

Jazan University
College of Nursing and Health Sciences
Nursing Department
Respiratory Therapy Program

RT Program

Handbook (Staff)

Regulations & Requirements

Table of Contents

No.	Title	Page
	Purpose of the Handbook:	5
PART 1	University	
1.	Jazan University	6
1.1	General Administration of the University	6
1.2.	University Colleges	7
1.3.	Support Deanships of the University	8
1.4.	University's Vision	8
1.5.	University's Mission	8
1.6	System and regulations of Higher education universities	8
PART 2	Faculty	
2	College of Nursing and Health Sciences	10
2.1	Departments of the new College	10
2.2.	Vision	11
2.3.	Mission	11
2.4.	Objectives	11
2.5	Organogram	13
PART 3	Respiratory Therapy Program	
3.1.	Establishment	14
3.1.1.	Economic reasons	15
3.1.2.	Socio-culture reasons	15
3.1.3.	Technological developments, national policy developments	16
3.2.	Vision	16
3.3.	Mission	16
3.4.	Goals	17
3.5.	Department Organized structure	18
PART 4	Responsibilities of the Department	
4.1.	Responsibilities of the Department	19
4.2.	Outcomes, Standards & Competencies	19
4.3.	Main responsibilities of the department	20
PART 5	Department council	

5.1.	Definition	21
5.2.	Organization of the Council	21
5.3.	Duties of the council	21
5.4.	Academic affairs	22
5.5.	Graduate Studies Affairs	23
5.5.1	Research Committee	23
5.6.	Curriculum Review and Innovation Committee	24
5.7	Quality Assurance Committee & Development Committee	25
5.7.1	Authority	24
5.7.2	Responsibility	25
5.7.3	Composition	26
5.7.4	Frequency and Location of Meetings	26
5.7.5	Selection of the Chair	26
5.7.6	Voting	27
5.7.7	Committee Records	27
5.7.8	Conflict of Interest	27
5.7.9	Public Communications	27
5.8	Strategic plan committee members	28
5.9	Community Services Committee Members	28
5.10	Research Committee Members	29
5.11	Student advisory council committee	30
5.12	Facilities and equipment Committee activities and members	31
5.13	The Academic Advising Committee members and activities	32
5.14	The Graduates' and Cooperative Training committee	33
PART 6	Responsibilities of a faculty	
6.1.1	General responsibilities of a faculty	34
6.1.2	Specific responsibilities of a faculty	34
6.1.2.1	Instruction	34
6.1.2.2	Academic-Related Involvement	35
6.1.2.3	Creativity and Innovations	35
6.1.2.4	Research	36
6.2	The Duties of a Faculty	36
6.3	Work schedule	38
6.4	Attendance and Punctuality	39

6.5	Disciplinary Measures	39
6.6	Examiner and Invigilation Information	39
6.6.1	Information applicable to all examinations	40
6.6.2	Rules for Senior invigilators, Co-invigilators and Examiners Final Examinations	42
6.6.3	Guidelines for the preparation of examination questions	43
PART 7	Staff members Job Description	
7.1.	Head of Department	44
7.2.	Assistant Head of Department	45
7.3.	Professor	46
7.4	Associate Professor	47
7.5	Assistant Professor	48
7.6	Lecturer	49
7.7	Teaching Assistant	50



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 to. Most of these regulations follow 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 contacts to whom you should refer for assistance with any issues, in addition to the academic advisor who will be assigned by the program to provide academic guidance.

PART 1: University

1. Jazan University

Jazan University was established in response to the Royal Decree No.6616/M/B dated 12/5/1426 Hijri corresponding to 19/6/2006 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 deputieships 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 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:

- ❖ College of Medicine.
- ❖ College of Dentistry.
- ❖ College of Pharmacy.
- ❖ College of Applied Medical Sciences.
- ❖ College of Public Health and Tropical Medicine.
- ❖ College of Nursing and Allied Health Science.
- ❖ College of Engineering.
- ❖ College of Design and Architecture.
- ❖ College of Computer and Information Systems.
- ❖ College of Science.
- ❖ College of Law.
- ❖ College of Business Administration.
- ❖ College of Arts and Humanities.
- ❖ College of Education.
- ❖ College of Science and Arts in Samta.
- ❖ College of Science and Arts in Farasan.
- ❖ College of Science and Arts in Darb.
- ❖ College of Science and Arts in Al-Aridha.



- ❖ College of Science and Arts in Al-Dayir.

- ❖ 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 First 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:

A regionally distinct university with its educational output, innovative research, and community services.

1.5 University's Mission:

We teach, research and innovate to contribute to building a vibrant society.

1.6 System and regulations of Higher education universities:

1. The system of the Higher Education Council.
2. The regulation of studies and Exams for undergraduates.
3. Regulations for Universities Financial Affairs.

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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.

PART 2: Faculty

2. College of Nursing and Health Sciences

The RT program was as department within The Faculty of Applied Medical Sciences in Jazan University, which was established in the academic year 1427/1428 Hijri ,2006/2007 under the royal decree. The new college has begun in 2024 after the new reformation of University colleges, merging three colleges (Nursing, Public health, and Applied medical sciences), and which then resulted RT Program became one of the nursing department programs. 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 and to meet the needs of the labor medical market.

2.1 Departments of the new college:

1. Clinical Nutrition.
2. Diagnostic Radiology.
3. Physiotherapy program.
4. Nursing.
5. Public health.
6. Medical Laboratory Technology.

College of Nursing and Health Sciences

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



2.2 Vision:


Promoting the standard of medical service, establishing new programs and departments to fulfill the need of national medical labor market and pushing forward the cavalcade of scientific research and higher studies to keep up with the international advances in modern sciences and technology.

2.3 Mission:

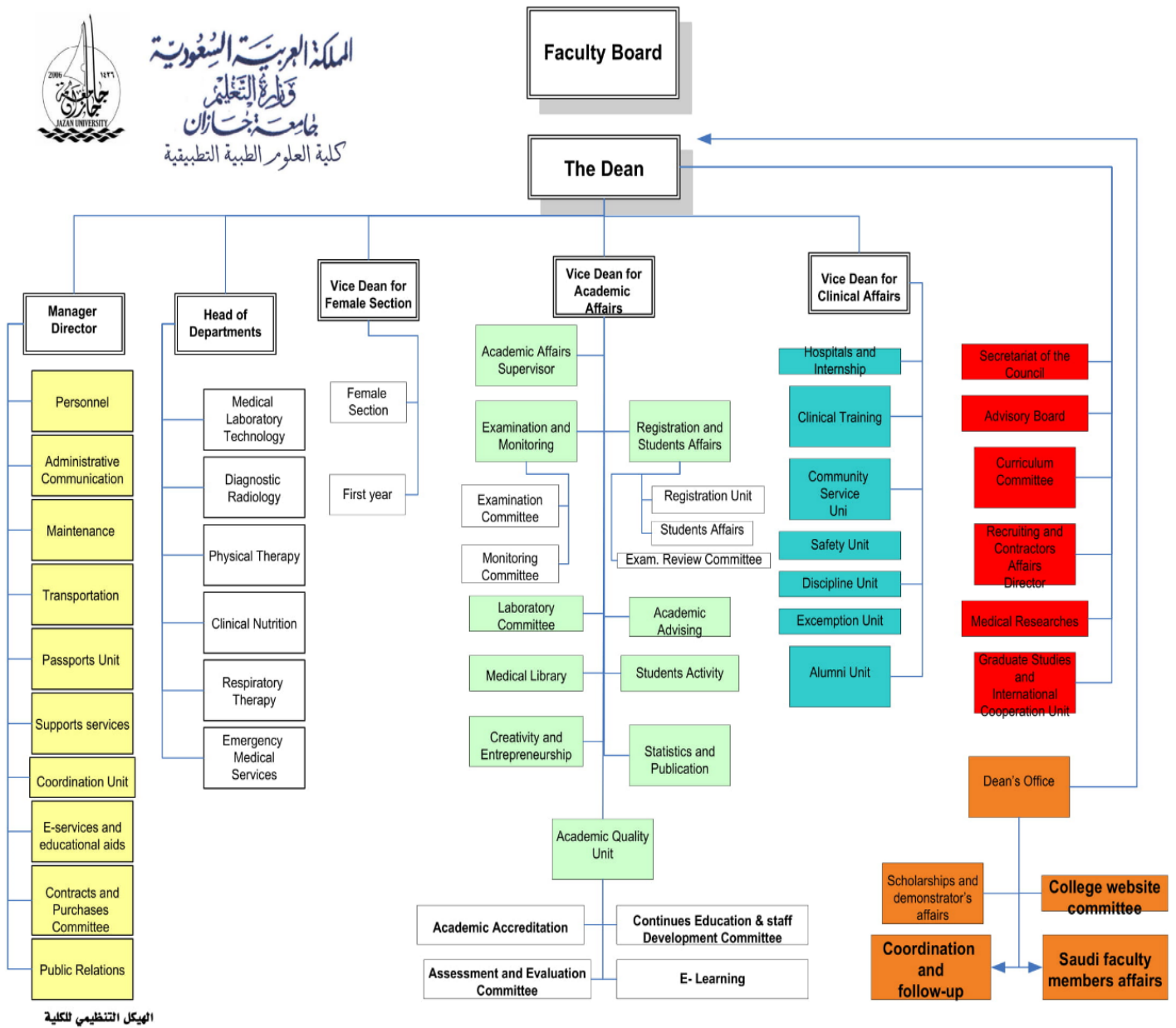
Developing competitive health cadres through a unique educational and research environment for an effective community partnership.


2.4 Objectives:

- ❖ Graduation of highly qualified and well-trained national professionals to fulfill the need of the local medical labor market to work as Respiratory therapists in hospitals.
- ❖ To establish a firm link or a connection between the faculty of applied medical sciences and hospitals.
- ❖ To assist in establishing allied health professions in Jazan
- ❖ Graduates should be characterized by a powerful Islamic faith, high skills for carrying out research and higher studies and capability of carrying out their duties with respect to ethics of profession and responsibility.
- ❖ Offering high quality healthcare service in allied health professions.
- ❖ To utilize the most recent communication and training methods in the development of health programs for the community, aimed at enhancing overall healthcare standards
- ❖ Ongoing assessment of the medical labor market needs and preparing the required specialists in the Respiratory therapy field.

- 
- ❖ Developing and maintaining scientific research skills for the graduated professional
 - ❖ Establishing higher study programs in all sub-specializations within the field of allied health professions
 - ❖ Collaborating with the Ministry of Health to address their requirements in regional hospitals for medical professionals

2.5 Organogram:






PART 3: program

3. Respiratory therapy program

3.1 Establishment:

The remarkable global development of specialized fields in the medical sector, particularly in the Kingdom of Saudi Arabia, has led to significant advancements within each branch of medicine and applied medical sciences. In response to this progress, the Department of Respiratory Therapy at Jazan University was established in 2013, offering a bachelor's program focused on this important specialty. The program encompasses all aspects related to the respiratory system, including diagnosis, treatment, and rehabilitation. In 2024, the Respiratory Therapy department transitioned into a program within the Nursing Department, becoming a subspecialty program. Students enrolled in the bachelor's program complete a total study period of four years. This includes a preparatory year in the medical track, followed by three specialized years in respiratory therapy. During this time, the curriculum emphasizes scientific, professional, and clinical studies, alongside clinical training in accredited health facilities and a year of internship. This comprehensive approach ensures that graduates achieve the necessary competence to practice as respiratory therapists and obtain classification from relevant authorities.

The role of a respiratory therapist involves various responsibilities related to respiratory diseases, including assessment, diagnosis, treatment, follow-up, and



rehabilitation, all conducted under the direct or indirect supervision of physicians. This profession demands that practitioners take a proactive role in delivering quality patient care by examining and evaluating individuals with respiratory conditions and performing specialized diagnostic tests. These tests include lung function testing, sleep disorder assessments, stress tests of the heart and lungs, and blood gas measurements.


In summary, the following reasons support the overall goal of establishing the Respiratory Therapy program at Jazan University.

.3.1.1 Economic reasons:

Establishing a Respiratory Therapy program at Jazan University will address the growing demand for qualified healthcare professionals in the Kingdom of Saudi Arabia, particularly in light of the increasing prevalence of respiratory diseases. By training skilled therapists, the program will enhance patient outcomes and healthcare quality, thereby reducing costs associated with respiratory conditions. Additionally, it will foster research and innovation through partnerships with healthcare institutions, attracting funding and bolstering the university's reputation. The program will create local job opportunities, stimulate economic growth, and support public health initiatives aimed at preventing respiratory diseases, which can alleviate healthcare expenditures and productivity losses. Moreover, it will promote collaborations with hospitals to optimize resource allocation and improve healthcare delivery.

3.1.2 Socio-culture reasons:

The Jazan community and surrounding regions require qualified respiratory therapists who can contribute not only to disease diagnosis but also to disease



management and overall healthcare outcomes. Their expertise is essential for enhancing the overall patients' treatment outcomes and providing guidance to individuals and communities in implementing suitable health strategies.

3.1.3 Technological developments, national policy developments:

In recent years, technological advancements in medical equipment and diagnostic tools have significantly improved the capabilities of healthcare professionals, including respiratory therapists. These innovations enable more precise assessments and personalized treatment plans for patients with respiratory conditions. Additionally, national policies aimed at enhancing healthcare access and quality emphasize the importance of training skilled professionals in the field. By aligning the Respiratory Therapy program at Jazan University with these technological trends and policy initiatives, the region can ensure that its healthcare workforce is well-equipped to meet current and future challenges in respiratory care.

3.2 Vision:

Achieve excellence and gain a prestigious reputation regionally and internationally in the field of respiratory therapy education and research, while preparing cadres to provide professional and community services and manage them with sufficient knowledge and skills.

3.3 Mission:

To graduate highly qualified healthcare professionals in the field of respiratory therapy who can provide optimal care in hospital settings in accordance with the highest academic and professional standards, while embodying the values of our Islamic faith. Additionally, to participate in relevant scientific research and engage in local community events.



3.4 Goals:

The goal of the Respiratory Therapy Program at Jazan University are as follows:

- ❖ To produce highly qualified practitioners in the field of respiratory therapy
- ❖ To advance the profession of respiratory therapy by implementing an updated curriculum, promoting scientific research, and organizing scientific symposiums and conferences.
- ❖ To engage in community activities aimed at enhancing public health

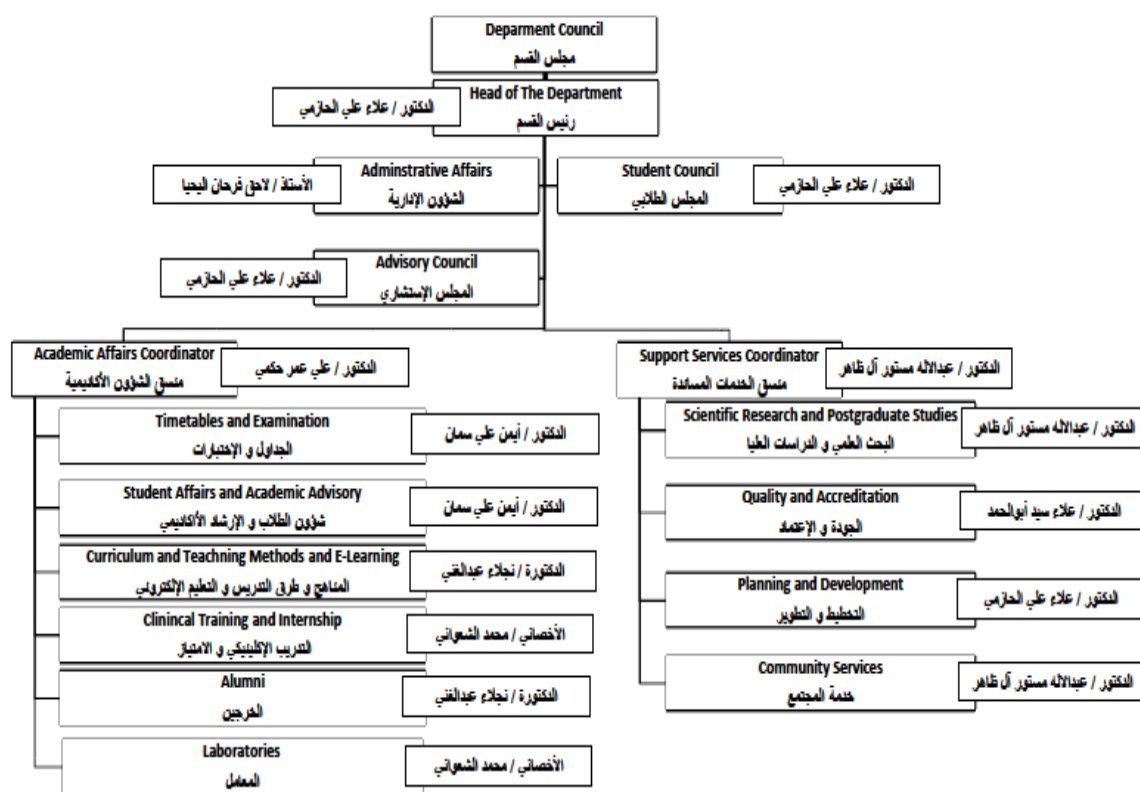
3.5 Department Organized structure

Kingdom of Saudi Arabia
Ministry of Education
Jazan University
Faculty of Applied Medical Sciences
Respiratory Therapy Department

VISION 2030
رؤية ٢٠٣٠
الجمهورية العربية السعودية
Kingdom of Saudi Arabia



المملكة العربية السعودية
وزارة التعليم
جامعة جازان
كلية العلوم الطبية التطبيقية
قسم العلاج التنفسي



* معتمد بمجلس قسم العلاج التنفسي رقم AMSRT2301 للعام الجامعي ١٤٤٤ هـ

PART 4: Responsibilities of the program

4.1 Responsibilities of the program

The coordinator of the program performs the key role in the program by directly coordinating and facilitating the advisory board, program council, program supervisors and heads of all the units and directly monitors the performance of each unit ensuring the implementation of priorities and activities. As the names indicate, all the coordinators, councils and board members along with heads of the relevant units ensure the following objectives of the program in their respective assignments


The followings are the values for the Respiratory Program:

- ❖ Respect and courtesy for all
- ❖ Placing students first
- ❖ Team communication
- ❖ Effective teaching
- ❖ Sharing of ideas, materials, accomplishments and disappointments

4.2 Outcomes, Standards & Competencies

Following all state/federal laws and regulations, graduates of the Respiratory Program will:

- ❖ Communicate with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.
- ❖ Provide appropriate care that ensures the safety, comfort and ongoing assessment/response to the patient's condition.
- ❖ Enhance knowledge and practice self-assessment as a life-long learner by seeking peer support in professional associations, fulfilling continuing education and exploring career and professional growth.

- 
- ❖ Practice the ethical standards and responsibilities of the respiratory therapy profession by staying informed about all relevant procedures and advancements as defined within the scope of state practice regulations.
 - ❖ Promote, refer, collaborate and exhibit professional behaviors expected in a healthcare team.
 - ❖ Acknowledge and respect different cultural beliefs while effectively communicating with, educating, and providing care to individuals from diverse populations.
 - ❖ Maintain patient confidentiality.

4.3 Main responsibilities of the program are:

1. To graduate clinically competent students who can independently perform routine respiratory procedures, deliver appropriate patient care and management, and demonstrate safe protection practices.
2. To ensure that the student develops strong communication skills by showcasing proficient oral communication and demonstrating effective written communication abilities.
3. To encourage students to utilize critical thinking and problem-solving skills by demonstrating competence in performing patient assessment and by fostering critical thinking in relation to the analysis and evaluation of clinical cases and providing the proper case management.
4. Emphasizing the development of professional behavior through collaboration with a multidisciplinary team and exemplifying professionalism in clinical practice.



PART 5: Department council:

5.1 Definition:

The Council of the Department is comprised of faculty members, with each council overseeing departmental affairs in accordance with established systems and regulations.

5.2 Organization of the Council:

1. 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.
2. The Council shall be chaired by the Chairman of the Academic Department and the decisions of the Council shall be issued by an absolute majority of the votes of the members present and, on an equal basis, the side in which the President shall prevail.
3. The decisions of the Board shall be effective unless an objection is received from the Dean of the College or Institute within (15) fifteen days from the date of their receipt thereof. If he objected to it, he returned it to the department council together with his point of view to study it again. If the council maintains its opinion, the objection decision shall be referred to the college council for decision.

5.3 Duties of the council:

- Recommending the appointment of faculty members, demonstrators, lecturers, secondments, and approving promotions.
- Recommend approval or modification of study plans.
- Recommendation for the approval of programs, curricula, textbooks and references in the section.
- Coordinate and provide action plans related to the conduction, coordination and dissemination of scientific research.

- Monitor and recommend suitable actions for laboratory equipment purchasing maintenance and stocking.
- Recommend and coordinate actions for the program quality assurance and accreditation process.
- Organize and coordinate community service activities and its related logistics.
- Organize and implement quality control activities related to the conduction of exams and its related activities.
- Recommended action plans related to arising issues with semester planning and conduction of exams.
- Recommended action plans for student counseling and student affairs.

5.4 Academic affairs:

- Recommend the student to study courses if the student completed the required courses for graduation and the rate is 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.
- Approving the exclusion of seminars, research and practical courses from tests and assessments Measure the student's achievement in these courses and scientific courses from the regulations specified for the quarterly business degrees the methods of calculation and the regulations of the final test.
- Recommend that the duration of the final test be limited to not less than one hour and not more than three hours.



5.5 Graduate Studies Affairs:

- Recommend the addition of conditions for admission to the master's stage.
- Recommend the addition of conditions for admission to the doctoral stage.
- Recommend the acceptance of the student to study Masters or PhD in non-field.
- Recommendation to give the student an opportunity not more than two semesters based on a report from the supervisor.
- Recommend the equivalence of the units of study studied by the transfer student from another recognized university

5.6 Research Committee: Administrative Decision: Date: 80/01/1443

The Research Committee is a sub-committee of Academic Council. Its primary focus is to develop and monitor the University's research policy and strategy

Activities of the Committee:

1. Encouraging, promoting and coordinating the research activities.
2. Developing a list of potential research projects.
3. Proposing actions for improvement of research in the program.
4. Annually collecting the data on staff research.
5. Promoting the funding of research activities from inside and outside the university.
6. Cooperating with the university deanship of scientific and research to enhance the capability of research in the program.

Research Committee Members:

No.	Name	Designation
1	Dr. Aiman Ali Saman	Chair
2	Dr. Alaa Sayed Abou-Elhamd	Member
3	L. Mohammed Ali	Member

5.7 Curriculum Review Committee Administrative Decision: 80/01/1443

The Curriculum Review Committee is a joint sub-committee of Academic Council and of the University Executive Board. Its focus is to consider the development of the University's academic portfolio, to approve proposals for new courses (and title changes) and to encourage and support curriculum innovations.

Activities of the Committee:

1. Discuss the current study plan and identify its advantages and disadvantages.
2. Develop proposals and solutions for the development of the current study plan.
3. Making reference comparisons with local and international universities.
4. Add the required courses to ensure the completeness of the program and to meet the demands of the labor market.

Curriculum Review Committee Members:

No.	Name	Designation
1	Dr. Nagla Abdolmoniem	Chair
2	Dr. Ali Omer	Member
3	Dr. Abdulelah Aldhahir	Member

5.8 Quality Assurance & Development Committee

5.8.1 Authority


The Quality Assurance Committee is a statutory committee proved/revised by the Department Council

Quality and Assurance Committee Members:

No	Name	Designation
1	Vice Dean for Development and Research	Chair
2	Quality and development unit supervisor	Member
3	Quality supervisor, Department of physiotherapy	Member
4	Quality supervisor, Department of medical laboratory technology	Member
5	Quality supervisor, Department of clinical nutrition	Member
6	Quality supervisor, Department of Diagnostic radiology technology	Member
7	Quality supervisor, Department of Respiratory Therapy	Member
8	Quality supervisor, Department of Ambulance and emergency	Member
9	Mr./ Ibrahim Yahya	Member

5.7.2 Responsibility

A central responsibility of the Quality Assurance Committee is to monitor members' participation in the Quality Assurance Program ('the Program'). This includes facilitating members' ongoing participation in the Program, ensuring members have participated adequately, and following up on members whose participation is found to be unsatisfactory.



The Quality Assurance Committee is also responsible for developing the Quality Assurance Program and modifying/ refining the Program as needed. The Quality Assurance Program shall be designed to enhance members' professional conduct and competence by promoting continued professional development and quality improvement. The Committee may also develop policies and protocols for use by staff in administering the Quality Assurance Program.

In a broader sense, the Committee is tasked with encouraging Member participation in ongoing continuing competence and quality improvement activities. In addition, the Committee may develop or revise standards of practice, which may also include, as needed, the development of guidelines and policy statements.¹

5.7.3 Composition

Members of the Quality Assurance Committee shall be appointed by the Department Council.

The Committee shall be composed of at least four (4) persons and shall include at least two (2) members who are members of Council, at least two (2) public members, and one (1) or more members who are not members of Council if Council so wishes.

5.7.4 Frequency and Location of Meetings

Committee meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

5.7.5 Selection of the Chair

The Chair of the Committee shall be appointed by Council.



5.7.6 Voting

Wherever possible, decision-making at the committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

5.7.7 Committee Records

The Chair of the Committee shall ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.

5.7.8 Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Psychotherapy Act, 2007 to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups. Comprehensive information regarding conflict-of-interest obligations is included in the By-laws.

5.7.9 Public Communications

All media contact shall be channeled and coordinated through the Registrar's office. Any Committee member or any member of a working group (ad hoc committee) being asked by media representatives to provide interviews, respond to enquiries or to comment on issues concerning the regulation of the profession or the operation of the transitional Council or College shall not provide any such communication and shall instead refer them to the Registrar's office.

5.8 Strategic plan committee members Administrative Decision:

Date: 08/01/1443

No.	Name	Designation
1	Dr. Alaa Alhazmi	Chair
2	Dr. Ali Hakami	Member
3	L. Fatima Ali	Member
4	Fatahaldain Alahdal	Member
5	Graduate from respiratory program	Member
6	Student From respiratory internship years	Member
7	Mohammed Ali	Member

Activities of the committee: -

1. Champion the strategic planning process.
2. Be objective and take campus wide view of issues being discussed.
3. Read meeting material before attending the meetings to ensure that the committee can have full and informed discussion of agenda items.
4. Summarize discussion of items and clearly articulate actions that need to be taken

5.9 Community Services Committee Members Administrative

Decision: Date: 08/01/1443

No.	Name	Designation
1	Dr. Abdulelah Aldhahir	Chair
2	Dr. Aiman Ali Saman	Member
3	Dr. Alaa Assayed	Member

Activities of the Committee:

1. Study the community needs and encourage the students to establish the events serve the community.
2. Developing the ways and means of community services.

3. Encouraging, promoting and coordinating the research activities in the community.
4. Developing a list of potential research projects.
5. Annually collecting data on staff and students' community services.
6. Prepare a plan of activities and practices annually to serve the community at the level of the Department.
7. Urge employees of the department to participate in community service activities.
8. Prepare and document the letters of participants in community service activities.
9. Prepare an electronic database of all community service activities and practices at the department level and calculate performance indicators.
10. Prepare the periodic evaluation of activities and services based on performance indicators and the opinions of beneficiaries.
11. Prepare a periodic report on community service activities and submit it to the head of the department

5.10 Research Committee Members: Administrative Decision: Date: 08/01/1443

No.	Name	Designation	Campus
1	Dr. Abdulelah Aldhahir	Chair	Male
2	Dr. Aiman Ali Saman	Member	Male
3	Dr. Alaa Sayed	Member	Male

Activities of the Committee:

1. Encouraging, promoting and coordinating the research activities.
2. Developing a list of potential research projects.
3. Proposing actions for improvement of research in the program.
4. Annually collecting the data on staff research.

5. Promoting the funding of research activities from inside and outside the university.
6. Cooperating with the university deanship of scientific and research to enhance the capability of research in the program.

5.11 Student advisory council committee Administrative Decision: Date: 08/01/1443

Activities and members of the Committee:

No.	Name	Designation
1	Dr. Alaa Alhazmi	Chair
2	Dr. Abdallah Bin Mastor	Member
3	Student from 6 th level	Member
4	Student from 7 th level	Member
5	Student from 8 th level	Member
6	Lec. Mohammed Ali	Member

1. Transferring students' suggestions and views to the Dean of the College.
2. Representing college students in meetings and events related to academic issues of interest to students at any party outside or inside the college
3. Work to implement the students' proposals as much as possible and solve their problems through coordination with the designated authorities in a way that does not conflict with the college's regulations and policies
4. Contribute to solving problems that may arise among the students of the department
5. Documenting all plans and activities of the Student Council in its records

5.12 Facilities and equipment Committee activities and members

Administrative Decision: Date: 08/01/1443

No.	Name	Designation
1	Dr. Mohammed Ali Shawani	Chair
2	Dr. Najla Abdelmoniem	Member
3	Dr. Ayman Ali Salman	Member

- Periodic follow-up of the availability of appropriate facilities, equipment and teaching aids of the department.
- Prepare a plan to develop the facilities of the department (laboratories, training rooms, classrooms) and raise their efficiency.
- Inventory of observations and deficiencies of the facilities and equipment of the department.
- Determine the type and quantity of supplies to be provided based on priorities and submission of applications.
- Building a database of names and addresses of local and international companies specialized in supplying laboratory equipment and chemicals located in the specialties of the department.
- Communicate with the concerned organization to repair and maintain laboratory equipment.
- Conduct survey about the opinion of the satisfaction of faculty members and students on the quality of facilities and equipment in the halls and student laboratories and research laboratories.
- Writing the annual report on the committee's activities and the improvement plan.

5.13 The Academic Advising Committee members and activities

Administrative Decision: Date: 08/01/1443

No.	Name	Designation
1	Dr.Ayman Ali Salman	Chair
2	Dr. Ali Hakami	Member
3	Dr. Najla Abdelmoniem	Member

- Supervise the process of academic guidance in the college in accordance with the mechanisms adopted.
- Distribute students to faculty members in the program.
- Periodic meetings with students to identify the importance of referencing the university regulations during their academic career and the need to communicate with their academic advisor:
 - Introduce course plane and hours to students
 - Clarification jobs and organization that students can work in after graduation.
 - Provide general advice on how to pass undergraduate with excellence.
- Prepare guidance reports and study opinions on the development of the academic counseling process in the department and coordinate with the counseling unit at the faculty in addressing the obstacles of counseling.
- Explore the views of students on the effectiveness of psychological and academic counseling and processing the indicators.


5.14 The Graduates' and Cooperative Training committee Administrative

Decision: Date: 08/01/1443

No	Name	Designation
1	Dr Najla Abdelmoniem	Chair
2	Dr.Abdulelah Aldhahir	Members
3	Dr.MohammedAli Shawani	Members

Activities of the Committee:

- Prepare and distribute the graduate data form to the final band students and the graduates of the department in all disciplines and collect and update the database.
- Prepare special files for graduates and periodical questionnaires to measure graduates satisfaction with the services provided by the department, unloading the data and presenting them in a periodic report for discussion and taking corrective actions.
- Create a database for the graduate follow-up unit and put it on electronic gate of the department.
- Conducting a special meeting with the final year students in college with the unit coordinator to clarify the importance of the unit and its role in linking graduates to the department in the labor market.
- Inviting graduates in the department's events and continuous development programs.
- Provide the opportunity for students to acquire practical skills that are appropriate to the requirements of the actual labor market through field training before graduation.
- Training students on job tasks in the labor market through knowledge of the tools and mechanisms of administrative work of all kinds.
- Train students to respect work regulations and adhere to all procedures to achieve a decent level of responsibility and enhance self-confidence.
- Searching for training opportunities for students and supervising the progress of training preparing periodic reports on field performance.
- Design and development of models and forms for training.

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- Enable training organization and students to communicate continuously to support the building of a positive image of the department and its graduates.
 - Survey employers about graduates and inform the various programs of the results of the graduate's performance.

PART 6: Responsibilities of a faculty

6.1.1 General responsibilities of a faculty:


1. Submits required document for employment.
2. Meets classes regularly as scheduled.
3. Renders required contact/office hours according to faculty designation.

6.1.2 Specific responsibilities of a faculty:

The primary responsibility of a faculty is instruction. However, there are others that are relative to it like academic-related involvement, creativity, innovation and research.

6.1.2.1 Instruction:

1. Teaches the course assigned based on the Course Specification.
2. Keeps the students informed about academic activities and schedules like examinations, requirements, etc.
3. Evaluates students' performance.
4. Uses teaching strategies and appropriate instructional materials.
5. Accomplishes and submits required reports on time.
6. Attends faculty meetings called for and seminars relative to teaching and learning.
7. Assists students in the proper execution of laboratory methods and procedures.

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8. Supervises students in their work (laboratory, practical and Field Experiences).
 9. Helps in the implementation of policies relative to teaching and learning as well as administrative ones.
 10. Uses facilities and equipment under their custody and observes policies on their maintenance.
 11. Maintains high personal and professional integrity.

6.1.2.2 Academic-Related Involvement:

1. As examiner and invigilator during examinations.
2. As a form of student support, the faculty should:
 - Be available for individual student consultation, academic advising and counseling.
 - Provide enhancement to students whose performance is low.
3. As a member of a committee, the faculty should:
 - Attend meetings called for and participate therein.
 - Collaborate with other members of the groups in the realization of tasks and goals.

6.1.2.3 Creativity and Innovations:

1. Recommends and upgrades changes and developments in the academe, labor market and new discoveries in sciences and technology.
2. Coordinates, collaborates and participates with other faculty and Program Coordinators governing better delivery of the program/course through planning sessions.
3. Produces supplementary instructional materials for a more productive teaching and learning process.



6.1.2.4 Research:

1. Conducts research based on the provisions of the Research Manual and Short-Term Research Development Plan.
2. Develops the research skills of the students in the course taught.


As a member of the organizational structure, the faculty is still expected to perform other jobs assigned within academic and administrative contexts which are consistent with existing laws and policies and employment terms.


6.2 The Duties of a Faculty:

Each faculty member is responsible for the quality and content of teaching provided in the classroom. Instructors should consistently strive to promote the overall goals of the program and work toward achieving the objectives of the College.

The following objectives and considerations should guide the faculty:

- ✓ Deliver the highest quality classroom teaching to fulfill the goals of the University, the College, the Department, and individual courses.
- ✓ Seamlessly integrate teaching and research within the faculty member's area of expertise, ensuring that the latest advancements in research, knowledge, and theory are reflected in classroom teaching.
- ✓ Proactively seek and implement innovative devices, techniques, online technologies, procedures, and methodologies to enhance the teaching and learning experience in the field of Medical Laboratory Technology.
- ✓ Recognize and respond to the diverse needs of students, providing stimulating and challenging learning opportunities for all.


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- ✓ Offer comprehensive academic and career guidance through both formal and informal consultations, serving to enrich and supplement the regular classroom experience.
 - ✓ Establish fair and effective evaluation procedures for assessing student academic performance, assigning grades that accurately reflect their achievements and progress. Provide timely, constructive feedback to support continuous improvement.
 - ✓ Plan, schedule, coordinate, and oversee engaging lectures and practical sessions for your assigned students.
 - ✓ Finalize and maintain the syllabi for all subjects assigned to you.
 - ✓ Develop well-organized lecture plans, instructional materials, and course content.
 - ✓ Administer at least two to three internal tests each semester to assess student understanding in the subjects assigned to you.
 - ✓ Encourage active student participation in co-curricular and extra-curricular activities to foster personal and professional growth.
 - ✓ Design, deliver, and evaluate both theoretical and practical teaching to ensure comprehensive student learning.
 - ✓ Mentor students in the execution of practical tasks and skill exercises, providing assessment and guidance to enhance their performance.
 - ✓ Assist and advise students throughout their project work, ensuring they have the support needed to succeed.
 - ✓ Engage in ongoing professional development activities to continually enhance your teaching practices.
 - ✓ Contribute to institutional development by participating in at least one relevant task or initiative each semester.

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- ✓ Fulfill any additional responsibilities as assigned by the Head of Department (HOD).
 - ✓ Take proactive steps towards research and development initiatives aimed at establishing a Center of Excellence.
 - ✓ Collaborate with leading organizations through knowledge exchange programs to facilitate student placements and career opportunities.
 - ✓ Actively work towards enhancing the institution's reputation and standing at the national level.

6.3 Work schedule:

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

- 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 courses which they are assigned.
- 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.



6.4 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.


6.5 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.

6.6 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).

6.6.1 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 canceled 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



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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.

6.6.2 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. The extra question paper must be kept with the examination papers at all times and handed in with the rest of the papers.
4. All the identification cards of students must be checked 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.



6.6.3 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. More specifically, an examination consisting of 100% of multiple-choice type of questions should be avoided. Lengthy essay questions, as opposed to guided/structured essay requiring one or two paragraph answers, should be avoided. The guidelines on question type, as stated in the appropriate approved curriculum test must be adhered to.
3. Repetition of large numbers of questions from previous examinations, whether from the same semester or from previous semesters should be strictly avoided. 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.



PART 7: Job Description


7.1. Head of Department:

7.1.1 Position identification:

He is the faculty member in charge of conducting scientific, administrative and financial affairs therein. The head of the department shall be appointed from among the distinguished Saudi faculty members with scientific and administrative competencies by a decision of the director of the university based on the nomination of the dean of the college or institute.

7.1.2 Duties and responsibilities:

- Guide and evaluate workers performance
- Create work schedules
- Arrange meetings and assign duties
- Develop and implement strategies to improve department performance
- Hire and train new employees
- Monitor curriculum development
- Evaluate teaching strategies



7.2 Assistant Head of Department:

7.2.1 Position identification:

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

7.2.2 Duties and responsibilities:

- Teaching students
- Review and set up exam papers
- Supervise research for graduate 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

7.2.3 Qualifications:

- PhD in related field
- Work experience in Respiratory Medicine Research or relevant field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.2.4 Work conditions:

This job requires:

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

7.3. Professor:

7.3.1 Position identification:

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

7.3.2 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

7.3.3 Qualifications:

- PhD in related field
- Work experience in Respiratory Medicine Research or relevant field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.3.4 Work conditions:

This job requires:

- Working one day at the hospital.



7.4 Associate Professor:

7.4.1 Position identification:

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

7.4.2 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

7.4.3 Qualifications:

- PhD in related field
- Work experience in Respiratory Medicine Research or relevant field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.4.4 Work conditions:

This job requires:

- Working one day at the hospital.



7.5 Assistant Professor:

7.5.1 Position identification:

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

7.5.2 Duties and responsibilities:

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

7.5.3 Qualifications:

- PhD in related field
- Work experience in Respiratory Medicine Research or relevant field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.5.4 Work conditions:

This job requires:

- Working one day at the hospital.



7.6 Lecturer:

7.6.1 Position identification:

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

7.6.2 Duties and responsibilities:

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


7.6.3 Qualifications:

- MSc in related field
- Work experience in Respiratory Medicine Research or relevant field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.6.4 Work conditions:

This job requires:

- Working one day at the hospital.



7.7 Teaching Assistant

7.7.1 Position identification:

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

7.7.2 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

7.7.3 Qualifications:

- BSc in related field
- Saudi council license as Registered Respiratory Therapist or relevant field

7.7.4 Work conditions:

This job requires:

- Working one day at the hospital.