



King Abdulaziz Medical Cities (National Guard Hospitals)

Riyadh (Central) - KAMC

Al Hassa (Eastern) - King Abdulaziz Hospital

No Preference

Jeddah (Western) - KAMC

Dammam (Eastern) - Al Imam Abdulrahman Bin Faisal Hospital

GENERIC SUPERVISORY / MANAGEMENT CHECKLIST

AREA - NURSING

IMPORTANT

Before proceeding with this Skills Checklist, please read the following statement:

Demonstration of skills stated will be expected during your 90 days probationary period. Inability to demonstrate the skills stated will result in termination of your employment during the probationary period.

I have read the above statement, and I acknowledge my **clear understanding** of this statement.

Name: _____ Signature: _____ Date: _____

AIM OF CHECKLIST:

This checklist will be used to assess your suitability for placement. Provide additional information as needed to facilitate a comprehensive review of your skills and experience.

EXPERIENCE KEY: (Patricia Benner's Model of Nursing Skills Acquisition - "Novice to Expert")

1 - **Novice** - no background experience related to this function

2 - **Advanced Beginner** - sufficient knowledge to understand the contextual nature of the function, able to perform routine functions independently, requires assistance when setting priorities in complex situations.

3 - **Competent** - views actions as part of an over-all plan, knows what aspects of current and contemplated situations are most important, needs to gain speed and flexibility to be proficient.

4 - **Proficient** - perceives situations and functions as a whole, has knowledge of the typical events to expect in a given situation and the appropriate responses, flexible in decision making.

5 - **Expert** - enormous background and experience, can grasp situations intuitively, mastery in performance, incorporates elements of innovation and creativity in clinical experience.

FREQUENCY KEY:

1 - Never performed the skill

2 - At least once or twice a year

3 - At least once per month

4 - At least once per week

5 - At least daily

EXPERIENCE

1	2	3	4	5
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FREQUENCY

1	2	3	4	5
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I. QUALITY / EXCELLENCE:

Excellent interpersonal skills

Expert clinical skills in specialty area

Up to date knowledge of research processes

Knowledge and utilization of clinical research

Continuous quality improvement philosophy and tools

Participation in quality improvement activities

Knowledge of current standards of patient care and nursing practice

Understanding and practice of current management theory

Strategic planning and directional goal setting

Sound decision making skills

Effective written and verbal communication skills

Demonstrable self direction

Ability to exercise sound professional judgment
Effective delegation skills
Acknowledgement by peers and colleagues as role model
Effective interaction with multidisciplinary teams

EXPERIENCE				
1	2	3	4	5

FREQUENCY				
1	2	3	4	5

II. RESOURCE MANAGEMENT:

Knowledge up dated
Knowledge of Human Resources policy
Understanding of applicable employment laws
Innovative practices and techniques
Understanding and application of change management
Knowledge of organization development
Solid financial management experience to include budgeting, monitoring of expenses etc.
Negotiation skills
Problem solving skills
Delegation skills

III. INFORMATION MANAGEMENT

(a.1) FACILITATE MEETINGS

Lead meetings
Make contributions to meetings
Facilitate generation of new/alternative ideas

(a.2) PERSONAL COMPETENCIES

Acting assertively
Building teams
Communicating plans, goals, etc.
Focusing on results
Influencing others
Searching for information
Thinking and decision taking

(a.3) KNOWLEDGE AND REQUIREMENTS

Communication
Leadership styles
Meetings
Organizational context
Working relationships

(b) PROVIDE INFORMATION TO SUPPORT DECISION MAKING

Obtain information for decision making
Record and store information
Analyze information to support decision making
Advise and inform others

To Perform Effectively In This Aspect Of Info Management, One Needs To Have Knowledge And Understanding In The Areas Of:

Analytic techniques
Communication
Continuous improvement
Involvement and motivation
Organizational context

IV. PATIENT/CUSTOMER FOCUS:

Practice active listening techniques
Demonstrable cultural sensitivity/diversity
Knowledge of Islamic principles and practices
Handling difficult customers
Diplomacy skills
Refined interpersonal skills

V. TEAMWORK:

Understand group dynamics
Understand team development stages

Flexible and innovative approach to work relationships
 Meeting skills
 Public Presentation skills
 Leadership skills
 Counselling skills
 Conflict resolution skills
 Coaching/Mentoring skills

EXPERIENCE

1	2	3	4	5

FREQUENCY

1	2	3	4	5

VI. GENERAL RESPONSIBILITIES:

Continuous development of specific clinical area including regular attendance of education sessions
 Devise strategies for the function of specific clinical area
 Control direct and indirect costs associated with area
 Direct and manage service and staff in area by effective leadership
 Quality improvement through documents, procedures, patient care, personnel etc.
 Report Waiting
 Clinical Knowledge of Area Applied For
 Staff Appraisals
 Staff Development Skills
 Recruitment Selection

GENERAL NURSING KNOWLEDGE

Knowledge of evidence-based practice
 Knowledge of reflective practice
 Knowledge of nursing critical thinking

YES	NO

COMPUTER SKILLS

Microsoft Word
 Electronic Scheduling
 Microsoft Powerpoint
 Microsoft Access
 Microsoft Excel
 Internet (email and www searches)
Email - name the application e.g. Outlook, Express

Electronic Medical Records - name the system, e.g. Per Se, Oracle, Cerner, etc.

YES	NO

CLINICAL TEACHING SKILLS

New Employees Orientation
 Student Nurse Teaching
 Clinical Teaching Demonstrations
 In-Service Education Presentations

YES	NO