mr. Walid Shaib from Plant Engineering, and Mr. Joe Max-Wakim CNS – MC".

## This Issue's Q & A's



### Q: I'm a manager (above Grade 13) and I spend a lot of extra time at work, am I eligible for overtime?

A: Employees classified above Grade 12 are not eligible to receive overtime pay. Compensatory Time Off: salaries of employees in positions above Grade 12 are established on the basis of compensating for periodic overtime which may be required from time to time for incumbents to fulfill their job responsibilities. However, when such employees are required to work a substantial amount of overtime, with the concurrence of the director of human resources, the dean, and/or head of department, occasional time off for personal reasons may be permitted. In such instances, the director of human resources must be informed of each instance in writing and is responsible for maintaining appropriate records.

### Q: What are the regulations regarding allowances for being on Call?

A: Employees grades 1 through 12, who is requested to be on-call for a minimum of 7 hours in any 24 hours period, shall be entitled to receive from the University a sum of LL 3750 for said hours and LL 750 for every on-call hour thereafter. If the employee actually performs a specific work during the on-call period, the University shall pay him in addition, on overtime basis for the number of hours worked

### Q: When am I eligible to receive shift and irregular schedule allowance?

A: Shift and Irregular Schedule Allowance will be paid to employees in salary grades 1 through 12 only when their scheduled hours of work are such that they are assigned either continuously or on rotation to an evening or night shift. To be classified as an evening or night shift the hours of work must fall entirely between 2:00 p.m. and 8:00 a.m.

The said allowance shall be considered in all respects as separate and apart from the monthly salary and shall be paid as follows:

- a. For a day work: grades 1-12: none, with exception of employees whose work weekly schedule (40 hours) includes Saturday and Sunday. In this case an amount of LL 5000 per shift will be paid.
- b. For evening or night shift (any schedule having all hours of work between 2:00 p.m. and 8:00 a.m.) grades 1-12: LL 7500

### Q: When and how much will I receive Service Award Increments?

A: Upon completion of 10, 15, and 20 years of recognized continuous service, employees classified in Grades 1 through 12 will receive 4 percent increases on their current monthly (basic + HCL) salaries. Such increments will be awarded on the anniversary date of the completion of their 10, 15, and 20th years of such service. 2. Upon completion of 25 and 30 years of recognized continuous service, employees classified in Grades 1 through 12 will receive 8 percent increases on their current monthly salaries. Such increments will be awarded on the anniversary date of the completion of their 25 and 30 years of such service.

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Human Resources  
Department Medical Center

Send us your Feedback  
<http://staff.aub.edu.lb/~webhrdmc/contact.html>  
[hrdmc@aub.edu.lb](mailto:hrdmc@aub.edu.lb) / [ha41@aub.edu.lb](mailto:ha41@aub.edu.lb)  
Phone: 009611350000 ext: 6110/1

ISSUE

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# HR Newsletter

## List of AUBMC Awards

1. Quality and Safety.
2. Service Excellence.
3. Operational Efficiency.
4. Financial Performance.
5. Dean's Award.
6. Evidence Based Practice.
7. Karen Bahderian's Award for Oncology RNs.
8. Karen Bahderian's Award for Oncology Auxiliaries.
9. Shehade Abboud Award for RN.
10. Shehade Abboud Award for Auxiliaries.
11. Nursing Director Award for RN.
12. Nursing Director Award for Nurse Managers.
13. Nursing Director Award for Auxiliaries.
14. Women Auxiliary for RN.
15. Women Auxiliary for Auxiliaries.
16. Nurse Perceptor of the Year.
17. Nurse Resident of the Year.
18. Magnet Champion Award.
19. Multidisciplinary Award for Doctors.
20. Daisy Award.
21. Award for RNs in the Department of OB/GYN.

## Upcoming Wellness Activities

The Wellness program at AUB has recently announced the following two upcoming wellness activities :

- 1- "Roadmap to sexuality" presented by Dr.Faysal Kak  
Date: Wednesday, April 25, 2012  
Time: 4:30-6:00 pm  
Location: AUB West Hall, Auditorium  
B Meet your sexpeceptions in our informative lecture encompassing STI's, cervical cancer, conception and much more!
- 2- "Stay True...Doping is Not For You"  
Date: Monday, May 14, 2012  
Time: 5:30-7:30 pm  
Location: Hostler Center Auditorium  
Join our sports "Anti-doping" event as we discuss the hot topic of sports doping. Share your questions with our panel of professionals in the field.



## AUBMC Launches its Awards & Recognitions

"Next to Excellence is the appreciation of it"-William Thackeray

While working at AUBMC, we encounter dedicated, talented, qualified, and shrewd employees across all disciplines on a daily basis.

It is our duty towards these distinguished employees to pinpoint, recognize and give them the recognition they deserve. Having this in mind, and in an effort to promote and foster recognition of outstanding efforts of the dedicated individuals among us, HRDMC has organized and promoted 15 different Awards across several categories (for a complete list of awards refer to the section to the left.

All AUBMC community is encouraged to nominate AUBMC employees for at least one of the categories listed under: <http://staff.aub.edu.lb/~webhrdmc/awards.html>.

Criteria for each award are listed on the page.

Please note that the deadline for nominations is April 22, 2012.

## Educational Game

### Spot the Difference:

Below are two identical sets of AUBMC Core competencies. However, one set contains one additional Non-Core competency. Can you spot it out?

Try matching the core competencies in the two boxes in order to rule out the non-core competency.

<p>Initiative Ethical Practice Safety and Health Management Achievement Orientation Client Focus Communication Skills</p>	<p>Ethical Practice Evidence Based Practice Achievement Orientation Client Focus Safety and Health Management Initiative Communication Skills Organizational Awareness</p>
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## New Employee Portal at HRDMC Website



A new Employee portal will soon be introduced into the Human Resources website. The new portal, which will replace the current existing one, will combine all the frequently requested-by- employees services in a user-friendly interface, in addition to giving access to useful resources and announcements/ all from a single access portal. The new portal is due to be introduced very soon (May 2012). The portal will eventually be part of the new fully redesigned AUBMC website structure which is also underway and will be another major improvement to the services available to employees at AUBMC.



The "old" employee's Toolbox

The new portal was designed having in mind two things: first, highlighting the most frequently used services employees use on the current toolbox; second, promoting features and services that would otherwise be overlooked in menus and sub-menus. For any suggestion and comments regarding the new employee portal, kindly contact us.

## Plant Engineering Career Ladders

There are currently 15 different Career Ladders available for Plant Engineering different positions. Each career ladder spans a number of grades, with each requiring different level of competencies, language, education and experience. The following table summarizes the available steps (Grades) in each job's career ladder,

Job	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 12
Blacksmith Career Ladder	Assistant Blacksmith		Blacksmith					
Carpenter Career Ladder	Assistant Carpenter	Carpenter			Furniture Maker			
Electrician Career Ladder	Assistant Electrician				Electrician		Senior Electrician	Foreman Electrical
Electronics Technician Career Ladder	Assistant Electronics Technician				Electronics Technician		Senior Electronics Technician	Foreman Electronics
Heavac Career Ladder	Assistant Heavac Technician				Heavac Technician		Senior Heavac Technician	Foreman Heavac
Kitchen Equipment Technician Career Ladder			Assistant Kitchen Equipment		Kitchen Equipment Technician			
Locksmith Career Ladder	Engraver		Locksmith		Senior Locksmith			
Masonry Career Ladder	Brick Mason		Brick and Block Mason	Masonry Finisher	Senior Masonry Finisher			
Metal Worker Career Ladder	Assistant Metal Worker		Metal Worker					
Movables Career Ladder	Assistant Movables				Movables		Senior Movables	Foreman Movables
Operation and Maintenance Career Ladder					Operation & Maintenance Technician		Operation & Maintenance Supervisor	
Painter Career Ladder	Painter							
Plumber Career Ladder	Assistant Plumber		Plumber	Senior Plumber				
Steam Fitter/Pipe Fitter Career Ladder	Assistant Plumber		Steam Fitter/Pipe Fitter		Senior Steam Fitter/Pipe Fitter			
Sterilization Technician Career Ladder	Assistant Sterilization Technician				Sterilization Technician		Senior Sterilization Technician	
Water Quality & Medical Gases Technician Career Ladder			Assistant Water Quality & Medical Gases		Water Treatment Technician	Medical Gases Technician		

## Facts & Figures

- 2087** is the number of AUBMC fulltime non-academic employees.
- 143** is the number of employees in the largest department (Pathology & Lab Medicine) followed by 102 in Private Clinics.
- 12.5** is the average years of service of current employees at AUBMC.
- 18%** of AUBMC are in grade 9 (the largest grade), followed by 13% & 12% in grades 5 and 3 respectively.
- 17** is the average of number of warnings (internal and official) given monthly.
- 937** is the average number of sick leave days taken by AUBMC employees

Would you like to request specific figures? Contact us and we'll look into it.

## Department in Focus:

# PLANT ENGINEERING DEPARTMENT

Patients, nurses, doctors, beds, equipment... words we think of when we first come across the word "hospital".

However, electricity, water, oxygen, cooling, heating, keys, signages, and so many other words which we don't associate with "hospital" but without them a hospital cannot operate.



You take it for granted that the lights in your office are operational, you have comfortable temperature in your workplace, and the wheelchairs are moving smoothly; Rarely we remember that there is a special operations team in AUBMC, working round the clock to ensure these services. They wear green shirts and blue jeans. They are the unknown soldiers, the technicians behind the scene.

They are the Plant Engineering Medical Center Department. (PEMC)

The basic functions of Plant Engineering Medical Center (PEMC) are: to operate, maintain, and improve the Medical Center equipment and related utilities in order to provide a safe and functional facility. The facilities of the Medical Center are comprised of 3 phases totaling of 118,000 square meter of built up area, namely:

- Phase I building,
- Phase II building
- Phase III complex, consisting of a group of 8 buildings (DTS, Bldg 23, Bldg 56, Dale Home, SML, IFH, UGP and RHSoN)

The PEMC team consists of 106 employees, distributed over different shops. Namely:

- Electrical Systems: Lighting and power, Emergency Generator, Energy Management, Elevators and dumb waiters.
- Electronics Systems: UPS, Fire Alarm, Nurse Call, Access Control, Audiovisual, CCTV, SATV, Sterilizers, Public Address, OR tables, Patients beds, Building Automation.
- HVAC Systems: Chillers, Air handling units, Fans, Cold rooms, Water coolers.
- Mechanical Systems: Water, Steam, Medical gases, Pumps, Sanitary fixtures, Reverse Osmosis.
- Finishing Shop: Carpentry, Painting, Tiling, False ceiling, Locksmith, Signage, Wheel chairs, Upholstery Aluminum joinery & glazing, curtains.

Moreover, a monitoring and control team operates the utilities 24/7. PEMC team attends to an average of 23,000 Service Calls. 3,000 Service Requests. and 48,000 Preventive

Maintenance tasks per year.

As such, it was no surprise when the JCIA and MOPH surveyors commend the work of Plant Engineering Department that was evident from the well kept facility.



PEMC, and since 2001, executed many in-house projects that contributed to the enhancement of AUBMC, such as Renovation of CSSD, renovation and alteration of the New Women's Health, renovation of three ORs, Hepatobiliary Unit, Orthodontics Division, Hospital Suites, and the renovation and alteration in Diagnostic Radiology Department to introduce a new 3T MRI, new CT, new Gamma Camera and a new Fluoroscopy X-Ray Machine.



In addition, PEMC is involved in all Capital Projects by providing technical support at design and construction phases and performing the fine tuning of each renovated site to be habitable by the users, such as Bassile In-patients, New RCU, Neuro ICU, Bldg 56 and Bldg 23.

Moreover, PEMC prepares the sites to receive and install new medical equipment for different departments such as the Radiation Oncology, the Lab Medicine and the Diagnostic Radiology.

They also manage and supervise the installation of new assets such as the Pneumatic Tube System and the installation of new elevators in Phase I and SML.

On the other hand, and in order to enhance, promote and contribute to a sustainable Medical Center, Plant Engineering is conducting a number of measures such as retrofitting existing fluorescent light tubes to be more energy efficient, increasing the coverage of Building Automation system and did, an AUBMC wide, water saving campaign last year.

Contact Plant Engineering Dept via:  
email: [planteng@aub.edu.lb](mailto:planteng@aub.edu.lb)  
For any assistance: 24/7 help desk at extension 6510

## New Competencies Introduced

As we move forward there is always a need to enhance our competency dictionary to reflect the ongoing changes in order to be aligned with other world organizations. We have added three new competencies which reflect our needs and help us in achieving our goals in a more efficient manner. Please find below the three new competencies with their levels:

### 1. Ethical Practice:

- Level 1 Adhere to Ethical Guidelines
- Level 2 Adhere to professional code of practice
- Level 3 Address situations of ethical distress and dilemmas
- Level 4 Promote ethical practice throughout AUBMC

### 2. Evidence Based Practice

- Level 1 Apply basic principles pertaining to evidence based practice (EBP)
- Level 2 Utilize principles of EBP to improve practice
- Level 3 Promote principles of EBP to improve practice
- Level 4 Lead / participate in EBP projects to improve care

### 3. Community Service

- Level 1 Participate in organization and community activities
- Level 2 Support participation in outside activities that provide visibility and community participation for the organization
- Level 3 Develop and implement community service strategies
- Level 4 Build the engagement and leadership capability of the community