



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Staffing Plan		MMC – ADM – 16 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		03	
APPLIES TO		RESPONSIBILITY	
All Admin workers		Quality and patient safety	

1. PURPOSE:

- 1.1 The purpose of this policy is to set the controls and the guidelines used to estimate the numbers, types, and levels of job holders needed by each department to implement business plans, identify expected vacancies, and determine how vacancies are to be filled.
- 1.2 To establish a manpower planning framework that will ensure sufficient levels of competent staff to fulfill the strategic and operational plan of the clinic.
- 1.3 To reduce overtime hours and positively impact the general wellbeing of staff which will result in less turnover and reduce long-term shortages of personnel.
- 1.4 To identify the future demand for Human Resources needed in the center.
- 1.5 To organize the recruitment process in the center.
- 1.6 To include staffing needs in the budget of each department for proper budgeting.

2. DEFINITION:

- 2.1 **Staff:** Group of persons, as employees, charged with carrying out the work of an establishment, or executing some undertaking, e.g., independent practitioners (temporary, visiting, part-time) and volunteer.
- 2.2 **Staffing Plan:** The database document listing all HCF employees and positions. This also includes all other details pertaining to the HCF's manpower resources.



3. POLICY:

- 3.1 The center's leaders (the HR director together with the center director, medical director, nursing director, and administrative director) should formulate a staffing plan for the center based on the scope of services the center provides and the center's capacity and working hours.
- 3.2 The staffing plan shall ensure that services meet the needs of safe patient care.
- 3.3 The staffing plan shall define the number, type, and credentials of required staff (medical and non-medical) and their roles to ensure safe patient care, according to MOH rules and regulations, and the smooth operation of other administrative areas.
- 3.4 The center shall recruit and assign appropriately qualified staff in accordance with the staffing plan.

4. PROCEDURE:

- 4.1 HR manager will send the current manpower at the beginning of November of the current year to all departments' heads asking the estimate manpower requirements for the upcoming year.
- 4.2 Each Head of department will prepare manpower requirements supported by clear justifications for his/her area of responsibility and submit them to the clinic manager in the last week of November of the current year.
- 4.3 Each department head will determine the qualification requirements for the new hires based on the job description designated to their job.
- 4.4 The clinic manager will carefully review the proposals and discuss with Department Heads appropriate justification of needs.
- 4.5 Once finalized and approved by all concerned entities, manpower plans will be compiled into one major manpower plan by the Human Resources Manager.
- 4.6 The compiled manpower plan, with documented justification, will be presented to the clinic director by the HR manager and discussed in the executive committee for their recommendations.
- 4.7 After discussion, the Clinic Director will grant final approval of manpower requirements according to budget applicability.
- 4.8 The Human Resources Manager will then communicate back to the concerned Departments what has been approved as a manpower plan for the upcoming year.
- 4.9 After approval of the planned manpower, staff recruitment process will be activated as per the Staff Recruitment Policy.



5. RESOURCES:

5.1 N/A

6. CROSS REFERENCE:

6.1 Staffing plan

7. REFERENCES:

- 7.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.
7.2 The Joint Commission International (JCI), 7th Edition, Effective Jan 2021.

8. FORMS & ATTACHMENT:

- 8.1 Staffing plan.
8.2 Employees satisfaction survey.

9 Approved:

PROVALS & REVIEWS::			
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