



Faculty Handbook

Department of Emergency Medical Services

Quality and Development Committee

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1. JAZAN UNIVERSITY

Jazan University was established in response to the Royal Decree No.6616/M/B dated 12/5/1426 Hijri corresponding to 19/6/2005 Gregorian. The colleges of medicine, engineering, computer and information systems; and the community college formed the nucleus of the university. Then the Teachers' College, which was established in 1401H (1981G), was added followed by the girls' education colleges existing in the regions and established in 1412H (1992G). Other colleges established subsequently were an addition to the university to bring the total number of colleges at the end of 1432H (2011) to 26. Aside from these, four deputyships for the university and nine support deanships were set up.

A big site reaching 9 million square meters in area on the Red Sea coast north of Jazan city was allocated for the University campus. King Abdullah, Custodian of the Two Holy Mosques laid the foundation stone for the University campus on 14/10/1427H (15/11/2006G). Several projects in the campus have been completed, several others are about to be completed while many others are still being carried out.

1.1 General Administration of the University

The huge expansion of Jazan University is witnessing in the number of colleges and their departments, support deanships, faculty members, male and female students and employees is simultaneous with the university's keenness to develop academic and administrative work according to its drawn up strategic plan and the local and international academic assessment and accreditation criteria. To achieve this balance and double these efforts, four deputies have been set up in Jazan University. They are:

- University Deputyship
- University Deputyship for Higher Studies and Academic Research
- University Deputyship for Quality and Academic Development
- University Deputyship for Academic Affairs

1.2 University Colleges

Jazan University has 26 colleges. Of these, 25 colleges award bachelor's degrees and one college awards diplomas. The colleges and their departments are as follows:

- a. College of Medicine.
- b. College of Dentistry.
- c. College of Pharmacy.
- d. College of Applied Medical Sciences.
- e. College of Public Health and Tropical Medicine.
- f. College of Nursing.
- g. College of Engineering.
- h. College of Design and Architecture.
- i. College of Computer and Information Systems.
- j. College of Science.
- k. College of Law.
- l. College of Business Administration.
- m. College of Arts and Humanities.
- n. College of Education.
- o. College of Science and Arts in Samta.
- p. College of Science and Arts in Farasan.
- q. College of Science and Arts in Darb.
- r. College of Science and Arts in Al-Aridha.
- s. College of Science and Arts in Al-Dayir.
- t. Community College.

This is in addition to other colleges that have been restructured. These include the Teachers' College, College of Education for Women – Science, College of Education for Women – Arts, Female Teachers' College, College of Education in Farasan, and Community College for Women.

1.3 Support Deanships of the University

There are nine support deanships in Jazan University, and they are as follows:

- Deanship of Academic Research
- Deanship of Postgraduate Studies
- Deanship of Academic Development
- Deanship of Preparatory Year
- Deanship of Admission and Registration
- Deanship of e-Learning and Distance Learning
- Deanship of Students' Affairs
- Deanship of Library Affairs
- Deanship of Community Service and Continued Education

1.4 University's Vision:

Jazan University will be a gateway to the future for Jazan Province and the Kingdom, recognized nationally and internationally for academic excellence, competent graduates, high impact research, and service that deliver social and economic impact to the region and the world.

1.5 University's Mission:

1. Achieve academic excellence and prepare graduates to become regional and national leaders in business, industry, health, education, and government.
2. Serve the community by addressing its problems and supporting its social and economic development.
3. Produce internationally recognized research and new knowledge that meet the needs of Jazan Province, the Kingdom, and the world.

1.6 System and regulations of Higher education universities:

1. The system of Higher Education Council.
2. The regulation of studies and Exams for undergraduate.
3. Regulations for Universities Financial Affairs.
4. Regulations of Non-Saudis Recruitment in universities.
5. The regulation of scholarships and training for employees of universities.
6. Unified Regulations for postgraduate studies in universities.
7. Regulation of the personnel of the Saudi university, faculty members and the like.
8. Unified Rules for Scientific Research in the universities.
9. Regulation for the students funds in educational institutions.
10. Rules for scientific societies in Saudi universities.

2. FACULTY OF APPLIED MEDICAL SCIENCES

The College of Applied Medical Sciences in Jazan University was established in the academic year 1427/1428 Hijri ,2006/2007 under the royal decree. The college has begun with only one program called Medical laboratories Technology for boys. The college administration possesses a deep belief in its national mission towards the society which deals with the graduation of highly qualified medical national professionals who will be able to upgrade the level of health services, research, community services and to meet the needs of the labor medical market.

2.1 Departments of the Faculty:

1. Clinical Nutrition.
2. Diagnostic Radiology.
3. Physiotherapy program.
4. Respiratory Therapy.
5. Emergency Medical Services.
6. Medical Laboratory Technology.

The College has also completed with a large extent, the formation of its administrative structure which adjusts the work system to upgrade the type of services offered to the students. The faculty has also completed all the required disciplines of faculty members and technicians. Moreover, the College of Applied Medical Sciences, has completed the infrastructure of student laboratories and equipped them with the latest devices and equipment.

2.2 College Vision:

The Faculty of Applied Medical Sciences at Jazan University shall be a pioneer and distinguished locally and internationally.

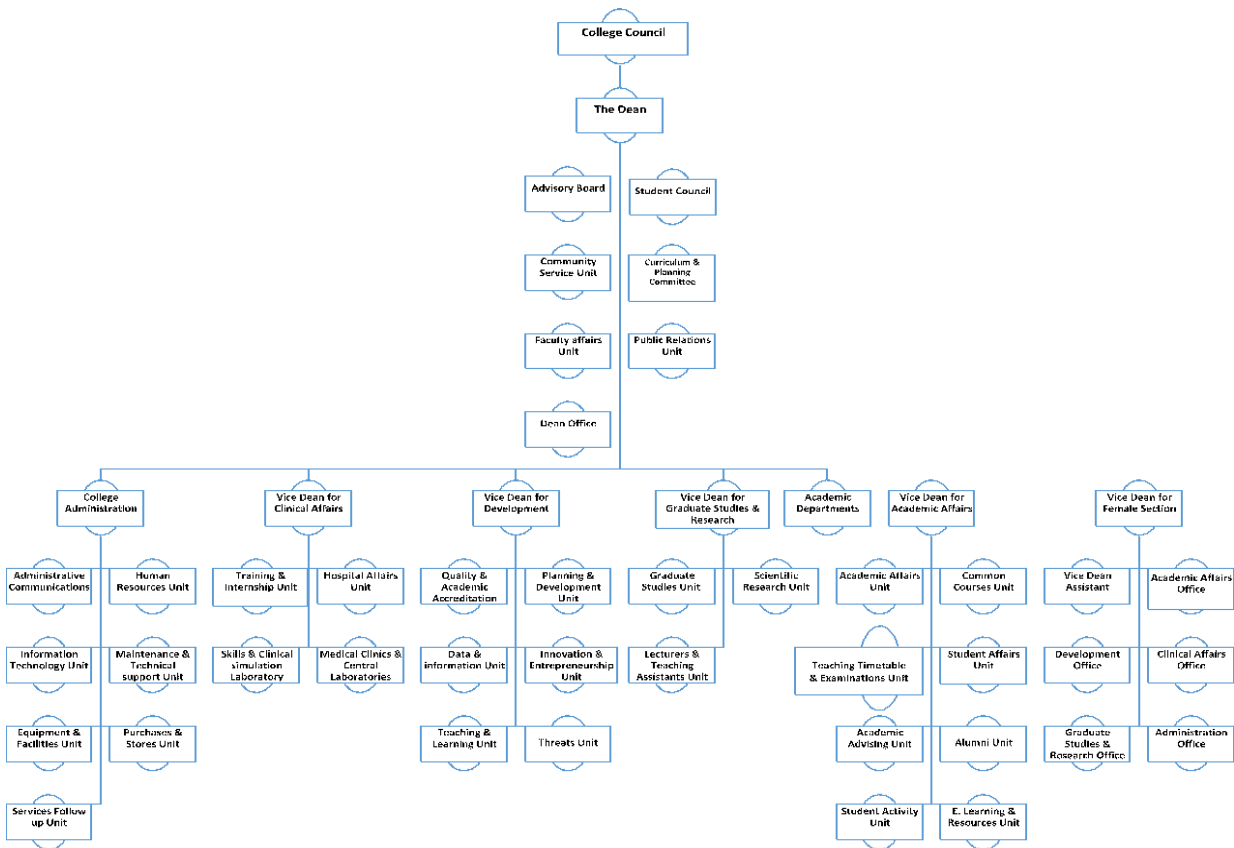
2.3 College Mission:

Preparing qualified health cadres who complete in the labor market through a distinguished educational and research environment to improve the quality of life of the community.

2.4 Values:

- Citizenship
- Honesty
- Transparency
- Responsibility
- Professionalism
- Innovation

2.5 Organogram



3. EMERGENCY MEDICAL SERVICES DEPARTMENT

3.1 Establishment:

Previously, the EMS program was one of the departments under the College of Nursing and Allied Health Sciences. In the year 1438, according to Resolution No. 9/11/1438 dated 08/21/1438 AH, the EMS program was shifted to the College of Applied and Medical Sciences. The reasons for establishing the program are as follows:

3.1.1 Economic reasons:

- ❖ To meet the national needs for qualified national competent EMS Specialists/Paramedics and to reduce the shortage of professional EMS

Specialists/Paramedics at the different health care settings and to reduce the cost of international recruitment.

3.1.2 Socio-culture reasons:

- ❖ To carry out research works related to the EMS problems and injuries in the local area in order to promote the common health level for individuals.
- ❖ To improve the efficiency of EMS care by counseling the individuals and communities to adopt optimal EMS planning.

3.1.3 Technological development

- To use the most recent methods of communications and training to interlink the EMS Specialists/Paramedics with the designing of health programs for the community to promote the quality of health care.

3.1.4 National Policy Development:

- To reduce the dependence on international EMS Specialists/Paramedics and to have qualified national EMS Specialists/Paramedics who are at a better position to understand patient Scio-cultural needs.

3.2 Program Vision:

Seeks to gain national and international reputation in Emergency Medical Services with an aim to prepare competent and innovative leaders in their professional practice, education activities and administration.

3.3 Program Mission:

Graduating qualified health professionals capable of providing hospital emergency care and instilling systematic research in order to reach new conclusions in accordance with the highest academic and professional standards to meet social requirements.

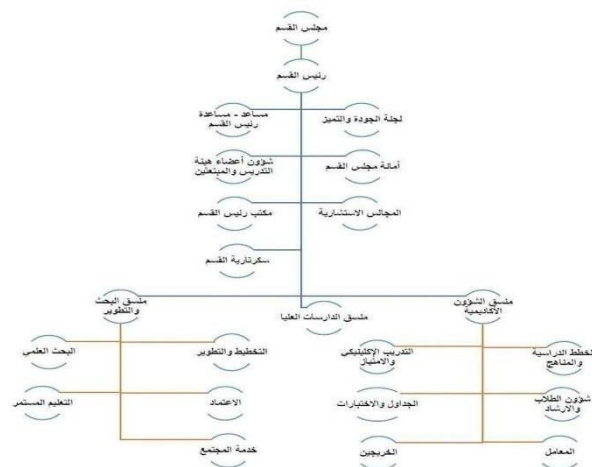
3.4 Graduate Attributes:

- Ability to critically analyze and manage any given health problem within the scope of professional practice.
- Ability to situate patients' needs as a priority without endangering self and others.
- Ability to demonstrate leadership, team player and the desire for continuing education for professional development.
- Ability to display the standards of ethical practice within the working environment.

3.5 Program Goals:

- 1) To prepare highly qualified EMS paramedics trained in the use of the latest medical services and capable to provide urgent care to patients in need.
- 2) The program provides academic and scientific environment of learning to stimulate productivity and creativity.
- 3) Maintain a positive attitude towards assessing and caring for patients in the pre-hospital and emergency settings.
- 4) Conducting scientific research for the development of Emergency care at the regional and national levels.
- 5) Effective collaboration with healthcare and educational organizations for education and training of future paramedics.
- 6) Active participation in community services regarding first aid and voluntary participation in all matters.

3.6 Department Organogram



3.7 Faculty Rights and Duties

3.7.1 Academic Freedom

Jazan University is committed to principles of academic freedom with respect to teaching and intellectual inquiry, the ethical and reasoned conduct of research, publication of findings, and expressions of ideas and beliefs. Jazan University recognizes, however, that it operates within the context of the culture, norms, and laws of the Kingdom of Saudi Arabia. There are, therefore, some legal and social restrictions of which the members of the faculty should be aware of and which they should observe. Public discussion of sensitive political or religious issues, preaching, and group worship are prohibited. A detailed orientation presentation and discussion of such restrictions will be provided during new faculty orientation.

3.7.2 Responsibilities: TEACHING, RESEARCH, AND SERVICE

Teaching and research are the primary activities of the faculty of Jazan University and should receive the largest commitment of effort and energy. It is obligation of a faculty member to have a significant presence on campus, to meet classes, to conduct research, to keep office hours, to hold examinations as scheduled, to be accessible to students and staff, to be available to interact with university colleagues, and to share service responsibilities.

Faculty members are expected to participate in university activities and to use their professional expertise to contribute to their professions and to the community. University activities and outside professional activities can be positive contributors to fulfilling one's University obligations. The University sees great value in activities outside the University that advance and communicate knowledge through interaction with industry, the community, and the public, and through consulting and professional opportunities.

The basic principle is that faculty members shall not allow outside employment to interfere with their primary university duties. It is a generally acceptable concept that outside professional activities may be a valuable

contribution so long as the activities are undertaken in a manner consistent with the full performance of the faculty member's primary university obligations. Experience indicates that this is difficult if the full-time faculty member spends more than the equivalent of one day a week on outside activities.

3.7.3 Standards of Ethical Performance, Teaching and Research

For faculty members, the notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibility. As a faculty member, a person assumes certain ethical obligations and responsibilities to students, to fellow faculty members, to the institution, to the profession, and to society at large.

3.7.4 The Duties of a Faculty:

Each faculty member is responsible for the quality and content of instruction in the classroom. The instructor should always strive to promote the general purposes of the Department and to achieve the objectives of the College.

The following objectives and considerations should guide the faculty:

1. Provide the highest quality classroom instruction toward the attainment of the goals of the University, the College, the Department, and the courses.
2. Combine teaching and research in the faculty member's major field of interest and incorporate the latest research, knowledge, and theory in classroom instruction.
3. Seek new and better devices, techniques, online technologies, procedures, and methods that may improve the teaching and learning process, in the field of Emergency Medical Services.
4. Recognize individual needs of students and provide challenging learning opportunities for all learners.
5. Recognize and provide academic and career guidance and encouragement through formal and informal conferences with students to supplement and improve the regular classroom instruction.

6. Develop efficient and equitable procedures for the evaluation of student academic performance and assign grades that reflect the achievement and progress of students enrolled in the courses. Provide timely and appropriate feedback to students.
7. Plan, schedule, organize, coordinate and monitor lectures and laboratory activities for the students assigned to you.
8. Complete the syllabi in the subjects assigned to you.
9. Prepare Lecture Plan/ Lecture Materials/ Course Material.
10. Conduct at least two - three internal Tests during each semester in the subjects assigned to you.
11. Encourage students to participate in co-curricular and extra-curricular activities.
12. Plan, deliver and evaluate theoretical / practical instructions.
13. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
14. Advise and assist the students in their project works.
15. Participate in professional development activities.
16. Involve in at least one task for Institutional Development during a semester
17. Any other responsibilities that may be assigned by the HOD.
18. To produce 95% result in the subject taught.
19. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
20. To take up collaborative programs with leading organizations by exchange of know-how and in turn help placement.
21. To take all efforts in bringing the name and fame of the institution to the top level in the nation.

3.8 Work schedule work week:

It is the policy of EMS Department to maintain working hours for all its employees in accordance with university regulations, labor agreements, workload, and the maintenance of an efficient and effective work schedule.

- The normal workweek is Sunday through Thursday.
- The normal working hours for most faculty and staff are 8:00 a.m. to 4:00 p.m., Sunday through Thursday.
- The schedule of hours for faculty and staff shall be determined by the assigned courses.
- Faculty and staff shall be informed of any changes to their normal scheduled working hours as far in advance as possible.
- It is strictly prohibited to change any lecture or lab timings without the approval of the Head of Department.
- Flexible work hour scheduling is subject to approval by the HOD, Vice Dean and the Dean.

3.9 Attendance and Punctuality:

It is important that you report to work regularly and on time. Regular attendance and punctuality ensure the efficient functioning of your department. However, if unexpected or uncontrollable circumstances require you to be late or absent, you should notify your supervisor within at least one hour of your starting time. If absence is due to an illness and will extend over a period, you should inform your supervisor of the anticipated length of the absence. If you do not call in, your absence will be considered unauthorized, and may result in disciplinary action. A pattern of excessive absenteeism or lateness may be cause for disciplinary action, up to, and including separation from employment.

3.10 Code of Conduct:

The EMS Department's Code of Conduct is intended to assist employees in understanding the types of behaviors expected by those in a professional environment, and those maintaining a professional image for the Department. General rules of conduct are considered essential to the safety and well-being of those at EMS Dept. Disciplinary action is defined as an action designed to correct breaches of standards of conduct or expected performance. The following list is not all inclusive and contains examples of conduct which are considered serious violations of standards of conduct and may result in disciplinary action:

1. Failure to maintain quality/ quantity performance standards.
2. Unauthorized absence from the workplace during working hours or failure to notify Dept. you will be absent from work.
3. Excessive unexcused absenteeism or lateness.
4. Sleeping during working hours, and/ or neglecting duties.
5. Refusal to follow supervisor's instructions, unless supervisor's instructions violate stated Dept. policy and/ or applicable laws, safety, or moral issues.
6. Insubordination - unwillingness to follow instructions of supervisor or person of authority.
7. Discriminatory actions against applicants, employees, students or patients because of race, color, religion, sex, age, marital status, disability, national origin, or any other protected class or status.
8. Sexual harassment, harassment and/or assault.
9. Disrupting the performance of employees, or engaging in language or actions which are inappropriate in the workplace,
10. Falsification of employment records or other College records, including timesheets.
11. Theft of personal, college, or intellectual property.
12. Failure to follow Dept., and as applicable, Affiliation policies or procedures.
13. Performing or conducting personal business during business hours, or use of Dept. property for non-college business.

14. Inappropriate or misuse of Dept. property, and/ or computer systems, including but not limited to: e-mail, internet, electronic games, social networking, etc.
15. Unauthorized use or unauthorized possession of intoxicants on work premises, or reporting to work under the influence of alcohol or other intoxicants.
16. Use of narcotics, except by prescription.
17. Possession of firearms, weapons, or explosives on work premises.
18. Gambling or possession of gambling devices on work premises.
19. Negligence or deliberate destruction or misuse of Dept. or affiliated property or property of another College member, visitor, or student.
20. Creating unsafe or unsanitary conditions or contributing to such conditions.
21. Threatening, intimidating, coercing, stalking, bullying, hostile or violent behavior/assault or actions directed toward another staff member, student, or other employees.
22. Illegal conduct on work premises.
23. Soliciting or accepting gratuities from visitors, students, patients, or vendors.
24. Distributing literature, pamphlets, photographs, or other printed matter other than work-related information necessary to proper job performance.
25. Actions detrimental to the operations of the employer and/ or towards student's learning.

3.11 Disciplinary Measures:

For individuals to work efficiently and effectively together, certain standards of performance and conduct must be maintained. When employees do not observe these standards, they will be subject to certain disciplinary measures. When an employee's performance is found to be unsatisfactory or there are infractions of rules of conduct, the following progressive discipline steps may be taken:

- Verbal warning,
- Written warning,
- Other steps as necessary and/or appropriate by the College Council.

3.12 Examiner and Invigilation Information:

The conduct of formal examinations is the responsibility of the Senior Invigilator. All examinations should start promptly at the scheduled time. However, should this not be possible, the Senior Invigilator will post corrected start and completion times in compliance with the published examination (s) requirement (s).

3.12.1 The following information is applicable to all examinations:

1. Equipment necessary, to include reference material, must be indicated carefully and thoroughly on the cover sheet provided to the control room. Other materials will not be allowed in the examination room. It is the responsibility of the Examiner to advise the students of the examination requirements prior to the examination date. Students must bring sufficient equipment to the examination and may not borrow from others during the period.
2. Cheating is neither allowed nor tolerated. The Senior Invigilator will state this at the beginning of the period. The Senior Invigilator will document all incidents of cheating. This document will be signed and submitted to include supporting materials to the control room as soon as possible to examination's conclusion. Although not a comprehensive list, talking, passing of information between students and failure to cease making the paper at the conclusion of the exam are clear _ examples of academic dishonesty (cheating). Reports of cheating will be shared with the Department Head and the Coordinator prior to being presented to the College Dean or Assistant Dean who may convene an appropriate committee. If the student is dismissed out of the exam room due to disruption of the examination, the exam will be cancelled for him and he will get "F" to that course.
3. The Senior Invigilator is required to pick up the examination and allied documents from the control within a period of 15 to 20 minutes prior to the scheduled start time. All assigned invigilators must report to the examination room not later than 10 minutes prior to the start time. The Senior Invigilator is required to pick up the examination and allied documents from the control within a period of 15 to 20

minutes prior to the scheduled start time. All assigned invigilators must report to the examination room not later than 10 minutes prior to the start time.

4. If a student fails to report to the examination for 10 minutes past the start time, please advise the control room.
5. The conduct of examinations is a professional and closed process. Invigilators must ensure the security, removal of extraneous materials and maintenance of a conducive academic atmosphere for the duration of the examination. This is the collective responsibility of the invigilators.
6. Late students are allowed entrance up to 30 minutes past the start time. Please note that if a student is absent from an examination no student may depart prior to 35 minutes after the start.
7. Once a student completes his examination, he will notify the staff by raising his hand. After handing in the paper(s) the student will quickly and quietly depart the facility.
8. Should a student require the use of the toilet, an invigilator will accompany the student to the door, ensure the facility does not contain extraneous material and escort the student back to the exam room.
9. Certain activities by invigilators, to include but not limited to the following specifics, are prohibited:
 - Unnecessary conversations.
 - Reading and writing activities not related to the examination.
 - Failure to maintain astute attention to detail.
 - Admission of extraneous personnel to the exam room.

3.12.2 Rules for Senior invigilators, Co-invigilators, and Examiners

Final Examinations:

- 1) The Senior Invigilator collects the examination papers from the control room at least 20 minutes before the start of the examination.
- 2) The Senior and Co-Invigilator should be present in the examination room at least 15 minutes _ before the start of the examination. All exams should start on time.

- 3) Always keep the extra question paper with the examination papers, and handed in with the rest of the papers.
- 4) Check all the identification cards of students before the start of the examination.
- 5) Translation of any questions or the answer of any queries related to the questions in the examination paper, by invigilators, is not allowed. Only the examiner can answer these questions during the allocated time.
- 6) The Senior Invigilator, at the start of each examination, should remind students about the University regulations regarding cheating and misconduct during the examination.
- 7) The Examiner should submit his examination papers at the control room at least 48 hours before the date of the examination.
- 8) The examiner is expected to be in the examination room for the first 10 minutes to answer any questions by the students, after that he is also expected to be in his office, for the duration of the exam, so he can be reached if needed.
- 9) The examiner should collect his papers, for grading, in the same day of the examination.
- 10) The Examiner should submit his results and graded exam, at the control room, within a period of 48 hours after the examination.

3.12.3 Guidelines for the preparation of examination questions:

- 1) The examinations should test the objectives of the course, i.e. the assessment should match the objectives, in content and level, as stated in the appropriate approved curriculum text.
- 2) The examination should include different types of questions, appropriate to the level of learning being tested in a case-to-case bases. Utilize an examination consisting of 100% of multiple-choice type of questions since the scantron machined is utilized for checking. Avoid lengthy essay questions as much as possible, as opposed to guided/structured essay requiring one or two paragraph

answers. The guidelines on question type, as stated in the appropriate approved curriculum test must be adhered to.

- 3) Strictly avoid Repetition of large numbers of questions from previous examinations, whether from the same semester or from previous semesters. Ideally, all questions should be original.
- 4) The time allowed for the examination should be appropriate. No written examination should be set to last for less than one hour or more than three hours. The time allowed should be released to the semester credit hours allocated to the course. Moreover, the examination should be set at such a level that no more than 50% of the students complete it in 75% of the time allowed.

3.13 Admission and Registration

3.13.1 Admission of Newcomer Students according to the university policies

To identify the administrative rules, conditions, and admission requirements of Jazan University in details, please visit www.jazanu.edu.sa. Admission and registration deanship, article 2, 3 and 4.

3.13.2 Based on Ministry of High Education regulations and Acceptance

1. Obtain a high school diploma in natural sciences or equivalent at a rate of at least 90%.
2. The date of graduation from the secondary school should not exceed two years from the date of submission for admission to the college.
3. Original secondary certificate with two copies of the original.
4. Original certificate of good conduct with a copy of the original.
5. Modern color photographs measuring 4 × 6.
6. Copy of the civil status card (national identity) with the original to be submitted for verification.
7. Capacity testing of the National Center for Measurement.
8. The achievement test of the National Center for Measurement.

No	Test Type	%
1	Secondary School Certificate Rate.	30
2	Capacity test (National Center for Measurement	30
3	Achievement test (National Center for Measurement).	30
4	Personal Interview test.	10
Total		100

3.13.3 Standard Essential/Physical Requirements

The EMS Program of FAMS follows the same standard non-academic essential requirements which are obligatory for every student to meet to join and go through the program smoothly. These standard essential requirements are divided into:

Functional ability	Standard	Examples of required activities
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of lab testing including color differentiation.	<ul style="list-style-type: none"> • Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components. • Characterize the color, clarity, and viscosity of biologicals, reagents, or chemical reaction products. • Employ a clinical binocular microscope to differentiate among specimens. • Read and comprehend text, numbers, and graphs displayed in projectors and white board.

Hearing	Auditory ability sufficient for physical monitoring of alarms, equipment, timers and dealing with clients	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear instrument alarms and normal function sounds • Hear auditory signals (timers, fire alarms, <i>etc.</i>)
Smell	Olfactory ability sufficient to detect significant environmental and laboratory odors	<ul style="list-style-type: none"> • Detect odors (burning or smoke) • Detect smell of small amounts of certain chemicals or gases (spill).
Movement	To execute the movement and skills required for safe and effective performance of duties even in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform	<ul style="list-style-type: none"> • Move freely and safely about a laboratory. • Reach laboratory bench tops and shelves, patients seated in specimen collection furniture. • Bear prolonged sitting or standing, over several hours. • Possess finger and manual dexterity necessary to control laboratory equipment (i.e. pipettes, inoculating loops, test tubes), adjust instruments to perform laboratory procedures, such as handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.

Communication	<p>Professional appearance and communication.</p> <p>Follow instructions and safety protocols.</p> <p>Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families, and all members of the healthcare team</p>	<p>Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).</p> <ul style="list-style-type: none"> • Follow verbal and written instructions to perform laboratory procedures correctly and independently. • Clearly instruct patients prior to specimen collection. • Communicate with faculty members, students, and other health professionals verbally and in recorded format. • Independently prepare papers, laboratory reports, and laboratory practical examinations.
Intellectual	<p>Ability to collect, interprets, and integrates information and make decisions.</p>	<ul style="list-style-type: none"> • Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism. • Be able to exercise sufficient judgment to recognize and correct performance deviations. • Apply knowledge to new situations and to problem solving scenarios.

<p>Behavioral</p>	<p>Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions. Must be able to measure, calculate, reason, analyze and synthesize, integrate, and apply information.</p>	<ul style="list-style-type: none"> • Manage heavy academic schedules and deadlines. • Be able to manage, complete tasks and respect the deadlines. • Demonstrate appropriate judgment and effectively employ intellect under conditions of stress. • Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to patients, self, and nearby individuals. • Adapt to working with unpleasant biologicals. • Support and promote the activities of fellow students and of healthcare professionals. <p>Promotion of peers helps furnish a team approach to learning, task completion, problem-solving, and patient care.</p> <ul style="list-style-type: none"> • Be honest, ethical, and responsible. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. • Show respect for diversity: works well with individuals of different age, ethnic background, religion, sexual orientation and/or educational backgrounds.
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3.13.4 Clinical Eligibility Requirements - Required Immunizations:

All students entering the EMS Program must meet eligibility requirements to attend the clinical laboratory. This is essential for the safety of the different stakeholders at the facilities used by the EMS program.

The student must submit electronic copies of immunization records and laboratory results of titers along with the Health Declaration/ Physical Examination Form.

DO NOT hand in any original paperwork – COPIES ONLY.

1. MMR (measles/ mumps/rubella): Two doses (4 weeks between doses) or students may provide a copy of laboratory results demonstrating immunity for each disease.
2. Hepatitis B series: Three doses or students may provide a copy of laboratory results demonstrating immunity or sign a Hepatitis B waiver form. (Some clinical sites will not accept a waiver.)
3. Tdap (tetanus, diphtheria and pertussis) within the last 10 years, effective through the last day of the semester for which student is currently enrolled.
4. Tuberculosis: **Two Step** Negative PPD (TB skin test), with a current negative TB skin test performed within the last year, effective through the last day of the semester for which student is currently enrolled or negative chest x-ray within the last year.
5. Physician Evaluation

3.13.5 Infection Control and Standard Safety Regulations

Each student is responsible for personal and others health and safety. The procedures below are generally intended as guidelines to assist students in minimizing risk of infection.

Standard Instructions for Lab Safety*

1. Never eat or drink in the student or clinical laboratory. Keep all objects out of your mouth.
2. Do not touch your face or use electronic devices while wearing gloves, or if your hands are potentially contaminated.

3. Details for disposal of biohazards, sharps, reagents, and other materials are present in the handbook in all Labs.
4. Gloves, closed toed shoes and lab coat are always required when performing any lab exercise and if there is a potential for contact with blood or body fluid. Long hair must be tied back.
5. Masks and goggles are required if splash or inhalation hazard exists.
6. Hazardous materials (blood-soaked gauze, chemical reagents, *etc.*) will be placed in biohazard containers. Some special circumstances may exist. Follow the disposal instructions in each lab.
7. Needles, hard plastic, wooden applicator sticks, and other sharp objects will be placed in the puncture proof sharps containers.
8. Hand wash with soap and water at the beginning and end of each class, and if visibly soiled. Wash hands after bleaching the bench top.
9. Use hand sanitizer frequently throughout the class, and always before putting on, and when removing gloves, after touching counters, and before eating or drinking.
10. Counter tops and desk areas are cleaned with a 10% bleach solution (prepared daily) before and at the end of each class.
11. Equipment and instrumentation should be used per manufacturer specifications and directions. Do not use any equipment unless you have been trained in the proper operation.
12. Use brush and dustpan to collect broken glass. Contact housekeeping for large spills.
13. Notify the instructor immediately of all injuries and potential exposures.

3.14 Guidance and Counselling Services

An academic advisor will be assigned to assist advice and follow up student academic performance. Students must meet with assigned advisor at least twice per semester during his/her office hours or academic advising hours. Names of assigned academic advisory students are recorded in the edugate home portal of each faculty member.

Meeting advisory students will help review their academic performance and progress toward graduation and advise them to adhere to their academic plan. However, it is the students' responsibility to be sure they have completed all the courses needed to finish their specified degree.

Dropping a course can postpone student graduation and impact their financial aid award, so they should be careful not to take a drastic decision that affects their plan without referring to their advisor.

3.15 Study Regulation and Tests

3.15.1 Progression in the program

The EMS program follows Jazan University system in which each academic year is divided into two semesters (semester= level) and each semester is consist of fifteen weeks. EMS Program is a 4 - years Bachelor program which allocated as:

- ◆ One year (2 semesters/levels) in the preparatory year
- ◆ Three years (6 semesters/levels) in the EMS program
- ◆ One year (48 weeks) in the internship
- ◆ **Preparatory Courses:** Must be completed before starting the EMS program
- ◆ **Minimum grade of C:** (GPA not less than 3.5 over 5) is required in all of the following courses: 102 PRE- 105 PRE- 106 PRE- 108 PRE-109 PRE- 163 PRE- 164 PRE
- ◆ The student who fails in one or more courses in one level is obliged to study and pass this course at first before registration any other courses from the higher levels according to the course plan and time table.
- ◆ The student is obligated to pass the prerequisite courses prior to register the next assigned courses (refer to the curriculum plan).
- ◆ The course load of study for the students has to be in accordance with their accumulative average which must not be less than the minimum limit according to the Jazan University regulations.

3.15.2 Passing the Examination Grading System:

The examination and grading system of the program are limited by the following regulations:

- ✓ Each course will have a total of 100 marks, and these are distributed as follows:
- ✓ 60% for the course work (quizzes, assignments, homework, midterm exams, practical exam)
- ✓ 40% for the final examination.
- ✓ The passing mark in each course is 60% out of the total.

The program grading system follows the requirements at JU which is based on a maximum of 5 as shown in the following.

Letter Grade	Numerical	Point Average	Meaning
A+	95-100	5.0	Excellent
A	90- less than 95	4.75	
B+	85- less than 90	4.5	Very Good
B	80- less than 85	4.0	
C+	75- less than 80	3.5	Good
C	70- less than 75	3.0	
D+	65- less than 70	2.5	Acceptable
D	60- less than 65	2.0	
F	Below 60	1.0	Failure

3.15.3 Program completion or graduation requirements

The student graduates after successful completion of graduation requirements according to the approved program study plan with cumulative GPA not less than (2.00) out of (5.00) with grade – Acceptable. To obtain the degree of Bachelor of Science in EMS, the students should complete the following requirement successfully:

3.15.3.1 Completion of 125 credit hours according to the study plan of the program:

- ✓ 1st preparatory Year (Level1 + Level2) = 27 credit hours
- ✓ 2nd Year (Level 3 + Level4) = 34 credit hours
- ✓ 3rd Year (Level5+ Level6) = 34 credit hours
- ✓ 4th Year (Level7+ Level8) = 30 credit hours

3.15.3.2 Internship Program:

- ✓ After the completion of all the 46 courses (including the preparatory courses), the student will start a compulsory internship year (48 weeks/0 credit hrs).
- ✓ Internship program starts by the successful completion of 8th semester in the campus by training students in different RCC and hospitals of Jazan Province and other regions according to their home place if they wanted.
- ✓ The internship students are supervised at this stage by the RCC and hospital emergency staff that evaluate their performance, behavior and monitor their attendance.
- ✓ During the internship, the students are expected to gain all the field experience needed to practice the profession in the future including the communication with heads, colleagues, peers and patients and go through the applying of quality control, scene safety roles, rabid response, patient transferal and enhancing emergency and intensive care skills.
- ✓ After completing the internship year successfully and obtaining the release from the Admission and Registration Deanship (ARD), the students would be qualified to receive the Bachelor's degree certificate.

3.15.4 Attendance Regulations

- ❖ All the students are required to attend all the classes regularly during the 15 academic weeks/ semester.
- ❖ Students who their attendance is less than (75%) out of the total hours of any course will be prohibited from entering the final examination and will have an F (Fail) grade in that course.
- ❖ Students who are absent in the Midterm/final examination of a course(s) will not be given a substitute examination, except for a valid reason accepted by the excuse committee and college council (See the following point).
- ❖ The attendance of the students in the class will be taken during the first 15 minutes of the scheduled time.

3.16 Appeals/ Complains

The student Affairs Committee (SAC) is concerned with the protection of the rights of students in the college. The students start towards claiming his/her right by submitting his/her request in the student affairs office. In turn, it is the committee responsible about student investigations, irregularities and suggest the impose penalties on the offending students in accordance with these regulations.

The Student Affairs Committee is responsible for the following:

1. Consider everything related to student matters.
2. Consider the irregularities that occur from students.
3. Raise exceptional cases to the College Council.
4. Coordinating the work of academic guidance.
5. To consider all academic applications related to the apology and extraordinary postponement, re-registration after exhausting the statutory period, and granting exceptional opportunities in cases not accepted through e-student's account.
6. Receiving complaints from the student regarding any academic and non-academic problems that are faced within the college to protect the rights of the student.

7. Follow-up of the tasks assigned to follow up the progress of the study and the tests within the college according to the executive rules of the study and testing regulations at the university

4. JOB DESCRIPTION

4.1 Head of Department:

4.1.1 Position identification:

- Job title: Head of Department
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: College dean/ college vice dean

4.1.2 General information:

The head of department (HOD) oversees and establishes policies and procedures as well as coordinate the work within the department. The HOD also establishes departmental goals and ensures all the workers are working to meet these goals.

4.1.3 Duties and responsibilities:

- Responsible and accountable for setting and advancing the academic strategy of the
- Department in line with Faculty and University strategic plans and direction.
- Oversee, organize, and develop the core activities of teaching, research, examining, advising and other service activities and knowledge transfer, consulting with all departmental colleagues.
- Refresh and develop new programs to attract new students and markets.
- Ensure the highest levels of quality, integrity, and ethics in teaching, learning and research within the department.

4.1.4 Qualifications:

- PhD in related field
- Saudi council license for related field

4.1.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.2 Assistant Head of Department:

4.2.1 Position identification:

- Job title: Assistant head of department
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.2.2 General information:

The assistant head of department (HOD) is academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.2.3 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Supervise research for graduated students
- Assist in performance evaluation process
- Create work schedules and assign meetings
- Assist in departmental goals and strategies development
- Administrative tasks assigned by the head of department

4.2.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license of related field

4.2.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.3 Professor:

4.3.1 Position identification:

- Job title: Professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.3.2 General information:

The professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.3.3 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Undertake research at different levels, undergraduate, post-graduate students, or college related research
- Review/develop the course plan
- Designing, developing the curriculum/program
- Involvement in the recruitment, managing, and developing of the staff
- Administrative tasks assigned by the head of department

4.4.5 Qualifications:

- PhD in related field
- Work experience in any health-related field
- Saudi council license for the health-related field

4.4.6 Work conditions:

This job requires:

- Working one day at hospital.

4.4 Associate Professor:

4.4.1 Position identification:

- Job title: Associate professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.4.2 General information:

The associate professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.4.3 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Undertake research at different levels, undergraduate, post-graduate students, or college related research
- Review/develop the course plan
- Designing, developing the curriculum/program
- Administrative tasks assigned by the head of department

4.4.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for related field

4.4.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.5 Assistant Professor:

4.5.1 Position identification:

- Job title: Assistant professor
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Department head

4.5.2 General information:

The assistant professor is experienced academic personnel who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.5.3 Duties and responsibilities:

- Prepare / revise lecture slides
- Prepare / revise laboratory manual
- Supervise practical instructor
- Review and set up exam papers
- Supervise research for graduated students
- Revise course structure and syllabus
- Administrative tasks assigned by the head of department

4.5.4 Qualifications:

- PhD in related field
- Work experience in research laboratory
- Saudi council license for related field

4.5.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.6 Lecturer:

4.6.1 Position identification:

- Job title: Lecturer
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Unit head/Department head

4.6.2 General information:

The lecturer is an academic staff who is expected to make a strong contribution to teaching, research and administrative services in the department and the college.

4.6.3 Duties and responsibilities:

- Assist in preparing and delivering lecture
- Prepare / revise laboratory manual
- Teach practical sessions
- Help in exam papers preparation
- Supervise research for graduated students
- Invigilate examinations
- Checking and assessing student's work
- Administrative tasks assigned by the head of unit/department

4.6.4 Qualifications:

- MSc in related field
- Work experience in research laboratory
- Saudi council license for health-related field

4.6.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

4.7 Teaching Assistant:

4.7.1 Position identification:

- Job title: Teaching Assistant (TA)
- Job type: Full-time
- Classification: Exempt
- Immediate supervisor: Unit/Department head

4.7.2 General information:

The TA is academic position offered to the newly graduated students with bachelor's degree. The TA is expected to make contribution in teaching, and administrative services in the department and the college.

4.7.3 Duties and responsibilities:

- Help in laboratory manual preparation
- Assist in practical sessions teaching
- Prepare laboratory for regular sessions and examinations
- Invigilate examination
- Delivering two to three regular lectures for the students
- Administrative tasks assigned by the unit/head of department

4.7.4 Qualifications:

- BSc in related field
- Saudi council license for any health-related field

4.7.5 Work conditions:

This job requires:

- Working during weekend.
- Working one day at hospital.

5. DEPARTMENT COUNCIL

5.1 Definition: The department council is composed of its faculty members, and each department council has powers in academic affairs within the limits of the system and its regulations.

5.2 Organization of the Council:

- The Department Council shall meet at least once a month. The meeting shall not be valid in the presence of two thirds of its members.
- The Council shall be chaired by the Head of the Academic Department and decisions of the Council shall be issued by an absolute majority of the votes of the members present. When equal, the side in which the President is likely to prevail.
- The decisions of the Board shall be considered effective unless objected by the Dean of the College within 15 days from the date it proposed. If he objects to it, he shall return it to the council together with his point of view for further study. If the Board remains in its opinion, the decision objected to it shall be referred to the College Board for decision.

5.3 Duties of the council:

- Recommend the approval or amendment of study plans.
- Recommend the approval of programs, curricula, textbooks, and references in the department.
- Encourage the members of the department to prepare, coordinate and publish scientific research.
- Proposing the names of part-time individuals of high scientific standing by teaching or supervising research and scientific theses.
- Propose and recommend recruiting specialists as Saudis and others for a specific period of teaching in the department.
- Report to the College Council on the status of scholarships in their studies after the lapse of half a year.
- Submit a detailed annual report on the status of scholarship in the department to the College Council after its decision.
- Propose acceptance and transfer controls to and from the department.
- Proposing plans for graduate studies and admission controls in the department.
- Consider what is referred to it by the College Council, its president or its agents for studying and giving opinion.
- Form permanent or temporary committees among faculty members.

5.4 Powers of the Department Council:

- Recommend the student to study courses if the student completed the required courses for graduation and the average of less than it is required to raise the cumulative GPA if it succeeds in the courses and its failure rate.
- Recommend that the final test be a practical or oral test and determine the degree to which they are assigned.
- Recommend that the duration of the final test be limited to not less than one hour and not more than three hours.

- Allow the student, upon the recommendation of the subject teacher, to complete the requirements of any course in the next semester, The student shall be assessed in his / her academic record an assessment of a completed or (IC) grade and shall not be calculated within the semester or cumulative average.
- Upon completion of the requirements of that course, the student shall obtain the grade he / she receives, if he / she has spent a semester incomplete grades or (IC) in the student's record of non-completion have not been altered by a grading failure or (F)It is calculated within the quarterly and cumulative average.
- Allow monitoring of the student's or (IP) assessment if the course requires more than one semester and after the student has completed The examination of the course shall be granted the grade obtained, and if the course is not completed on time, it shall be given to the Council consent to monitor an incomplete grade (IC) in the student's record.
- Recommend the equivalence of the courses studied by the student outside the University.
- Recommend the establishment of peer review committees for tests.
- Recommend the formation of a committee to evaluate the teaching process of faculty members.
- Approve the distribution of lectures, exercises, and works to faculty members.

5.5 Faculty Members Affairs:

- Recommend the appointment of faculty members.
- Recommend the appointment of lecturers, teaching assistants, language teachers and research assistants.
- Recommend the appointment to the rank of assistant professor without the requirement to obtain a doctorate degree in the disciplines. The doctoral degree is not granted in accordance with the regulations specified in the system and regulations of higher education.
- Recommend the promotion of a faculty member and nominate a number of specialized arbitrators, at least eight.

- Recommending the payment of a unit allowance if the number of teaching units for faculty members as quorum prescribes.
- Recommend acceptance of full-time reports for faculty members.
- Recommend the approval of the work of the faculty member as part-time consultant in government agencies or the private sector or regional or international organizations.
- Recommendation to approve the participation of the faculty member in conferences and seminars held within the Kingdom and abroad.
- Recommending the secondment of the faculty member who like to work for government agencies.
- Recommend the secondment of the services of the faculty member.
- Recommend sending a faculty member on a scientific mission outside the university.
- Recommend sending a faculty member to teach outside the Kingdom.
- Recommend allowing the faculty member to travel for research at another university during the summer vacation.
- Recommendation to accept the resignation of the faculty member and his or her spouse on early retirement at his request.
- Recommend the use of part-time professors for a period not exceeding two years, which is renewable.
- Recommend the use of distinguished Saudi competencies from outside the university for teaching.
- Recommend the transfer of the faculty member and the like within the scope of his specialization from one department to another within the college. Recommend the transfer of the faculty member who like to work outside the university.
- Recommend the employment of those who exceed the upper age limit (sixty calendar years), for contractors within ten years for professors and associate professors, five years for assistant professors and three years for other classes.
- Recommend the calculation of experiences in non-university teaching to contractors if they are in the area of specialization with the qualification and the scientific basis on which he was hired is a one-year biennial.

- Submit the previous recommendations to the College Council.

6. Quality and Development Committee

6.1 Definition: This committee aims to pay attention to all matters related to development and quality in the department.

6.2 Composition: This committee is formed by a decision of the department council and consists of at least three faculty members selected decision of them, and reports to the Department Council.

6.3 Duties:

- Ensure that the program complies with the quality standards of accreditation bodies.
- The preparation of self-study to meet the accreditation body standards report.
- Ensuring the availability of the required documents and files, review of decisions based on the accreditation body requirements in the program.
- Collecting, reviewing and interpreting the program calendar or recommendations of the accreditation.
- Recommending improvements to the program sections and propose amendments as appropriate.
- The preparation of the implementation of the program based on the recommendations or results of the evaluation and accreditation activities plan.
- Prepare an annual report highlighting the achievements regarding the procedures in the implementation of the program's sections, and propose corrective action plan if necessary.

Approved by:



Dr. Nizar A. Khamjan

Head of Department