



## CHRISTMAS & NEW YEAR 2013 - 2014 ACTIVITY WINNERS

AUBMC employees enjoyed a week of Christmas and New Year activities from December 4 until December 20. The activities concluded with a major celebration where the winners were announced and celebrated.

The winning units for the "Best Christmas Tree" at AUBMC were:

- IT-Medical Center (1st rank)
- Operating Room (2nd rank)
- PLM (3rd rank)

The winning units for the best Christmas ornament were (in alphabetical order):

- CPDC
- IT -Medical Center
- Plant Engineering
- PLM
- Radiology

Crossword puzzle winners:

- Mr. Zuair Sadek (IT-Medical Center)
- Mr. Ali Hamdan (Nephro Lab)

Congratulations to all the winners!





## CSD WEEK

Under the slogan "Patient Safety Starts with Us," the AUBMC Central Sterilization Department (CSD) celebrated, for the first time in Lebanon, CSD Week 2013 from Oct 13 to 20, 2013.

During this event, CSD organized a gathering for all its employees, AUBMC leadership and colleagues during which major functions and areas in CSD were explained and communicated.

Recent updates and achievements were shared; most importantly, the recent participation in the IAHCMM/3M Health Care 2013-14 International Sister CSD Educational Exchange Program was highlighted by Ms. Gretta Abou Rjeily. The main purpose of this project is to learn and share best practices between similar CSDs in different regions of the world. The goals are to improve practices, share information, develop global relationships and provide a platform to share information that will enhance patient safety.

The participation in this program would be a major milestone in AUBMC-CSD's role as a leading model in Lebanon and the region.

A giant poster outlining major CSD functions and achievements (staffing, scope of practice, CSD policies and procedures, working hours, remodeling of traffic within the department, purchase of new equipment, Installation of an Instrument Management System) was displayed during the entire week in front of the CSD.

Dr. Tahir and Ms. Kouatly congratulated CSD employees on all the achievements and wished them continuous success towards meeting AUBMC goals.

Commemorative mugs bearing the CSD motto were distributed to everybody, and the celebration ended with a cake cutting and wishful cheers from all.



## RADIOLOGY WEEK

For the second time, the Diagnostic Radiology Department at AUBMC celebrated the Annual Radiologic Technology Week 2013. The celebration took place from November 4 to November 10 to commemorate the anniversary of the x-ray's discovery by Wilhelm Conrad Roentgen on November 8, 1895.

The week-long celebration aims to shed light on the important role medical imaging professionals play in patient care and health care safety. This year's theme was: "Radiology, the Eyes of Medicine," where the Diagnostic Radiology Department organized several radiology educational sessions for the AUBMC Community.

Staffed by more than 30 radiographers, the Diagnostic Radiology Department performs more than 120,000 exams annually. The radiology team works with some of the global medical field's most innovative equipment to help identify pathologies, plan and administer treatment, and restore patient health. They specialize in breast imaging, computed tomography (CT), magnetic resonance imaging (MRI), Ultrasound, Nuclear Medicine, Fluoroscopy, Digital Sub Angiography (DSA) and General Diagnostic radiology (X-Ray).

On this occasion, the department organized a gathering where staff enjoyed many games and activities. Recognition pins were distributed to four radiology staff members who have had long career commitments to AUBMC for more than 30 years.





## AUBMC RUN

This year, Beirut Marathon 2013 was yet again a major event with a record 36,000 participants. AUB and AUBMC had a strong presence at the marathon with hundreds of participants including faculty, staff, and students.

AUBMC offered to cover half of the registration fees, in an initiative to foster commitment to worthwhile causes. AUBMC's causes were "The Brave Heart Fund," "Friends of Multiple Sclerosis Center" and the "Embrace Fund."



## JCI NURSES' LEAGUE 2013: TAKING QUALITY TO NEW HEIGHTS!

At no time in the Medical Center's history has soccer been more popular than in the fall of 2013, and that interest will only continue to grow.

More than fifty units tested their knowledge in the soccer portrait and competed in the JCI Nurses' League 2013, similar to that of major soccer leagues. The competition had a number of electrifying moments - chief among them was seeing nurses on the units refresh their knowledge on JCI standards and International Patient Safety Goals. Teamwork was the highlight during that season and the staff had conversations at work and at home with colleagues to compete and excel during the games.

Over a period of three weeks, teams from different units competed against each other on a daily basis. Nurses wore hats, blew horns and cheered their colleagues at every game. Ultimately, 9 North and interventional units (IVF, Radiology, Radiation Oncology, Endoscopy/ Bronchoscopy, Cardiac Lab, Hemodialysis Unit) competed in the finals.

In the end, 9 North won the championship; although all the nursing units demonstrated superb knowledge and commitment to excellence. The JCI Nurses' League undoubtedly broke new ground with regards to collaboration, professional engagement and JCI knowledge.



# HR FOR NON HR TRAINING

Within the set strategy to boost organizational performance through fostering productive and well-managed work teams, the AUBMC Human Resources Department is organizing a series of workshops on Human Resources best practices that will be delivered across an eight month period to supervisors and managers.

The aim of these workshops is to train non-HR managers who are increasingly taking charge of HR responsibilities in their own departments. Training will include direct applications to AUBMC's policies and procedures and will encompass all aspects of HR.

A total of 150 AUBMC managers and supervisors were divided into ten groups, and each group will have to go through workshops covering nine different HR modules.

Participants enjoy a wealth of essential HR-related expertise delivered through hands-on training featuring actual AUBMC practices and real-life activities.

Feedback on these workshops till now has been very positive, emphasizing the ever-growing cross functional HR role within AUBMC and the continuous need to advance HR practices across all levels and units.

## Syllabus

Module	Topic	Duration	Facilitator(s)	Objectives
0	<b>Introduction</b>	30 min	Roudaina Haddad Lama Itani	<ul style="list-style-type: none"> <li>- Define HR, identify the key HR functions and the evolving role</li> <li>- Identify the role of non-HR managers in HR</li> </ul>
1	<b>Job Analysis</b>	6 hours (1 day)	Lama Itani Hassan Alameh Joanne Kadado	<ul style="list-style-type: none"> <li>- Define job analysis and its uses</li> <li>- Identify the components of Job Description and Job Specifications</li> <li>- Write Job Descriptions using AUBMC format</li> <li>- Define Job Family and its purposes</li> <li>- Identify the Job Families at AUBMC, the associated positions and competencies</li> </ul>
2	<b>Workforce Planning</b>	8 hours (2 half days)	Roudaina Haddad Alhan Shamseddine Lama Itani	<ul style="list-style-type: none"> <li>- Define workforce planning</li> <li>- Identify and define the steps of workforce planning</li> <li>- List the advantages of applying workforce planning</li> <li>- Draft a staffing plan</li> </ul>
3	<b>Recruitment and Selection</b>	8 hours (2 half days)	Nadine Ayyash Lama Itani	<ul style="list-style-type: none"> <li>- Prepare for and conduct competency based interviews</li> <li>- List important tips to consider when conducting an interview</li> <li>- Identify the Do's and Don'ts during an interview</li> <li>- Evaluate candidates and identify the best fit for the job</li> </ul>
4	<b>Training and Development</b>	2 hours	Lama Itani	<ul style="list-style-type: none"> <li>- Define training and development</li> <li>- Identify the stages of the Training Cycle</li> <li>- Define the levels of needs assessment</li> <li>- Identify the role of managers in training and developing employees</li> <li>- Define the Orientation and On-boarding processes</li> </ul>
5	<b>Talent Management</b>	2 hours	Roudaina Haddad Lama Itani	<ul style="list-style-type: none"> <li>- Define talent management and its importance</li> <li>- Identify talent management programs</li> <li>- Identify the role of the managers in career development</li> <li>- Define succession planning and replacement planning</li> <li>- Identify challenges in talent management</li> </ul>
6	<b>Performance Management</b>	8 hours (2 half days)	Lama Itani Joanne Kadado	<ul style="list-style-type: none"> <li>- Define performance management and identify the stages of the cycle</li> <li>- Write a performance plan using smart goals</li> <li>- List the ratings in performance appraisal</li> <li>- Understand the errors supervisors face in rating employees</li> <li>- Conduct an efficient performance appraisal meeting</li> <li>- Write an employee development plan and an employee performance improvement plan</li> </ul>

7	<b>Supervisor Portal</b>	4 hours	Alhan Shamseddine Nabila Al Madhoun Sarya Makki	<ul style="list-style-type: none"> <li>- Identify the different types of forms and reports in the portal</li> <li>- Identify how each form should be filled</li> <li>- Generate reports</li> </ul>
8	<b>Total Rewards</b>	1 hour	Roudaina Haddad Lama Itani	<ul style="list-style-type: none"> <li>- Define internal and external equity</li> <li>- Define pay-grades, pay-ranges and Compa-ratios</li> </ul>
9	<b>Time Report</b>	2.5 hours	Samia Haddad	<ul style="list-style-type: none"> <li>- Define agreements</li> <li>- Record time attendance data</li> <li>- Detect and calculate employee total worked hours, overtime and straight time</li> <li>- Identify how to monitor all types of leaves</li> <li>- Identify the process of checking employees with records showing Late in/late out, early in/early out</li> <li>- Report the presence hours of the "on-call"</li> <li>- Export payable hours data to your payroll system</li> </ul>

## A PEEK INTO NEXT MODULE: WORKFORCE PLANNING

