



Executive & Procedural Rules for distributing Excellence Allowance to Health staff at King Fahad Hospital of the University in Khobar and at university's health centers

- Rules for distributing excellence allowance:
 1. Excellence allowance is granted according to the annual job performance report for those who obtained an “excellent” evaluation for the last two years. In addition to this, the following conditions are required:
 - 1.1. The employee should achieve any of the following items to obtain a percentage (10%) of the allowance, or at least two items to obtain a percentage (20%) or three items to obtain a percentage (30%).
- ❖ Items to be achieved:
 - a. Obtaining awards or honors for excellence in performance from accredited bodies.
 - (A/1) The award must be issued by a scientific institution or a specialized center.
 - (A/2) The awarding body must be one of the bodies that adopts the principle of arbitration for research or projects submitted to compete for the award or related.
 - (A/3) No more than one year has passed since receiving the award or honor.
 - b. Voluntary work and community service:
 - (B/1) It must be from a body accredited by the university or regional or international charitable or humanitarian bodies, such as: Charities registered in the Ministry of Human

Resources and Social Development, UNESCO and others.

(B/2) The number of volunteer hours should not be less than 30 hours annually if it is outside the Kingdom, with proof of attachment.

(B/3) The number of volunteer hours should not be less than 50 hours annually if it is outside the Dammam metropolis (Dammam - Khobar - Dhahran - Qatif).

(B/4) The number of volunteer hours should not be less than 100 hours annually if it is within the Dammam metropolis.

(B/5) No more than one year has passed since the voluntary work has been carried out.

(B/6) The nature of the voluntary work should be in the field of specialization of the applicant.

c. Participation with research or scientific papers in medical symposia and forums:

(C/1) The conference or symposium should be a specialized international scientific meet organized by a university, research center or health organization, whether at the regional or international level.

(C/2) The research or scientific paper should be presented as an oral presentation at the conference and not in the form of a poster presentation.

(C/3) The research or scientific paper accepted in the symposium or conference has been subject to rigorous scientific arbitration.

(C/4) The research or scientific paper should be fully published within the proceedings of the conference or symposium booklet.

(C/5) No more than one year has passed since the conference or symposium.

d. Providing specialized scientific research and experiments:

(D/1) Achieving one or more of the following:

(A) Obtaining external financial support for the research project.

(B) Active participation in joint research projects and specialized scientific experiments with international bodies recognized by the university.

(C) Active participation in research projects supported by the university.

(D/2) The research activity or the specialized scientific experiment has been approved by the Standing Committee for Research Ethics on Living Creatures, and the award should be submitted within one year of obtaining the approval of the Standing Committee for Research Ethics on Living Creatures.

(D/3) Rare surgical operations or discovery of medical drugs, provided that the documentation and publication of scientific results in a classified journal approved by the University's Scientific Council.

e. Writing scientific or educational books:

(E/1) The books have been published or accepted for publication in publishing houses approved by the university.

(E/2) It does not include brochures, leaflets or publications.

(E/3) No more than one year has passed since the publication of the book.

f. Publishing scientific papers in a refereed journal:

(F/1) The journal should be among the journals approved by the Scientific Council.

(F/2) The scientific paper should be within the specialization of the applicant for the award.

(F/3) The scientific paper of the applicant for the award will not be accepted unless he/she is affiliated with the university.

(F/4) Affiliation with the university should be unique, explicit, and linked to the name of the applicant for the award.

(F/5) No more than one year has passed since the publication of the scientific paper.



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