

Kingdom Saudi Arabia
Ministry of education
Shaqa University
College of Applied Medical Sciences in Alquwiyha



Shaqa University
Collage | of Applied Medical Sciences at Al-Quwayiyah,
Nursing sciences Department
(Bachelor of Nursing Sciences Program)

Program Handbook

جامعة شقرا
Shaqa University

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Introduction

Dear student, this introductory guide serves as a guiding way to clarify the most questions that revolve in your mind and guide you to what must be followed. The purpose of this guide is to provide general information about the Bachelor of Nursing program, including the rules, regulations, and committees and/or units in nursing department. It also provides you with extracts from the program's systems and services that organize your academic and university life in general.

We ask God to grant us and your success





Dean's word

Greetings in Peace! A heartfelt greeting of welcoming you all in the College of Applied Medical Sciences- Nursing Department (Al-Quwayiyah).

Nursing education has been regarded as one of the significant education in our nation. It is by fact that nursing is one of the most in demand profession in the country nowadays.

It is then a great opportunity and privilege to hone and developed future Saudi nurses through quality education that aims to produce competent nurses in the future. Since nursing plays a vital role in the attainment and promotion of quality life in our families, communities, and to our great nation as well. Thus, nursing is remarkably is placed in a certain position in the map to the road of attaining the Kingdom of Saudi Arabia's Vision 2030.

Moreover, our College in particular with the Nursing Department is paving its way to produce qualified and competent nurses. It is the responsibility of our College to hone and develop these learners and soon to be nurses at its best educational stage showcasing quality theoretical and practical education embodied in the Nursing curriculum. Furthermore, our College receives constant accreditation marks from the National Commission for Academic Accreditation which proves that our program is in the right track towards the fulfillment of our vision.

This practical handbook is just one of the measures taken by our College showing our concern in producing fully trained student nurses. Therefore, this practical handbook will serve as our guiding reference in providing best quality education in the practical side of the nursing curriculum.

Lastly, this career opportunity of mine to lead our College in its finest performance through our collective efforts will push us in realization of the significance of our noble jobs as educators.

DR. ABDULELLA MODHI ALSOLAIS

Dean, College of Applied Medical Sciences

About the program Development

The College of Applied Medical Sciences was established in the year 1413H, under the name of an intermediate health institute affiliated to the Ministry of Health and developed until it reached in the year 1428H into an intermediate health college that grants a diploma in nursing and public health. On 12/22/1429H, the Noble Royal Decree (No. 11032) was issued to annex health colleges and institutes to the Ministry of Higher Education, and the institute was joined to become the College of Health Sciences affiliated with King Saud University. Immediately after less than two years, the honorable royal decree was issued by the Custodian of the Two Holy Mosques King Abdullah bin Abdul-Aziz, may God have mercy on him No.7305 dated 9/3/1430H, to establish Shaqra University.

The college moved to be one of the colleges of Shaqra University and bears the name of the College of Applied Medical Sciences in Dawadmi. The college has started offering more academic specializations in addition to the nursing, such as the Bachelor of Medical Laboratories.

The nursing profession is one of the highest human professions as it extends a helping hand to the sick and the healthy. Nursing plays a pivotal role in providing health services to all members of society of all sects and ages and improving the health of its members

The Nursing Department is one of the leading departments in the College of Applied Medical Sciences at Shaqra University, and it is the only department until the beginning of the academic year 1431-1432H in order to meet the national needs of nurses who provide the best health care programs for patients, whether in hospitals, schools, health centers or school health or other community sites.

Nursing Program Vision:

Excellence in nursing education in terms of academic, research and improving the level of nursing care in line with the college's vision.

Nursing Program Mission:

The nursing program seeks to prepare qualified nurses scientifically, professionally and research by providing accredited programs that meet the needs of society.

Program Goals

1. To equip student with knowledge, skills & competencies needed to deliver safe, evidence-based nursing care to patients and all segments of society.
2. To attract faculty members with distinctive qualifications and expertise in Nursing.
3. To promote innovative and collaborative environment for learning and professional development.
4. To prepare graduate to comply with educational eligibility requirements to achieve career success through nursing licensure.
5. To encourage participation in local community services, building community partnerships within the scope of nursing and health care.
6. To promote excellence in nursing research & creative endeavors.

Program Philosophy:

Nursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice.

Demonstration of the competencies signifies preparation for successful transition into nursing practice and further professional development. Nursing has adopted a constructivist framework which guides delivery of educational experiences, acknowledging the uniqueness and complexity of the individual learner and the importance of active learning and personal engagement in the process of learning.

Program Information

The Bachelor of Science in Nursing (BSN) Program was established in line with the aspirations of the Ministry of Higher Education to achieve its general objectives in preparation and development of national human resources. Also, the program was instituted for the provision of

qualified personnel and trained to meet the requirements of health care delivery system and the demands of the labor market. Lastly, it was designed to enrich scientific research and produce graduates to meet community issues and development needs.

Nursing program of college of applied medical science- Dawadmi, offer Bachelor of Science (B. Sc. Degree in Nursing)

National Competency for Bachelor of Nursing Programs:

1-Professionalism: The Nursing graduate will demonstrate accountability and responsibilities for the delivery of nursing care that is consistent with moral, ethical, legal, humanistic and regulatory principles.

2-Patient Centered Care: the Nursing graduate will deliver compassionate and coordinated care that recognizes patients' preferences, values, and needs and respects the patient as an active partner in providing holistic, safe, and effective care.

3-Evidence Based Practice & Research: The Nursing graduate will be able to conduct scientific research related to current trends, issues in nursing, appraise evidence-based practice by using their clinical expertise and make clinical decisions based on patients' preferences, experience and values (Adapted from QSEN, 2007).

4-Leadership and Management :"The Nursing graduate will demonstrate leadership and management competencies to have affected the conduct of nursing and healthcare professionals in their community in a way that will facilitate the establishment and fulfillment of shared goals". (Tomey, 2009)

5- Quality and Safety Management "Quality: The Nursing graduate will be aware and uses information to display the effects of care given and uses improvement techniques to design and check modifications to continuously enhance the fine and protection of health care systems". (QSEN, 2007) "Safety: The Nursing graduate will minimize chance of harm to patients and health care providers through both system effectiveness and individual performance". (QSEN, 2007)

6-Health Education and Promotion:The Nursing graduate will be able to identify communities, individuals and patients' needs related to their health preventions, and promote healthy behaviors by providing health information and educational activities using reliable resources with respect to different age groups and cultural backgrounds.

7-Communication and Information Technology: The Nursing graduate is expected to maintain effective communication and interaction with patients and their families notwithstanding their co-workers. They will also be expected to foster mutual respect for one another and harbor cooperative decision-making with the outcome of optimizing patient Satisfaction and the overall improvement of the patient's health outcomes. Information Technology The Graduate Nurse will be expected to take advantage of these developments to analyze and synthesize information in order to collaboratively make critical decisions for the best patient outcome. (National Academies of Sciences, Engineering, and Medicine, 2015)

Learning outcomes for the program:

Knowledge and understanding:

- Recognize concepts, theories and principles of nursing sciences, social and medical sciences that support nursing practices.
- Determine physiological, psychological, social, spiritual, cultural needs of individuals, families, and communities in relation to disease prevention, health promotion and health education.

Skills:

- Apply critical thinking, problem solving skills and evidence-based practices in the provision of safe and quality care to individuals, families and community at different care settings.
- Conduct research projects and scholarly activities through critiquing, analyzing, interpreting and disseminating the findings.
- Construct a competently patient-centered and culturally sensitive comprehensive nursing care plan based on the best practices and prioritized patients' actual needs and potential risks.
- Perform essential nursing procedures safely to various gender and age groups from different cultural background at health care setting.
- Communicate effectively with patients, families, and interdisciplinary team members to enhance shared decision making of patient care and reduce the risk of harm of self or others.

- Utilize current and evolving technologies and information systems to support safe delivery of nursing practice and improve patient outcomes.

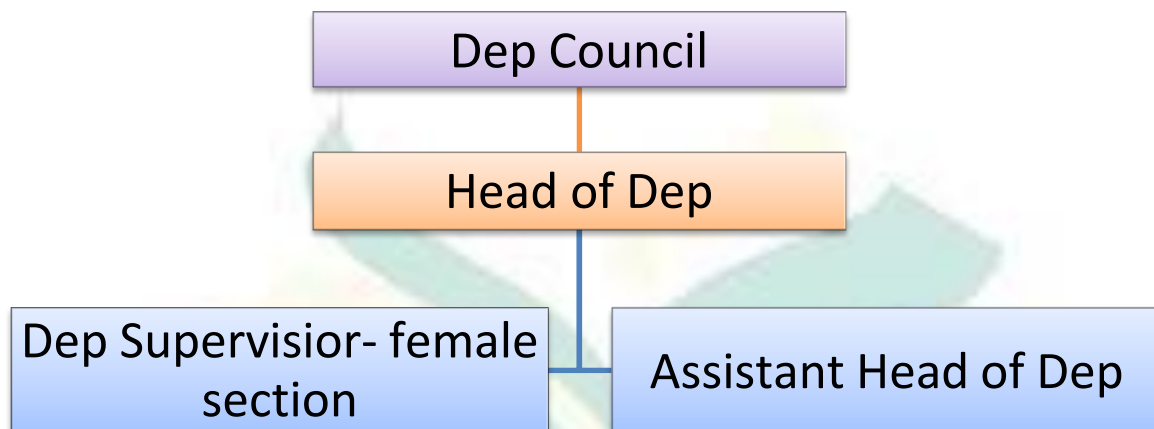
Values:

- Adhere to principles of safety, ethics, rules and regulations of nursing practice and quality nursing care at various healthcare settings.
- Demonstrate leadership, professional autonomy, accountability, commitment and collaboration to enhance nursing care and self-development (lifelong learning).

Learning method and strategies:

- Interactive lecture
- Class activities (Quizzes, Seminars, Graded recitation, role playing, Laboratory reports, Essay, Assignments, Group projects, Research presentations and discussions, Case analysis and presentation)
- Nursing care plan development
- Clinical placement
- Skills demonstration and return demonstration
- mentoring
- Virtual clinical learning
- Simulation learning system
- debriefing
- Exams (oral, written, & OSCE).
- Class feedback.
- Audiovisual Materials
- Inquiry-Based Instruction
- Direct observations by the instructors
- Journal reading/sharing

Program Organizational Structure



CHANNELS OF COMMUNICATION:

There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting in faculty member office hours to discuss the issue with the faculty member. Issues are often resolved by direct communication between the faculty member and the student.

Program admission requirements

Admission:

- According to the general conditions for admission to Shaqra University via the university's website www.su.edu.sa
- The student is free from any physical or mental disabilities.

- Obtaining a secondary certificate in an academic track, this certificate not to exceed two years from the date of obtaining.
- The weighted percentage is determined annually by the admission and registration committee.

Admission of New Students.

The Council of Shaqraa University determines the number of **Requirements:**

The Bachelor of Nursing program requires regular study for a period of four years - eight levels of study (the first and second levels are taught at the preparatory year headquarters), after which the student attends a compulsory internship (internship) for a year in an accredited hospital before obtaining a bachelor's degree in medical sciences Applied in Nursing.

STUDENT RIGHTS AND RESPONSIBILITIES

Statement of Student Rights

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, expression, and for the individual are sustained.. It is committed to preserving the exercise of any right guaranteed to individuals by the laws of the Kingdom of Saudi Arabia. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. The following is vested upon the students at Shaqra University:

1. The student has the right to participate in his or her own education in an environment free from discrimination and harassment.
2. The student has the right to receive instruction from competent and qualified faculty and to engage in scholarly academic discourse with them.
3. The student has the right to be treated in a professional manner by faculty, staff, and other students.
4. The student has the right to reasonable privacy and accessibility on his or her academic records and other related documents.

Statement of Student Responsibilities

The opportunity to attend Shaqra University is a privilege which carries certain obligations. Presented below is the list of responsibilities that are expected from students to preserve the community and to pursue self- development.

1. Understanding and following the academic rules and regulations of the university
2. Conformity with the Code of Student Conduct and to respect the authority of Shaqra University officials.
3. Truthful in all his or her interactions at the university
4. Respect the rights of others in the campus community
5. Compliance with educational requirements by attending class, respecting academic requirements and deadlines, meeting financial obligations to the university, and completing assigned academic work in a satisfactory manner
6. Observance of dress code as prescribed by the university

Graduate Attributes:

Code	Program graduate Attributes.	Scope
NUR-At-1	Extensive knowledge in the field of nursing	knowledge and understanding
NUR-At-2	Awareness of nursing knowledge, theories, principles, and skills	
NUR-At-3	Knowledge of the foundations and principles of scientific research	
NUR-At-4	Ability to provide evidence-based practice and quality nursing care within the framework of standards and modern technologies by following professional conduct protocols	skills
NUR-At-5	Ability to think critically, solve problems and make decisions	
NUR-At-6	Ability to communicate effectively (verbal, written, and technological)	
NUR-At-7	Engage in lifelong learning with a passion to keep current with national and global healthcare delivery development	
NUR-At-8	Self-confidence, responsibility, and accountability for personal and professional behavior	
NUR-At-9	Collaborate effectively with patients and colleagues in promoting teamwork in a multidisciplinary team.	Values
NUR-At-10	Commitment to practicing professional ethics, and Islamic	

	values in the workplace or nursing field	
NUR-At-11	Citizenship and community service	



Fields of work for the graduate:

1. Nursing Specialist.
2. Nursing Educator.
3. Nursing Teacher.
4. At hospitals, clinics, health centers **as**
 - Public and private hospitals
 - Public and private healthcare centers
5. Health research centers
6. Educational institutions, schools or university colleges.

College Facilities

Classrooms:

There are nine classrooms, three of them have a capacity of 50 students, and six rooms with a capacity of 30 students. All these classrooms are equipped with audio and visual aids. Each classroom includes a computer, a projector, and a connection to the Internet to effectively facilitate teaching process.

Meeting room:

A hall equipped with all modern technology means used to hold department meetings, workshops, conferences and various meetings

University theatre:

The College of Applied Medical Sciences has a university theater that conforms to specifications and standards, in which all private and public activities, conferences and workshops are held

Nursing department laboratories:

1. Anatomy and Physiology Lab.
2. Nursing Fundamentals Lab.
3. Medical Surgical Nursing Lab.
4. Emergency nursing lab.
5. Obstetrics and Gynecology and Pediatric Nursing Lab.
6. Community Health Nursing, Mental Health Nursing and Management and Leadership Lab.
7. Computer lab

Student training sites:

- 1- College Labs.
2. Department of Internal Medicine at Dawadmi General Hospital.
3. Department of Surgery at Dawadmi General Hospital.
4. Industrial college unit at Dawadmi General Hospital.

5. Operating rooms at Dawadmi General Hospital.
6. Intensive care unit at Dawadmi General Hospital.
7. Nursing office at Dawadmi General Hospital.
8. School health in Dawadmi Governorate.
9. Health centers (east - west - south) in Dawadmi Governorate.
10. Schools in Dawadmi Governorate.

Study Plan of the Nursing Program

Level 1 (General)		
Code & No.	Course Title	Credit hrs
BIOL 101	Introduction to Biology	3(2+2)
CHS 101	Health & Fitness	2(2+0)
ENGL 109	English (1)	6(2+8)
Total		11

Level 2 (Health Track)		
Code & No.	Course Title	Credit hrs
CHEM 109	Introduction to Chemistry	3(2+2)
ENGL 110	English (2)	4(2+4)
MATH 130	Introduction to Mathematics	3(2+2)
Total		10

Level 3		
Code & No.	Course Title	Credit hrs
ACT 105	Academic and Life Skills	3(2+2)
PHYS 107	Introduction to Physics (1)	3(2+2)
ACT 130	Computer Skills	3(2+2)
ENGL 147	English for Medical Specialties	2(1+2)
Total		11

Level 4		
Code & No.	Course Title	Credit hrs
Islamic 102	Islam & Building Society	2(2+0)
NUR 231	Principles of Anatomy	4(3+2)
NUR 232	Principles of Physiology	4(3+2)
NUR 235	Social Psychology	2(2+0)
Total		12

Level 5		
Code & No.	Course Title	Credit hrs
NUR 233	Fundamentals of Nursing - Theory	4(4+0)
NUR 234	Fundamentals of Nursing - Practical	4(0+8)
NUR 241	Health Assessment	3(2+2)
Total		11

Level 6		
Code & No.	Course Title	Credit hrs
CHM 207	Biochemistry	2(2+0)
MED 241	Medical Microbiology	3(2+2)
NUR 242	Adult Health Nursing I - Theory	4(4+0)
NUR 243	Adult Health Nursing I - Clinical	3(0+6)
Total		12

Level 7		
Code & No.	Course Title	Credit hrs
NUR 351	Adult Nursing II - Theory	3(3+0)
NUR 352	Adult Nursing II - Clinical	3(0+6)
NUR 355	Principles of Nutrition	3(3+0)
NUR 356	Pharmacological Aspects of Patient Care	3(3+0)
Total		12

Level 8		
Code & No.	Course Title	Credit hrs
Arabic 103	Arabic Edition	2(2+0)
NUR 361	Maternal-Newborn Health Nursing - Theory	3(3+0)
NUR 362	Maternal-Newborn Health Nursing - Clinical	3(0+6)
NUR 365	Pathophysiology	3(3+0)
Total		11

Level 9		
Code & No.	Course Title	Credit hrs
Islamic 103	Economic System in Islam	2(2+0)
NUR 353	Human Growth and Development	2(2+0)
NUR 354	Health Education	2(2+0)
NUR 363	Pediatric Health Nursing - Theory	3(3+0)
NUR 364	Pediatric Health Nursing - Clinical	3(0+6)
Total		12

Level 10		
Code & No.	Course Title	Credit hrs
Islamic 104	Political System in Islam	2(2+0)
NUR 471	Community Health Nursing - Theory	3(3+0)
NUR 472	Community Health Nursing - Clinical	3(0+6)
NUR 485	Trends and Issues in Nursing	2(2+0)
NUR 486	Evidence-based Practice and Critical Thinking	2(2+0)
Total		12

Level 11		
Code & No.	Course Title	Credit hrs
NUR 473	Mental Health Nursing - Theory	3(3+0)
NUR 474	Mental Health Nursing - Clinical	3(0+6)
NUR 475	Nursing Research and Statistical Analysis	3(3+0)
NUR 484	Information Technology in Nursing	3(3+0)
Total		12

Level 12		
Code & No.	Course Title	Credit hrs
NUR 481	Emergency Nursing	5(2+6)
NUR 482	Nursing Management and Leadership - Theory	3(3+0)
NUR 483	Nursing Management and Leadership - Clinical	2(0+4)
Total		10

*****After the completion of the eight (12 levels, one (1) year internship in an accredited hospital is required in partial fulfillment for the degree of Bachelor of Science in Nursing.**

Description of the Courses of the Program

Code & No: NUR 231
Course: Principles on Anatomy
Credits: 4(3+1+0)
Pre-requisite: BIO 106
Co-requisite: NUR 232
This course introduces human anatomy in an easy way. Topics include: the musculoskeletal system, the cardiovascular system, the integumentary system, the urinary system, the respiratory system, the digestive system, the endocrine system, the reproductive system, and the nervous system. The theoretical part will be enhanced through practice in lab.

Code & No: NUR 232
Course: Principles of Physiology
Credits: 4(3+1+0)
Pre-requisite: BIO 106
Co-requisite: NUR 231
This course concerned with the study of function of different body systems and its clinical applications in nursing, it includes the study of blood, circulation, respiration, regulation of water digestion and absorption of food, urinary, endocrine, musculoskeletal, and electrolyte balance, disturb normal functions system. It also includes the study of different diseases that and nervous of human body. The theoretical part will be enhanced through practice in lab.

Code & no: NUR 233
Course: Fundamentals of Nursing /Theory
Credits: 4(4+0+0)
Pre-requisite:
Co-requisite: NUR 231 + NRSB 232
This theoretical course is designed to provide nursing students with the knowledge and information that will combine between the past and recent history of nursing. The course focuses

on the history of nursing in the world as well as the Arab countries and the kingdom. Specific emphasis is placed on the stages of the development throughout the history of nursing profession. The influence on each of stage of development is emphasized. Throughout the course, students will be introduced to variety of concepts and nursing theories. Specific emphasis will be placed on the nursing process and its applications in nursing practice. The principle of the basic nursing skills, hygiene, nutrition, mobility, safety, and medication calculations and administration will be addressed.

Code & No: NUR 234
Course: Fundamentals of Nursing/ Clinical
Credits: 4(0+4+0)
Pre-requisite:
Co-requisite: NUR 233
<p>This course is a co-requisite to the theoretical part of fundamentals of nursing. It focuses on exploring the nursing process and its application in nursing practice. Students apply the concepts of communication, hygiene, nutrition, mobility, safety, and medication calculation and administration in the lab prior to their contact with the patients in hospitals.</p>

Code & No: PSY 235
Course: Psycho Sociology
Credits: 2(0+2+0)
Pre-requisite:
Co-requisite:
<p>This course aimed to study social and psychological factors which affect the human behavior and conditions which lead to disturbances in social and psychological status. Through this course student will learn about theories of psychosociology, attitude, thinking and emotions.</p>

Code & No: NUR 241
Course: Health Assessment
Credits: 3(2+1+0)
Pre-requisite: NUR 233 + NUR 234
Co-requisite:
This course divided into two parts; the theoretical part is designed to provide nursing students with the knowledge and skills needed to assess the physical and mental health status of clients with different age groups. Specific attention is given to the bio-psychosocial and spiritual dimension of the clients. Normal and abnormal variations are also addressed. The practical part of this course aimed at providing nursing students with the opportunity to use interview, observation, percussion, palpation, inspection, and auscultation in assessing clients in the lab and later in health care settings.

Code & No: NUR 242
Course: Adult Health Nursing 1/ Theory
Credits: 4(4+0+0)
Pre-requisite: NUR 232 + NUR 233
Co-requisite: NUR 243
This theoretical course introduces nursing students to the role of professional nurse in the promotion of care among adult clients. It focuses on providing nursing Care for adult client experiencing specific health alterations. Students are also provided with the relevant Knowledge to the aging process and how to examine the main concepts and needs that are related. The nursing process, critical thinking concepts and the cultural variations between patients are also addressed.

Code & No: NUR 243
Course: Adult Health Nursing 1/ Clinical
Credits: 3(0+3+0)
Pre-requisite: NUR 234
Co-requisite: NUR 241 + NUR 242
This clinical course is a co-requisite to the theoretical part of adult health nursing 1. The course

focuses on improving the knowledge and skills of nursing students to enable them providing competent nursing care for adult with actual and potential health problems. The course also emphasis the importance of applying the nursing process to care for clients with acute and chronic conditions within the medical and surgical settings. The cultural, ethical, and legal considerations are addressed.

Code & No: MED 241

Course: Medical Microbiology

Credits: 3(2+1+0)

Pre-requisite: BIO 106

Co-requisite:

The course is designed to provide nursing students with essential information in medical microbiology science, including general knowledge about bacteria, viruses, protozoa, fungi, and parasites with their effects on human health and methods of prophylaxis and treatment against them.

Code & No: CHM 207

Course: Biochemistry

Credits: 2(2+0+0)

Pre-requisite: BIO 106 + CHM 106

Co-requisite:

The goal of this course is for nursing student to acquire basic knowledge about structure and functions of proteins, amino acids, lipids, carbohydrates, minerals, and vitamins. Also, the course focuses on structure and functions of hormones, enzymes, and related clinical conditions, as well as principles of metabolism.

Code & No: NUR 351
Course: Adult Health Nursing 2/ Theory
Credits: 3(3+0+0)
Pre-requisite: NUR 243
Co-requisite: NUR 352
This theoretical course is designed to provide nursing students with more advanced knowledge that enables them to care for their adult clients competently. The course also focuses on the use of the nursing process and critical thinking principles to guide them in providing nursing care to clients complaining of acute, chronic, and critical conditions. Socio-cultural variations between clients and the relevant ethical considerations are also addressed.

Code & No: NUR 352
Course: Adult Health Nursing 2 /Clinical.
Credits: 3(0+3+0)
Pre-requisite: NUR 244
Co-requisite: NUR 351
This clinical course is a co-requisite to the theoretical part of adult health nursing 2. The course focuses on improving students' skills in utilizing the nursing process and critical thinking principles that enables students to provide the best nursing care for their clients. During the course, student will be exposed to a variety of experiences in the medical, surgical, cardiology, neurology, orthopedic, oncology, dialysis, ear, and throat units, as well as operation room.

Code & No: NUR 353
Course: Human Growth and Development
Credits: 2(2+0+0)
Pre-requisite: NUR 232 + NUR 351
Co-requisite:
This course is designed to introduce nursing student to the concepts of growth, development, and maturation. It explores the stages of growth and development throughout the life span. Specific emphasis is placed on the physical, emotional, cognitive, social, and spiritual growth and development of human beings. Nursing precaution measures in each developmental stage are also addressed.

Code & No: NUR 354
Course: Health Education
Credits: 2(2+0+0)
Pre-requisite:
Co-requisite:
<p>This course aimed to provide nursing students with knowledge about learning theories and teaching strategies as well as understanding the basis of designing and developing educational programs according to necessary information about health needs of individual, family, and Health education program planning, selection of target groups, implementation, and .community evaluation is also covered. Student learned how to work as member of health team to lead the local community and the proper use of all methods in health education.</p>

Code & No: NUR 355
Course: Principles of Nutrition
Credits: 2(2+0)
Pre-requisite: CHM207+NUR241
Co-requisite: NUR351
<p>This course introduces nursing student to the concepts of nutrition in illness and wellness. Student will be able to learn about the nutritional requirements of humans of different age groups. Attention is given to the nutrition and metabolism, nutrition and illness, influences of culture on nutrition, and the role of professional nurses in assessing and providing proper nutritional needs of all clients.</p>

Code & No: NUR 356
Course: Pharmacologic Aspects of Patient Care
Credits: 3(3+0+0)
Pre-requisite: CHM 207
Co-requisite: NUR 243+ NUR 244
<p>This course is designed to introduce nursing students to the major categories of drugs. The use of drugs, and the side effects are emphasized. Specific principles of action, therapeutic</p>

attention is given to the nursing considerations for medication administration, adverse effects and drug interaction.

Code & No: NUR 361
Course: Maternal- Newborn Health Nursing / Theory
Credits: 3(3+0)
Pre-requisite: NUR 351
Co-requisite: NUR 362
This theoretical course introduces nursing student to the role of professional nurse in the delivery of nursing care to childbearing families in the hospital or in the community. Emphasis is placed on the pregnancy, labor, and neonatal stages. High risk and complications of pregnancy and delivery are addressed. Ethical and legal dilemmas, the cultural influences and variations related to pregnancy and labor are also emphasized.

Code & NO: NUR 362
Course: Maternal-Newborn Health Nursing /clinical
Credits: 3 (0+3+0)
Pre-requisite: NUR 352
Co-requisite: NUR 361
This clinical course is co-requisite to the theoretical part of maternal-newborn health nursing. Emphasis is placed on applying the nursing process and critical thinking skills are prime frameworks prior to, during and following the delivery, the concept of holistic care to the childbearing families is also emphasized. Specific attention is given to exposing student to a variety of situations during lab/clinical experiences to enable student in helping childbearing families to adapt.

Code & No: NUR 363
Course: Pediatric Health Nursing /Theory
Credits: 3 (3+3+0)
Pre-requisite: NUR 351
Co-requisite: NUR364

This theoretical course aims at exploring the role of nurses in promoting the health status of the most common acute and chronic children. The course also introduces nursing students to health alteration among children including the communicable diseases. concepts of normal growth and development of neonates and children and vaccination are addressed.

Code & No: NUR 364
Course: Pediatric Health Nursing /clinical
Credits: 3(0+3+0)
Pre-requisite: NUR 352
Co-requisite: NUR 363
<p>This clinical course is a co-requisite to the theoretical part of pediatric health nursing. It focuses on the health and illness of infants and children. Emphasis is placed on the therapeutic nursing interventions for the acute, chronic, actual, and potential health alteration in children in the context of holistic approach of care, through exposing student to a variety of situations during lab/clinical experiences. The legal, ethical, cultural, economic, and social factors which affect decision making and outcomes of nursing care explored.</p>

Code & No: NUR 365
Course: Pathophysiology
Credits: 3(3+0+0)
Pre-requisite: NUR232 + NUR241
Co-requisite: NUR 351
<p>This theoretical course introduces nursing student to the mechanisms and theories related to the development of disease and alternation in body function of individuals throughout their life span. Common condition related to functional health patterns and immunological responses are also addressed.</p>

Code & No: NUR 471
Course: Community Health Nursing /Theory
Credits: 3(3+0+0)
Pre-requisite: NUR 361 + NUR 363
Co-requisite: NUR 472
<p>This theoretical course focuses on exploring the main role of community health nursing in promoting health, preventing illness, and restoring health. The nursing process as a prime framework in providing nursing care of individuals and families will be explored and applied. Emphasis is placed on the assessment of physical, psychosocial, and cultural environments. Knowledge related to identifying individuals and communities at risk and providing them with the proper nursing care is also explored.</p>

Code & No: NUR 472
Course: Community Health Nursing /Clinical
Credits: 3(0+3+0)
Pre-requisite: NUR 362 + NUR 364
Co-requisite: NUR 471
<p>This clinical course is a co- requisite to community health nursing theoretical part. It aims at developing the skills of nursing student in providing nursing care for individuals, families, and communities. The course also focuses on providing students with the opportunity to put theory into practice in a variety of selected placements in the community. The primary health care centers, schools, and factories are all examples of these setting.</p>

Code & No: NUR 473
Course: Mental Health Nursing /Theory
Credits: 3(3+0+0)
Pre-requisite: NUR 361 + NUR 363
Co-requisite: NUR 474

This theoretical course introduces nursing student to the basic concepts of mental health and illness. It provides student with a base knowledge of mental health disorders, role of mental health nurses, theories of personality development, and treatment modalities. An emphasis is placed on the nursing process to provide proper nursing care for mentally ill. Communication skills and therapeutic relationship with mentally ill people is also addressed.

Code & No: NUR 474

Course: Mental Health Nursing /Clinical

Credits: 3(0+3+0)

Pre-requisite: NUR 363 + NUR 364

Co- requisite: NUR 473

This clinical course is a co-requisite to theoretical part of mental health nursing module. Guided by the nursing process, critical thinking, and therapeutic communication skills. Nursing students are provided with the opportunity to apply the learnt theoretical concepts into practice. Emphasis is placed on promoting, maintaining, and restoring the mental health of individuals and families. Interdisciplinary team planning, intervention, and therapeutic group meeting are also considered.

Code & No: NUR 475

Course: Nursing Research & Statistical Analysis

Credits: 3(3+0+1)

Pre-requisite:

Co-requisite:

This course is designed to assist the student to develop an understanding of the basic principles of research and scientific inquiry including the identification of problem and steps in research methodology in the field of nursing. Also, it introduces the basic concepts, and principles of Statistical methods, methods of data collection, sampling, how to choose them & provides nursing students with competencies necessary to read, evaluate, and interpret findings of nursing research studies. In addition to the use of computers in conducting research project in groups and use of the findings in nursing practice.

Code & No: NUR 481
Course: Emergency Nursing
Credits: 5(2+3+0)
Pre-requisite:
Co-requisite:
<p>This course focuses on providing student with the necessary nursing skills to provide care for settings. in emergency emergencies and common accidents, the application of skills will take place The theoretical part of course addresses studying the fundamentals of emergency care and methods of evaluation and classification of clients according to degree of risk, including the foundations of CPR and its applications, Wound care and burns of all types and degrees, Poisonings, fractures, coma and the change in temperature and methods of treatment, with emphasis on the role of nursing care in emergency situations</p>

Code & No: NUR 482
Course: Nursing Management and Leadership /Theory
Credits: 3(3+0+0)
Pre-requisite: NUR 471 + NUR 473
Co-requisite: NUR 483
<p>This theoretical course focuses on the basic concepts of leadership and management. It also emphasizes the role of the nurses as changing agent in forming health care for the future. The concepts and theories of organization, management and leadership, change, decision making are explored. Socio-cultural, economical, and historical factors that influence health care system are all also emphasized.</p>

Code & No: NUR 483
Course: Nursing Management and Leadership /Clinical
Credits: 2(0+2+0)
Pre-requisite:
Co-requisite: NUR 482

This clinical course is a co-requisite to the theoretical part of nursing management and leadership. The course focuses on the application of theoretical concepts in the practice setting where students are expected to gain managerial and leadership experience. Emphasis is placed on resource management, conflict resolution, managed care, quality improvement, and evaluation practice through collaborative efforts between hospital staff and college mentors.

Code & No: NUR 484

Course: Information Technology in Nursing

Credits: 3(3+0+0)

Pre-requisite: NUR 475

Co-requisite: NUR 483

This course focuses in the importance of utilization of computer in health care, education, research, practice, and administration with specific emphasis on nursing applications. The course place emphasis on the clinical information system, the internet, word processing, and data bases.

Code & No: NUR 485

Course: Trends and Issues in Nursing

Credits: 2(2+0+0)

Pre-requisite:

Co-requisite:

This course is designed to discuss the legal and ethical issues related to nursing practice. The local and global issues that influence nursing practice are addressed. Emphasis is placed on the laws, regulations, legal systems, and standards of care. Specific attention given to the differences between ethical and legal bases for nursing actions on the local and global levels to facilitate decision making process.

Code & No: NUR 486

Course: Evidenced- Based Practice and Critical Thinking

Credits: 3(3+0+0)

Pre-requisite: NUR 475

Co-requisite:

This theoretical course focuses on providing nursing student with the cognitive critical thinking skills required for professional nursing practice. The course enables nursing student to practice critical thinking through the analysis of certain nursing case studies. Specific emphasis is placed on a variety of nursing specialties including adult health nursing, community nursing, maternal-newborn nursing, child health nursing and mental health nursing.

University rules and regulations

Article 1: General regulations:

- 1- All students must comply with the provisions of the Student Handbook and the student should be familiar with its contents. Ignorance of any provision regarding the Student Handbook does not excuse any student from being penalized for non-compliance.
2. The student's registration in the College of Applied Medical Sciences in Dawadmi - Shaqra University is an expression of the student's desire to abide by all the rules and regulations prevailing in the college, and therefore he is committed to respecting these rules.
3. An original identification card is issued to the student upon registration, containing numbers registered by the computer. This card must always be in the student's possession to be presented upon request. The card is valid as long as the student is registered in the college.
4. The college is aware of the harms of smoking, so it declares that the college buildings are an area where smoking is prohibited.
5. The student should be polite and kind towards everyone within the college premises.
6. The college encourages students to take advantage of the capabilities of the college library and to communicate with the heads of departments.
7. The student should make sure to attend the various college activities as they are an integral part of the student's life.

Article 2: Academic Regulations:

Section 1: Definition of Terms

1. Academic year: refers to the two semesters and the summer semester, if any.
2. Academic Semester: Refers to a period of approximately 15 weeks of attendance to weekly lessons by students. Student registration and final exams are not part of the regular semester.
3. Summer: The term summer for about 8 weeks of attendance refers to weekly lessons by students, excluding student registration and final exams.
4. Level: It refers to the level of the stage where the student is accepted on the basis of the study plan of the program. The college caters to Levels III through VIII of the Medical Laboratory Science and Nursing programs.
5. Study plan: refers to a set of compulsory courses with allotted credits. The student must complete the total number of credit hours in order to qualify for graduation and obtain a bachelor's degree in his specialization.
6. Course: Refers to the instruction transferred in a series of lessons or meetings that meet the requirements of each level as stipulated in the study plan of the program. The course has a code, number, title and description. The course outline file should be kept in the department head's office for follow-up, evaluation and improvement purposes. Some courses require a prerequisite or participation in concurrent courses.
7. Credit Hour: Equivalent to a weekly theoretical lecture of approximately 50 minutes, a practical session of 120 minutes, or a clinical lesson of 50 minutes.
8. Academic Probation: It refers to the notification of the student whose cumulative average has decreased and reached the maximum allowed as determined by the regulation.
9. Semester work degree: The degree awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course.
10. The end-of-semester test score is calculated from the final semester test score and the practical test score, if any.
11. Final Exam: A course test held once at the end of the semester.
12. Final score: It indicates the sum of the semester work scores with the final exam that the student obtained in the semester based on 100%.
13. Grade: A description of the percentage or alphabetical symbol of the final grade obtained by the student in any course.

14. Incomplete Grade (INC): Temporarily refers to a student who fails to complete all requirements for his course on time due to some circumstances beyond his control.
15. Continuous assessment: It is indicated if the course cannot be completed in a semester, so there is a need to continue the course to the next semester.
16. Semester GPA: It is the sum of the grade points over the total number of credit hours for all courses in the semester. The grade points are calculated by multiplying the course evaluation value by the approved.
17. Accumulative Average is the total of dividing the grade points by the sum of the credit hours of all the finished and passed courses of a student since he first joined the College.
18. General Assessment refers to the evaluation of the level of learning of a student during his stay with the College.
19. Study Load refers to the total credit hours a student can register in a semester. The maximum and minimum limit of the study load is based on the existing rules of the College.
20. Academic Record shows the performance of a student that includes passed courses, credits earned, grades, semester average, accumulative average and academic warnings if any.
21. Academic Advisor refers to a teaching staff who is in charge to supervise, guide and monitor a student during his study at the College.

Section 2. Admission of New Students. The Council of Shaqra University determines the number of students to be admitted to the College for a succeeding year, in accordance to the proposal of concerned departments.

Section 3. Requirements for Admission. The following requirements should be met prior to admission to the university/college:

- (1) the applicant should obtain a secondary school certificate or its equivalent inside or outside Saudi Arabia;
- (2) the secondary school certificate should not be more than 5 years old but the council of the university may give exemptions under valid circumstances;
- (3) he/she should be of good moral character;
- (4) he/she should pass an interview conducted by the university council;
- (5) he/she should be medically fit;
- (6) he/she should obtain written permission to study from his employer if the applicant is currently working; and

(7) he/she should comply with other requirements prescribed by the university council at the time of application.

Section 4. Provisions for Admission. The University gives priority to the applicants with complete requirements, in reference to their secondary school marks and interview result. The rules regarding admission are as follows:

(1) The deanship of admission and registration, in coordination with the College specifies the procedure of admission examination, interview, submission of admission application and announcement of accepted students;

(2) Students dismissed from other universities should not be admitted;

(3) Priority is given to applicants who meet the requirements stipulated in Section 3.

(4) A successfully accepted student should be issued an ID that he can use for all official transactions in the university; and

(5) The deanship of admission and registration keeps a record file of every student such as admission, academic record, disciplinary action if any and other pertinent documents.

Section 5. The Study System. A student should progress to finish the study plan, which consists of 8 levels in accordance to the College policies. An academic year is divided into 2 levels and a summer if applicable.

Section 6. Program Levels. A degree program has 8 levels based on its study plan. A student should enroll in each level that offers courses with corresponding credits. Requirements should be fully completed in order for a student to get a passing mark and be promoted to the next level.

Section 7. Registration, Dropping and Adding of Courses.

The University Council sets the rules of registration, dropping and adding of courses based on the study plan of a degree program with a purpose of regulating the minimum or maximum courses load of a student. The rules regarding

registration, dropping and adding of courses are as follows:

(1) The deanship of admission and registration specifies the dates of registration, dropping and adding of courses;

(2) Provisions of registration for the 1st and 2nd semesters include:

■ The early registration starts from the 10th week of every semester for the incoming new semester;

■ The confirmation of registration is during the week preceding the semester;

- A student may cancel his registration within the 3 days of the 1st week of the semester and he can request for postponing his study after 2 weeks of the semester; and

- A student has a privilege of dropping or adding courses within the period of early registration and confirmation with the guidance of an academic advisor (head department) based on the provisions of the study plan

(3) provisions of registration for the summer include:

- The academic council of the College specifies the courses to be offered during the summer 5 weeks before the end of the 2nd semester;

- A student is permitted only to register a maximum of 3 courses with at least 10 credit hours; and

- Dropping of courses in the summer should be done within the first 3 weeks of the term upon the approval of the College.

Section 8. Attendance:

1. Prompt and regular attendance in all classes is encouraged for all students throughout the semester.

2. The teaching staff should be expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed:

- For 50-minute classes, students should not leave until 15 minutes, for 100-minute classes, students should wait for 30 minutes. A teaching staff may consider his students absent if they leave their classes earlier than the prescribed time.

3. A student who is absent is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for the absence. The student is encouraged to consult with the teaching staff regarding his current academic status.

4. A student is considered absent from class if he is not present within the first third fraction of the scheduled class time period. However, such grace period should not exceed 30 minutes. Thus, a student is considered absent if he arrives after 15 minutes for a 50-minute class; or 30 minutes for a 100-minute class (lecture or practical).

5. It is the student's responsibility to keep a record of his absence; however, he may verify such from the teaching staff concerned.

6. The teaching staff should enter the absence of a student to the university system on a weekly basis. A student who accumulates 25% total absence is considered dropped from the course. A

student with valid reason for his absence is excused but he is considered dropped if he accumulates 30% total absence in a semester.

7. Regulations regarding excused absences are as follows:

- An excused absence is one authorized by the head of the department or his authorized representative because a student has to attend an official function or activity.

- Absences due to sickness of not more than 2 weeks are considered excused absences and should therefore not be counted against the student's attendance if it is certified by a medical doctor. In case of absences due to prolonged illness, a student or his duly authorized representative should notify as soon as possible the department head who shall recommend the appropriate action to be taken.

- Students with excused absences should not be put to a disadvantage. The teaching staff should give special makeup activities, other requirements or special considerations, the manner and form determined by the teaching staff following pertinent college policies.

8. A student is not allowed to take the final examination if he has incurred 25% absence in a semester;

9. A student who is barred to take the final examination due to absences is considered "failed";

10. The Academic Council or his duly authorized representative may allow a student to take the final examination in special cases with valid reasons, provided that the student has not exceeded 30% absence in a semester;

11. A student who is absent during the final examination schedule automatically gets zero mark unless there are valid reasons to excuse his absence and be given a special examination later, upon the discretion of the Department head;

12. A student may withdraw a course or more courses for a semester if he has a valid reason expressed through a letter to the Department head for discussion with the academic council; and

13. If the academic council approves the withdrawal of a student, he is given a grade (W).

Section 9. Postponement of Study. A student is entitled to apply for postponing his study within the 1st week of the semester due to valid reasons. Upon approval, the Dean of the College may grant a postponement period for not more than 2 consecutive semesters or 3 cumulative semesters throughout his stay at the University

Section 10. Suspension of Study. If a student discontinues his study in a semester without applying for postponement, his registration with the College will be deemed suspended. A

visiting student to another university is not considered discontinued from the semester while his studies are ongoing.

Section 11. Re-Registration. A suspended student may apply for re-registration using the same ID number, in accordance to the following rules:

- (1) Submission of re-registration request within 4 semesters from the date of suspension
- (2) Approval of the re-registration request by the Academic Council or its authorized representative
- (3) If the 4-semester period lapses, the applicant can register as a new student provided that he fulfills the admission requirements stated in Section 3
- (4) The re-registration should not be availed more than once
- (5) The student applying for re-registration should not have been dismissed based on academic violations; and
- (6) Grounds for approving the re-registration request by the Academic Council include:
 - The suspension period does not exceed the specified period for the regular study;
 - The reason for suspension should be valid
 - The student should pass 50% his credits earned; and
 - His accumulated average should not be less than 2.5 out of 5.0.

Section 12. Graduation. A student is eligible for graduation after successfully satisfying all the requirements provided by the study plan of the program. The rules regarding graduation are as follows:

- (1) A graduate will be granted a certificate that bears the student's complete name, university number, civil record number, place and date of birth, name of the College, official seal of the University, degree earned, specialization, general weighted average (GWA) of his grades and the date of issuing the approval of granting the degree to the student by the University Council
- (2) The certificate should be signed by the Dean or his authorized representative; and
- (3) Issuance of a replacement for a missing graduation certificate is governed by the following rules:
 - The graduate should apply to the deanship of admission and registration for a certificate replacement; and
 - A seal bearing these terms "a replacement of missing" should be affixed on every issued certificate replacement.

(4) If a student fulfills the requirements for graduation but obtains an accumulative average of less than 2.0, he should register some courses upon the recommendation of the department council and approval of the academic council or its authorized representative in order to increase his average for obtaining the degree based on the study plan.

Section 13. Dismissal from the University. A student can be dismissed from the university due to the following situations:

- (1) If a student is given 3 or more warnings due to his low accumulative average (2.0 out of 5.0);
- (2) If a student failed to fulfill his graduation requirements within the specified duration of study; and
- (3) If a student violates the rules and regulations of the College and found guilty after an investigation by a committee.

Section 14. Examinations. The College may establish a committee to facilitate the preparation of final examination by the teaching staff. The main function of the committee is to review the marks obtained by each student within a period not exceeding 3 days from the date of the examination in any course. The following rules should be observed:

Preparation of Examination Questions:

- Confidentiality should be applied to all aspects of the final examination procedures.
- It is necessary to report any problems encountered by any member of the teaching staff whether while preparing the questions or during or after the conduct of the examination.
- When the same subject is taught by more than one teaching staff, the examination should be departmentalized. The examination should be formulated by one of the competent teaching staff handling the course, duly nominated and chosen by the other teachers.
- Questions should be based on deductive reasoning rather than merely memorizing questions. Items should stimulate critical thinking.
- Examination questions for all the courses should cover the whole syllabus. Each member of the teaching staff is required to explain it in a report he submits to the head of the department.
- Copies of examination papers and answer key document should be placed inside sealed envelopes for submission to the control for safe keeping.
- Teaching staffs are assigned as invigilators, with the task of supervising students when taking the final examinations. With the presence of the course teacher, the invigilators receive the sealed examination papers from the person-in-charge thirty (30) minutes before the conduct of the examination

Checking Examination Papers

■ All examination papers should be checked inside the premises of the College only. It is strictly forbidden to take any examination paper outside the College to avoid paper loss or other potential problems.

■ Where a course is taught by more than two (2) teachers, a committee should be formulated to check the papers where each member will check one question and recheck the previous question before endorsing the paper to the next member until all questions are checked. Such checking should be based on an answer key paper. ■ After checking the papers, they should be returned to the control for future need twenty-four (24) hours after the examination schedule.

Entering the Marks into the System

■ Marks should be entered into the system on a certain day to be specified by the head of the department.

■ Marks should be entered into the system by two members of teaching staff to avoid any mistakes. This includes midterm grades in addition to final ones.

■ After the marks are entered into the system, take a printout and provide a copy to the head of the department and keep another copy for personal record

Regulations for Students

■ The student should not be given more than 2 examinations in a day.

■ No student should be allowed into the final examination hall after half an hour from its beginning. Likewise, no student should be allowed to leave the exam hall before an hour from its beginning.

■ Cheating in examinations or violating relevant regulations and procedures will be punished accordingly to the student disciplinary regulations issued by the university

■ All mobile phones should be switched off and placed in an area specified by the invigilators.

■ A student may submit a letter to request to the Dean of the College or his authorized representative for the re-correction of his examination paper within a period not exceeding the start of the next semester. The Dean may create a committee to do the re-correction. The committee should submit its findings to the Dean for discussion with the Academic Council. The decision of the Academic Council is final and executor.

Section 15. Grading System. The College adopts the following grading system:

The percentage Degree	Grade Symbol	Rated weight of 5	Grade
95-100	A+	5.0	Exceptional
90-94	A	4.75	Excellent
85-89	B+	4.5	Superior
80-84	B	4.0	Very Good
75-79	C+	3.5	Above Average
70-74	C	3.0	Good
65-69	D+	2.5	High Pass
60-64	D	2.0	Pass
Below60	F	0.0	Fail

Example to calculate Average

Second Semester:

Code & No.	No. of Units	Mark	Letter Equivalent	Value of Grade	No. of Points
NUR 355	2	96	A+	5	10
NUR 361	3	83	B	4	12
NUR 362	3	81	B	4	12
NUR 471	4	71	C	3	12
	12				46

Second Semester Average = $\frac{\text{Sum of Points (46)}}{12} = 3.83$

Sum of Units (12)

$$\text{Student's Cumulative Average} = \frac{\text{Sum of Points (48.25+46)}}{\text{Sum of Units (12+12)}} = \frac{94.25}{24} = 3.93$$

Section 16. Honors and Awards. The first honor award is granted to a student who obtains an accumulative average of 4.75 – 5.00 upon graduation. The second honor award is given to a student who gains an accumulative average of 4.25 – 4.74 upon graduation.

To attain the first or second honor awards, the following should be met:

- (1) The student should have no failed courses
- (2) The student should have satisfied all the graduation requirements within the prescribed period by the College; and
- (3) The student should have at least 60% residency of study at the University.

Section 17. Transfer from a University to Shaqra University.

A student who aspires to transfer to Shaqra University should meet the following requirements:

- (1) The student should have studied in a recognized university
- (2) The student should not have been dismissed from a university due to disciplinary or academic reasons

- (3) The student should satisfy the admission requirements of Shaqra University; and
- (4) Upon admission, the College should review the academic record of the student and compare it to the existing study plan. Similar courses obtained from his previous university may be credited based on the course description.

Section 18: Transferring from one program to another within the college

After the approval of the head department and the approval of the dean of the college the student may transfer from one major to another within the college according to the specific period approved by the Deanship of Admission and Registration and in accordance with the following conditions:

1. Satisfying the conditions for joining the specialization to which you want to transfer.
2. Availability of vacant seats in the specialization to be transferred to, according to the department's absorptive capacity.
3. He must have spent at least one semester in the specialization he wishes to transfer from, provided that the number of academic units registered in his academic record shall not be less than (14) units.
4. He should not have dropped out, postponed or apologized for studying from the specialization he wishes to transfer from.
5. To submit the transfer request starting from the tenth week of the start of the study until the fifteenth week of the semester preceding the semester in which he wishes to transfer.
6. Transfer between majors is allowed only once during the duration of the university study.
7. Any other conditions determined by the College Council and the Deanship of Admission and Registration.

All students within the college are required to comply with the disciplinary regulations of Shaqra University.

Section 1: A breach of the existing rules and regulations of the College is regarded as disciplinary offense such as follows:

- (1) Actions against the university system and facilities

- (2) Inciting or masterminding non-attendance to scheduled classes, clinical sessions, tutorials, workshops and other activities commissioned by the College
- (3) Any offending words and actions that affect the honor and dignity of the College and its personnel
- (4) Cheating in the quiz and examinations or attempting to cheat
- (5) Breach of the examination regulations
- (6) Organizing assemblies inside the College
- (7) Destroying facilities or equipment of the College; and
- (8) Deliberate abuse of the College facilities and other accessories like residential accommodation units .

Section 2. The penalties for the offenses stipulated in Section 1 are the following: (1) Warning

- (2) Written reprimand
- (3) Depriving the student to enjoy some of the benefits of the university
- (4) Forfeiting results of examinations and giving a failing grade
- (5) Disallowing a student to take the final examination
- (6) Suspension
- (7) Dismissal from the college; and
- (8) Expulsion from the university.

Section 3: Sanctions Committee

The college dean has the right to form a committee to hold a student accountable for any violation. The sanctions committee investigates the violating student and submits the investigation result to the college dean to take the necessary disciplinary measures.

Practical training guidelines and rules

The student must know that his appearance and behavior are the appearance and address of the college in particular and the university in general

Therefore, every student must abide by all regulations and guidelines for practical training, whether inside the college, in laboratories nursing skills or outside at hospital or health care center.

Firstly: Uniforms for students in the college and health facilities:

Medical uniform is a uniform worn by members of the medical team and health practitioners responsible for patient care. Its use has extended outside the hospital setting in work environments and health colleges in universities and higher education institutions and its wearing brings many benefits in addition to facilitating the distinction of students in different departments.

Instructions of unified uniform:

- The uniform must be short-sleeved, with a V-neckline, made of cotton / polyester.
- The outfit must be comfortable, and allow free movement of the body without being tight or tight in a striking way.
- The shirts that are worn under the uniform can be white, black, or the same color as the uniform. The uniform should be worn as a complete set of pants and shirt.
- The uniform must be clean and well tidy and not torn or look dirty and unprofessional. Also, regular washing is required.
- Underwear (shirts/sleeves and underwear) are not visible.
- Shoes must be closed, clean, in good condition, provide adequate safety and fit the needs of the department. Socks must be worn at all times and slippers are not permitted.
- Outer jackets, or what is known as the jacket, must be in proportion to the colors of the outfit, and the closed jacket is not allowed.
- Students should keep their uniforms clean. Fingernails should be trimmed, makeup, nail polish, and jewelry are not allow.
- Behavior: Students must comply with all practical training guidelines and regulations, whether in the hospital or health care center.
- Healthy in addition to the college's instructions in practical training and observance of appropriate behaviors from the rate of sound.
- Students must know that any violation of the instructions exposes them to punishment and deprivation of training practical.

Secondly: Instructions during training in the nursing skills lab:

- All educational goals to be achieved from training in the skills lab according to the course description
- The student is responsible and must attend practical training without absence or delay.
- The student must abide by the dates of practical training in the skills lab without delay.
- A student is not allowed to bring food or drinks into the skills lab. A bottle of mineral water is sufficient
- The student must keep the tools safe and clean after training on them and return the tools in their place before leaving the lab.
- The student must maintain a clean and tidy laboratory environment.
- The student must abide by all the rules and guidelines for training in the skills lab, whether before, during or after training.

Thirdly: Instructions during training in a hospital or primary care center:

- It is not permissible for the student to bring food or drinks inside the departments or with the patient, and a bottle of mineral water is sufficient.
- A student may not practice nursing skills without a training supervisor or a nurse from the department.
- The student must follow the international precautions for security and safety during training in order to maintain the health and security of the patient, especially when dealing with blood and fluids leaving the patient's body.
- The student must abide by the appointments and the uniform prescribed for training in the hospital, and the student may not enter the hospital or departments without it.
- The student must follow the directions and instructions of the training supervisor.
- The student must submit practical papers or topics and case studies that are requested from the student to the training supervisor on time.
- The student may not leave the hospital during the practical training except with an acceptable excuse from the training supervisor and the head of the academic department of the college.

- The student must maintain the privacy and dignity of the patient and follow behaviors that take into account the patient's psychological and physical condition.
- The ethics and ethics of the nursing profession must be adhered to while communicating with the patient, his family, the nursing staff in the hospital, and colleagues in training, whether from within the college or another college.

College Working Committees & Units

(1) Quality Development Unit:

Goals:

Supervising the activities and works of quality and academic accreditation at the department level.

Tasks of the Committee:

- Drawing up general policies for development and quality at the department and college levels.
- Spreading the culture of quality in the department and supporting related activities.
- Supervising the evaluation and academic accreditation activities in the department.
- Follow up the level of discipline and quality in the department.
- Work on continuous quality improvement in the department.
- Nomination of distinguished employees of the department for various awards of excellence.

(2) Training and Laboratories Unit:

Goal:

To take care of everything related to scientific laboratories and follow up everything related to field training in the department.

Tasks of the Committee:

- Supervising the laboratories in the department in terms of equipment and infrastructure.
- Make a periodic inventory of the laboratories and identify the shortcomings of consumables, devices and tools.
- Periodically reporting to department heads about the status of devices that need maintenance and preparing periodic reports.

- Create a database on all the devices in the laboratories and make a code for each device and all the consumables.
- Suggesting development plans for the department's laboratories.
- Perform other tasks assigned to the committee. ∞ Inventory of all male and female students applying for training in the year of excellence.
- Coordination with hospitals and medical centers all over the Kingdom for training.
- Visiting hospitals in Al-Quwayiyah Governorate to follow up on the progress and performance of students.
- Gathering opinions from training bodies and delivering them to department heads in order to develop the program periodically to ensure its effectiveness and improve its performance.
- Issuing certificates of completion of the concession year after completing the training period.
- Preparing a periodic report on the work accomplished

(3) Scientific Research Unit:

Goal:

Paying attention to everything related to the affairs of graduate studies and scientific research within the department, such as reviewing study plans for graduate programs and conducting admission tests for applicants for graduate studies, while setting standards for scientific research in accordance with a clear methodology and plan, and other related matters.

Tasks of the Committee:

- Presenting proposed research topics that are related to reality and the environment for the purpose of applying them through various research support programs.
- Develop an ambitious plan for scientific research and study the research problems that require study.
- Providing guidance to Saudi teaching assistants and lecturers applying for postgraduate programs at home and abroad.
- Providing consultations in various research fields.
- Studying the proposals for master's and doctoral theses and submitting them to the scientific councils of the college.
- Preparing a periodic report on the work accomplished.

(4) Study plans unit:

Goal:

Follow up and prepare study plans and programs in the college departments and review them to ensure that they meet the necessary conditions.

Tasks of the Committee:

- Supervising the preparation of study plans and programs in the college departments and reviewing them to ensure that they meet the necessary conditions.
- Supervising the development of academic plans and programs at the college, and determining their compatibility with the standards of the Saudi Authority for Quality Assurance and Accreditation and the requirements of the labor market.
- Preparing reports on study plans and programs in the college departments and submitting them to the Dean of the College for approval by the College Council.
- Coordination with the college departments and the university's curriculum unit to approve plans.
- Preparing a periodic report on the work accomplished.

(5) Community service unit

Vision:

Excellence and leadership in the field of community service and development in Al-Quwayiyah Governorate through the various programs that we offer targeting different segments of society.

Mission:

Providing innovative practices in the field of assistance in achieving comprehensive sustainable development through:

- The quality of the scientific material provided and the experience of the trainer.
- Providing scientific material in modern training methods and methods.

Providing an adequate amount of information and skills related to the submitted scientific article.

Goals:

- Deepening the concept of partnership between the College of Applied Medical Sciences and the local community.
- Designing development programs such as lectures, workshops, seminars and awareness campaigns to support and develop a healthy culture for members of the local community.
- Conducting studies, applied research and health databases.

(6) Student Activities Unit:

Vision:

Advance the college through its distinction in the various student activities, in order to achieve a leading position among the colleges of the university, as well as other universities.

Mission:

Developing students' skills through engaging in various student activities, instilling in them concepts and moral values that help them practice their work in practice.

Goals:

Contribute to the integrated preparation of students culturally, socially and scientifically and deepen some of their social values

Unit tasks:

- Supervising various student activities.
- Planning for central activities and following up their implementation at the college level.
- Issuing bylaws, regulations and general plans for the activity.
- Monitoring and evaluating student activities programs in the faculties.
- Proposing a budget for student activities, and distributing its items.

(7) Alumni Affairs Unit:

The unit seeks continuous communication with the graduates and the community with the aim of continuity of development and raising the level of quality by following up on the college graduates to develop and improve study programs to comply with the requirements of the local, regional and global labor markets.

It aims to open channels of communication between the college and its graduates for purposeful and constructive cooperation to serve the college and the community with the aim of continuous development in the college's educational process to match the requirements of the labor market.

Goal:

Follow up on everything related to alumni and alumni and communicate with them.

Unit tasks:

- ❖ Inform and motivate graduates to participate in courses, seminars and workshops.
- ❖ Opening channels of communication between the college and the surrounding health authorities to know their needs for graduates.
- ❖ Informing graduates of the needs of health authorities and the local community for jobs appropriate to their specializations.
- ❖ Inviting graduates to college events and continuous development programs.
- ❖ Create a database of college graduates.

- ❖ Providing a platform for graduates through the unit to raise their issues, concerns and aspirations and to work collectively to overcome the difficulties they face, especially in relation to the university's mission or mission.
- ❖ Keeping the graduate in constant contact with the academic and scientific climate to exchange opinions and update his scientific information by following up on the latest scientific developments.
- ❖ Preparing a periodic report on the work accomplished.

(8) Statistics and Information Unit

Goal:

This unit is concerned with collecting, categorizing and maintaining documents and information, both paper and electronic, and submitting them to all college units and other relevant authorities.

Unit tasks:

- ❖ Make periodic reports and statistics for basic information about the department in each semester
- ❖ Compiling and preparing the annual statistical report.
- ❖ Collecting the necessary data, classifying it and putting it into versions.
- ❖ Modify, review and correct data.
- ❖ Publishing information and statistics about the college in publications or websites
- ❖ Informatics support inside and outside the university.
- ❖ Create statistical databases by designing tables of statistical data and establishing relationships between them.
- ❖ Supporting the exchange of statistical publications and scientific research publications with parties inside and outside the university.
- ❖ Providing studies and consultations that meet decision support needs and developing databases to support performance management.

(8) Academic advising unit

Target:

Supervising student affairs, including guidance, counseling, and student complaints, in addition to various activities.

Mission:

- ❖ Guiding students in departments with regard to study materials and the necessary skills, following up on stumbling students and guiding them academically and psychologically.
- ❖ Receiving student complaints regarding the course or faculty members.
- ❖ Studying students' problems and proposing solutions to them.

- ❖ Discussing academic obstacles between academic advisors and students to find appropriate solutions.
- ❖ Preparing a periodic report on the work accomplished.

The Working Committees of the Department

Student Dialogue Committee:

Target:

Supporting the rights of students on the basis of compatibility with the applicable laws and regulations at the university, developing a culture of justice and fairness among students, providing them with the necessary consultations, informing them of their university rights, and obtaining them through regular channels.

mission

- ❖ Supporting the rights of students on the basis of compliance with the applicable laws and regulations.
- ❖ Develop a culture of justice and fairness among students.
- ❖ Studying cases of breach of public order, rules and laws in force at the university, or deviation from academic norms or Islamic morals.
- ❖ Creating a spirit of belonging, dialogue and understanding between the college and its students in presenting problems and proposals, thus improving the academic and service process in the department and college.
- ❖ Participation with the college administration to solve students' problems and decision-making.
- ❖ Deepening the students' relationship with the college by motivating them to participate in the college's various activities.
- ❖ Development of personal leadership skills among students.
- ❖ Preparing a periodic report on the work that has been accomplished.

Student Disciplinary Committee:

Target:

Study cases of breach of public order, rules and laws in the college, or deviation from academic norms or Islamic morals. In the event that such cases are proven to one of the students, the committee takes the appropriate decision and submits it to the college council in preparation for submitting it to the competent authorities to take the necessary action in accordance with the regulations governing this. Violations committed by students outside the college and do not affect the college and its various regulations are excluded from the application of penalties.

Tasks of the Committee:

- ❖ Controlling the behavior of students and the like inside the college or in any of its facilities.
- ❖ Refining the behavior of violating students and treating them using the educational methods available in the college.
- ❖ Inviting the parties to the case or the heads of departments to hear their statements.
- ❖ Approving disciplinary penalties for violating students according to the rules and regulations in force in the college.
- ❖ Submitting its decisions to the Dean of the College for submission to the competent authority.
- ❖ Preparing a periodic report on the work accomplished.

Information Technology Committee:

Target:

Supervising the workflow of the college laboratories and e-learning halls, implementing the approved policies and programs for the fields of information technology and educational assistance services, and achieving the objectives set for them.

Tasks of the Committee:

- ❖ Supervising the content, development and updating of the college's website.
- ❖ Supervising the computer labs and providing them with the necessary programs.
- ❖ Supervising and maintaining meeting rooms and e-learning rooms.
- ❖ Providing technical support to the college and its employees in accordance with the relevant supporting deanship policies.
- ❖ Follow-up the work of information technology and computer management in the college.
- ❖ Follows up on the maintenance of computers in the college and provides support and technical assistance to the employees of the college, direct transport units, and smart halls.
- ❖ Recommending the request for software, hardware and accessories needed for each laboratory in proportion to the quality of the subjects being taught.
- ❖ Coordination with the competent authorities regarding technical support, network performance, internet connection, and the website.
- ❖ Preparing a periodic report on the work accomplished

Academic Schedules and Exams Committee:

Target

Follow up on all new matters related to the academic schedule and distribute it to the members of the department, and provide relevant information to the department and its members in a way that serves the department and contributes to the completion of its affairs.

Tasks of the Committee:

- ❖ Studying the number of sections expected for courses with the Deanship of Admission and Registration.
- ❖ Communication with department members and follow-up office and academic advising hours.
- ❖ Coordination with faculty members in the department to find out the distribution of grades for the year's work.
- ❖ Forming the department and college control and follow up the examination work.
- ❖ Coordination with the faculty members of the department to find out if the course each of them teaches needs an answer book.
- ❖ Ensure the readiness of the classrooms in terms of chairs, lighting and air conditioning.
- ❖ Ensure the attendance of the course teacher and invigilators on time, which is a quarter of an hour before the start of the exam.
- ❖ Preparing student forms (cheating - absence) in coordination with the college's monitoring committees.
- ❖ Distribution of groups of students to the examination halls.
- ❖ Preparing a periodic report on the work accomplished.

جامعة شقرا
Shaqra University

Electronic Services

- **Official Email:**

Each faculty member is provided with an official email address at ju.edu.sa platform which can be accessed by login through Gmail. This official email address should be used for official communication inside and outside Shaqra university.

E-Services

Tayseer(<https://www.su.edu.sa/ar/e-services>) is a service that allows faculty members for official communication within the department and also with the management of the university.

E-learning system services

E-learning system services is an online system, which both faculty members and students can access. On their blackboard page, faculty members can upload information about their courses (e.g. syllabus, slides, handouts...etc), create a discussion forum for students, and post assignments and quizzes.

Website: <https://www.su.edu.sa/en/e-services/e-learning-system-services>

Electronic Library

Visit <http://library.ksu.edu.sa> to access the catalog and databases of KSU's library.

This document was approved by Nursing sciences department council No (3) on Sunday 1/4/1445

And the summary of the following council was attached [here](#)