

KINGDOM OF SAUDI ARABIA
MINISTRY OF HIGHER EDUCATION
UNIVERSITY OF TABUK



Department of Nursing
Student Manual

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FACULTY OF APPLIED MEDICAL SCIENCES
DEPARTMENT OF NURSING

Home for Excellence and Global
Academic Standards

Educate. Lead. Innovate



MESSAGE FROM THE DEAN



Dr. Hamd Al-amer

On behalf of the Faculty of Applied medical Sciences (FAMS), University of Tabuk, it is my great pleasure to welcome you all. FAMS is your second home where you will gain quality education, develop your life-long skills, values, and be prepared to become productive leaders and members of your community.

This student manual will serve as your guide to be informed, directed, and become responsible students of FAMS. It is our desire to provide you with organized and systematic services as you embark on your journey of becoming educated and responsible individuals. This manual will provide you with specific policies and guidelines you will follow as you grow with us in the FAMS. I therefore enjoin you to abide by the policies and guidelines embodied in this manual coupled with your commitment and dedication to fulfill your educational goals. We expect you to conduct yourselves in a manner reflecting your sense of honor and integrity. By adhering to these policies and guidelines, we are confident that you will carry on with smooth and uncomplicated journey of learning.

The FAMS will incessantly strive to achieve excellence to EDUCATE, LEAD, and INNOVATE in order to fulfill our vision and mission that is to mould you as highly competent, caring and responsible professionals responsive to the health needs of the community, region, and the country.

Rest assured that the FAMS, University of Tabuk will be here to usher you to your dreams and aspirations. Good luck and welcome once again.



Message from the Head of the Department



Dr. Murad Alkhalaileh

. Shortage of nursing staff is a problem faced by many countries in the world which considered as a source of disquiet and a great concern to the decision-makers in those countries. The Kingdom of Saudi Arabia is one of the countries that experienced a noticeable lack of nurses, this shortage of nurses is attributed to different social, cultural and educational factors.

With the development and expansion of the healthcare system in the last few years in the Kingdom of Saudi Arabia due to rapid development and population growth, the need for medical staff; especially nursing profession increased.

The 2030 vision of Saudi Arabia bolstered by His Majesty the king of Saudi Arabia and His Highness the royal crown prince is considered as one of the most important sources for strategic planning and professional work in the Kingdom of Saudi Arabia. The wise government of Saudi Arabia has recognized this issue and included healthcare system and health care services as a key element in the measures of evolution and progression. Since the profession of nursing is one of the basic components of health care services emanate attention considered to this profession and sources of education.

The idea of establishing the nursing department as one of the departments of the Faculty of Applied Medical Sciences (FAMS) at Tabuk University evolved to be a tributary of the local market with qualified registered nurses. In fact that nursing is one of the professions that play an important role in raising the level and quality of health care, the Nursing Department, in coordination with the Deanship of the FAMS, develops study plans in line with the development of the level of nursing sciences and its needs, both nationally and internationally that required formational and global accreditation standards. The Department of Nursing adopts the methods of critical thinking, problem solving and evidence base practice in teaching courses to enhance students' thinking and develop their learning capacity. The department gave special attention to students' research skills by focusing on utilization of scientific research results in providing evidence-based care in various clinical training settings. The department is committed to contentious development knowledge and research capacity by involving faculty members in research projects that pose challenges to health care delivery, serving our goal of producing a well-trained workforce.



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INTRODUCTION

STUDENT MANUAL

This manual is designed to furnish students with information about the nursing programs of study at University of Tabuk, Department of Nursing. It sets forth, in general, how the department of nursing operates. However, the department reserves the right to change policies and procedures without notice. This manual is not intended to be, and should not be regarded as a contract between the University, the Department and/or any student or other person.

Purpose of the Manual

1. To provide guidance for new and continuing students.
2. To describe Nursing department academic standards, policies and procedures.
3. To inform students of their rights and responsibilities

This manual is intended to supplement the current issues of The Department of Nursing, Essential Policies for the Tabuk Community, the University of Tabuk website, and other electronic/printed materials of the Department, University, faculty, university and administrative offices.



1.1 OVERVIEW OF THE NURSING PROGRAM

The Department of Nursing was established on August 2008 (A.Y. 1429 – 1430) under the Faculty of Applied Medical Science (F.A.M.S.), headed by its Dean, Dr. Faisal Abu-Duhier. The Nursing Department is composed of highly qualified educators with a specific specialization in the different fields and areas of Nursing. The University of Tabuk takes pride on the fact that it is the first university in Tabuk Region to have offered Bachelor of Science Degree in Nursing Program. The program initially admitted a total of 67 students (31 males and 36 females) who have met the admission requirements. The number of enrollees increased each academic year. The dynamic leadership of the FAMS has opened opportunities for the Diploma graduate nurses in Tabuk region to upgrade their education to the BSN degree by opening the Bridging Program on its fourth year of operation. The Department of Nursing promotes the culture of excellence in its delivery of the trifocal functions of higher educational institutions: Instruction, Research and Community Outreach.

True to its goal of developing globally competitive nurses, the department has established and continuously networks with renowned universities like University of Arizona, Tucson, Arizona, USA to enhance the program and become at par with international standards.



FAMS MISSION and VISION

كلية العلوم الطبية التطبيقية

Faculty of Applied Medical Sciences

الرؤية:

"التميز التعليمي والبحثي في مجال العلوم الطبية التطبيقية بما يسهم في خدمة المجتمع"

Vision:

"Educational and research excellence in the field of applied medical sciences to contribute to the service of community"

الرسالة:

"تقديم تعليم متميز وبحوث مبتكرة في مجال العلوم الطبية التطبيقية لتخريج كوادر مؤهلة تسهم في خدمة المجتمع"

Mission:

"To provide outstanding education and innovative research in applied medical sciences to produce qualified graduates who will contribute to the service of community"

القيم:

تلتزم الكلية بقيم الدين الإسلامي الحنيف، بما في ذلك القيم السامية التالية:

- الولاء والانتماء.
- الاحترام المتبادل.
- السعي إلى الجودة والتميز.
- الشفافية والنزاهة.
- التعاون والعمل بروح الفريق.
- الإبداع والابتكار.
- الأمانة وتحمل المسؤولية.
- خدمة المجتمع.

Values:

The faculty adheres to core Islamic values, including the following values:

- Loyalty and Affiliation
- Seeking Quality and Excellence
- Collaboration and Teamwork
- Integrity and Responsibility
- Mutual Respect
- Transparency and Accountability
- Creativity and Innovation
- Community Service



Department of Nursing

VISION

Excellence in nursing education, research, and community services.

MISSION

To graduate competent nurses who are able to enhance healthcare services through high quality educational standards and innovative research that addresses the health needs of the community

GOALS

1. To achieve excellence in nursing education through an advanced educational environment that promotes creativity and innovation.
2. To enhance faculty members capacity and professional development.
3. To achieve national and international accreditation.
4. To establish partnership with national and international institutions to enhance nursing education.
5. To conduct research relevant to the health care.
6. To provide educational activities that increases awareness towards health promotion and prevention of illnesses and its complications

VALUES

1. Quality and Distinction
2. Creativity and Innovation
3. Leadership and Team work
4. Loyalty and Commitment
5. Transparency and Accountability
6. Fairness and Honesty
7. Confidentiality and Respect



1.3 BACHELOR OF SCIENCE IN NURSING CURRICULUM

- ◆ The Department of Nursing (DON) under the Faculty of Applied Medical Sciences (FAMS), University of Tabuk offers a Bachelor of Science in Nursing (BSN) Program.
- ◆ The period for the completion of the Baccalaureate Degree in Nursing is four academic years, divided into eight academic semesters followed by an internship year.
- ◆ The BSN Curriculum is a 5-year program chronologically arranged from Level 1 to 8. The program is offered bi-semester for 1 academic year.
- ◆ The program consists of general education and professional courses.
- ◆ Professional courses begin in the second year (Level 3) and threaded through the development of the competencies up to the fourth year.
- ◆ A semester/level comprises fifteen weeks duration excluding registration and examination periods.
- ◆ Completion of the total program credit hours (140 credit hours) is required for the Baccalaureate degree.
- ◆ One year of nursing internship in nationally or internationally approved hospitals, is required to earn the baccalaureate degree in Nursing.
- ◆ The language of instruction in the program is English.

(See appendix 1: BSN Curriculum)



REQUIREMENTS FOR ADMISSION

PREPARATORY PROGRAM

All Applicants must: (For 1st Year)

1. have Secondary School Certificate or its equivalent (from the Kingdom or from outside the kingdom).
2. have obtained the secondary school certificate within five years before application (exceptions are decided by the University Council).
3. have certificate of Good Moral character from the Secondary school.
4. complete the College Entrance Examination requirements (Applicant must pass the exam specialized for health colleges).
5. pass test or interview planned by the University.
6. pass the medical exam as required.
7. be on full-time student status.
8. provide an acceptance letter from the employer (for those applicants who are employed).
9. provide any document requested by the University.

BACHELOR OF SCIENCE IN NURSING PROGRAM

1. Students should successfully complete the preparatory year before registering in the BSN program.
2. Registration in the Department of Nursing depends on:
 - the performance of the student in the preparatory program
 - the number of available slots in the Department of Nursing
 - the results of the interview
 - medical examination



A medical examination must be taken yearly by every student on the scheduled day prior to the start of the 1st Semester. A Certificate of Good Health must be obtained from an accredited university health agency. Moreover, students must receive vaccines such as flu vaccine, Hepatitis immunization, among others.

TRANSFEREES/SHIFTERS:

The Department accepts transferees and shifters provided that the student:

1. Passed all preparatory subjects required by the University Curriculum.
2. All transferees/shifters applicants are required to take and pass the Evaluation Examination set by the University.
3. A medical examination must be undergone by an applicant and a Certificate of Good Health must be obtained from an accredited University health agency.
4. Subjects taken from previous school/course will be evaluated by designated supervisor for equivalency credit. The Dean of FAMS will give the final approval for admission.
5. A student may be allowed to shift to the Nursing program once, and only second year student is allowed to do so.
6. Transferees are allowed until third year 1st semester only; no student is allowed to enroll as a transferee on his/her third year 2nd semester.
7. The minimum GPA requirement for transferees and shifters to the Nursing program is determined and set by the DON accordingly.



RETENTION AND PROMOTION POLICIES

Students will be retained in the department and be promoted to the next level if the following requirements are met:

1. Student must obtain passing marks for all required subject/s especially all major subjects prior to admission to the next level.
2. Subjects with failed marks must be completed and passed before admission to the next level.
3. Students cannot enroll subjects with pre requisites which are not completed.
4. Required number of hours and exposure in the Clinical Learning Experience must be completed and passed before admission to the next level.

(See appendix 1: BSN Curriculum for reference)



ACADEMIC POLICIES

CLASSROOM POLICIES

A. ATTENDANCE

1. The university requires that every student must complete the required number of hours per subject. In case of absences, the student must attend no less than 75% of the class days required for every subject to earn the corresponding credits. Students who incur accumulated absences (excused and unexcused) of more than twenty-five (25) percent of the prescribed number of class hours in a given semester shall be considered **DROPPED**.

The Department Council is authorized after deliberation to allow a student to take the final examination only for excused absences and provided the student should have attended not less than 50% of the total number of class hours.

Table 1 Distribution of allowable absences

Number of Credit Hours	Allowable Hours of Absence	Considered Drop
5 (75H)	18.75 hours	19.5 hours
4(60H)	15 hours	15.6 hours
3(45H)	11.25 hours	11.7 hours
2(30H)	7.5 hours	7.8 hours
1(15H)	3.75 hours	4 hours



2. All students are required to attend classes promptly and regularly from the first meeting up to the end of every course.
 3. A student is considered late if she/he arrives within 15 minutes for a one hour session and 30 minutes for more than one hour session from the start of the scheduled time.
 4. A student who has been late thrice (3 times) shall be considered to have incurred one (1) day absence.
 5. A student is considered absent if she/he arrives more than 30 minutes after the scheduled time. The student is allowed to attend the class but will not be allowed to take the quiz if there is any.
 6. Absence from class **does not** excuse the student from any course requirement. Make-up work or independent study may be given to the student at the discretion of the Instructor/Lecturer
- 7. The following shall be considered as excused absences:**
- a. If a student officially represented the school at some functions or activities.
 - b. Illness certified by the physician from an accredited University health agency. Illness certified by another physician, parent, or guardian and personal emergencies will be considered on a case-to-case basis. The inclusive dates of the certificate must include the lecture day when the student was absent.
 - c. Death or impending death of a family member
 - d. Force majeure/emergency cases.



8. Excuse Slip:

Student who was absent from the class (excused and unexcused) must secure an excuse slip form (**See Appendix 2: Excuse Slip Form**) for re-admission on the next schedule of class. He/she must write a letter to the lecturer for endorsement to the Year Adviser. The year adviser forwards the letter with her recommendation to the Student Advisorship Committee for evaluation. The Advisorship Committee submits their decision to and for final approval by the section supervisor. Excuse slip signed by the committee must be presented to the lecturer for re-admission on the next day of class.

9. Absence on the day of an examination:

Student must submit a letter indicating reason/s of absence to the Lecturer for endorsement to the Student Advisorship Committee who shall evaluate and decide whether the given reason is considered as excused or unexcused absence.

- a. Excused Absence: The student will be given a separate set of examination and be scheduled on the availability of both student and lecturer within the allowable period. Deduction of marks is not applicable.
- b. Unexcused Absence: The student will **NOT** be given any special examination and be given zero (0) mark.

10. Special Examination Policy

Arrangements for a missed major examination due to authorized excused absences shall be initiated by the students within three (3) days after the date of missed exam. A special examination shall be given within two weeks from the day of the missed examination. Instructors are discouraged from giving special examinations for the first and second examinations a week before the final examination.



The lecturer in-charge of the missed examination submits the request for special/make-up examination to the adviser who will also endorse the request with her evaluation to the Student Advisorship Committee. The student Advisorship committee will recommend approval from the section supervisor. The year adviser will then request from the Examination Review Committee (ERC) for a set of examination questions and schedule for the examination.

There are only **(4) four** acceptable reasons for a student to be considered excused during the day of examination:

- 1. Illness.** An official medical certificate from any government physician certifying the kind of illness and the date when the student can return to class. This must be submitted within (3) three days after the date of missed exam. This will be duly verified by the Student Advisor ship Committee.
- 2. Funeral attendance.** A proof of funeral attendance with the date of the internment must be clearly stated. This must be submitted within (3) three days after the date of missed exam.
- 3. Mandatory courtroom appearance.** A copy of the official court summons with the date of the required attendance must be clearly spelled out. This must be submitted within (3) three days after the date of the missed exam.
- 4. Athletic event participation.** A signed letter of excuse from the coach not later than one week prior to the day of the exam is required. This must be submitted prior to the date of the missed exam.



B. UNIFORM RULES AND REGULATIONS

The uniforms prescribed by the University for the Department of Nursing are designed in accordance with the standards of modesty commonly upheld in the profession. It must be worn neat and clean. Any deviation from the official design is not allowed.

1. Classroom Uniform (Lecture)

For both male and female students, the university prescribes a classroom uniform which is appropriate and in accordance with their tradition, customs and religion. Slippers/ Sandals are not allowed for safety purposes

2. Laboratory Uniform

For both male and female students, the prescribed University Laboratory Uniform is a white laboratory gown with university logo on the left long sleeve at the level of the upper arm and shoulder. Slippers/Sandals are not allowed for safety purposes.

C. DISCIPLINE (attachment: Arabic Version of the University Rules and Regulation)

1. General Policy:

These regulations and sanctions are applicable to male and female students of the university (Article 1)

Anyone who violates the Islamic culture, policies and regulation of the university is sanctioned accordingly (Article 2):

- A. Students officially enrolled in the University are subject to the rules on discipline and are bound to follow the rules and regulations promulgated by the University and the Ministry of Higher Education.



- B. All students are expected to behave in a courteous and respectful manner to the academic staff, fellow students and administrative staff.
- C. Mobile phones, cameras and the like should be switched off and not used during classes.
- D. Students are refrained from offensive languages with other students, academic staff, and personnel.
- E. Students must wear the prescribed school uniform during classes.
- F. Littering and vandalism inside the University campus is highly prohibited.
- G. Students should respect the culture of the community (clothing, communication, etc.)
- H. Smoking is prohibited within the university premises.
- I. English Only Policy (EOP) must be implemented inside the classroom.
- J. Students are expected to be honest at all times.
- K. Habitual absenteeism in both theory and clinical courses is not allowed.
- L. Disruptions inside the examination room
- M. Organizing illegal activities/groups that are against the policies and regulations of the university
- N. Destroying school properties and infrastructure
- O. Misusing school properties and infrastructure
- P. Distribution of flyers, collection of money without approval from the university
- Q. Misrepresentation- example: if a student takes examination for another student inside and outside the university
- R. Forgery
- S. Disrespecting any staff, personnel, students verbally and physically



Sanctions are as follows if any of the above regulations are violated by the student:

1. 1st offense - verbal reprimand from the faculty concerned + written explanation from the student
2. 2nd offense - written reprimand + written explanation from the student.
3. The student will not be given a certificate of good moral character
4. Specific benefits and privileges will be forfeited from the student
5. Student will not be allowed to register for one course or more for a period of one semester or more
6. Registration of the student during the current semester will be cancelled and all the courses will be considered failed
7. Cancellation of the result of the examination in one course or more
8. Student will not be allowed to take an examination in one course or more
9. Deduction from the allowance a certain amount or forfeiture of the whole allowance
10. Suspension of student for one semester or more
11. Expulsion of the student from the university

Note: Student will be responsible for any school property destroyed. He will be accountable for the repair or cost of the property.

Note: The student is still held accountable and not excused for not knowing the university rules and policies



2. Examination Policies and Guidelines:

- A. Students are expected to be punctual on the scheduled date of examination.
- B. Late students are still allowed to take the examination but should not be given time extension subject to approval from the Student Advisor ship Committee.
- C. Attendance must be accomplished 15 minutes prior to start of the examination.
- D. Call of Nature must be done prior to start of the examination; no student is allowed to leave the examination area unless he/she is finished with the examination, or suffering from inevitable circumstances.
- E. The duration of the Periodical Examination shall depend on the type and number of examination questions given. One (1) hour is allotted for a 40-item examination, and two (2) hours are allotted for a 60 –item examination. Any extension of time is the discretion of the lecturer in-charge of the course being examined with the approval of the section supervisor.



- F. Students are not permitted to talk or entertain questions from any of the examinees. ***If caught for three consecutive times, 10% marks*** will be automatically deducted from the total marks in the examination. Questions and clarifications should be directly asked from the proctor/s for proper disposition.
- G. The lecturer must be available for the first 30 minutes after the examination has begun, to entertain questions and clarifications regarding the examination.
- H. The students **MUST** follow strictly the examination instruction.
- I. If a student is unable to attend the final examination in any of the subjects, for reasons beyond her ability, policy on special examination shall be applied.
- J. Cheating or attempting to cheat in any form in any major examination is absolutely not allowed



Sanctions for cheating (Article 3):

1. Any student caught cheating in any form during examination will be sent out by the proctor from the examination room
2. The proctor will submit a report with documents as evidence to the Dean of Faculty
3. The final decision for the sanction after necessary investigation will be done by the dean according to the severity of the violation committed by the student



The sanctions include the following:

- A. The student's exam will be cancelled and the result of the exam will be considered zero
- B. The student's exam in one or more courses will be cancelled aside from the course where he cheated and the results will be considered zero.
- C. Student's exam in all courses will be cancelled and all results will be considered zero Note: In case cheating is done in any course requirement or project, the teacher will make a detailed report and submit to the dean. The dean will investigate about the report and will decide which sanction is appropriate
- D. In special case, depending on the circumstance of the cheating, the dean is authorized and can decide to fail the student in that particular course where the student committed cheating (Article 4)



Evaluation System for Theoretical courses

Criteria	Percentage	Remarks	Note:
Midterm Examination	30	60 items	No repetition of previous questions
Final Examination	40	80 items	No repetition of previous questions
Quizzes	20	At least 5 quizzes	At least 10 items each and No repetition of previous questions.
Assignment/Research work/etc.	5	With rubrics	Ready for review
Attendance	5	Below 5%= 5 5%= 4 10%=3 15%=2 20%=1 25%=0	
Total	100%		



CLINICAL POLICIES

CLINICAL LEARNING EXPERIENCE (CLE)

The Clinical Learning Experience (CLE) is a vital component of the Nursing Program. The CLE complements the theoretical aspects in the curriculum. The students are assigned in different hospital facilities and community areas to acquire, develop, and enhance their knowledge, skills and attitudes in the care and management of clients in varied settings and ages. The students are supervised by qualified Clinical Instructors / Faculty. Preceptors from the hospitals where the students are affiliated are available to assist the Clinical Instructors.

The curriculum requires specific number of hours for CLE from the Major Nursing subjects. Students are expected to complete and pass the CLE requirements before they are promoted to the next level and eventually granted the degree BSN.



A. Clinical facilities and learning resources for the Clinical Learning Experience

It is the policy of the University to provide the students with quality instruction and clinical experiences aimed at developing their professional skills needed for profession. Along this line, the University has established quality affiliations with various hospitals and community facilities.

1. King Khaled Civilian Hospital
2. King Salman Armed Forces Hospital in Northwestern Region
3. King Fahad Specialist Hospital
4. Maternal and Child Hospital
5. Psychiatric Government Hospital (Al Amal Center for Mental Health)
6. Different Health Care Center/Dispensary
7. Social Affairs Rehabilitation Hospital

A. Guidelines for the Clinical Learning Experience.

As a curricular requirement, one (1) credit unit of CLE is equivalent to three (3) actual hours. Pre-clinical exposure will be done in the skills facility and simulation area within the University.

Clinical areas for the student are based on the curricular offerings per level. The distributions of students are based on their enrolled Nursing subject that requires CLE.

I. Attendance and Punctuality

To develop and improve professionalism among the students, they are expected to practice and appreciate the importance of attendance and punctuality in their profession as Nurses.

- A. Students are expected to read all announcements, schedules and Clinical student groupings posted in the bulletin board to avoid confusion for the students.



B. Actual Rotation Plan for students should be sent by the advisers through group email.

C. Students are also expected to determine and visit their clinical area or hospital of assignment prior to the day of the schedule of duty. This will avoid being late in reporting to duty. (Not applicable in female section)

* All students directly report to the hospital of duty and stay on the designated assembly area in the hospital.

D. Students are expected to report on their respective areas of assignment 15 minutes before the start of the scheduled duty. The student must have her/his attendance checked by the assigned Clinical Instructor for each schedule of duty.

The checking time:

8AM- 2PM shift, checking time is at 7:45 AM on site.

E. ABSENCES AND TARDINESS

ABSENT

Any student who failed to report on his/her clinical duty in any circumstances will be considered absent

TARDINESS/LATE

Any student/s who report 15 minutes after the scheduled time shall be marked LATE. While students who report 30 minutes after the call time will be marked as 1 unexcused absence.



Students who have acquired more than the allowable absence of 25% in the entire 15 week rotation in each CLE subject will be considered Dropped and will be marked Denial of Entry in the system since the student will not be allowed to take the Final Examination in the subject where he/she is being dropped.

Table 1: Computation of the Allowable 25% absences

Number of Weeks	Number of Hours / week Days/week	Total number of hours/week Days/15 weeks	Allowable absent (25%)
15 weeks	1 unit = 3 hours /Week 1 day/week	45 hours / 15 weeks 15 days/ 15 weeks	11.25 hours 3.75 days
15 weeks	2 units = 6 hours 1 day/Week	90 hours/15weeks 15 days/15weeks	22.5 hours 3.75 days
15 weeks	3 units = 9 hours / week 2 Days / Week	135 hours/15 weeks 30 days / 15 weeks	33.75 hours 1.5 Days



II. UNIFORM AND GROOMING

The uniforms prescribed by the University for the Department of Nursing are designed in accordance with the standards of modesty commonly upheld in their respective profession. It must be worn with neatness and cleanliness. Any deviation from the official design and university logo is not allowed. The clinical uniform must always adhere to the custom, tradition, culture and religion of the Muslim community.

1. The University uniform must be worn when attending classes and clinical duty; and when attending professional meeting & conferences.
2. Use the prescribed clinical uniform must always be clean, well-pressed, unstained and in good condition. Incomplete uniform will mean a demerit in the clinical performance.

For Female:

- White undershirt and white scrub pants, no tight leggings and colored ones' is allowed.
- Long (ankle level) white Lab coat with University logo on the left arm. The lab coat should not be tight fitting.
- If Lab coat shorter than the ankle level, student should wear a skirt underneath.
- Head cover and burka should be black in color and the length should be below the chest area, not exposing it.



For Male:

- White undershirt and white top with university logo on the left arm.
 - White loose pants.
3. University ID should be worn at all times.
 4. White Shoes and white socks must be worn all throughout the clinical exposure.
 5. Wristwatch with second hand, ballpen and pocket notebook are required to each students as part of their paraphernalia.
 6. Nails should be well – trimmed; Female students. ***Nail polish is not allowed.***
 7. For female: Wearing of make-up is prohibited.
 8. Failure to comply with the above guidelines would be considered against the students' individual performance in the clinical area. Basis of markings will reflect in the Students Evaluation Performance

III. Snacks / Coffee Break

1. Snack break should not exceed 30 minutes
2. The Clinical Instructor is responsible in monitoring the students whereabouts
3. Students who failed to return on the time given by the Clinical instructor will be marked as absent on the following conditions:
 - a. More than the break time but not exceeding 15 minutes: The Clinical Instructor will mark the student as warning.
 - b. Exceeding 15 minutes: The student will be considered absent



IV. Student Conduct and Behavior

1. Student should have deep regard & concern for all individual patients and show due respect to hospital personnel.
2. Students should always knock before entering any room, unless otherwise specified; and should respect the patient's privacy and feeling of modesty.
3. Students should always observe silence and speak in a modulated voice.
Eating, giggling and chatting in the clinical area and hospital corridors are not allowed.
4. Mobile phones and cameras must be turned off during duty hours
5. Taking pictures of patients and patient records is **strictly prohibited**.
6. Students should stay in the clinical area only during the official CLE time
7. Students should show polite behavior and thoughtfulness not only to faculty members, doctors and nurses, medical technologist & hospital personnel, but also to patients, their families, visitors and other persons working for the patients.
8. Students should treat information received from patients or obtained from patient's records as confidential
9. Students should use hospital supplies properly and wisely and use them for their intended purpose.
10. Sitting on patient's bed is prohibited except when caring for pediatric or psychiatric patients (for nursing student).
11. When errors or accidents occur, the CI concerned must be notified at once. If the C.I. is not available, staff nurses, or Senior Nurse or Supervisor must be notified. **(See Appendix G: Conflict Resolution)**



12. In situations where a student has an appointment and wanted to leave the clinical area without finishing the hours of duty, the student should present the appointment slip or if none, must write that she/he is leaving the area and state the reason/s.
13. This must be given to the clinical instructor in charge of her/ him as a documentation.
14. **For female student:** the clinical instructor should escort the student to the service car that she will use and the clinical instructor should take a photo of the ID of the driver.
15. If the student leaves the hospital before 12noon, the student will be marked absent for that day.
16. In situations where clinical instructor cannot immediately decide on the situation, she/ he should immediately inform the clinical coordinator through a phone call and wait for further instruction/s.
17. It is the responsibility of the clinical instructor to make a written report regarding this matter and address the report to the clinical coordinator.
18. Hospital Conduct must be read and discussed to the student without fail prior to every start of the clinical rotation.



III.ACADEMIC REQUIREMENTS FOR THE CLE

1. Students are expected to complete all requirements (Nursing Care Plan, Drug Study, Health Education, assignments) for CLE before clinical evaluation/grades are given. Late submission of requirements will be considered a deduction in CLE grade.
2. For each clinical area of assignment, a specific evaluative tool is utilized. An individual conference between the Clinical Instructor/Preceptors and student will be made prior to the finalization of the student's clinical performance evaluation.
3. Evaluation of Performance in the CLE area is done by Clinical Instructors/Preceptors. Factors to be taken into consideration includes Clinical Competency Attitude and Behavior, **(See Appendix 3: Clinical Learning Evaluation Form)**

IV.Scope of Clinical Practice

An undergraduate nursing student may perform the following Nursing skills under the direct supervision of the Clinical Instructor or the Preceptor:

1. Observing, assisting, performing procedures being done in the ward or area of assignment
2. Conducting Basic Nursing assessment.
3. Carrying out doctors' orders
4. Monitoring and recording of vital signs.



5. Formulating nursing care plans (NCP).
6. Care of I.V. sites and other contraptions
7. Labeling, monitoring, regulating, and documenting intravenous fluids and other medications correctly.
8. Monitoring and recording patient's intake and output.
9. Providing health education to patient/s and their significant others
10. Performing bedside care.
10. Receiving endorsements.
11. Computation of medications
12. Administering and documenting oral, topical and intravenous medications

A nursing student is not allowed to perform the following procedures:

1. Administering chemotherapy drugs.
2. Administering blood and blood products.
3. Direct access to a central venous access device (CVP, Arterial line)
4. Invasive procedures (e.g. chest tube, paracentesis, thoracentesis, lumber puncture).
5. Witnessing legal documents.
6. Taking telephone or verbal orders from the physician.



13.

I. Evaluation System for Practical Courses:

Skills Laboratory & Laboratory Grading System

Criteria	NUR 203/NUR 306_Male & NUR 309_Male MLTN 202/ANTN 202		Remarks	Note:
Midterm Examination Written	10	25	30 items (written exam)	No repetition of previous questions
OSCE/Moving Exam	15		OSCE (2 scenarios)	
Final Examination Written	15	40	50 items (written)	No repetition of previous questions
OSCE	25		OSCE (3 scenarios from all of the procedures)	
Quizzes	5		At least 2 quizzes	At least 10 items each and No repetition of previous questions.
Practical Demonstration Practical Exercises (Micro & Ana)	25		With rubrics	Ready for review
Attendance	5		Below 5%= 5 5%= 4 10%=3 15%=2 20%=1 25%=0	
Total	100%			



A. Clinical/Hospital Field:

Criteria	NUR 303/NUR 406/NUR 411/CHN NUR 306 (F), NUR 309 (F)		NUR 408		NUR 404		Remarks
Midterm Examination Written	5	15	NONE		10		30 items (written exam) for 10 marks 20 items (written exam) for 5 marks
OSCE/Moving Exam	10						
Final Examination Written	15	40	25	40	20	40	50 items (written) for 25 marks 40 item for 20 marks 30 items for 15 marks
OSCE	25		15		20		
Quizzes	5		20		5		Maximum 2 quizzes for 5 marks At least 5 quizzes for 20 marks
Professional Competencies	10		15		15		With rubrics
Requirements	10		20		25		With rubrics
Return Demo	15		None				
Attendance	5		5				Below 5%= 5 5%= 4 10%=3 15%=2 20%=1 25%=0
Total	100%		100%		100%		



I. GRADING SYSTEM AND GRADE POINT AVERAGE (G.P.A)

Summary for Grading System and Codes			
Mark	Weight	Grade	Course Grade
95-100	5.00	A+	Excellent Plus
90 less than 95	4.75	A	Excellent
85 less than 90	4.50	B+	Very Good Plus
80 less than 85	4.00	B	Very Good
75 less than 80	3.50	C+	Good Plus
70 less than 75	3.00	C	Good
65 less than 70	2.50	D+	Pass Plus
60 less than 65	2.00	D	Pass
Less than 60	1.00	F	Failed

1. The final mark achieved by each student for a given course will be scored out of a hundred.
2. Each grade included in GPA calculations is given a weight.
3. Students, who did not complete all requirements to take a grade for a specific course will be given an "Incomplete" temporary grade, code "IC" for that course.
4. Students must complete the requirements of that specific course (incomplete) no later than the end of the following semester. Otherwise, the "Fail" grade, code "F" will be automatically assigned. This will be calculated within the semester and the GPA.
5. Students who are taking a course that takes more than one semester to complete its requirements will be given an "In-Progress" temporary grade, code "IP" for that course.



6. When a student drops the semester, all registered courses will be given the remarks “Withdrawn” grade code “W”.
7. Cumulative GPA: Total courses points of all semesters / Total courses credits of all semesters
8. Semester GPA and Cumulative GPA are out of five.
9. The overall graduation grade, assigned according to the last cumulative GPA, is out of five and can be described as a “grade” according to the following classification:
 - A - “EXCELENT” GPA of 4.50 and above.
 - B - “VERY GOOD” GPA of 3.75 to less than 4.50.
 - C - “GOOD”GPA of 2.75 to less than 3.75.
 - D - “SATISFACTORY” GPA of 2.00 to less than 2.75.



II. STUDENT COMPLAINT PROCEDURE

Respect must be due to everyone and should be observed within the University. To gain respect from others it must come first from within personally. In this regard, proper observance of the line of communication within the department and the university must always be respected and followed.

Below are guidelines in processing student complaints:

1. The student must first approach and discuss with the concerned faculty, staff or personnel his/her complaints and other academic concerns.
2. If the complaint or concern is not resolved with the concerned faculty, staff or personnel, the student then accomplishes two (2) copies of Letter of Complaint form and submits it to his/ her adviser, fills up the official complaint forms and submit to the year adviser for appropriate action.
3. If, at the level of the adviser, the complaint/concern is still not resolved, the complaint/ concern is raised to the level of the Section Supervisor's office.

An investigation will be conducted by the Section Supervisor and a conference with both parties will be done if applicable.

4. If after the conference both parties are not satisfied with the result, the Section Supervisor endorses the issue either to the Department Council or the Dean for final disposition.



III. SEMESTER DROP AND WITHDRAWAL

1. Semester Drop is the process by which a student drops all his/her courses registered for the current academic semester for a valid reason approved by the Dean.
2. In this case, the student can drop in one semester and is not considered as “Failed” when he/she provides a valid reason that is accepted by the department and the Dean.
3. The student is allowed to drop in two consecutive semesters or three alternate semesters only, but this should be at least three weeks before the final exams.
4. The student is allowed to withdraw from one or more courses if any of the following conditions are met:
 - o Approval of the Dean
 - o The student provides a request for withdrawal before the end of the determined withdrawal dates for the semester.
 - o The student is given (W) for this course.



III.POLICY ON DISQUALIFICATION/TERMINATION OF STUDY

A student may be dismissed from the Faculty in one of the following cases:

1. If he/she receives a maximum of 3 consecutive academic warnings due to a cumulative GPA of less than two (2). The Council may provide the student a fourth and final chance for the student to improve the cumulative GPA provided that the student meets the following conditions:

- a. Providing an acceptable reason for the Faculty.
- b. Student's marks were improved in the last two semesters (total score of the two semesters is not less than two (2)).

2. If the student cannot complete his/her graduation requirements during the half of the period specified for graduation, on top of the program period, then the Curriculum and Evaluation Committee gives the student an exception to complete graduation requirements twice the period originally specified for the graduation provided that the same conditions are met.



II. INTERNSHIP PROGRAM

Following successful completion of four (4) years in the undergraduate Nursing program, the student is assigned to a one-year hospital-based internship program in a Ministry of Health (MOH)-recognized hospital that may enhance the clinical experience of the student and meet the objectives of the internship program. By successful completion of the internship year, the graduate is expected to fulfill the objectives of the program and will be awarded the certificate.



DEPARTMENT OF NURSING ACTIVITIES

1. Community Education and Awareness Program

This has been conceptualized to provide strategic direction on delivering informative messages to the broad community and target populations.

2. Collaboration with other health care institution

University of Tabuk, Department of Nursing is working hand in hand with the Ministry of Health and other local institutions to uplift the nursing profession in Tabuk and faculty members of the University as well. These activities include: seminars, trainings and conferences which are believed to help in building a strong foundation in the different areas of health and education.

3. Collaboration with international academic institution

This was materialized because it is believed that this is mutually a beneficial relationship between two or more parties who work together towards a common goal of sharing knowledge, learning, responsibility, authority and accountability for achieving results. This will likewise pave the way for scholarship grant for both the faculty members and the students as well. Collaborative teamwork garners greater resources, recognition and rewards when facing competition

University of Tabuk, Department of Nursing is collaborating with reputable International Universities to enhance the standards of the University through researches, trainings, workshops, meetings, conferences and other scholarly endeavors.

(This form shall be signed by the newly – admitted student and faculty during the University General Orientation Program.)

When you acknowledge receipt of this copy of the University Student hand- book of University of Tabuk, Kingdom of Saudi Arabia, you agreed that the contents thereof should serve as a guide for your actions in the University under normal condi- tions. Said contents shall not, however, preclude the University from taking course of action in line with its concept of justice and righteousness when warranted by the cir- cumstances.

Further, issuance of the said handbook shall not also preclude the University from making unilateral amendments thereto as the need therefore arises.

Signed on this day of _____ during the General Orien- tation Program at University of Tabuk Campus.



UNIVERSITY OF TABUK
FACULTY OF APPLIED MEDICAL SCIENCES
DEPARTMENT OF NURSING

Home for Excellence and
Global Academic Standards

Educate. Lead. Innovate
Academic Year 2018 – 2019



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