MAHA BINT MISHARI BIN ABDULAZIZ ALSAUD, MD

MEMBERSHIPS & POSITIONS

- Governor, American College of Physicians – Saudi Chapter
- President, Medical Alumni of George Washington University in Saudi Arabia and Gulf countries
- Founding Member, American College of Physicians – Saudi Chapter
- Founding Member, Alzheimer's Society
- Fellow, American College of Physicians
- Member, American Medical Association
- Member, Al Nahda, Takaful Group
- Board Member, Primary Vascular Research Institute
- Deputy Coordinator, Joint Saudi Arabia-United States universities project (1995-96)

EDUCATION & TRAINING

2014	American Board of Internal Medicine Recertification
2004	American Board of Internal Medicine Recertification
1994	American Board of Internal Medicine Certification
1990-1993	Residency Program, trained at GWUH, Holy Cross, and V.A. Hospitals George Washington University (Washington, D.C.)
1988-1989	Residency Training King Faisal Specialist Hospital & Research Centre (Riyadh, Kingdom of Saudi Arabia)
1986-1987	Internship Training King Saud University (Riyadh, Kingdom of Saudi Arabia)
1980-1986	College of Medicine MBBS King Saud University (Riyadh, Kingdom of Saudi Arabia)
1980	Graduated Riyadh School (Riyadh, Kingdom of Saudi Arabia)

REPRESENTATIONS

- Represented the Alfaisal University both externally and internally:
    - Heads of States
    - BOT members
- Guest Speaker, MOHE's Annual Women's Leadership Conference (2011, 2012 & 2013)
- Alfaisal University delegation at KAUST on various occasions
- Represented Saudi Arabia in Kuwait for the International Conference on Women Leaders in Science, Technology, and Engineering (8-10 January, 2007)

- Official Envoy of Saudi Arabia in the USA for strategic planning (August 2006)
- Delegate of the International Professional and Cultural Program of the People-to-People Congress headed by the Head of the American College of Physicians in India (February 2006)
- Represented Saudi women physicians at His Majesty's Royal Court to wives of Heads of States of Indonesia, Korea, Jordan, Spain, Lebanon, France, China, Austria & other senior delegates since 2000

WORK HISTORY

- **ALFAISAL UNIVERSITY – Riyadh, KSA**

The Alfaisal University offers wide range of Graduate and Undergraduate programs in its four colleges (Business, Engineering, Medicine and Science). This esteemed University offers its students a wide range of opportunities to develop their full potential with outstanding facilities, inspirational academics and research-led teaching that will enable students to leave as highly skilled, well-developed individuals able to make the transition into the workplace easily. The programs have been designed in collaboration with distinguished international academic partners in order to satisfy the local and international market demands and to enable students to be prepared for employment.

POSITIONS:

- Vice President of External Relations and Advancement (2014 to present)
- Acting Vice President of External Relations (2012 to 2014)
- Executive Director of External Affairs (2008 to 2012)

DETAILED WORK EXPERIENCE

2014 to present - Vice-President of External Relations and Advancement
2012 to 2014 – Acting, Vice President of External Relations

- Collaborative work with high-level executives on the University's policies and procedures:
  - Senior members of the University's leadership team on research, programs & activities related to managing academic policies, by-laws & proposed amendments
  - Council of Deans to establish a unified Alfaisal University message.
  - Lawyers to initiate the creation of a uniform MOU template to be shared with external entities through the Advancement Office
- Created & Chair of several committees that govern women's admission & work environment
  - Council of Deans
  - Council of Administrators (chaired on multiple occasions)
  - Grievance Committee (committee creator & chair)
  - Students' Life Committee (committee creator & chair)
- Advisor to the President & staff member to the Board of Trustee Committee, in gathering, collating & analyzing data relative to strategic planning, accreditation, marketing, and enrolment & recruitment planning for the University.

- Spearheads the efforts of University staff & resources towards strategic national & international collaborations & marketing outreach
- Strengthens ties within the University departments & external entities and works closely with:
  - the senior management teams & designated staff to pace and drive University development & implementation of the strategic plan
  - fundraising committee & the development department in regards to endowments, donation & funding opportunities to increase the University's financial resources
  - Department directors & managers on departmental needs & workloads
- Initiates and maintains strong cooperative relationships with other colleges and universities, professional organizations, civic organizations and relevant groups
- Overall management and supervision of the following related University functions and major events:
  - Campus and VIP events, as well as Alumni Relations and donor relations strategies and activities: convocations, graduations, MOHE, ACP, career fairs, etc.
- Created & established the following:
  - A cohesive organizational structure for the External Relations Division (ERD) that has been effective in mainstreaming information & workflow, guiding public functions & branding.
    - A unified platform for ERD using a software, which helps in linking organizations, NGOs, companies & governments; an organizational plan, policies & procedures & strategic plan in alignment with the University's strategic plan to the mission & vision (student-centered).
    - Mentoring the heads of department in the ERD in providing leadership and direction in setting overall goals, monitoring budgets, guidance, support, and management to department employees to ensure effective & efficient flow of work & recognize their fundamental roles to achieve the University's goals.
    - Activated career path & retention plans for all ERD staff members
  - Collaboration with various departments with a mainframe that standardized all marketing and public relations output.
  - Weekly online newsletter, Newswire for Alfaisal University staff in collaboration with all college & departments through PRM department.
  - Student's Fund through the Advancement Office & Student Affairs.
  - Tracking system for MOUs which is automated, assessed through the Advancement Office.
  - Auditorium policies & procedures (for rental & usage) in collaboration with Facilities and Finance Department
  - Corporate Social Responsibility department which serves Alfaisal University students, alumni & the community
  - Ladies' gardens
- Provided support to the alumni & current students in the following key areas:
  - Activities & achievements through the Alumni and Placement Relations Department (APR) & PRM Departments

- Various soft skills, workshops & exams through the Alumni & Placement Relations department
- Guided the Advancement Office to a stronger & robust engagement of the community
- Hosted the first conference of Alfaisal University in 2014
- Participated in developing a 5-year strategic plan for the University, working on the execution of its objectives & action plan within the required timeline (2013)
- Worked with the Public Relations & Marketing (PRM) department on changing the University's identity, branding, marketing, and visual memory for events and archiving PRM involvements.

2008 to 2012 - Executive Director of External Affairs

- Focal person for women students' recruitment
- Ensures quality & equality for students, faculty & staff of the University
- Helped develop the Student Handbook
- Worked on scholarship committee
- Established the, rules & regulations for women's students & staff section
- Worked on the preparation of the environment, space & facilities for the ladies' section
- Established short- and long-range goals for funding sources & enlisted support from members of institutions, staff & volunteer organizations
- Researched public & private grant agencies & foundations to identify potential sources of funding for research, community service & other projects
- Worked cooperatively & collaboratively with the campus community, including the Faculty Assembly, employees, students, the President's staff & Dean's Council

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- **KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTRE – Riyadh, KSA**

The King Faisal Specialist Hospital and Research Centre is a 1589-bed tertiary/quaternary care and referral hospital based in Riyadh, Saudi Arabia. It is the national referral and research center for oncology, organ transplantation, cardiovascular diseases and genetic diseases and provides high-calibre treatment for everything from minor to complex and advanced medical conditions for Saudi Arabian nationals. The KFSH&RC holds Joint Commission International (JCI) accreditation as an Academic Medical Centre, and American Nurses Credentialing Centre (ANCC) Magnet designation. It is recognized as one of the leading healthcare organizations in the Middle East. The KFSH Research provides highly standardized scientific environment, which helps enhance clinical practices. The main priorities of KFSH Research include Cancer Research, Cardiovascular Disease, Stem Cells Therapy and Genetics Research & others, thus making it one of the world top centers in rare diseases research.

POSITION:

- **Consultant, Internal Medicine, Department of Medicine – 1995 to present**

DETAILED WORK EXPERIENCE:

- Responsible for the diagnosis and treatment of medical diseases and conditions, as well as the provision of medical care in the field of Internal Medicine. Holds special interest in woman's health and thromboembolic disease.
- Provides high quality patient care in all aspects of Internal Medicine according to approved clinical privileges.
- Responsible for the timely completion, competencies, accuracy and eligibility of the medical record.
- Provides on-call service and ensures availability and response time within the prescribed timeframe in accordance with hospital policy.
- Provides orientation, bedside training and supervision to interns, residents and fellows as assigned.
- Participates in the Department's educational activities such as Journal Club and case presentations and other training programs. Partakes in national and international medical conferences.
- Maintains and enhances professional knowledge and continuing education requirements.
- Participates in all mandatory departmental activities and serves on departmental and hospital committees and other administrative functions, as required.
- Assists the department in the development and implementation of techniques and practices that help maximize the utilization of all resources within the department and across the KFSH&RC (Gen. Org.).
- Developed a protocol for annual health screening profile.
- Coordinates the Internal Medicine's quality assurance & outreach programs.

POSITION:

- **Senior Clinical Scientist – 1995 - current**
- **Co-Director, Office of Research Affairs – 2003 to 2012**
  The Research Centre

DETAILED WORK EXPERIENCE:

- Oversees and the activities of the Research Advisory Council and its Committees (Research Ethics Committee, Basic Research Committee, Clinical Research Committee and the Animal Care & Use Committee).
- Manages the procurement and administration of research funds and the protection of Intellectual Property.
- Ensures that the institution's research proceedings and activities fully complies with the institutional guidelines and regulatory bodies and globally accepted ethical and safety standards.

- Provides an overview and assistance to the public regarding the KFSH&RC's research activities and worldwide scientific discoveries and sees to it that research resources are utilized to its optimum level.
- Participates in budgetary planning of department and contributes to planning of programs, space utilization, equipment selection and installation, and in departmental organization.
- Supervises clinical, technical and scientific staff assigned to research projects.