

دائرة الموارد البشرية

Human Resources Department

To: Chairpersons of Clinical Services
Heads of Divisions
Medical Center Heads
Laboratory Directors

From: Human Resources Department

Subject: Employees who speak foreign language

Date: June 16, 2008

Dear All,

We need to update our database of employees who speak a foreign language (other than English, French or Armenian). This is a requirement for proper communication with foreign patients and their families at AUBMC.

If you speak a foreign language, kindly print the form on the following link, http://services.aubmc.org.lb/int/hr/website/emp_tool/foreign_language_f.doc, fill it, and forward it to HRD-MC by e-mail.

Submission of the form implies that you may be contacted, if necessary, to translate for a foreign patient. Your contribution to such community service will be greatly appreciated.

Regards,



Dania Baba Wazzan, PhD
Director of Human Resources
American University of Beirut Medical Center

C.c.: Dr. Nadim Cortas, VP for Medical Affairs and the Raja N. Khuri, Dean, FM & MC
Mr. Munthir Kuzayli, Director of the Medical Center
Dr. Saleem Kiblawi, Chief of Staff

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