



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Service-WR

Subject: Promotion And Transfer Of Clinical Dietitian (II) And Clinical Dietitian (I) Within King Abdulaziz Medical City-Jeddah

Original Date: Version 1 August 2012

Effective: August 2012

Reference: 028010-20 Version-1

Replaces Number: None

Targeted Employees/Departments: Clinical Nutrition Services Staff

1. Purpose:

1.1 To define the policy and procedures of Clinical Nutrition Services governing the selection and approval of qualified employees, both civilian and military nominated for promotion.

1.2 To define the policy and procedures of Clinical Nutrition Services governing the selection and approval of qualified employees, both civilian and military nominated for transfer within King Abdulaziz Medical City-Jeddah.

2. Definitions:

2.1 Promotion: is considered an upgrading to a position with a higher hiring rate or position of substantially increased in responsibility and/or complexity of work assignment or job assignment, and the employee's salary is generally increased at the time of promotion to an appropriate level.

2.2 Demotion: is considered a downgrading to a position with a lower hiring rate or position of substantially lesser responsibility and/or complexity of work assignment or job assignment, and the employee's salary is generally decreased at the time of demotion to an appropriate level.

2.3 Transfer: is a move to a position within the department or to the other department. A transfer can be classified as follows:

2.3.1 Promotional transfer: is an upgrading of employee to a position with other or within the department on a higher hiring rate as described in Item **No. 2.1** above.

2.3.2 Demotional transfer: is a move of employee to other position with other or within the department on a lower hiring rate as described in Item **No. 2.2** above.

2.3.3 Lateral transfer: is a move of employee to a position with an equal hiring rate of essentially equal responsibility and/or complexity of his/her current work assignment or job assignment, and the employee's salary is retained as the result of the transfer.

2.3.3.1 Lateral transfer to a position in other department with equal hiring rate but with different qualification and job requirement / responsibility should be processed in the normal process, which is through the Administrative Credentialing Committee (ACC).



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2.3.3.2 Lateral transfer to a position in other department with equal hiring rate of essentially equal responsibility/complexity of current job assignment need not go through the ACC.

2.4 Salary Alignment/Adjustment: means an adjustment granted if an employee is conditionally assigned at a lower hiring rate than the established NGHA Salary Scale for intended position, or if the position is upgraded or re-classified to another job title, or if the salary is reassessed and approved for increase.

2.5 Administrative Credentialing Committee (ACC): is a standing committee established to serve as a principal mechanism for the selection and promotion of qualified Program employees to a vacant budgeted position. The Committee is responsible to review all administrative and technical positions except Medical Staff. The committee is also categorized into two (2) types as follows: (1) Corporate ACC where promotions/transfer cases are submitted and presented into this committee if the department is functioning in a corporate level; and (2) Regional ACC where promotion/transfer cases are submitted and presented into this committee if the department is functioning on a regional level. Specifically, the committee aims to:

2.5.1 To handle all requests for promotion and transfer of non-medical staff.

2.5.2 To assure that fair selection process of promotion/transfer are being practiced. It entails the review of the candidates' credentials and reconciliation with the approved job description of the target position. The promotion will be based on the recommendation and approval by the Specialty Board, if appropriate.

2.6 KAMC-J: refers to King Abdulaziz Medical City-Jeddah

2.7. MSR: refers to Manpower Status Report

3. Policy Statements:

3.1 Clinical Nutrition Services at KAMC-J supports the efforts of employees to advance in employment by acquiring and/or improving their skills that would qualify them for higher-level of positions.

3.1.1 As indicated in the Employee Relations Manual, article II-8, Health Affairs will endeavor to place qualified employees in all vacant budgeted positions through a promotion/transfer process within or to the other department.



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3.1.2 Clinical Nutrition Services at KAMC-J shall also endeavor to provide fair opportunities for promotion and transfer for all its staff.

3.2 Clinical Nutrition Services employees are allowed to be promoted and transferred to other departments only after the completion of at least six (6) months of continuous employment in their current position (including the probationary period). Transfer/promotion of qualified employees within the same department is also allowed after their probationary period.

3.3 Clinical Nutrition Services employees who are eligible for promotion shall apply through Chief Clinical Nutrition Services for promotion/transfer within or to other department/division for open budgeted position.

3.3.1 Chief Clinical Nutrition Services should not block/impede the employee's transfer. Clinical Nutrition Services Departmental contingency plan should include continuous training of staff, which also promotes career path for the staff, and provide ample time for the Department to acquire replacements for employees who signify their interests to transfer to other departments.

3.3.2 In case of refusal on the part of the Chief Clinical Nutrition Services, justification should be indicated in the Personnel Action Control (PAC) form for the committee's review and resolution.

3.4 In determining an employee's qualifications for promotion or transfer, Clinical Nutrition Services may include, but not be limited to, the following factors: (i) experience; (ii) past performance; (iii) ability to perform the essential functions of the job; (iv) educational background; and (v) ability and to perform the work competently.

3.5 All relevant factors as described in Item **No. 3.4** above shall be considered fully, and when they are found to be relatively equal between two or more employees, the promotion or transfer will be deliberated and resolved through the ACC.

3.6 The following criteria must be observed for a promotion to be recommended for approval.

3.6.1 The MSR line must be budgeted and open with no contractual commitment.



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3.6.2 The applicant must meet the minimum job requirements as stated in the Job Description. He/She should be recommended by the related specialty board and/or other appropriate bodies.

3.6.3 Chief Clinical Nutrition Services may request the Committee to reconsider a decision only in cases wherein new information, which may affect the decision, is made available. Such request must be made in writing in accordance with APP 1414-004 (Delegation of Signatory Authority).

3.7 Current employees selected for promotion will be given priority for promotion/transfer, on the principle that the employee's (candidate's) known credentials, work experience, environmental adaptation, health records, and supervisor's recommendation represent a more rigorous test of his/her qualification

3.8 The Administrative Credentialing Committee shall establish and operate a system for the expeditious review of all transfer/promotion, promotion adjustments and alignment adjustments including the credentials of the employees involved and other related documents.

3.8.1 Except in special circumstances, which must be justified, there must be a resolution(s) on each case within four (4) weeks of presentation to the ACC.

3.8.2 The Committee will apply a fair process system in the evaluation criteria and it must be based on a reconciliation assessment.

3.8.3 The Committee has the authority to request additional information regarding submitted requests. It has the discretion to verify independently all related qualifications and credentials, in an appropriate manner.

3.9 Employees who are promoted may receive a promotional salary increase.

3.9.1 Normally when promoted, the employees' salary will be increased to the hiring rate of the new position.

3.9.2 In certain cases, the present salary may be only slightly less, equal to, or even greater than the hiring rate of the new position, the employee shall receive not less than 5% salary increase, upon promotion whichever is higher against the new position hiring rate and as long as this changes would be within the new position's salary cap.



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3.9.3 Employees who are promoted are eligible to receive a merit increase during the same contract year of employment.

3.10 An employee may be demoted from one position to another. Generally, the demoted employee will receive a salary decrease and the subject employee must sign a Memorandum of Understanding as part of the contractual process.

3.10.1 If the demotional transfer is initiated by and for the interest of the releasing department, the Program will maintain the current salary of the demoted employee. In this case, the salary of the demoted employee shall be maintained and shall be:

3.10.1.1 Eligible for a merit increase provided the employee's salary before demotion falls between the hiring rate of the new position and the position salary cap.

3.10.1.2 Ineligible for a merit increase, if the employee's salary before demotion is more than the new position's salary cap.

3.10.2 If the demotional transfer is a move initiated by the employee, the salary commensurate to the demoted employee would be equal to the new position's hiring rate. After signing the Memorandum of Understanding, the amount of merit increase earned during the occupation of the position shall be added to the new position's hiring rate provided the total amount of salary (new) does not exceed the new position's salary cap.

3.10.3 No employee will be demoted retroactively.

3.10.4 If an employee is demoted and initiates the grievance procedure, and if the case cannot be resolved, it might be referred to the ACC by the concerned Executive Director for review and recommendation. The ACC will also review, on its own initiative, all cases in which an employee's qualifications are different from the position's requirement and recommend action as appropriate.

3.11 Salary Alignment/Adjustment for employees shall be made according to the criteria below:

3.11.1 If an employee is assigned on a lower rate than the established approved rate, then the salary adjustment will be approved by the Executive Director of the respective group/Division. In case, job requirements or reconciliation are set by certain approving



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authority, salary adjustment will be processed based on their final disposition and approval.

3.11.2 If the position is upgraded or reclassified to another position with higher salary, then the employee(s) intended for this position will be submitted to the Administrative Credentialing Committee.

3.11.3 If the salary is re-assessed by the Job Classification Committee (JCC) and approved for increase with no change in job title, then the employee salaries will be adjusted accordingly. The old employee who has gained merit increase while occupying a position, which hiring rate has been increased, should be given the difference of the new rate from the old rate plus the merit increase earned on top of his/her current salary.

3.12 Arrangements for transfer of employees should be made with the concurrence of Chief Clinical Nutrition Services whenever possible and it will be approved in accordance with APP 1414-004 (Delegation of Signatory Authority).

3.12.1 Any department that is interested in having an employee transfer from another department should first discuss the matter directly with the Chief Clinical Nutrition Services.

3.12.2 The employee should not be contacted directly until an agreement is reached between the management of the two departments.

3.13 All Staff who are transferring from one facility to another within the National Guard Health Affairs shall be in accordance with APP 1418-007 (Inter-Regional Transfer).

4. Procedures:

4.1 Any Clinical Nutrition Services employee who considers himself/herself qualified may apply for any open/vacant (budgeted) positions.

4.1.1 Chief Clinical Nutrition Services will process the transfer/promotion requests with the concerned department.

4.1.2 After discussion with the employee, Chief Clinical Nutrition Services should submit the required documentation to Administrative Credentialing Committee (ACC)



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through Manpower Services Department for presentation/approval and subsequent processing.

4.2 Upon receipt of the department's request of promoting their employee to a vacant position in their department, Manpower Services should advertise the vacant position in the website for internal applicants for a period of two weeks.

4.3 Selected candidate(s) for transfer/promotion within or in other department shall be forwarded to Manpower Services for processing. The concerned department should submit the following required documentations to Manpower Services Department for Administrative Credentialing Committee (ACC).

4.3.1 Personnel Action Control (PAC) Form (see attachment)

4.3.2 Job Transfer Form, if applicable (see attachment)

4.3.3 Approved Job Description of the target position (last update)

4.3.4 English Proficiency Test Results with the minimum passing mark of the target position.

4.3.4.1 Candidate considered for a position with English Proficiency Test requirement of 65, which he/she had already met in his/her current position (i.e., targeted position is within the same group level of the current position), re-test should not be necessary.

4.3.4.2 Candidate who had met the minimum requirement for English Proficiency Test of a lower group level and who is being promoted to higher group level must re-take the examination.

4.3.5 Typing Speed test, as required by the target position

4.3.6 Three (3) most recent evaluations

4.3.7 Updated curriculum Vitae (CV) of the candidates

4.3.8 Memorandum of Recommendations for the subject employee



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4.3.9 Approved minutes of the Specialty Board, if applicable

4.4 Manpower Services shall then process the promotion requests, prepare the summary sheet called "Reconciliation Form" and present the required documentation to the Administrative Credentialing Committee (ACC) for presentation/approval and subsequent processing.

4.5 The Committee Coordinator will prepare and distribute the agenda of the meeting one week before the committee date.

4.5.1 The ACC coordinator will prepare an action summary sheet indicating the cases to be discussed at a given meeting to be forwarded to each committee member, so that it is received at least five (5) working days prior to a scheduled meeting.

4.5.2 During the meeting, the committee shall evaluate each case and recommend appropriate action.

4.5.3 All documents are to be considered confidential.

4.6 Chief Clinical Nutrition Services may be invited by the committee to present or explain the rationale behind certain promotions as estimated by the Committee. In case more than one candidate applies for one position, the receiving department should appoint a panel to review the candidates and submit a complete report to the ACC.

4.7 Following the meeting, the ACC coordinator shall review the minutes of the meeting indicating the recommendations of the committee, regarding each case presented, for the approval of the Chief Operating Officer (COO). Once approved/signed by the COO the minutes will be returned to the Manpower Services for further action.

4.8 Manpower Services shall provide a copy of the approved Minutes of the Meeting to HR/Payroll Services for subsequent processing.

4.9 Manpower Services should notify the target/receiving department and releasing departments regarding the ACC decision. Appeals or reconsiderations regarding the Committee's resolution(s) may be made by concerned departments through the Office of the Chief Operating Officer.

4.10 Upon receipt of the notification from Manpower Services, the releasing department can hold the employee for a maximum period of thirty (30) days from the date of ACC approval.



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4.11 Manpower Services should send congratulatory letter to promoted employees accordingly.

5. Equipment/Forms:

5.1 Personnel Action Control (PAC) Form

5.2 Job Transfer Form, if applicable

5.3 Approved Job Description of the target position (last update)

6. Related References:

6.1 Employee Relations Manual (ERM)

6.2 APP 1414-004: Delegation of Signatory Authority

6.3 APP 1418-007: Inter-Regional Transfer

6.4 APP 915-10: Promotion & Transfer

7. Appendices:

None

8. Recommendations:

None



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Prepared, Reviewed and Approved by: Mr. Mohammed Al Zagli, Chief Clinical Nutrition Services

_____ **Date:** _____

Approved by: Mr. Abdulaziz Al Harazi, Associate Executive Director Operations-WR

_____ **Date:** _____

Approved by: Brig. Gen. Eng. Khalid Bakulka, Executive Director Operations-WR

_____ **Date:** _____