



Jazan University
College of Applied Medical Sciences
Emergency Medical Services Department



EMS Program Student
Handbook
Regulations & Requirements



EMS Program - Student Handbook

Regulations and Requirements

Abbreviations

Abbreviation	Identification
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
KFCH	King Fahd Central Hospital
CAMS	College of Applied Medical Sciences
HOD	Head of Department
AHOD	Assistant Head of Department
UH	Unit Head
CC	Course Coordinator
SAC	Student Affairs Committee
ERC	Examination Reviewing Committee
QACM	Quality Assurance Committee Member
CL	Clinical Lab
ARD	Admission and Registration Deanship
NQF	National Qualification Framework
GPA	Grade Point Average

ID	Identification Number
SOPs	Standard Operations Procedures
SDS	Safety Distinguisher shower
PCR	Patient Care Report
CERTs	Community Emergency Response Teams
MMR	Measles/ Mumps/ Rubella
Tdap	Tetanus/diphtheria, pertussis
TB	Tuberculosis
RCC	Red Crescent Centre
PRE	Preparatory

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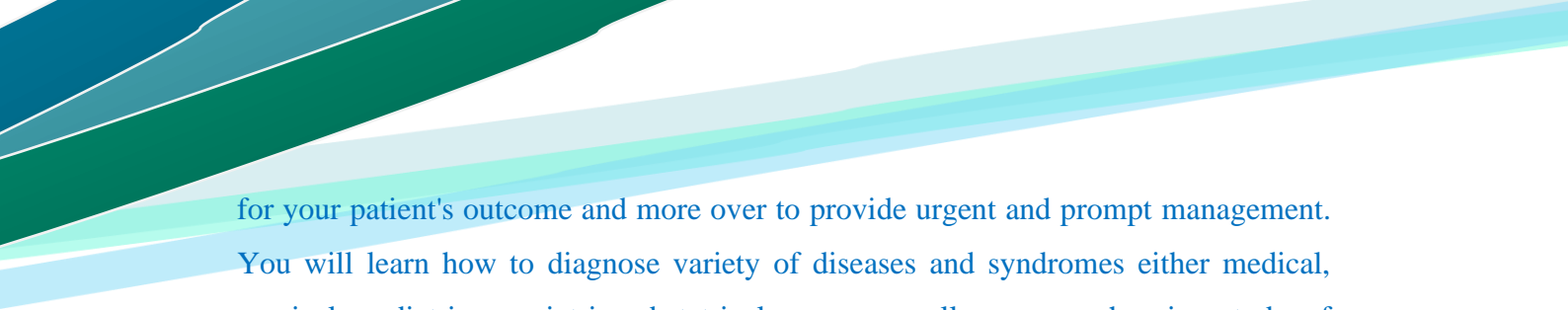
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PART I: INTRODUCTION

1.1. Welcome

Welcome to Emergency Medical services department (EMS) in College of Applied Medical Sciences (CAMS), Jazan University. EMS is the extension of emergency medical care into the prehospital setting. The EMS program is dedicated for helping you become one of the best emergency medical specialist in the area. Joining this program is a appropriate decision; you have chosen a recommended and exciting profession which demands a commitment to caring, quality and responsibility. More than 35% of mortality and grave morbidity rates have been reduced because of the existence of emergency and scour teams in the medical services field so you are considered as an active partner in the health care institution.

EMS Program is not an easy program since you will spend long hours moving among classes, clinical labs, emergency centers and hospitals, but it is really an interesting program. You will learn how to collect information of critically ill patients in critical situations, interpret this information within few seconds that are very valuable



for your patient's outcome and more over to provide urgent and prompt management. You will learn how to diagnose variety of diseases and syndromes either medical, surgical, pediatrics, geriatric, obstetrical cases as well as comprehensive study of critical and intensive care. You will also learn how to face and manage disasters, mass gathering and communication skills that prepare you to face different clinical settings that you will be confronted with during every day's work. You will practice how to use and accommodate different types of ambulance vehicles either land or aircraft. Then you will be assigned to a clinical rotation for more practice and application in the clinical simulator laboratories of the college, Red Crescent Center (RCC), and hospitals like; King Fahd Central Hospital (KFCH). You will come to know how reliable communication between medical personnel and outside medical resources is key to a successful medical response.

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PART I: INTRODUCTION

1.2. Purpose of the Handbook:

This Student Handbook has been designed and well prepared to provide essential information you will need during your academic life. The requirements and regulations mentioned in this handbook are the guides that you must follow and adhere. Most of these regulations are following the same of Jazan University policies, regulations and may be changed or modified at any time to reflect the current policies of the Kingdom*.

The program will provide you with persons you should refer if you have any issue in addition to the academic advisor who will assigned by the program to guide you academically. We all want you to learn, know, and practice properly to be a distinct Paramedic (formerly EMT).

It is your responsibility as a student to become thoroughly and be aware with all the EMS program requirements and regulations and all the other rules and instructions mentioned inside as well. Your unawareness by the regulations does not relieve you of responsibility**.

** For more general and specific information guides, you can visit the university site (www.jazanu.edu.sa) and take a tour in its deanships, centers, services, activities and all you need.*

*** The EMS Program Requirements & Regulations will be available on the College/Department websites and as a hard copy in the student's affairs office (1116- Building No.1).*

PART I: INTRODUCTION

1.3. Identification of the Program

Emergency Medical Services Program is interested in consolidating the values of clinical intervention in prehospital and emergency settings as a rapid response personnel that would assist in saving lives and prevent major diseases complications that would markedly affect the quality of life. The program objective is to provide specialists with scientific, clinical and technical expertise in helping him to perform his role more effectively, and in improving the performances and quality of medical and health care provided to the patients. The program aims to prepare competent graduates, who possess the scientific and practical knowledge to conduct prehospital intervention in high quality manner

On the other hand, the program constructed to prepare graduates to become regional and national leaders in health care system for serving the community through researches and innovations, which meet the mission and goals of Jazan University.

1.4. EMS Career:

The paramedic (formerly known as EMT-Paramedic) is trained in all aspects of basic and advanced life support procedures that are relevant to prehospital emergency care. The paramedic has advanced training in patient assessment, clinical decision-making, cardiac rhythm interpretation, defibrillation, drug therapy, and airway management.

The paramedic provides emergency care based on advanced assessment skills and the formulation of a field diagnosis.

Description of the Paramedic Profession:

The description of the paramedic profession provides the philosophy and rationale for the depth and breadth of coverage.

- Paramedics have fulfilled requirements prescribed by an accrediting agency to practice the art and science of out-of-hospital medicine under medical direction.
- Through performing assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity caused by illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.
- Paramedics possess knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.
- Paramedics strive to maintain high-quality, reasonable-cost health care by delivering patients directly to appropriate facilities. As advocates for patients, paramedics seek to be proactive in affecting long-term health care by working with other provider agencies, networks, and organizations.

The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury- and illness-prevention programs.

As the scope of service continues to expand, the paramedic will function as a facilitator of access to care and as an initial treatment provider.

- Paramedics are responsible and accountable to medical direction, the public, and their peers.
- Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research.

- Paramedics seek to take part in lifelong professional development, perform peer evaluation, and assume an active role in professional and community organizations.

1.5. The Responsibilities and Roles of the Paramedic

The paramedic may practice patient care at an emergency scene, from an emergency scene to the hospital, between health care facilities, or in other health care settings as permitted by state and local laws.

The paramedic must be prepared physically, mentally, and emotionally for the job.

Preparation includes

- Being committed to positive health practices.
- Having the proper equipment and supplies
- Maintaining adequate knowledge and skills of the profession.

The paramedic must respond to the scene in a safe and timely manner. Scene assessment must consider personal safety; safety of the crew, patients, and bystanders; and the mechanism of injury or probable cause of illness.

The paramedic must quickly perform patient assessment to determine the injury or illness. Integrating assessment findings with knowledge of disease or injury helps the paramedic formulate a field impression. It also helps set priorities of care and transportation.


Managing an emergency often entails following protocols and interacting with medical direction as needed.

The care provided by the paramedic should minimize secondary injury. After stabilizing the patient in the field, the paramedic should provide an appropriate facility for transport. Transportation may include a ground or air ambulance.

The type of transport needed for optimal patient care is based on the patient's condition, distance from the hospital, travel time, and other factors.

Choosing the most appropriate facility requires knowledge of available resources, hospital designations, and categorization.

The hospital destination decision should be made jointly between the paramedic and the patient in cooperation with medical oversight. Knowledge of transfer agreements and local transport protocols is also helpful.



The paramedic is the patient's advocate as responsibility for care shifts to the staff at the receiving facility. The staff must be briefed about the patient's condition at the scene and during transport. The paramedic also needs to provide thorough and accurate documentation in the patient care report (PCR).

The PCR should be completed in a timely manner so that the EMS crew can return to service.

The crew should prepare the ambulance for return to service by replacing equipment and supplies (per agency protocol).

The crew also should review the call openly. This can help to identify ways to improve the patient care services that were provided at the scene and during transport.

Sampling of Specialized Care Facilities

Burn specialization center

Cardiac treatment center

Clinical laboratory service

Emergency department

Facility with acute hemodialysis capability

Facility with acute spinal cord or head injury management capability

Facility with reperfusion capability

Facility with special radiological capabilities

High-risk obstetrical facility

Hyperbaric treatment center

Intensive care unit for trauma patients

Neurology center

Operating suite

Pediatric facility

Postanesthesia recovery room or surgical intensive care unit

Psychiatric facility

Rehabilitation facility

Stroke center

Toxicology (including hazardous material or decontamination) service

Trauma center

Additional Responsibilities:

- Other duties of the paramedic include community involvement, support of primary care efforts, advocating citizen involvement in the EMS system, participation in leadership activities, and personal and professional development.
- A paramedic can be involved in the community and can be a role model for the profession in many ways. The paramedic can advocate illness and injury prevention programs and can participate as a leader in community activities. A few ways to improve the health of the community include teaching CPR, first aid, and injury prevention. These activities help to ensure proper use of EMS resources. They can also improve the integration of EMS with other health care and public safety agencies.

Communities and their health care organizations often enlist paramedics to support primary care efforts, and prevention and wellness programs. Paramedics can help to inform the public of the best use of prehospital and other non-EMS health care resources. Examples include alternatives to ambulance transportation, nonhospital emergency department clinical providers, and freestanding emergency clinics. These programs that teach when, where, and how to use EMS and emergency departments promote the best use of health care resources.

Encouraging citizens to be involved in EMS improves the system as a whole.

Citizens can help to set the needs and parameters for EMS use in the community.

They can offer an objective view into quality improvement and problem solving. In addition, having involved citizens creates informed, independent advocates for the EMS system.

Some EMS agencies organize community emergency response teams (CERTs).

These teams help

Prepare citizens to respond to disaster-type emergencies. Members are trained to provide instant help

to victims, organize volunteers, and support first responder efforts.

Paramedics can take part in leadership activities in their communities in many ways.

One example is conducting primary injury prevention initiatives (activities and risk

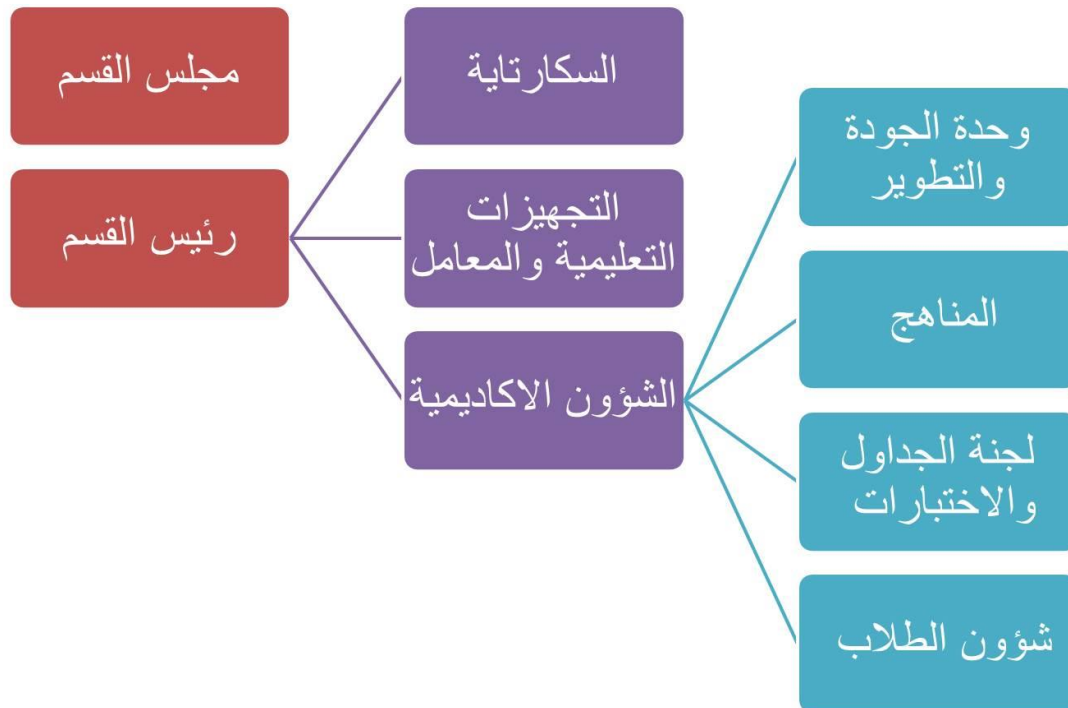


surveys). Another example is assisting media campaigns to promote EMS issues and other health programs.

Finally, a paramedic has a responsibility for personal and professional development. There are many methods to accomplish this. Examples include continuing education, student mentoring, membership in professional organizations, and joining professional teams. Other methods include becoming involved in work-related issues that affect career growth, exploring alternative career paths in the EMS profession, conducting and supporting research initiatives, and being actively involved in legislative issues related to EMS.

PART II: EMS PROGRAM ORGANIZATION

2.1. Organization Chart*



* Updated information about the staff members including, name, unit, mobile no., office hours, hospital day and their emails will be updated and be available in the student's affairs office (NO:).

2.2. Program Head and Assistants

<i>Position</i>	<i>Name</i>	<i>e-mail</i>	<i>Office</i>
<i>Head of Department HOD</i>	<i>Dr. Nizar Ahmed Khamjan</i>	nkhamjan@jazanu.edu.sa	<i>S</i>
<i>Assistant HOD AHOD</i>	<i>Dr. M.Moukhyer</i>	mmoukhyer@jazanu.edu.sa	<i>S</i>
<i>EMS Department</i>	-	ems.ams@jazanu.edu.sa	-

2.3. Program Administration Offices

Position	Name	e-mail	Office
Secretary/ HOD	Mr.M. Kenani	mkenani@jazanu.edu.sa	S
Student Affairs	Mr. M. Lahiq	mlahiq @jazanu.edu.sa	S

2.4. Common College Offices

Service	Office	Name
Dean	S1	Dr. Aymen M. Madkhali
Vice Dean		Dr. Nouf H. Abu Hadi
Vice Dean (Academic Affairs)	S18	Dr. Ali Hakami
Assistant Vice Dean (Academic Affairs)		Dr. Sali A. Bajabir
Vice Dean (Clinical Affairs)		
Secretary of College		
College Student Affairs		
Non Academic Activity	-	
Internship Affairs	-	

2.6. Program organizational Committees/Units

Committee/ Unit	Head/ Assistant (Office)	e-mail
Quality Committee	Dr. Bahja Siddig(S307)	Bsiddig@jazanu.edu.sa
	Dr.Mohtashim Lohani (S)	mlohani@jazanu.edu.sa
	Dr. Elsie Maguen Valdez	emaguen@jazanu.edu.sa
Examination/Academic Affairs Unit	Dr. M. Moukhyer	mmoukhyer@jazanu.edu.sa
	Dr.Mazharul Haque	mazharulhaque@jazanu.edu.sa
Training/Internship Unit	Dr. Hamoud Alsuraiha	halsuraiha@jazanu.edu.sa
Social Activities/community services Unit	Dr. Kumaresan Kathamuthu	kkathamuthu@jazanu.edu.sa
Students Advisory Unit	Dr. Bahja Siddig	Bsiddig@jazanu.edu.sa
E-Learning Unit	Dr. Hamoud Alsuraiha	halsuraiha@jazanu.edu.sa
Curriculum Committee	Dr.Mazharul Haque	mazharulhaque@jazanu.edu.sa

2.7. EMS Laboratories

Lab	No	Supervisor	Email
Basic lab	G183	Mr. Hassani	
Ambulance Simulator lab	G183	Mr. Hassani	@jazanu.edu.sa
Fitness lab	G183	Dr. Komaresan	kkathamuthu@jazanu.edu.sa
Advanced lab	F179	Dr. Bahja Siddig	Bsiddig@jazanu.edu.com
Anatomy lab	G		
Physiology lab			



PART III: EMS PROGRAM IDENTIFICATION

3.1. Overview of the Program

3.1.1. Vision

To be among the best programs in the kingdom recognized nationally and internationally as a leader in providing the highest quality graduates in the field of Medical services to help the community and to cover the demands of medical labor market.

3.1.2. Mission

The department is dedicated to provide competent professionals in the field of Emergency medical services by imparting knowledge, skills and values, which are essential for the students to lead the profession and serve the community through work, training and research

3.1.3. Values:

Commitment to Quality

Commitment to Innovation

Commitment to respect Community

Honesty and Transparency

3.1.4. Goals:

- ◆ To provide educational program that graduate well-trained students to fulfil the need of local medical labour market.
- ◆ To increase lifelong learning opportunities for students and the community.

- ◆ To participate in the community development via involvement of both faculty and students in community services.
- ◆ To contribute to the knowledge in the field of Medical Laboratory by way of innovative, fundamental and applied research.
- ◆ To promote programs and activities that enhances the cultural and social well-being of students and community.

PART III: EMS PROGRAM IDENTIFICATION

3.2. Why the EMS program was established?

Emergency Medical Services has been established in 2011 as a department belonging to College of Nursing and allied Sciences to meet the challenges of lacking health care services which Jazan province was facing at that time. In the year 1438, the programs were transferred from the College of Nursing to Faculty of Applied Medical Sciences according to Resolution No. 9/11/1438 dated 08/21/1438AH (May 2017) .

The Program works in parallel with other medical specialization as complementary disciplines that can give the community full health services in the area.

3.2.1. Economic reasons:

- ❖ Overcome the paramedical professional's nationwide scarcity
- ❖ Provide job opportunities in the governmental and private sectors including hospitals and Red Crescent centres.

3.2.2. Social- culture reasons:

- ❖ To enhance the delivery of health care system to the society through increasing the emergency services for patients in the remote regions.
- ❖ To provide the region with well-trained graduated Saudi paramedics who help keeping the culture, society habits and Islamic law

3.2.3. Technological Development:

- ❖ Meet the international parameters in the field of advanced life support and trauma management and diagnosis using the most recent techniques, and instruments.

- ❖ Encourage the cooperation with the other health care institutions through establishment of a links between College of Applied Medical Sciences and other health care facilities .

PART III: EMS PROGRAM IDENTIFICATION

3.2.4. National Policy Development:

- ❖ Meet the national need for EMS Paramedics physician for best care for patients in hospitals and to contribute in solving the patients' problems in the society.
- ❖ Establish paramedical education and health promotion in Jazan region.
- ❖ Train the students to be competent of orienting scientific research and paramedical services in the field of laboratory medicine.
- ❖ Prepare graduates able to take the responsibility and lead the health institution efficiently.

3.3. EMS program Information:

Program Title: *Emergency Medical Services.*

Code: *EMS*

Total Credit Hours: *125 hours needed for completion of the program*

Award granted on completion of the program:

Bachelor of Science in Emergency Medical Sciences

3.3.1. General Program Description

The program is a combination of different courses that are complementary for each other and distinguish into 5 stages:

Stage	Level	General Description
First	1-2	The preparatory year (level 1 and 2), which is common and prepare the students to the different programs in the college and other medical colleges as well. It includes mainly English courses in the 1 st level and the core courses biology, chemistry, physics, computer science in the 2 nd level.

Second	3-4	The beginning of the EMS program in which the basic and introductory courses are conducted in the 3 rd and 4 th levels
Third	5- 6	The more specific one which includes the proficient practiced courses distributed between level 5 and 6
Fourth	7- 8	The advanced stage which includes the more advanced and mastered courses distributed between the 7 th and 8 th levels.
Fifth	Internship	The final stage which includes the training period (internship) of the students in the emergency and resuscitation units of the different hospitals inside and outside Jazan area in addition to their main training field as EMS paramedics in Red Crescent Centers

PART III: EMS PROGRAM IDENTIFICATION

3.3.2. Brief Courses Description (EMS specialty courses)

Course name	Course code	Course description
Basic emergency care	211EMS	This course deals with the knowledge and skills of an EMT-basic. In this course, the student will learn the basic principles of emergency care. He will be instructed to identify and manage common medical emergencies and common problems related to trauma patients.
Communications and Documentation in EMS	216 EMS	Communication skills are the core in the interaction between the patient and the provider. The fundamental purpose of this course is to bring about the methodology that students can utilize to acquire a profound level of communication.

Pharmacology and Drug Administration	EMS 221	This course of paramedics care is designed to all undergraduate second year, fourth level students. General objectives of this course are to develop students' knowledge and clinical competencies in the area of Pharmacology (definitions and branches) and drug administration, basic, with understanding and implementing Good Laboratory Practice, to empathize the drugs used in EMS and significance of drug administration by different routes. It also emphasize on pharmacokinetic and Pharmacodynamics effect of drugs with the knowledge of drug-receptor interactions
Fitness and work performance	213 EMS	This course deals with providing the students the knowledge and skills that improve performance while working in the field. It also covers the proper handling of the equipment and use of proper body mechanics in lifting and moving the patients
Advance Emergency Care	EMS 241	This course introduces the paramedic student the actual paramedic practice, it covers introduction to EMS system, paramedic wellbeing and injury prevention, Ethical responsibilities of a paramedic professional etc.
EMS Cardiology and ECG Interpretation	322EMS	This course prepares the students for the advance paramedic care to the selected cardiac emergencies which are common in pre-hospital settings; knowledge& practical skills of quick precise ECG interpretation, and prepare student to handle patients with cardiac emergency and to know and practice global and local protocol of managements.
Medical Emergencies for EMS	323EMS	The Medical emergencies course prepares the students for the advance paramedic care to the selected medical crisis and emergencies, which are common in pre-hospital settings; knowledge& practical skills of standard precautions for infectious diseases, and prepare student to handle patients with toxicology syndromes. It also provides the students with the latest global and local protocols of managements
Trauma Emergencies in EMS	EMS 331	This course builds confidence in the paramedic students in dealing with trauma and emergencies related with the trauma. It covers all the aspect of trauma in the emergency care perspective

Pulmonary Emergencies & Airway Management	EMS 343 -4	This course enables the students to use proper airway manoeuvres and adjuncts during the respiratory crisis and emergencies; it covers all the aspects of respiratory system in the prehospital care perspective
EMS Education	EMS353	The course is designed to train and upgrade the capabilities of the students to teach emergency medical services. It covers all the details of EMS education, preparation of material, presentation and delivery
Clinical practice -2	EMS382-3	<p>The purpose of this course is to train the students to provide emergency care for patients with Obstetric, geriatric & psychiatric emergencies.</p> <p>Focuses on the pre-hospital assessment and management of patients in a specific population including geriatrics, obstetrics/gynaecology (OB/GYN), psychiatric patients.</p> <p>This course will also focus on assessment and management of trauma emergencies</p>
Neonatal & Pediatric Emergencies	EMS425	This course prepares the paramedic student about the emergency care of neonatal and pediatric age group, differences in the management as compared to the adult patients and immediate precaution that must be taken after the delivery
Critical & Intensive Care Practice	EMS426	This course will equip those working as EMS with both theoretical and practical understanding of the Emergency Medical Services Systems. It will cover the basics of primary survey, secondary survey, resuscitation, patient examination and history taking, making judgments of life threats, communicating in the health care setting, providing medical handover and documentation
EMS Operations	EMS432	<p>the course introduces the student to the necessary skills required for safe operation of ambulance vehicles while responding to the emergency.</p> <p>Focuses on matters related to Emergency Medical Services (EMS) operations, incident and scene safety and awareness, triage, multiple and mass casualty incident operations and medical incident management.</p>

Healthy Life Style	EMS443	This course discusses the principles of how to lead a healthy life style, and promoting the health of individuals
Public Health & Safety for Paramedics	EMS451-1	This course discusses the principles of public health in the emergency care field, how it helps in promoting the health and decreasing the injury
Mass Gathering & Disaster Management	EMS461	The course is meant to prepare the paramedic student for the necessary knowledge and skills that are used in the management of disaster situations. The course will focus on people in disaster, disaster cycle, geographic, need for incident command system, incident command system, declaring a major incident mass casualty incidents, principles and techniques of triage and natural disasters.
Emergency Service Administration	EMS462	This course prepares the student for the administration activities required in an ambulance service. It discusses the details of planning, controlling, implementing and auditing the effectiveness of the service.
Total Quality Management	462NUR	This course will provide the student with the underlying principles & techniques of Total Quality Management (TQM) with emphasis on their application to technical organizations. Students will develop a working knowledge of the best practices in Quality & Process Management. Students will learn to view quality from a variety of functional perspectives & in the process, gain a better understanding of the problems associated with improving quality & tools utilized in service & international environment
Health Care Management	RES462	This course provides an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.
Evidence Based Practice	EMS471	In this subject, students investigate the discipline of evidence-based medicine and apply these principles to the paramedic domain. This subject also introduces and develops competence in diagnostic reasoning within the context of advanced paramedical practice. Emphasis is focused on the importance of utilizing evidence based

		clinical decision-making in the field of paramedic and emergency care.
Clinical practice-4	EMS483	This course is meant to make students aware about various drugs, equipment and procedures performed in clinical scenarios. The student observes various emergency care procedures required to save the patients. He records cases from special populations like: Cardiac, respiratory, and trauma patients.
Clinical practice -5	EMS485	<p>This course focuses on the development of student competencies as an emergency medical technician in special response situations.</p> <p>Students will integrate knowledge, cognitive, and psychomotor models for emergency medical services in providing care to Multiple casualty situations, hazardous environments etc.</p> <p>The students will have first-hand experience of doing triage systematically.</p>

3.3.3. Curriculum Study Plan

Level	Course Code	Course Title	* Pre-Requisite Courses	Credit Hours	University, College or Department
Level 1	102ARB	Arabic Language Skills	0	2	University
	181ENG-8	English Language I	0	8	University
	101ISLM	Islamic culture studies	0	2	University
	Total Credit Hours			12	
Level 2	105BIO-4	Medical Biology	181ENG-8	4	University
	105CHEM-4	Medical Chemistry	181ENG-8	4	University
	105PHYS-4	Medical Physics	181ENG-8	4	University
	182ENG-3	English Language II	181ENG-8	3	University
	Total Credit Hours			15	
Level 3	222STAT	Basics of biostatistics		2	EMS
	203HEA-3	Microbiology	105BIO-4	3	EMS
	211EMS-5	Basic emergency care	105BIO-4	5	EMS
	220ANAT	Introduction to human anatomy	105BIO-4	3	EMS
	212PYSIO-2	Human physiology	105BIO-4	2	EMS
	216EMS-1	Communications and Documentations in EMS		1	EMS
	102 ISLM	Islamic Culture II		2	EMS
	Total Credit Hours			18	
Level	Course Code	Course Title	* Pre-Requisite Courses	Credit Hours	University, College or Department

Level 4	243GC	Introduction to Professional Ethics		2	EMS
	201HEA	Biochemistry		2	EMS
	336-ICP	Infection Prevention and Control		1	EMS
	213EMS -3	Fitness and work performance		3	EMS
	215EMS-2	Pathophysiology		2	EMS
	221EMS-3	Pharmacology for EMS	211EMS-5	3	EMS
	241EMS-3	Pateint Assessment	211EMS-5 220ANAT 212PYSIO-2	3	EMS
	Total Credit Hours			16	
Level 5	242EMS-2	Advanced Emergency Care	211EMS-5	2	EMS
	322EMS-4	EMS Cardiology and ECG interpretation	221EMS-3	4	EMS
	323EMS-4	Medical Emergencies for EMS	241EMS-3	4	EMS
	343EMS-4	Pulmonary Emergencies and Airway Mangement	221EMS-3	4	EMS
	381EMS-3	Clinical Practice1	241EMS-3	3	EMS
	Total Credit Hours			17	
Level 6	324EMS-4	Special Considerations	322EMS-4 323EMS-4	4	EMS
	331EMS-4	Trauma Emergencies	241EMS-3 343EMS-4	4	EMS
	353EMS-1	EMS Education		1	EMS
	342-2	Epidemiology		2	EMS
	352CG	Research Methodology		3	EMS

	381-3	Clinical Practice 2			3	EMS
	Total Credit Hours				17	
Level	Course Code	Course Title		* Pre-Requisite Courses	Credit Hours	University, College or Department
Level 7	425EMS-3	Pediatrics and Neonatal Emergencies		324EMS-4	3	EMS
	432EMS-2	Rescue and Operation		331EMS-4	2	EMS
	444EMS-2	Clinical Decision Making		324EMS-4 331EMS-4	2	EMS
	451EMS-1	Health and Safety for Paramedics			1	EMS
	483EMS-3	Clinical Practice 3		382EMS-3	3	EMS
	443ELEC-2	Healthy Life Style			2	EMS
	353GC	Research writing			2	EMS
	Total Credit Hours				15	
Level 8	426EMS-4	Critical and Intensive Care		444EMS-2	4	EMS
	461EMS-1	Total Quality Management			1	EMS
	462EMS-2	Disaster Management			2	EMS
	463EMS-2	Emergency care Management			2	EMS
	471EMS-1	Evidence Based Practice			1	EMS
	484EMS-3	Clinical Practice 4		483EMS-3	3	EMS
	490EMS-2	Graduation project		353GC	2	EMS
	Total Credit Hours				15	

* *Prerequisite – course that is required to be studied prior to taking this course.*

PART III: EMS PROGRAM IDENTIFICATION

3.3.4. Curriculum Chart

Level	Course Code								
								101ISLM 102ARB	181ENG-8
L2	105BIO-4	105CHEM-4	105PHYS-4						182ENG-3
	222STAT	211EMS-5	220ANAT	212PYSIO-2	216EMS-1	102ISLM			
L4	243GC	213EMS - 3	215EMS-2	221EMS-3	241EMS-3	336-ICP	201HEA		
L5	242EMS-2	322EMS-4	323EMS-4	343EMS-4	381EMS-3				
L6	324EMS-4	331EMS-4	352CG	353EMS-1	342EMS-2				
L7	425EMS-3 432EMS-2	451EMS-1	483EMS-3	443ELEC-2	444EMS-2	353GC			
L8	426EMS-4 461EMS-1	462EMS-2	463EMS-2 471EMS-1	484EMS-3	490EMS-2				
Internship		Field Application							

General Subjects	English Courses	Preparatory Courses	Basic & Introductory Courses	Specific Courses	Advanced & Applied Courses	Research & Seminar Courses	Internship (Training)
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3.4. Field experience activity (Clinical Rotation):

3.4.1. Clinical Rotation Courses:

- Clinical Practice 1(481EMS-3)
 - Clinical Practice 2(482EMS-3)
 - Clinical Practice 3(483EMS-3)
 - Clinical Practice 4(484EMS-3)
- ♦ Lectures and practical sessions of these respective courses will be held in the college campus, followed by the visit to regional hospitals and RCC
- ♦ Concerned staff members lead each group of students to their respective Unit in the hospital. Staff members explain different aspects of each unit tasks, such as emergency department, coronary care unit, intensive care unit and rabid response team unit

PART III: EMS PROGRAM IDENTIFICATION

3.5. Project/ Research Requirements

- Student Project and Research Methodology course is conducted in the 4th academic year of the program.
- This course is a group work research in which the students are divided into groups and each group carry out their research on an assigned topic under the supervision of a faculty member.
- The students are required to first write and submit a proposal in the 7th level and then perform research on the assigned problem. Then, the results and analyses are incorporated in to a written project then final thesis are submitted in the 8th level then evaluated by internal evaluators in addition to the viva voce discussion.
- The purpose of the course is to familiarize students with the methods of literature search, research proposal writing, experimental work, data collection

and analysis, and presentation of results and conclusions of the research in a project form.

- Students are also encouraged to write research papers for publication in scientific journals and participating in the scientific conferences, forums and in the funded projects enforced by Jazan University (Scientific Research Deanship).

3.5.1. Academic Support to Complete the Research Project

- ◆ Each staff will be assigned to supervise a group of students for their ongoing research project to follow them up and help in planning the practical work.
- ◆ A consultant will be available for each research group in addition to the general supervision of course coordinator, all of them are assigned to help and guide the student in the research.

PART III: EMS PROGRAM IDENTIFICATION

1. Evaluation of the students' performance in the research during the whole semester.
2. Student will have to face a research panel and defend his research or project and provide findings and justifications for the same through the viva voce exam at the end of the semester.
3. Supervisor and departmental committee will evaluate the submitted thesis and write their feedback.

3.6. EMS Program Assessment

3.6.1. Assessment methods:

(i): Direct Method: The students submit their own work to the reviewers who can assess how well the students meet expectations and based on sample of actual student work including:

- ✓ Midterm/ Final Exam (Multiple-Choice-Question & Short Answer Question)
- ✓ Quizzes
- ✓ Homework assignment
- ✓ OSCE

- ✓ OSPE
- ✓ Continuous evaluation in practical sessions
- ✓ Case Studies
- ✓ Class Seminar/Discussion
- ✓ Internship and Clinical rotation evaluation

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(ii): Indirect Method: This method based on a report of perceived student learning. It gives the students the chance to report their opinion and to reflect on their learning outcomes and experience. It is including:

- ✓ Student feedback
- ✓ Surveys: (Current, graduated, internship students and supervisors).
- ✓ Graduation/ Retention rates (University Portal System)
- ✓ Percentage of graduated students who joining scholarship programs.

3.6.2. Student Assessment Strategy:

(i): Preparation of Examination Questions:

All the examinations are prepared by instructors in male campus, then submit the the examination committee for approval (revising the fulfillment of exam quidlines) afollwed by HOD approval . the course co-ordinater then submit the final agreed-upon form in addition to the answer key. All question should cover whole the course and constructed from the curriculum contents.

(ii): Quality/Validity of Examination Paper:

A departmental Examination Reviewing Committee (ERC) constructed to revise and ensure the quality/validity of the exam paper. It consists of the head of the department (HOD), unit heads (UH), course coordinator (CC) and the quality assurance committee member (QACM). The committee gives the approval to print and photocopying the exam papers after revising the type, quality, validity and weight of questions in addition to the spelling mistakes and the distribution of marks.

(iii): Student's marking Guidelines:

These guidelines including the rules followed in marking the students, distribution of marks (in details) for each question. It can be verified by checking/revising the marks/grades of students' random samples.

3.6.3. Feedback Analysis:

- ✓ Select random sample of final test
- ✓ Factor analysis for each course exam
- ✓ Sample of high, low and average marks
- ✓ Assessment students benchmark
- ✓ Peer-review of assessments

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- ✓ Review of the assessments by the exam committee formulated through faculty council
- ✓ Quality verification of exams results by the **ACRAD** committee and quality assurance unit.

3.7. EMS Program Evaluation and Improvement Processes

The program develops evaluation questions and collects data to inform the annual work-plan for the coming year. Evaluation data are used to monitor how the five-year strategic plan is progressing. The products of the Evaluate step are evaluation findings, summaries of how the strategic plan is progressing, and description of changes to program activities based on evaluation findings.

(i) Current students and graduates of the program

- Students Survey about courses
- Course reports which reflect the performance variations
- Reports of Midterm and Final Exams
- Quality of Graduation Projects as per the approval from the research committee.

(ii) Independent advisors and/or evaluator

- Percentage of students passing the licensure exam, benchmark with the graduates of another similar program.
- Assessment of overall impact technologist's intern on the training institutes.
- Analysis and advise of the visiting advisors and faculty

(iii) Employers and other stakeholders

- Annual feedback from employing agencies with benchmark with similar graduates of another similar program.

- Feedback from relevant stakeholders after the graduation of Students (Performance report conducted by Stake Holders).
- Internship evaluation from the listed sites submitted by the site supervisors.

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3.8. EMS Program Outcomes

Program Learning Outcomes, Assessment Methods, and Teaching Strategy according to the three *National Qualification Framework* (NQF) learning domains:

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge A successful learner from Medical Laboratory Program will be able to ;		
1.1	Recognize the basic principles and the main concepts applied in the emergency practice field.	<ul style="list-style-type: none">- Lectures- Seminars- Conduct scientific research- Group discussion- Field (hospitals and RCC) visits	- Direct Assessment: 1. Pre and post-tests: Multiple- choice test 2. Course –embedded assessment: a) Homework assignment b) Essay Comprehensive exam 4. Case study - Indirect Assessment: Departmental Survey
1.2	Correlate the relationship between the theoretical concepts and clinical manifestations		
1.3	Enumerate basic emergency and critical care that is usually performed as a paramedic.		
1.4	Identify the components of evidence based practice and various principles related to emergency care research.		
2.0	Skills		
2.1	Demonstrate various technical skills related to emergency care	<ul style="list-style-type: none">- Laboratory assignment	- Direct Assessment: 1. Oral presentation.

	to fulfill the role of entry level paramedic.	- Problem- based learning	2. Reflective journals
2.2	Construct the case summaries for problems in various body systems.	- Student- centred instruction	3. clinical evaluation.
2.3	implement various emergency treatment plans according to protocols or information provided by medical direction	- Competency- based instruction	4. Internship
2.4	Analyze the cardiologic and airway abnormalities and perform proper management for all patients. Administer specific drugs and do various maneuver needed for emergency care	- Pre- assignments	5. Capstone projects
2.5	Perform clinical decision making in various emergencies, Demonstrate effective critical decision making, leadership, public speaking skills	- Critical Thinking	6. Focus Groups Discussion.
2.6	Practice working knowledge of clinical information and related topics that are relevant to emergency and paramedic care		7. Brain Storming
3.0	.Values		- Indirect Assessment:
3.1	Coordinate effectively with other support professionals like fire fighters, police and electricians and demonstrate good professional conduct and excellent communication skills needed during emergency care.	- Creating working groups.	1. Graduate Survey
3.2	Show the ability to be an influential team player for effective interaction with the peers and health personals.	- Students Tasks	
3.3	Participate actively in community service by contributing towards the emerging issues in emergency medical services .	- Case study	
3.4	Appraise Life-long learning for personal development.	- Field training (RCC, ER, RRT)	
			- Direct assessment:
			1. Poster presentation
			2. Class project (individual or group)
			3. Class and out class assignment.
			- Indirect Assessment
			1. Employers surveys



PART III: EMS PROGRAM IDENTIFICATION

3.9. Learning Resources/ Facilities

Access to Saudi digital library is provided to the students and faculty members for online resources, in addition to the application of blackboard system for effective teaching strategy*.

*deanships.jazanu.edu.sa/lib/Pages/lib142.aspx

<https://lms.jazanu.edu.sa/webapps>

PART IV: GENERAL PROGRAM REQUIREMENTS

4.1. Admission requirements

4.1.1. Admission of Newcomer Students according to the university policies

In order 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.

4.1.2. 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.
9. Personal interview test of the college.

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

PART IV: GENERAL PROGRAM REQUIREMENTS

4.2. Standard Essential/Physical Requirements

The EMS Program of CAMS follows the same standard non-academic essential requirements which are obligatory for every student to meet in order 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 clinical examination including color differentiation.	<ul style="list-style-type: none"> • Observe equipments, tools and devices that are essential for EMS daily work. • visualize the different scenes and surroundings when responding to a dispatcher call • Characterize the variable clinical manifestations of patients which is the corner stone task for paramedic career prior to delivering the emergency care • 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 audible and auscultator sounds during clinical examination (breathing, heart sounds, abdominal sounds, etc.) • Hear instrument alarms and normal function sounds (Monitors, DC Shock, ventilators, etc.) • Hear auditory signals (timers, fire alarms, <i>etc.</i>)
Smell	Olfactory ability sufficient to detect significant environmental and biological odors	<ul style="list-style-type: none"> • Detect odors (burning or smoke) • Detect biological smell in certain diseases like Acetone smell, fruity smell
Movement	<p>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.</p> <p>Fitness and muscular wellbeing for lifting and holding</p>	<ul style="list-style-type: none"> • Move freely and safely • Reach the ambulance car and hold stretchers, • Bear prolonged sitting or standing, over several hours. • Possess finger and manual dexterity and handiness necessary to use the tools and devices needed for circulatory access and lifesaving-tubes fixation

<p style="text-align: center;">Communication</p>	<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 in order to correctly and independently perform tasks . • Clearly instruct patients prior to physical examination, taking samples or, maneuver performance. • Communicate with faculty members, students, and other health professionals verbally and in recorded format. • Independently prepare papers, reports, and practical examinations.
<p style="text-align: center;">Intellectual</p>	<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 style="text-align: center;">Behavioral</p>	<p>Emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions.</p> <p>Must be able to take history exam, read investigation results and graphs, calculate, reason, analyze, 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 in order to minimize risk of injury to self, patients, and nearby individuals. • Adapt to working in tough, unpleasant and tragedy situations. • Support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem-solving, and patient care. • Be honest, ethical and responsible. <p>The student must be able to critically evaluate his own performance, accept constructive criticism, and look for ways to improve.</p> <ul style="list-style-type: none"> • Show respect for diversity: works well with individuals of different age, ethnic background, religion, sexual orientation and/or educational backgrounds.
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PART IV: GENERAL PROGRAM REQUIREMENTS

4.3. 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 clients at the clinical facilities.

Electronic copies of immunization records and laboratory results of titers must be submitted by the student 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

4.4. 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 EMS handbook in all Labs.
4. Gloves, closed toed shoes and lab coat or scrub are required at all times when performing any lab exercise and if there is a potential for contact with blood or body fluid.
Long hair must be tied back or cut.
5. Masks and goggles are required if splash or inhalation hazard exists.

6. Hazardous materials (blood soaked gauze, body fluids, *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. Hands must be washed with soap and water at the beginning and end of each class, and if visibly soiled. Wash hands after bleaching the bench top.
9. Hand sanitizer should be used frequently throughout the class, and always before putting on, and when removing gloves, after touching counters, before collecting samples, and before eating or drinking.
10. Equipment, instrumentation and advanced lab manikins should be used per manufacturer specifications and directions. Do not use any equipment unless you have been trained in the proper operation.
11. Use brush and dust pan to collect broken glass. Contact housekeeping for large spills. .
12. Notify the instructor immediately of all injuries and potential exposures.

4.5. Dress Code

All students in EMS program must commitment by wearing the uniform (Scrub) during their presence in the department/college. The students who are not wearing the uniform will not allowed to enter the classes while, students will not allowed to enter the laboratories if they are not wearing the uniform and the lab coats (please, refer to the Study and Examination List on www.jazanu.edu.sa).

** For more Lab Safety guidelines and instructions, you must read and refer to the Lab Safety Handbook prepared by Lab Management and Safety Committee (LMSC). You will find a hard copy in each lab.*

PART V: ACADEMIC REGULATIONS

5.1. Academic Advising:

When you enter to the program in the 3rd level, an academic advisor will be assigned to assist advice and follow up your academic performance. You **MUST** meet with your advisor at least twice per semester during his/her office hours or academic advising hours. You could find the name of your assigned academic advisor recorded in your academic page.

When you meet, your advisor will review your progress toward graduation and help you adhere to your academic plan. However, it is your responsibility to be sure you have completed all the courses you need to get your degree*.

Dropping a course can postpone your graduation and influence your financial aid award, so be careful and do not take a decision affect your plan without referring to your advisor.

5.2. 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 five years Bachelor program, which allocated as following:

- ◆ 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 timetable.

* Students enrolled in EMS Program are encouraged to contact their academic advisor and the Academic Advising Unit periodically for solving any academic default and get benefit from the supportive services.

- ◆ Also, 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.

5.3. 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 theoretical 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

5.4. 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. In order to obtain the degree of Bachelor of Science in EMS, the students should complete the following requirement successfully:

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

- ✓ 1st preparatory Year (Level1: 12 + Level2: 15) = 27 credit hours
- ✓ 2nd Year (Level 3: 18 + Level4: 16) = 34 credit hours
- ✓ 3rd Year (Level5: 17 + Level6: 17) = 34 credit hours
- ✓ 4th Year (Level7: 15 + Level8: 15) = 30 credit hours

5.4.2. 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, behaviour 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, rapid 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.

5.5. 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.

5.6. Making-Up Missed Examination Regulation

- ❖ There are clear guidelines for students who failed to attend any of their exams due to genuine reasons by asking to apply for a re-sit exam (Theory & Practical-Midterm/Final).

There is no retake examination in the courses have more than two quizzes. While, the courses that have just two quizzes the students allowed to submit their excuses which treated as the same manner of the other excuses.

5.6.1 Re-sit examination is only possible in the following cases:

- ✓ In case of absence due to serious illness (accident/hospitalization), the student is required to submit the following:
 - Medical report of a specialist consultant (not a general practitioner) on his/her printed letterhead duly signed and stamped within 7 days of absence.
 - A discharge letter of hospital (in case the student was admitted in hospital)
- ✓ In the instance of death in immediate family, the student is required to provide proof of death (death certificate).

Absences and Excuses Regulations:

1. *Medical admission in governmental or private hospital*.*
 2. *Chronic diseases: Sick cell anemia, Cancer, Heart, Liver hepatitis, Diabetic, Epileps....)*
 3. *Infectious diseases: Chicken box, pulmonary infection, Measles, Tuberculosis, Epilepsy).*
 4. *Delivery and abortion.*
 5. *Medical bed- sitting to primary dependent relatives.*
 6. *Fainting and dizziness in exams due to chronic diseases; Diabetic, Blood pressure...*
 7. *Official arrested by adjudication authority.*
 8. *Participation in University authorized activities that approved by a document from students' affairs.*
 9. *Participation in Youth Care activities that approved by documents from the hosted authority.*
- Approved documents should be taken from the authorized hospital with official medical report is a must.*

5.6.2. Medical Excuses Submission

- ✓ The student should submit a written formal request in the administration office asking to re-take the missed exam and mention the genuine reason. This request should be provided with an official medical report from a governmental clinical source or any other supporting documents within a maximum of one week (five working days from the exam they failed to attend). No applications will be considered after this period.
- ✓ The student's documents will be submitted and checked by the Excuses Committee of the college to be approved or refused (according to the regulations of the college/University).
- ✓ The students should be announced by the student's affairs in the department.

5.6.3. Make-up Exam Mechanism

- ✓ Make-up midterm examinations should be conducted in the week 12th of the academic calendar according to a schedule monitoring by control committee. While the re-sit for the midterm practical examination should be conducted in the 13th week by direct coordination between the staff member and the student after informing the department.
- ✓ The departments should conduct the make-up final examination within the first week of the next semester (according to the code of conduct of the university).

PART VI: STUDENT SUPPORT

The student is the most important member in this program and his participation in the decision making of all student affairs, evaluation and improvement of the program is his main rights.

A student council is established in the college for this objective, to give the students the full chance to be a positive partner and active member of the institute. Your participation is highly recommended to represent the EMS program in the student college council.

6.1. Rights

- ✓ Receive an orientation regarding the EMS program at the first two weeks of 3rd level.
- ✓ Receive the course description, syllabus, plan and lab manuals at the beginning of the semester.
- ✓ Gain a full knowledge of the course plan and the schedules before the start of the study to enable him to register in the courses during the allowed period of the university.
- ✓ Provide guidance information and to appoint an academic advisor to follow up his/her needs according to the academic guidance adopted at the university or college.
- ✓ Know in advance the dates of the final and midterm examinations to hold it according to the updated university calendar.
- ✓ The exam questions should come from the contents of the course taking into account the balanced and logical distribution of the evaluation scores of the questions.
- ✓ Understand the methods of documentation that guarantee the right of the student in all methods of evaluation approved for the course, whether theoretical tests, activities, participation, training or scientific research in accordance with the regulations and executive rules in force at the university.
- ✓ Get up his results and to request a review of his answer to the final examination (theoretical or practical) or other approved methods of evaluation, in accordance with the regulations and rules in force at the university.

- ✓ Inform by his punishment or prohibition before the start of exams by sufficient time through the official ways used at the university.
- ✓ Commitment of the faculty member by the dates and times of lectures, the completion of scientific and practical hours and not to cancel any of them except in case of necessity after the approval of department.
- ✓ Announce by the office hours of the faculty members, which specified to answer the student's academic inquiries.
- ✓ Maintain the confidentiality and privacy of the academic file information of the student.
- ✓ Express his/her opinion freely, discuss and evaluate the educational matters related to the curriculum.

6.2. Duties

- ✓ Respect all the academic and non-academic rules, instructions, guidelines and Islamic Laws as well.
- ✓ Respect the staff members, your colleagues, supervisors, employees and all persons.
- ✓ Commitment to attend the lectures and practical sessions on time and not to delay without an excuse (attendance of the student late more than ten minutes recorded will be recorded as absent).
- ✓ Commitment to the dress code and the instructions specified by the college and university.
- ✓ Accompany the university card (ID) during the whole time inside the campus.
- ✓ Avoid using your mobile in taking photographs, video or recording audio (including lectures) without permission of the administration office of the campus.
- ✓ Make sure that there are no mistakes or conflicts in your schedule and quickly review the college registrar during the period of deletion and addition only to solve.

- ✓ Use the university e-mail for official contacts and follow-up daily the announcements from the university.
- ✓ Compliance with the rules and arrangements related to the preparation of research, reports or tests, avoid plagiarism, cheating or any other violation affect the examinations process.
- ✓ Respect the deadline and submit your work on time to avoid decrease your marks.
- ✓ Learn how to enter to your page to benefit from the available academic facilities.
- ✓ Read all the University polices to be aware of your rights and responsibilities.

6.3. 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 right by submitting his 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 that are 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 in order 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

6.4. Student excellence/award

First five high grade students will be honored and receive an appreciated certificate from the college dean. In addition to the honor of all the students participated in different activities including; researches, 3- minutes Competition, non- academic and community services activities.

6.5. EMS Student Acknowledgment

EMS Student Acknowledgment

I, _____, have received the Emergency Medical Services (EMS) Student Handbook and have read, understand and will adhere by all the regulations and instructions mentioned. I also understand that I am representing the College of Applied Medical Sciences in the Emergency Medical Services program during the Clinical rotation and must conduct myself according to the regulations established in the EMS Student and College Handbook.

Student Name: _____

Signature: _____

Date: _____

You need to sign the acknowledgment form and submit it to the student affairs office (1116) at the first week of the semester (3rd level student).

For more information and details, please refer to the student rights and duties list of Jazan University, student affairs deanship.
