

College of Nursing

جامعة الأمير
سقطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY
College of Nursing



Program Guide



Guide Content

	Index	Page No.
1	College Dean's massage	1
2	A brief overview of the department	2
3	Program mission	2
4	Program goals	2
5	Jobs chances	3
6	Study plan	3
7	Program learning outcomes	8
8	Study rules and regulation	25
9	Attendance and absenteeism	26
10	Conditions for changing academic tracks	26
11	Academic advising	27
12	Tests and estimates	31
13	Internship	32
14	Graduation	32
15	Student rights and duties	34
16	Committees and their responsibilities	37



A brief overview of nursing:

The nursing profession is one of the highest humanitarian professions, as graduates of this profession extend a helping hand to sick and healthy people alike. The nursing staff strives to provide health services to all members of society to improve the health of its members, prevent diseases and prevent disability by providing rehabilitative care. As is the case with many countries in the world, the Kingdom of Saudi Arabia suffers from a severe shortage in the number of nurses, so the College of Nursing aims to prepare and qualify scientifically and technically qualified national nursing cadres capable of providing preventive, curative and rehabilitative nursing care in various public and private health facilities.

Program Mission:

Graduating qualified cadres specialized in nursing by providing distinguished, high-quality educational and training programs that contribute to improving health services and promoting scientific research and community service, committed to Islamic values and ethical standards.

Program Goals:

1. Providing distinguished education in the field of nursing that meets the needs of the labor market and is compatible with national and international standards for health education
2. Enhancing the student's skills in evidence-based clinical practice through practical training in hospitals and health centers.
3. The ability to contribute effectively to scientific research activities that contribute to improving the practice of the profession.
4. Partnering with healthcare institutions to promote practical research and innovation in nursing care.
5. Promoting the practice of ethical principles that contribute to providing high-quality health care to all members of society.
6. Activating community partnership to improve health awareness and disease prevention.



Jobs chances:

The nursing profession is considered as one of the most important and broad fields of work in the health sector around the world, and the opportunity is available for graduates of the nursing program to work as nursing specialists in all health sectors in light of the policy of localization of health jobs, including:

Clinical sector: inpatient departments, clinics, primary health care centers, school units, home medicine, and others.

Research sector: research centers.

Administrative sector: management of the nursing department in hospitals, the General Directorate of Nursing in the regions, the Ministry of Health, and quality offices.

Educational sector: Governmental universities and private colleges, and Patient Education Department and Nursing Education Department.

Study plan:

The study plan for the Bachelor of Nursing Sciences program consists of **128** study hours, including **50** courses distributed over **eight** academic levels, in addition to a compulsory **training/internship year**.

The courses are divided as follows:

- **University requirements:** 7 courses (6 compulsory + 1 elective).
- **College requirements:** 11 courses (10 compulsory + 1 elective).
- **Program requirements:** 32 courses (31 compulsory + 1 elective).



First level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
-	4	-	2	3	General Biology	BIOL 106
-	2	-	-	2	Language Skills	ARAB 101
-	3	2	-	2	English: Writing	ENGL 133
-	3	2	-	2	English: Reading	ENGL 132
-	3	-	2	2	Information Technology Skills	CT 140
-	2	-	-	2	Communication Skills	MC 1400
17					Total credit hours	

Second level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
-	3	2	-	2	English: Listening & Speaking	ENGL 131
-	2	-	-	2	Biostatistics	STAT 106
-	4	-	2	3	General Physics for Health Sciences	106 PHYS
-	2	-	-	2	Organic Chemistry for Health Sciences	106 CHEM
-	3	2	-	2	English for Health Sciences	ENGL 134
14					Total credit hours	



Third level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
Pre: BIOL 106	3	-	2	2	Principles of Anatomy	NRSG 2101
Pre: BIOL 106 Co: NRSG 2101	3	-	2	2	Principles of Physiology	NRSG 2102
-	2	-	-	2	Cultural Sensitivity in Professional Nursing Practice	NRSG 2103
pre: BIOL 106	3	-	-	3	Introduction to Clinical Skills in Patient Care	NRSG 2201
Co: NRSG 2101	2	-	4	-	Patient Care Clinical Skills Laboratory	NRSG 2202
13					Total credit hours	

Fourth level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
-	2	-	-	2	Expository writing	Arab 103
-	3	-	-	3	Pharmacologic Aspects of Patient Care	NRSG 2203
Pre: NRSG 2101 NRSG 2102 NRSG 2201	3	-	-	3	Health Assessment	NRSG 2301
Pre: NRSG 2202	2	-	4	-	Health Assessment Skills Development/ Laboratory	NRSG 2302
Pre: NRSG 2201	3	-	-	3	Adult and Geriatric Health Nursing-1/ Theory	NRSG 2303
Pre: NRSG 2202 Co: NRSG 2303	3	6	-	-	Adult and Geriatric Health Nursing-1/ Clinical	NRSG 2304
-	2	-	-	2	Principles of Nutrition	NRSG 3103
18					Total credit hours	



Fifth level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
Pre: NRSB 2303	3	-	-	3	Adult and Geriatric Health Nursing-2/ Theory	NRSB 3101
Pre: NRSB 2304 Co: NRSB 3101	3	6	-	-	Adult and Geriatric Health Nursing-2/ Clinical	NRSB 3102
-	3	-	-	3	Pathophysiology	NRSB 3104
-	2	-	-	2	Human Growth and Development	NRSB 3201
-	2	-	-	2	Therapeutic Communication in Professional Nursing Practice	NRSB 4103
13					Total credit hours	

Sixth level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
Pre: NRSB 3101	3	-	-	3	Maternal- Newborn Health Nursing\ Theory	NRSB 3202
-	2	4	-	-	Maternal- Newborn Health Nursing\ Clinical	NRSB 3203
Pre: NRSB 3101	3	-	-	3	Pediatric Health Nursing / Theory	NRSB 3301
-	2	4	-	-	Pediatric Health Nursing / Clinical	NRSB 3302
-	3	-	-	3	Methods of Nursing Research	NRSB 3303
13					Total credit hours	

Seventh level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
Pre: NRSB 3202 NRSB 3301	3	-	-	3	Mental Health Nursing /Theory	NRSB 4101
-	2	4	-	-	Mental Health Nursing \ Clinical	NRSB 4102
-	3	-	-	3	Evidence-Based Practice and Critical Thinking	NRSB 4201
Pre: NRSB 3202 NRSB 3301	3	-	-	3	Community Health Nursing/ Theory	NRSB 4202
-	2	4	-	-	Community Health Nursing/ Clinical	NRSB 4203
13					Total credit hours	



Eighth level						
Prerequisite \ Co-requisite	Credit hours	Actual contact hours			Course Name	Course Code in English
		Exercise	Lab	Lecture	English	
-	2	-	-	2	Information Technology in Nursing	NRSG 4104
-	2	-	-	2	Local and Global Issues in Nursing	NRSG 4204
Pre: NRSG 3202 NRSG 3301	4	4	-	2	Intensive Nursing	NRSG 4301
-	3	-	-	3	Nursing Management and Leadership/ Theory	NRSG 4302
-	2	4	-	-	Nursing Management and Leadership/ Clinical	NRSG 4303
13					Total credit hours	

Program Requirements (Elective)

No.	Credit hours	Course Code	Course Title
1	2	NRSG 4001	Palliative care nursing
2	2	NRSG 4002	Principles of health learning and education
3	2	NRSG 4003	Introduction to reproductive health
4	2	NRSG 4004	Quality and safety in health care

College Requirements (Elective)

No.	Credit hours	Course Code	Course Title
1	2	MED 4200	Emergency care
2	2	MED 4201	Medical ethics



Program Learning Outcomes:

Knowledge and Understanding:

K1	Identify the information, concepts, principles, and theories related to nursing, and supportive sciences.
K2	Demonstrate knowledge of the physical, psychological, and spiritual needs of individuals, families, and communities within the framework of culture, values and norms across the life span.
K3	Demonstrate understanding of the common risks and hazardous health problems competently in individuals, families, and communities.
K4	Recognize the evidence-based practice and research methodology of the nursing field.

Skills:

S1	Apply nursing process for patients \ clients in different settings in case of health and illness.
S2	Solve problems in different complex situations related to nursing care in order to improve health status and alleviate suffering.
S3	Conduct research methods interrelated to nursing based on the best evidences in accordance with ethical principles.
S4	Use critical thinking and information systems to support clinical decision-making and delivery of safe nursing care.

Values, Autonomy, and Responsibility:

V1	Use ethical and professional dispositions committed to autonomy, excellence, equity, advocacy, empathy, compassion, and sustainability.
V2	Appreciate cognitive flexibility, proficient communication, collaboration, and leadership valuing the variety of individuals and communities.
V3	Demonstrate responsibility and accountability for care within the scope of the professional and practical level of proficiency with autonomy.



Courses Descriptions:

Code & No: NRSB 2101	الرقم والرمز : 2101 تمرض
Course : Principles of Anatomy	اسم المقرر : مبادئ علم التشريح
Credits : 3 (2+1+0)	الساعات : 3 (0+1+2)
Pre-requisite : BIOL 106	متطلب سابق: 106 حيا
Co-requisite :	متطلب متزامن:
This course introduces overview to cover anatomical regions in greater depth. Topics include: The skeletal system, the muscular system, the articular system, the cardiovascular system, the integumentary system, the lymphatic system, the urinary system, the respiratory system, the digestive system, the endocrine system, the reproductive system, and the nervous system.	

Code & No: NRSB 2102	الرقم والرمز : 2102 تمرض
Course : Principles of Physiology	اسم المقرر : مبادئ علم وظائف الأعضاء
Credits : 3 (2+1+0)	الساعات : 3 (0+1+2)
Pre-requisite : BIOL 106	متطلب سابق: 106 حيا
Co-requisite : NRSB 2101	متطلب متزامن: 2101 تمرض
This course concerned with the study of function of different body systems and its clinical applications in nursing. It includes the study of blood, circulation, respiration, regulation of water and electrolyte balance, digestion and absorption of food, musculoskeletal and nervous system. It also includes the study of different pathological diseases that disturb normal physical function activity.	

Code & No: NRSB 2103	الرقم والرمز : 2103 تمرض
Course : Cultural Sensitivity in Professional Nursing Practice	اسم المقرر : الأهمية الثقافية في ممارسة التمريض
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق:
Co-requisite :	متطلب متزامن:
This course is designed to introduce nursing students to the concept of trans-cultural nursing. The course provides students with knowledge that enables them explore how culture affects health care decision making and how the health care system integrate culture in its delivery care system.	



Code & No : NRSRG 2201	الرقم والرمز : 2201 تمرض
Course : Introduction to Clinical Skills in Patient Care	اسم المقرر : مقدمة في المهارات الإكلينيكية في رعاية المرضى
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : BIOL 106	متطلب سابق : 106 حيا
Co-requisite :	متطلب متزامن:
This theoretical course focuses on the principles of basic nursing skills. Throughout the course, students will be introduced to a variety of concepts and nursing theories. Specific emphasis will be placed on the nursing process and its applications in nursing practice. The communication process, hygiene, nutrition, mobility, safety, and medication calculations will be addressed.	

Code & No : NRSRG 2202	الرقم والرمز : 2202 تمرض
Course : Patient Care Clinical Skills Laboratory	اسم المقرر : مختبر مهارات العناية الإكلينيكية للمرضى
Credits : 2 (0+2+0)	الساعات : 2 (0+2+0)
Pre-requisite :	متطلب سابق :
Co-requisite : NRSRG 2101	متطلب متزامن: 2101 تمرض
This course is a co-requisite to the theoretical part of clinical skills. It focuses on exploring the nursing process and its application in nursing practice. Students apply the concepts of communication, hygiene, nutrition, mobility, safety, and medication calculations and administration in the lab prior to their contact with the patients in hospitals.	

Code & No : NRSRG 2203	الرقم والرمز : 2203 تمرض
Course : Pharmacologic Aspects of Patient Care	اسم المقرر : الجوانب الدوائية في عناية المرضى
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite :	متطلب سابق
Co-requisite :	متطلب متزامن:
This course is designed to introduce nursing students to the major categories of drugs. The principles of action, therapeutic use of drugs, and the side effects of each one are all emphasized. Specific attention is given to the nursing considerations of the drugs adverse effects.	

Code & No : NRSRG 2301	الرقم والرمز : 2301 تمرض
Course : Health Assessment	اسم المقرر : التقييم الصحي
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSRG 2101 NRSRG 2102 NRSRG 2201	متطلب سابق : 2101 تمرض 2102 تمرض 2201 تمرض
Co-requisite :	متطلب متزامن:
This theoretical course is designed to provide nursing students with the knowledge and skills needed to assess the physical and mental health status of patients with different age groups. Specific attention is given to the bio-psychosocial and spiritual dimensions of the clients. Normal and abnormal variations are also addressed.	



Code & No : NRSB 2302	الرقم والرمز : 2302 تمرض
Course : Health Assessment Skills Development/ Laboratory	اسم المقرر : تطوير مهارات التقييم الصحي / مختبر
Credits : 2 (0+2+0)	الساعات : 2 (0+2+0)
Pre-requisite : NRSB 2202	متطلب سابق : 2202 تمرض
Co-requisite :	متطلب متزامن:
This laboratory based course is a co- requisite to the physical and mental health assessment theoretical part. It aims at providing nursing students with the opportunity to use interview, observation, percussion, palpation, inspection, and auscultation in assessing clients in the lab and later in the health care settings.	

Code & No : NRSB 2303	الرقم والرمز : 2303 تمرض
Course: Adult and Geriatric Health Nursing-1/ Theory	اسم المقرر : تمرض صحة البالغين وكبار السن-1 / نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSB 2201	متطلب سابق : 2201 تمرض
Co-requisite :	متطلب متزامن:
This introductory theoretical course introduces nursing students to the role of professional nurse in the promotion of self-care among adults and elderly people. It focuses on providing nursing care for adult clients experiencing specific health alterations. Students are also provided with the relevant knowledge to the aging process and how to examine the main concerns and needs that are related to the elderly people. The nursing process, critical thinking concepts, and the cultural variations between patients are also addressed.	

Code & No : NRSB 2304	الرقم والرمز : 2304 تمرض
Course : Adult and Geriatric Health Nursing-1/ Clinical	اسم المقرر : تمرض صحة البالغين وكبار السن-1/ عملي
Credits : 3 (0+0+3)	الساعات : 3 (3+0+0)
Pre-requisite : NRSB 2202	متطلب سابق : 2202 تمرض
Co-requisite : NRSB 2303	متطلب متزامن: 2303 تمرض
This clinical course is a co-requisite to the theoretical part of adult and geriatric health nursing1. The course focuses on improving the knowledge and skills of nursing students to enable them providing competent nursing care for adult and elderly patients with actual and potential health problems. The course also emphasis the importance of applying the nursing process to care for patients with acute and chronic conditions within the medical and surgical settings. The cultural, ethical, and legal considerations are addressed.	



Code & No : NRSB 3103	الرقم والرمز : 3103 تمرض
Course : Principles of Nutrition	اسم المقرر : مبادئ التغذية
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن :
This course introduces nursing students to the concepts of nutrition in illness and wellness. Students will be able to learn about the nutritional requirements of clients during all stages of their life. Attention is given to the nutrition and metabolism, nutrition and illness, influence of culture on nutrition, and the role of professional nurses in assessing and providing proper nutritional needs of all clients.	

Code & No : NRSB 3101	الرقم والرمز : 3101 تمرض
Course : Adult and Geriatric Health Nursing-2/ Theory	اسم المقرر : تمرض صحة البالغين وكبار السن -2/نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSB 2303	متطلب سابق : 2303 تمرض
Co-requisite :	متطلب متزامن :
This theoretical course is designed to provide nursing students with a more advanced knowledge that enables them to care for their adult and elderly patients more competently. The course also focuses on the use of the nursing process and critical thinking principles to guide them in providing the most therapeutic and safe nursing care for patients with different disorders in the medical and surgical settings. Socio-cultural variations between patients and the relevant ethical considerations are also addressed.	

Code & No : NRSB 3102	الرقم والرمز : 3102 تمرض
Course : Adult and Geriatric Health Nursing-2/ Clinical	اسم المقرر : تمرض صحة البالغين وكبار السن 2/ عملي
Credits : 3 (0+0+3)	الساعات : 3 (3+0+0)
Pre-requisite : NRSB 2304	متطلب سابق : 2304 تمرض
Co-requisite : NRSB 3101	متطلب متزامن : 3101 تمرض
This clinical course is a co-requisite to the theoretical part of adult and geriatric health nursing 2. The course focuses on improving students' skills in utilizing the nursing process and critical thinking principles that enables students to provide the healthiest nursing care for their patients. During the course, students will be exposed to a variety of experiences in the medical, surgical, cardiology, neurology, orthopedic, oncology, kidney, and ear, nose, and throat units.	



Code & No : NRSB 3104	الرقم والرمز : 3104 تمرض
Course : Pathophysiology	اسم المقرر : علم الأمراض الوظيفي
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This theoretical course introduces nursing students to the mechanisms and theories related to the development of disease and alterations in body function of individuals throughout their life span. Common conditions related to functional health patterns, disease transmission, and immunological responses are also addressed.	

Code & No : NRSB 3201	الرقم والرمز : 3201 تمرض
Course : Human Growth and Development	اسم المقرر : نمو وتطور الإنسان
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This course is designed to introduce nursing students to the concepts of growth, development, and maturation. It explores the stage of growth and development throughout the life span. Specific emphasis is placed on the physical, emotional, cognitive, social, and spiritual growth and development of human beings. Theories of personality development and nursing precaution measures in each developmental stage are also addressed.	

Code & No : NRSB 4103	الرقم والرمز : 4103 تمرض
Course : Therapeutic Communication in Professional Nursing Practice	اسم المقرر : الاتصال الصحي في ممارسة التمريض المهني
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This course introduces nursing students to the basic concepts and models of communication and communicating with patients in a variety of health care settings. Emphasis is placed on exploring to nursing students how to establish a helping nurse- patient relationship. Levels of communication, therapeutic use of self, and the barriers to effective communication are also considered. Specific attention is given to Communicating with children and with people with special needs.	

Code & No : NRSB 3202	الرقم والرمز : 3201 تمرض
Course : Maternal- Newborn Health Nursing\ Theory	اسم المقرر : تمرض صحة الأم وحديثي الولادة/ نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSB 3101	متطلب سابق : 3101 تمرض
Co-requisite : -----	متطلب متزامن: -----
This theoretical course introduces nursing students to the role of professional nurses in the delivery of nursing care to childbearing families in the hospital or in the community. Emphasis is placed on the pregnancy, labor, and neonatal stages. High risk and complications of pregnancy are addressed. Ethical and legal dilemmas, and the cultural influences and variations related to pregnancy are also emphasized.	



Code & No : NRSB 3203	الرقم والرمز : 3203 تمرض
Course : Maternal- Newborn Health Nursing/Clinical	اسم المقرر : تمرض صحة الأم وحديثي الولادة/عملي
Credits : 2 (0+0+2)	الساعات : 2 (2+0+0)
Pre-requisite : -----	متطلب سابق : -----
Co-requisite : -----	متطلب متزامن : -----
This clinical course is a co-requisite to the theoretical part of maternal-newborn health nursing. Emphasis is placed on applying the nursing process and critical thinking skills as prime frameworks prior to, during, and following the delivery. The concept of holistic care to the childbearing families is also emphasized. Specific attention is given to exposing students to a variety of situations during lab/clinical experiences to enable them in helping childbearing families to adapt.	

Code & No : NRSB 3301	الرقم والرمز : 3301 تمرض
Course : Pediatric Health Nursing / Theory	اسم المقرر : تمرض صحة الأطفال/ نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSB 3101	متطلب سابق : 3101 تمرض
Co-requisite : -----	متطلب متزامن : -----
This theoretical course aims at exploring the role of nurses in promoting the health status of the children. The course also introduces nursing students to the most common acute and chronic health alterations among children including the communicable diseases. Concepts of normal growth and development of neonates and children and vaccinations are also addressed.	

Code & No : NRSB 3302	الرقم والرمز : 3302 تمرض
Course : Pediatric Health Nursing/ Clinical	اسم المقرر : تمرض صحة الأطفال/ عملي
Credits : 2 (0+0+2)	الساعات : 2 (2+0+0)
Pre-requisite : -----	متطلب سابق : -----
Co-requisite : -----	متطلب متزامن : -----
This clinical course is a co-requisite to the theoretical part of pediatric health nursing. It focuses on the health and illness of infants and children. Emphasis is placed on the therapeutic nursing interventions for the acute, chronic, actual and potential health alterations in children in the context of holistic approach of care. The legal, ethical, cultural, economic, and social factors which affect decision making and outcomes of nursing care are explored.	



Code & No : NRSg 3303	الرقم والرمز : 3303 تمرض
Course : Methods of Nursing Research	اسم المقرر : أساليب البحث التمريضى
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن :
This course explores the basic concepts and steps in the scientific research process. The research approaches and their implications to nursing are discussed. Methods of data collection, sampling and how to choose them are also addressed. The course also provides nursing students with competencies necessary to read, evaluate, and interpret findings of nursing research studies.	

Code & No : NRSg 4101	الرقم والرمز : 4101 تمرض
Course : Mental Health Nursing/Theory	اسم المقرر : تمرض الصحة النفسية/ نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSg 3202 NRSg 3301	متطلب سابق : 3202 تمرض + 3301 تمرض
Co-requisite :	متطلب متزامن:
This theoretical course introduces nursing students to the basic concepts of mental health and illness. It provides students with a base knowledge of mental health disorders, role of mental health nurses, theories of personality development, and treatment modalities. Emphasis is placed on the nursing process to provide proper nursing care for mentally ill. Communication skills and therapeutic relationship with mentally ill people is also addressed.	

Code & No : NRSg 4102	الرقم والرمز : 4102 تمرض
Course : Mental Health Nursing/ Clinical	اسم المقرر : تمرض الصحة النفسية/ عملي
Credits : 2 (0+0+2)	الساعات : 2 (2+0+0)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This clinical course is a co-requisite to the theoretical part of mental health nursing module. Guided by the nursing process, critical thinking, and therapeutic communication skills, nursing students are provided with the opportunity to apply the learnt theoretical concepts into practice. Emphasis is placed on promoting, maintaining, and restoring the mental health of individuals and families. Interdisciplinary team planning, interventions, and therapeutic group meetings are also considered.	



Code & No : NRSB 4201	الرقم والرمز : 4201 تمرير
Course : Evidenced-Based Practice and Critical Thinking	اسم المقرر : الممارسة المبينة على البرهان والتفكير الناقد
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن :
This theoretical course focuses on providing nursing students with the cognitive” critical thinking” skills required for professional nursing practice. The course enables nursing students to practice critical thinking through the analysis of certain nursing case studies. Specific emphasis is placed on a variety of nursing specialties including adult health nursing, community nursing, maternal-newborn nursing, child health nursing, and mental health nursing.	

Code & No : NRSB 4202	الرقم والرمز : 4202 تمرير
Course : Community Health Nursing/ Theory	اسم المقرر : تمرير صحة المجتمع/ نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite : NRSB 3202 NRSB 3301	متطلب سابق : 3202 تمرير + 3301 تمرير
Co-requisite :	متطلب متزامن :
This theoretical course focuses on exploring the main role of community health nursing in promoting health, preventing illness, and restoring health. The nursing process as a prime framework in providing nursing care for individuals and families will be explored and applied. Emphasis is placed on the assessment of physical, psychosocial, and cultural environments. Knowledge related to identifying individuals and communities at risk and providing them with the proper nursing care is also explored.	

Code & No : NRSB 4203	الرقم والرمز : 4203 تمرير
Course : Community Health Nursing/ Clinical	اسم المقرر : تمرير صحة المجتمع/ عملي
Credits : 2 (0+0+2)	الساعات : 2 (2+0+0)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن :
This Clinical course is a co-requisite to community health nursing theoretical part. It aims at developing the skills of nursing students in providing nursing care for individuals, families, and communities. The course also focuses on providing students with the opportunity to put theory into practice in a variety of selected placements in the community. The primary health care centers, schools, and factories are all examples of these settings.	

Code & No : NRSB 4104	الرقم والرمز : 4104 تمرير
Course : Information Technology in Nursing	اسم المقرر : تكنولوجيا المعلومات في التمريض
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن :
This course focuses on the importance of utilization of computers on health care education, research, practice, and administration with specific emphasis on nursing applications. The course also place emphasis on the clinical information system, the internet, word processing, and data bases.	



Code & No : NRSB 4204	الرقم والرمز : 4204 تمرير
Course : Local and Global Issues in Nursing	اسم المقرر : قضايا محلية وعالمية في التمريض
Credits : 2 (2+0+0)	الساعات : 2 (0+0+2)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This course is designed to discuss the legal and ethical issues related to nursing practice. The local and global issues that influence nursing practice are addressed. Emphasis is placed on the laws, regulations, legal system, and standards of care. Specific attention given to the differences between ethical and legal bases for nursing actions on the local and global levels to facilitate decision making process.	

Code & No : NRSB 4301	الرقم والرمز : 4301 تمرير
Course : Intensive Nursing	اسم المقرر : تمرير مكثف
Credits : 4 (2+0+2)	الساعات : 4 (2+0+2)
Pre-requisite : NRSB 3202 NRSB 3301	متطلب سابق : تمرير 3202 تمرير 3301
Co-requisite :	متطلب متزامن:
This course aims at providing the nursing students with the opportunity of clinical training in a variety of health care settings under a direct supervision from experienced nurses. The course also aims at preparing the students to undertake the required exam for professional nursing practice. Evidenced-based practice and critical thinking skills are considered in providing care for patients with different health conditions.	

Code & No : NRSB 4302	الرقم والرمز : 4302 تمرير
Course : Nursing Management and Leadership/ Theory	اسم المقرر : الإدارة والقيادة في التمريض/ نظري
Credits : 3 (3+0+0)	الساعات : 3 (0+0+3)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This theoretical course focuses on the basic concepts of leadership and management. It also emphasizes the role of the nurses as a change agent in shaping health care for the future. The concepts and theories of organization, management and leadership, change, decision making are explored. Socio-cultural, political economical, and historical factors that influence health care system are all also emphasized.	

Code & No : NRSB 4303	الرقم والرمز : 4303 تمرير
Course : Nursing Management and Leadership/ Clinical	اسم المقرر : القيادة والإدارة في التمريض/ عملي
Credits : 2 (0+0+2)	الساعات : 2 (2+0+0)
Pre-requisite :	متطلب سابق :
Co-requisite :	متطلب متزامن:
This clinical course is a co-requisite to the theoretical part of nursing management and leadership. The course focuses on the application of theoretical concepts in the practice settings where students are expected to gain managerial and leadership experience. Emphasis is placed on resource management, conflict resolution, managed care, quality improvement, and evaluation practices through collaborative efforts between hospital staff and college mentors.	



***Course credits are displayed in the following format:**

Credits: 3 (2+1+0)

- "3" stands for credit hours
- "2" stands for lecture hours (Each lecture credit hour equals 1 contact hours.)
- "1" stands for practical hours (Each practical credit hour equals 2 contact hours.)
- "0" stands for clinical hours (Each clinical credit hour equals 2 contact hours.)

Study rules and regulations:

The student can amend his registration through the electronic portal by adding and deleting courses within the specified period, according to the following controls:

First: Conditions for deletion:

The number of study hours must not be less than the minimum academic load allowed for registration (the minimum is 12 hours). If the course to be deleted is a concurrent requirement with another course, the student has no right to delete it except by deleting both courses together.

Second: Conditions for addition:

- ♦ There is no conflict in the schedule.
- ♦ The course must be part of the study plan or the approved optional or free courses, if any.
- ♦ Availability of seats in the required section.
- ♦ There is no previous requirement.
- ♦ Not exceeding the maximum academic load allowed for registration according to the student's cumulative average.

- ♦ **Attention: The specified dates for deleting and adding must be observed.**
- ♦ ****Link to the procedural guide for the Deanship of Admission and Registration:**

- ♦ <https://drive.google.com/file/d/14oYAMo0B89R5-yOmpyCrbN69Wm77nrNf/view?usp=sharing>
- ♦ <https://drive.google.com/file/d/1NRAvHeCL24xWlIn-ylLSVSs9uaLoRwgG/view?usp=sharing>



Attendance and absence calculation mechanism:

- ♦ Attendance and absence are recorded in all courses from the first day of the start of school until the end of the semester.
- ♦ The student must be in the classroom at least five minutes before the start of the lecture. If the student is late for the lecture, he is considered absent.
- ♦ The student bears responsibility for knowing the percentage of his absence in all courses.
- ♦ The student will be deprived of taking the final exam for the course if his percentage of absence exceeds (25%) of the actual hours specified for each course during the semester. The student will be assigned a grade of deprived (H), and he will re-study the course in the following semester.

Conditions for changing study tracks:

Based on the conditions and transfer rates and the number of seats approved by college boards.

General conditions for internal transfer:

A student may be transferred within the university from one college to another or from one specialty to another, according to the following controls:

1. He must not be a new student. The student may not be transferred unless he has passed the entire first level of the department's plan for which he is accepted.
2. That his remaining regular period at the university be sufficient to complete the graduation requirements.
3. To submit a transfer request through the student's academic portal within the period specified in the academic calendar.
4. The transfer applicant must not have previously transferred during his university studies.
5. He must meet the conditions of the department to which he is transferred, such as the cumulative average, vacant seats, and other conditions required by each department, which are announced in each semester on the website of the Deanship of Admissions and Registration Affairs.
6. All subjects that he has previously studied are recorded in the academic record of a student transferred from one college to another or from one major to another, including grades and semester and cumulative averages throughout his studies at the university.



7. If the transfer is made, the compatible courses can be equated in vocabulary and units after the scientific departments approve them.
8. Transferring to colleges that require completion of the preparatory year program for health specializations or engineering and scientific specializations requires passing the entire third level of the approved plan in the department to which it was allocated.
9. The reward continues to be paid during the regular period, which is the duration of the program scheduled for graduation according to the study plan approved by the University Council (Example: The regular period for the College of Business Administration is four years). The regular period is calculated from the semester in which the student was accepted to the university, including the transfer and apology semesters. It does not include postponement classes.

Academic Advising:

✓ Tasks of the Academic Advising Unit:

- ♦ Preparing new students for university life through guidance and guidance programs to introduce them to colleges and scientific departments.
- ♦ Preparing new students for university life through counseling and guidance programs to introduce the department and how the student can obtain the necessary services.
- ♦ Educating students about academic life and its variables and how to deal with them through multiple academic guidance programs (introductory meetings, courses preparing for university life, courses preparing for final exams, courses determining the appropriate major, and university skills courses).
- ♦ Helping students choose the appropriate major according to their capabilities, academic interests, and labor market needs.
- ♦ These goals are implemented in cooperation between the College's Academic Guidance Committee and the College Vice Dean for Education and Student Affairs and the various academic departments. The Academic Guidance Committee develops an executive plan for academic guidance and proceeds with its implementation. It also conducts an evaluation of its plan and informs the Dr. Dean of the College and the College Vice Dean who draws conclusions from the reports received by the committee from the departments. An evaluation report for guidance work at the college level.



✓ Duties of the academic advisor:

- ❖ Familiarity with the registration, deletion and addition dates announced by the Deanship of Admission and Registration.
- ❖ Knowing the college's study plan and graduation requirements for the student, and ensuring that her schedule is consistent with the college's study plan.
- ❖ After the process of linking the student with the academic advisor, the college website made it possible to view the study plan and the cumulative GPA. An academic guidance record file must be prepared for the struggling student in particular, including the registered subjects and the level of the student's grades in them, and including the cumulative GPA as well as the minutes of periodic meetings between the advisor and the student. In addition to any reports or warnings sent by the subject's teacher, through which the student's level can be assessed and the possibility of resolving stumbling problems.
- ❖ Organizing periodic interviews (at least once at the beginning of each semester) with each student and the advisor who supervises her, with the aim of:
 - ❖ Identify the student's performance in the previous semester.
 - ❖ Urging and encouraging the student to work harder and praising her if she excels in some courses.
 - ❖ Discussing the difficulties, if any, and searching for appropriate solutions.
 - ❖ Discussing the appropriate options for the student in the next semester (registering or dropping courses, raising the GPA, choosing a major, etc.).
- ❖ Providing assistance to the student in the event of difficulty registering or conflicts with some subjects.
- ❖ Closely monitoring the student's academic achievement in the subjects in which she is registered, writing periodic reports and attaching them to the personal file.
- ❖ Addressing faculty members if the student's level is low and finding out the reasons.
- ❖ In the event that the student is not consistent or her level of achievement is weak, the advisor will intensify the periodic meetings and discuss with the student in detail the reasons and try to solve them or refer her to the Academic Advising Committee.
- ❖ Discovering the student's talents and developing them.
- ❖ Helping the student how to make the most of the college's e-learning website.
- ❖ Urging female students to participate in academic and extracurricular activities.
- ❖ It is preferable not to change the student's advisor until she graduates for ease of communication with the academic advisor.
- ❖ It is preferable that the role of the counselor be as a social advisor for the student to know her social circumstances and help stabilize her, and not be limited only to the academic level.



- ❖ Allocating office hours to meet with female students to discuss the problems they face while studying.
- ❖ Submitting a periodic report on the students' performance to the Academic Support and Guidance Unit (before the end of the semester). The report includes the academic status of the struggling student in particular (better or worse than before) and the measures taken to address the worst performance.
- ❖ Submitting a report on problems that require the intervention of the unit or the college administration.
- ❖ Urging and encouraging female students to benefit from the library and manage time effectively.
- ❖ Encouraging students to study as groups and benefit from their peers.

Mechanism for dealing with outstanding students:

An outstanding student is: one who has high academic abilities that enable him to achieve a high average of no less than excellence in his field of study.

- ❖ The top performers in each program are selected according to their average and honored with awards and certificates of excellence.
- ❖ The responsibility for determining the names of outstanding students in the various programs lies with the Deanship of Admissions and Registration and the Deanship of the College.
- ❖ The value of the awards is determined in coordination between the head of the academic advising unit, the college dean, and the student activity officer.
- ❖ In addition to the excellence reward given to the student by the Deanship of Student Affairs, the outstanding student who obtains a high excellent grade during two consecutive semesters is granted a material or cash award.
- ❖ The outstanding student is given a congratulatory document in the name of the college dean, which is delivered to him at an honoring ceremony that his guardian is invited to attend.
- ❖ The names of the outstanding students are announced on an honor roll at the college that contains the names of the top outstanding students.
- ❖ A celebration is held at the beginning of each semester to honor distinguished students in each study program and award them with certificates of appreciation and prizes.



Mechanism for dealing with defaulters:

The struggling student includes:

1. The student who repeated the course more than twice.
 2. The student who was subjected to deprivation.
 3. The student whose average is less than 2
 4. The student who transferred from more than one program.
- The academic advisor is responsible for identifying struggling students
 - Each academic advisor prepares a report on cases of failure in the group he is mentoring, and identifies the reasons for failure.
 - Dealing with the stumbling student through sessions with the faculty member responsible for the course, finding out the reasons for the stumbling and trying to address them. (Form of the session of the student who is struggling with the course with the course professor).
 - The faltering reports are studied by the academic advising coordinators in the programs and the director of the college's advising unit and the needs of the faltering students are determined.
 - The head of the academic advising unit at the college coordinates with the dean of the college to identify and hold appropriate courses to address the causes of faltering, especially in developing the self-abilities of faltering students.

Mechanism for dealing with people with special needs:

We restricted the College of Nursing in its various fields to people with special needs who suffer from chronic diseases (diabetes - sickle cell anemia - Mediterranean anemia - some psychological diseases) due to their urgent need for special treatment, some female students who have family circumstances as orphans, and those who exposed to domestic violence of all kinds).

- ✚ Conducting the necessary meetings between students with special needs and the Deanship of Student Affairs to introduce the services provided to them and find out their requirements.
- ✚ Work to involve them in all programs available to them (training - activities - their own days and events)



- ✚ Holding workshops to familiarize faculty members with the needs of this group and facilitating their academic and social requirements.
- ✚ Opening a file for each student (case follow-up) at the academic level to correct any shortcomings that occur during his academic career at the university

****Link to the academic guidance guide**

https://drive.google.com/file/d/1Hz46L-xCJD1HodY7q77SHTtM0-1OeC2_/view?usp=sharing.

Tests and assessments:

الرمز العربي	الرمز الإنجليزي	حدود الدرجة	النقاط	المعدل بالعربية	المعدل بالإنجليزية
أ +	A +	٩٥ إلى ١٠٠	٥,٠٠	ممتاز مرتفع	Exceptional
أ	A	٩٠ أقل من ٩٥	٤,٧٥	ممتاز	Excellent
ب +	B +	٨٥ أقل من ٩٠	٤,٥٠	جيد جدا مرتفع	Superior
ب	B	٨٠ أقل من ٨٥	٤,٠٠	جيد جدا	Very Good
ج +	C +	٧٥ أقل من ٨٠	٣,٥٠	جيد مرتفع	Above Average
ج	C	٧٠ أقل من ٧٥	٣,٠٠	جيد	Good
د +	D +	٦٥ أقل من ٧٠	٢,٥٠	مقبول مرتفع	High Pass
د	D	٦٠ أقل من ٦٥	٢,٠٠	مقبول	Pass
هـ	F	أقل من ٦٠	١,٠٠	راسب	Fail
م	IP	-	-	مستمر	In-Progress
ل	IC	-	-	غير مكتمل	In-complete
ح	DN	-	١,٠٠	محروم	Denied
ند	NP	٦٠ وأكثر	-	ناجح دون درجة	No grade-Pass
هد	NF	أقل من ٦٠	-	راسب دون درجة	No grade-Fail
ع	W	-	-	منسحب بعذر	Withdrawn
هت	PF	-	١,٠٠	مفصول تأديبي	Separated Disciplinary

**** Link to the procedural guide for the tests:**

<https://drive.google.com/file/d/1YPqFpZwW8GTM6BmtNlSkvTR2AcJasQEg/view?usp=sharing>

**** Link to the list of studies and exams at the university level:**

<https://drive.google.com/file/d/1Xncfm97SrtG7bp6JUylyxgy3ZSy6Ri62/view?usp=sharing>



Internship year:

The duration of academic study in the programs of the College of Nursing extends for four years, in addition to a mandatory year of clinical training without which the graduate is not entitled to practice the profession. The student is not considered a graduate except after spending a full year of training under the supervision of the college and passing the tests held by the academic departments. The internship year program is considered a basic requirement of the Ministry of Education for obtaining a bachelor's degree, and one of the requirements of the Saudi Commission for Health Specialties in the Kingdom of Saudi Arabia to obtain a license to practice the profession as a specialist.

The internship year aims to:

- ♣ Facilitating the transition from the academic stage to working life.
- ♣ Apply and develop the information the student received during his studies through clinical/laboratory training.
- ♣ Training the student on independence at work and the ability to make decisions and deal with high professional competence.
- ♣ Developing the student's professional capabilities by participating in working within the various medical team cadres in the training agencies.
- ♣ Providing the student with the skill on the correct way to deal with patients and their families and enjoying high professional ethics while carrying out work tasks with patients as well as with members of the medical team.
- ♣ Developing the student's ability to communicate and professional development through continuing medical education and participation in working within the medical staff.

Graduation:

The student obtains an academic degree from one of the college's departments after successfully completing the graduation requirements according to the study plan for each program, provided that his cumulative average is not less than the average determined by the University Council and the completion of the internship year.



Honors:

First place honors are awarded to the student who obtained a cumulative GPA from (4.75) to (5.00) out of (5.00) for graduation, and second honors are awarded to the student who obtained a cumulative GPA from (4.25) to less than (4.75) out of (5.00) for graduation. Graduation.

To obtain first or second honors, the following are required:

- The student must not have failed any course he studied at the university or any other university.
- The student must have completed the graduation requirements in a maximum period of time between the minimum and maximum period for remaining in his college.
- The student must have studied at Prince Sattam bin Abdulaziz University no less than (60%) of the graduation requirements.

Graduate characteristics:

Prince Sattam bin Abdulaziz University has identified eleven general characteristics that represent the identity of its graduates.

A graduate of the College of Applied Medical Sciences is expected to be:

- ✓ He has deep knowledge of concepts, terminology, and theories according to academic levels.
- ✓ Possessing continuous self-learning skills and keeping up with modern knowledge in his specialty.
- ✓ Apply critical thinking and problem solving in various fields.
- ✓ He has awareness of professional ethics, the ethics of scientific research, and the ethics of dealing with technology and its tools.
- ✓ He has the ability to communicate effectively with others in various academic fields and in the field of work.
- ✓ He has the ability to participate effectively in volunteer work and various community activities.



Student rights and duties:

The rights and obligations of a university student include the following:

A/ In the academic field:

1. The student's right to be provided with the appropriate academic environment to achieve comprehension and study easily and conveniently, by providing all available educational capabilities to serve this goal.
2. The student's right to obtain academic material and knowledge related to the university courses he studies, in accordance with the university provisions and regulations that govern academic work.
3. The student has the right to delete any course or add another, or delete the entire semester, in accordance with what is provided by the university's study and registration system, within the period specified for that and announced to the students.
4. The student's right to have university faculty members adhere to the dates and times of lectures, to fill academic and laboratory hours for them, and not to cancel lectures or change their times except in cases of necessity and after announcing this, provided that alternative lectures are given for those that were canceled or absent from The faculty member agreed to complete the course, after coordinating with the students and the department concerned with completing this.
5. During the announced office hours to interview students.
6. The student's right to have exam questions included in the course, its contents, and the issues raised or referred to during lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.
7. The student has the right to take all exams held for the course unless there is a legal impediment that prevents them from being conducted in accordance with the regulations and instructions related to that, provided that the student is notified that he will be denied taking the exam sufficiently in advance.
8. The student's right to know the model answer to semester exam questions whenever possible, and to distribute grades to the answer parts on the basis of which the student's performance is evaluated before taking the final exam for the course.
9. The student's right to request review of his answer in the final exam, in accordance with what is stipulated in the regulations and decisions issued by the university in regulating the mechanism and controls of that review.
10. The student's right to know the results he obtained in the tests he took, after they have been corrected and approved.



B/ In the non-academic field:

1. The student's right to enjoy the social assistance and care provided by the university, and to participate in the activities held therein in accordance with the university's regulations and instructions regulating that.
2. The student's right to obtain adequate health care through treatment within the university's hospitals and health centers.
3. The student's right to benefit from the university's services and facilities (university books, university housing, central and branch libraries, sports stadiums, restaurants, parking lots, etc.) in accordance with the rules and regulations in force at the university.
4. The student's right to obtain the financial incentives and rewards legally prescribed.
5. The student's right to nominate for training courses, programs, and internal and external trips, and to increase his participation in cultural activities, as well as participate in local community service activities and volunteer work.
6. The student's right to complain or grievance about any matter that harms him in his relationship with faculty members, department, college, or any unit of the university. Submitting a complaint or grievance shall be in accordance with the rules regulating the Student Rights Protection Unit, and enabling the student to know the fate of his complaint against by the party responsible for it.
7. The student's right to be able to defend himself before any party at the university in any disciplinary case brought against him, and to not issue a penalty against him except after hearing his statements, unless it is proven that his failure to attend was for an unacceptable excuse, after being summoned for the second time.

University student obligations:

A/ In the academic field:

- The student's commitment to regular study, and to fulfill all academic requirements, in light of the rules and dates regulating the start and end of study, transfer, registration, apology, deletion, and addition, in accordance with the provisions contained in the rules and regulations in force at the university.
- The student's commitment to respect the university's faculty members, employees, and workers, and other employees of companies contracting with the university, and other students within the university, as well as its guests and visitors, and not to harm them in word or deed in any way.



- The student's commitment to respecting the rules and arrangements related to the conduct of lectures and their regularity and order, and not to be absent from them except with an acceptable excuse in accordance with the rules and regulations.
- The student's commitment when preparing research and other academic requirements for courses not to cheat in them, or to participate in cheating in preparing them in any way, or to attribute the work of others to the student, or to resort to any illegal means to prepare these research, reports, papers, studies, or other basic requirements. For the decision.
- The student's commitment to the rules and arrangements related to the tests and their order, and not cheating or attempting to commit it or assisting in committing it in any way, or any behavior, impersonation, forgery, or introducing prohibited materials or devices into the test hall or laboratories.
- The student adheres to the instructions and instructions given by the official or observer in the examination hall or laboratories, and does not disturb the calm while taking the tests.
- The student is obligated to register his e-mail on the university's official website, and ensure that it works correctly. He must also read his e-mail on a daily basis to follow up on any advertisements or other things that may be sent through it.
- The student is obligated to pay the financial fines imposed on him by the university due to a violation he committed, or caused.

B/ In the non-academic field:

- The student's commitment to the university's systems, regulations, instructions, and decisions issued in implementation thereof, and not to circumvent or violate them or submit forged documents to obtain any right or advantage contrary to what is stipulated in the relevant provisions.
- The student is obligated to carry the university card while the student is at the university, and to present it to employees or faculty members when requested by them, and upon completion of any transaction for the student within the university.
- The student's commitment not to destroy, tamper with, or make university property unusable, or to participate in that, whether it is related to buildings or equipment.
- The student's commitment to the instructions regarding the arrangement, organization, and use of the university's facilities and equipment for the purposes designated for them, and the necessity of obtaining prior permission from the competent authority to use those facilities or equipment when he wishes to use them or benefit from them for purposes other than what they were intended for.
- The student's commitment to dress and behavior appropriate to university and Islamic norms, and not to commit any actions that violate Islamic morals or public morals observed within the university.
- The student's commitment to calm and serenity inside the university facilities, refraining from smoking there, and not causing riots or unlawful assembly.



Committees and their tasks:

1. Development and Quality Committee

Tasks of the Committee:

1. Promoting a culture of quality among college members, department employees, and students.
2. Arranging all academic accreditation requirements in the department according to the standards of the National Authority for Academic Accreditation and Assessment (NCAAA).
3. Selecting performance indicators and benchmarking the program, analyzing them, and building improvement plans based on them.
4. Selecting and following up on the independent auditor's report and developing improvement plans based on his suggestions.
5. Follow the development of modern trends in teaching methods and techniques.
6. Drafting and reviewing the program report and description, course descriptions, and course reports that are collected from college members, operating their electronic archiving, and then sorting them into their own files.
7. Organizing, supervising and keeping the program documents in a designated place, so that they are ready and organized when the external auditors stop monitoring.
8. Ensure that copies of students' tests and copies of their answer sheets are prepared for all program courses in each semester.
9. Update and review all accreditation files periodically, so that they are ready for review at all times by authorized persons.
10. Organizing, preparing and submitting periodic reports on committee meetings on a frequent basis, and storing them in the designated place.
11. Supervising the preparation of the Self-Study Report (SSR) to obtain or update national and international accreditations.
12. Arbitration of study plans by internal and external parties to ensure access to the academic excellence plan.
13. With a focus on meeting the National Qualifications Framework.
14. Submitting periodic reports on scientific programs to the Department Council.
15. Preparing the organizational structure, job description, and tasks for each of its units.
16. Supervising the implementation of the administrative quality system and addressing the difficulties that prevent its implementation.
17. Preparing plans to develop and improve the department's quality management system.
18. Working to achieve and implement the goals and policy of administrative quality.
19. Proposing recommendations to improve financial and administrative performance.
20. Survey the extent of stakeholders' satisfaction, whether internal or external, with the services provided.
21. Analyze the strengths, opportunities and weaknesses and take the necessary corrections and measures.
22. Coordinate accreditation team meetings with faculty, staff, and students in the department



2. Schedules and Tests Committee

Tasks of the Committee:

1. Preparing study schedules and delivering them in a timely manner.
2. Reviewing the teaching loads of college members.
3. Update the college schedules file periodically to suit the department's needs.
4. Distributing the college's courses to the halls designated for them.
5. Arranging the halls according to the number of students in one course.
6. Coordination between departments to achieve proportionality between hall capacity and the number of students for each course.
7. Follow up on announcing study schedules in the halls designated for the college.
8. Arranging schedules for practical and theoretical midterm and final exams, and distributing halls and laboratories in the exam schedule.
9. Ensure that classrooms and laboratories are equipped with chairs, lighting, and air conditioning.
10. Follow up on the attendance of examination supervisors and provide substitutes in case of crises.
11. Receiving exams from course professors and presenting them to the committees.
12. Receiving test papers, exam answer sheets, and signature lists from the exam committee and delivering them to the course teachers.
13. Submit a daily report on the progress of final exams.
14. Ensure that disadvantaged students do not take the exam for this course.
15. Presenting student issues, such as requests for alternative exams, cases of cheating, etc., to the relevant committees.
16. Preparing the final examination report regarding the progress of the examination process.

3. Graduation Project Committee

Tasks of the Committee:

1. Holding awareness and introductory seminars on graduation projects for seventh-level students.
2. Discussing the timetable for organizing graduation projects before announcing it to students.
3. Preparing and updating the guide for organizing graduation projects in the college, and preparing the forms organizing it.
4. Receiving project titles proposed by faculty members in the department, selecting the appropriate ones, approving them from the department council, and selecting and forming discussion committees.
5. Supervising project discussions, ensuring the application of standards and models specified by the department, and submitting a report thereon to the department head.
6. Proposing meetings, events, competitions, and activities related to graduation projects
7. Implementing other tasks assigned to the committee.



4. Training and Excellence Committee

Tasks of the Committee:

1. Conduct awareness and introductory seminars on practical training for eighth-level students.
2. Discuss the timetable for organizing the training before announcing it to the students.
3. Communicate with the public and private health sectors to find opportunities to train and qualify students.
4. Follow up on training implementation procedures in its various stages before and during training
5. Preparing and updating the guide for organizing field training in the college, and preparing the models organizing it.
6. Collaborate with other health team members in the public and private health sectors to reach goals.
7. Follow up on students' performance and solve any behavioral problems that may be an obstacle to their clinical training.
8. Suggesting periodic meetings and lectures related to training.

5. Laboratories and Clinics Committee

Tasks of the Committee:

1. Determine the needs of materials and equipment in various laboratories and clinics, organize the process of placing them in the appropriate place, and ensure their periodic maintenance.
2. Ensure the availability of all laboratory equipment and student services for all programs offered by the College.
3. Ensure the availability of all equipment and supplies in student laboratories and clinics.
4. Supervising and following up on the modernization of equipment in student laboratories and clinics, providing the necessary maintenance for them, and ensuring full care is taken of their cleanliness.
5. Follow up on faculty members' requests to equip laboratories and follow up on the implementation of these requests.
6. Awareness, preparing guidance publications on safety procedures for various risks, and distributing them to students at the beginning of each semester.
8. Develop and follow up on safety policies and systems that ensure safety in laboratories and clinics.
9. Complete receipt forms when laboratory and clinic supplies arrive.



6. Safety Committee

Tasks of the Committee:

1. Inventory safety equipment, organize the process of putting it in its correct place, and ensure its regular maintenance.
2. Ensure that safety procedures are provided in laboratories and classrooms before the beginning of each semester.
3. Coordination with the main safety committee at the university regarding the implementation of a training program for students and committee employees to determine the tasks required of them in times of emergency, the correct methods for using safety and fire protection methods, and the evacuation plan from facilities.
4. Ensure that the corridors leading to emergency exits are free of any obstacles, and that these exits are open during official working hours.
5. Updating emergency phone numbers and preparing awareness-raising publications for students about safety procedures from various hazards, whether electrical or chemical, at the beginning of each semester.
6. Follow up on the preservation of chemical and radioactive waste in the college, if any.
7. Follow up on safety procedures in laboratories and classrooms and establish safety telephone numbers in laboratories.
8. Conduct periodic training for college members and students to adhere to implementing evacuation methods and dealing with safety methods in laboratories.
9. Raising the level of awareness among college employees and students about the importance of adhering to security and safety standards.

6. Student Activities Committee

Tasks of the Committee:

1. Enhancing students' creative skills by providing extracurricular activities.
2. Discovering students' talents and abilities.
3. Encouraging and supporting students to participate in activities and competitions, whether at the college or university level.
4. Participation in all national, academic, cultural and social events.
5. Implementing social networking support systems by creating groups for college faculty members and students.
6. Preparing the final report at the end of each semester.



8. Scientific Research Committee

Tasks of the Committee:

1. Develop an executive plan for scientific research that takes into account the research interests of college members and the department's new directions and priorities, and follow up on its implementation.
2. Implementing scientific research programs and policies in the department.
3. Encouraging and supporting scientific research that meets the needs of the labor market and opening channels of communication with those wishing to benefit from the services of college employees.
4. Working to raise the level of research skills of faculty members in the department through specialized courses and lectures.
5. Encouraging publication in internationally ranked scientific journals.
6. Follow up on student scholarships and submit follow-up reports about them to the department.
7. Create and update a database of research, scientific projects, and conferences locally and internationally, in addition to patents, awards, books, and translations.
8. Preparing a list of the names of the college members supervising theses for graduate studies and their numbers.
9. Conduct an annual evaluation of scientific research projects in the department that contribute to community service and submit recommendations for postgraduate studies and scientific research.

9. Community Service Committee

Tasks of the Committee:

1. Develop a periodic proposed plan for community service.
2. Documenting the department's relationship with the local community and working to identify and meet its needs.
3. Evaluating community service programs and working to develop them.
4. Writing the annual report on the department's activities.
5. Spreading the spirit of initiative among college members, the like, and students (male and female) to participate in community service.
6. Publicizing the community service work that has been accomplished through social media, the websites of the department and college, and university newspapers.
7. Preparing the final report at the end of each semester.



10. Academic Advising Committee

Tasks of the Committee:

1. Distributing students to academic advisors at the beginning of each semester.
2. Awareness of the importance of academic advising and the importance of communicating with academic advisors.
3. Supervising and following up on the work of academic advisors in the college.
4. Receiving all periodic reports submitted by academic advisors on students' academic progress.
5. Consider student complaints and suggestions about any course and try to find solutions with the relevant faculty member.

11. Alumni Affairs Committee

Tasks of the Committee:

1. Building databases for graduate students.
2. Building databases for target entities in employing graduates.
3. Analysis of the labor market and its relationship to the required specializations and practical programs.
4. Establishing a mechanism to contribute to the qualification of graduates and their development for the labor market.
5. Stimulating open communication with department graduates and benefiting from their experiences.
6. Coordination with the Alumni Affairs Unit at the college and university.
7. Highlighting the success stories and achievements of some graduates in various fields.
8. Organizing the annual alumni forum.
9. Create a special page for graduates on the department and college website so that graduates can easily register data and communicate with the department.
10. Disseminating innovative and distinguished graduate programs that serve the community and the university.

12. E-Learning Committee

Tasks of the Committee:

1. Organizing appropriate workshops and training courses for faculty members and students to implement e-learning.
2. Activating and integrating work with electronic courses and digital content at all academic levels in the college.



3. Commitment to the Blackboard system to be the tool for communicating course information electronically.
4. Supervising the quality and design of electronic courses.
5. Supervising the department's website.
6. Urging faculty members to update their electronic pages on the department's website and develop their educational materials and scientific production.
7. Sending monthly reports on the progress of distance learning at the college.

13. Intellectual Awareness Unit

Tasks of the Committee:

1. Protecting college students from ideas that contradict the state's curriculum, which follows Islamic law derived from the Holy Qur'an and the teachings of the Prophet Muhammad in criminal and civil cases.
2. Implementing the proposed programs according to the plan of the University's Intellectual Awareness Unit.

14. Student Disciplinary Committee

Tasks of the Committee:

1. Controlling students' violating behavior within the college or one of its facilities
2. Disciplining violating students and treating their behavior with appropriate educational and behavior modification methods.
3. Approval of disciplinary penalties for students who violate the ethical principles, rules and regulations in force at the university.

15. Student Issues Committee

Tasks of the Committee:

1. Investigating complaints and grievances submitted by students and deciding on them.
2. Establishing a culture of fairness and justice among students.
3. Informing students of their university rights by resorting to legal and official channels within the university within the framework of applicable rules and regulations.
4. Providing the necessary consultations to students regarding their academic and non-academic problems related to the university within the established frameworks and regulations.

16. Teaching Assistants and Scholarships Committee

Tasks of the Committee:

1. Clarifying the requirements for obtaining acceptance by teaching assistants and lecturers.



2. Organizing the dates of the college's curricular and extracurricular activities, including lectures, seminars, and courses.
3. Communicate with distinguished international universities and know the conditions and dates for admission to them.
4. Assistance in filling out admission forms and preparing the necessary documents to obtain admission from well-known universities.
5. Providing complete information about language education centers and prestigious universities.
6. Organizing awareness workshops for all teaching assistants and lecturers.
7. Communicating with scholarship students to open channels of knowledge exchange, transfer of global expertise, and participation in the activities of international academic institutions.
8. Follow up on the conditions of scholarship students abroad.

17. International Cooperation and Knowledge Partnership Committee

Tasks of the Committee:

1. Spreading the concept and culture of international cooperation among college members, researchers, and students at the university.
2. Exchange of experiences, consultations and scientific cooperation between the university and international universities and scientific and research institutions.
3. Contributing to activating agreements and memorandums of understanding between the university and international scientific and research institutions.
4. Support and develop academic and research programs with distinguished international universities.
5. Supporting the participation of college faculty members and students in scientific activities and mutual international visits.

18. Continuing Professional Development Committee

Tasks of the Committee:

1. Holding seminars, workshops and conferences that address the latest trends and developments in the field of health care.
2. Approval of continuing professional development activities by the Saudi Commission for Health Specialties.
3. Determine the needs of health care workers through questionnaires and meetings.
4. Develop an annual training plan and advertise it well that attracts large numbers of trainees.
5. Spreading the culture of continuous professional development and self-learning.
6. Periodically evaluate the training programs and activities implemented by the committee.
7. Continuous development of training objectives and methods based on the evaluation results.



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