



Student's Handbook

Respiratory Care Program

Bachelor Degree Program



Congratulations and Welcome

We in the Respiratory care program are happy to have you on board, and we are almost sure that you are excited to start your journey. The faculty of respiratory care are here to help you through your studies. It is important to help each other and seek guidance from the faculty and the Academic advisor. To be successful, you should be organized, focused and always ask the right person. All the information is in the syllabus, online, and in your handbook. Everything is placed out to help succeed. It can be quite overwhelming but seek the help. This is a challenging program, but remember smile and have fun. Try to stay healthy by getting plenty of sleep, exercise, food and fun.

Remember we all make mistakes and have bad days. Attend class and clinical rotation with enthusiasm and the eagerness to learn and you will succeed. Always talk to your advisor if you have any concerns. We are all here to provide you with a meaningful learning experience.



Respiratory Care program History, Vision, Mission and Goals

The Prince Sultan Military College of Health Sciences in Dhahran, Saudi Arabia, has been educating health professionals since 1988 and is the first academic institution in the Kingdom of Saudi Arabia to establish a diploma program in respiratory care. In 2007, the respiratory care program was upgraded to bachelor's degree. The program contributed significantly to the profession of respiratory care in the Kingdom of Saudi Arabia and gulf area by graduating most of the current leaders in the profession.

Along with the importance of developing and creating advanced health care services that meets with today requirement's and the needs of the community members. The Respiratory Care program at Prince Sultan Military College of Health Sciences strive to graduate highly qualified respiratory care practitioners in order to help diagnose and treat patients with cardiopulmonary disorders. Our students learned how to apply evidence based respiratory care practice to prevent, help diagnose and treat chronic/acute disorders of the cardiac and pulmonary system. Through their comprehension of using related modern technologies and medical engineering that let them gain the skills to conduct an evaluation of patients with Heart –Lung diseases and provide the necessary awareness and treatment in a distinctive method.

Graduates of Respiratory Care program are practitioners, qualified to provide respiratory care services in hospitals, homes and other alternative health care settings in a safe and effective methods.



Vision

The vision of the program of Respiratory Care at Prince Sultan College is to be a leading program in providing high quality respiratory care education, research and community services.

الرؤية

تتمثل رؤية برنامج الرعاية التنفسية في كلية الأمير سلطان في أن يكون برنامجًا رائدًا في توفير خدمات التعليم والبحث والرعاية المجتمعية عالية الجودة.

Mission

To promote health care through qualifying and developing professional respiratory care practitioners to meet the society needs and participate in research and community services.

الهدف

الارتقاء بالرعاية الصحية عن طريق تأهيل وتطوير ممارسين عناية تنفسية لتلبية احتياج المجتمع والمشاركة في البحث العلمي والخدمة المجتمعية.

Goals

- Enhance and expand the educational environment that meet expectations of stakeholders. (Teaching Learning)
- Develop, deliver and assess the curriculum that produces qualified respiratory care practitioners. (Curriculum)
- Recruit and retain of faculty and staff that will effectively contribute to the respiratory care profession development. (Faculty)
- Participate in programs and support systems to cultivate scientific research and scholarly output. (Research)
- Participate in the college strategic plan and partnerships for community services. (Community services)



Code of conduct for respiratory care student

Under the supervision of licensed respiratory therapist or faculty Member

- Respiratory Care students are dedicated to serving the healthcare needs of the public. The welfare of the patient and respect for the dignity of the individual shall always be paramount.
- Students shall not disclose any form of patient data.
- Refer all inquiries to the respiratory care supervisor and /or physician in charge of the patient's medical care.
- Students should always behave in a mature and responsible manner.
- Students are responsible for demonstrating an enthusiastic, professional attitude towards their Training.
- Hold responsibility for the competent and efficient performance of assigned duties.
- Uphold the dignity, honor of the profession, and stand by its ethical principles.

Job Opportunities

There are many pathways for graduates of respiratory care program, and in general, these pathways are divided into:

- Clinical path to work in hospitals that include but not limited to ICUs, hospital wards, primary care and physician offices.
- Academic track, which is the work in universities, educational and research institutions.
- Military track, which is to join a military to serve in field hospitals.
- Pulmonary function laboratory.
- Sleep laboratory.



Program Facilities

Facility	Purpose
RC Skill Laboratory room 1061	This laboratory provides student with basic application of respiratory care equipment.
Polysomnography Laboratory room 1050	This laboratory provides the student with basic application and operation of polysomnography equipment
RC Simulation laboratory 1052	This laboratory provides the students with advance application of respiratory care procedures for example, mechanical ventilation and critical monitoring.
Computer Laboratory room 1071	This laboratory is utilized to conduct interactive simulation scenarios.
Lecture Rooms	To provide student with didactic teaching. Lecture room are equipped with projectors and internet access to aid in the teaching and learning process
Clinical sites	Students apply their knowledge and skills to real life scenarios. Clinical site are the affiliated hospitals where students conduct their clinical courses.
Library	There are two library sites at PSMCHS located at building #80 and building # 235.



Course of Study

The respiratory care program involves four years course of study and one year of clinical internship, leading award of bachelor's degree of Respiratory Care.

The Respiratory Care program involves systematic study of the essential theoretical, practical and clinical aspects, related to the respiratory care profession. This is supported by substantial degree training in practical and clinical skills. The program also incorporates elements of community service and scientific research. The organization and structure of courses in Respiratory care curriculum is composed of seven elements. The study elements are:

- Syllabus.
- Course learning outcome.
- Teaching elements and methods.
- Assignment elements.
- Laboratory practice and demonstration.
- Clinical practice
- Assessments.



Respiratory Care Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours (L.P.C)*	Type of requirements (Institution or Department)
Level 1	ENG. 108	English Language I	Required	-	7(7+0+0)	Institution
	MATH 101	Mathematics I	Required	-	3(3+0+0)	Institution
	COM 100	Computer Studies I	Required	-	3(1+2+0)	Institution
	SDS 100	Self-Development Skills	Required	-	3(3+0+0)	Institution
	FPE 101	Fitness & Physical Education	Required	-	1(0+3+0)	Institution
					17 CR	
Level 2	ENG 109	English Language II	Required	ENG 108	5(5+0+0)	Institution
	BIOL 101	Biology I	Required	-	4(3+1+0)	Institution
	CHEM 101	Chemistry I	Required	-	4(3+1+0)	Institution
	PHYS 101	Physics I	Required	-	4(3+1+0)	Institution
	IST 100	Islamic Studies I	Required	-	2(2+0+0)	Institution
					19 CR	



Level 3	ENG 230	English Academic Writing	Required	-	2(2+0+0)	Institution
	ANP 201	Anatomy & Physiology	Required	-	4(3+1+0)	Institution
	PSY 203	Psychology For Health Care Profession	Required	-	2(2+0+0)	Institution
	HIS 111	Medical Terminology	Required	-	2(2+0+0)	Institution
	RESC 203	Basic Microbiology	Required	-	3(2+1+0)	Department
	RESC 201	Introduction to Respiratory Profession	Required	-	2(2+0+0)	Department
	IST 200	Islamic Studies II	Required	-	2(2+0+0)	Institution
	ARB 213	Arabic Studies I	Required	-	2 (2+0+0)	Institution
					19 Cr	
Level 4	RESC 213	Cardiopulmonary Anatomy & Physiology	Required	ANP 201	4(3+1+0)	Department
	RESC 212	Patient Assessment	Required	-	4(3+1+0)	Department
	RESC 211	Ethics in Respiratory Care	Required	RESC 201	2(2+0+0)	Department
	PHRM 201	General Pharmacology	Required	-	3(3+0+0)	Institution
	RESC 214	Respiratory Care Science I	Required	-	4(3+1+0)	Department
	RESC 215	Clinical Practice I	Required	-	2(0+0+2)	Department
					19 Cr	



Level 5	RESC 301	Cardiopulmonary Disease I	Required	RESC 213	3(3+0+0)	Department
	RESC 307	Acid-Base & Blood Gas	Required	RESC 213, RESC214	3(2+1+0)	Department
	RESC 306	Basic Mechanical Ventilation	Required	RESC 214	3(2+1+0)	Department
	BST 312	Biostatistics	Required	-	2 (2+0+0)	Institution
	RESC 304	Respiratory Care Science II	Required	RESC 214, RESC 212	3(2+1+0)	Department
	RESC 305	Clinical Practice II	Required	RESC 215	2 (0+0+2)	Department
	IST 201	Islamic Studies III	Required	-	2 (2+0+0)	Institution
					18 Cr	
Level 6	RESC 316	Advanced Mechanical Ventilation	Required	RESC 304, RESC 306	4(3+1+0)	Department
	RESC 312	Cardiopulmonary Disease II	Required	RESC 301	3(3+0+0)	Department
	RESC 313	Pulmonary Function Methods	Required	RESC 301	3(2+1+0)	Department
	RESC 314	Patient Care Management Seminar	Required	RESC 304 , RESC 301	2(2+0+0)	Department
	RM 320	Research Methodology	Required	BST 312	2(2+0+0)	Institution
	RESC 315	Clinical Practice III	Required	RESC 305	2(0+0+2)	Department
					16 Cr	



Level 7	RESC 407	Perinatal & Pediatric Respiratory Care	Required	RESC 316	4(3+1+0)	Department
	RESC 402	Pulmonary Rehabilitation/ Home Care	Required	RESC 312	3(3+0+0)	Department
	RESC 403	Respiratory Care Seminar	Required	-	2(2+0+0)	Department
	HIS 404	Health Informatics	Required	-	2(2+0+0)	Institution
	RESC 408	Multidisciplinary Respiratory Care	Required	RESC 316, RESC 312	3(2+1+0)	Department
	RESC 405	Clinical Practice IV	Required	RESC 315	2(0+0+2)	Department
	ARB 214	Arabic Studies II	Required	-	2(2+0+0)	Institution
					18 Cr	
Level 8	RESC 417	Fundamentals of Polysomnography	Required	RESC 213	3(2+1+0)	Department
	RESC 412	Clinical Simulation Seminar	Required	RESC 316, RESC 315	1(0+1+0)	Department
	RESC 418	Critical Care Monitoring	Required	RESC 408	2(1+1+0)	Department
	RESC 414	Graduation Project	Required	RM 320	2(2+0+0)	Institution
	RESC 415	Clinical Practice V	Required	RESC 405	2(0+0+2)	Department
	IST 300	Islamic Studies IV	Required	-	2(2+0+0)	Institution
					12 Cr	
Year Five- Internship: 12 months of Clinical rotation. Students should conduct their clinician internship in accredited hospitals.						



Courses description

- **English Language I (ENG 108) (7 Cr)**

The course is designed to help students to develop their language skills in speaking, listening, reading, and writing so they can pursue clinical courses in the future. This course will provide some insights into student life and include culture, social and induction activities

- **Mathematics II (MATH 101) (3 Cr)**

The essential basic mathematical requirements of science courses taught in the first year. Emphasis is placed on giving the student a broad perspective of basic mathematical terms and operations, on the basis that a sound knowledge of mathematics and its practical applications is critical for the student's progress in the basic sciences and, later, in the clinical subjects.

- **Computer Studies I (COM 100) (3 Cr)**

It introduces the student to computers. Its aim is to give the student, as an end-user, a good working knowledge of simple computer terminology and concepts and basic keyboarding skills. Emphasis is placed on acquiring familiarity with the Windows Vista operating system, Microsoft Office level 1, Internet usage, and simple computer problem-solving methods. In addition, keyboard experience enables the student to enter data with reasonable speed and accuracy and prepares him for any computer contact he may encounter later within his chosen clinical specialty.

- **Self-Development Skills (SDS 100) (3 Cr)**

This course focuses on thinking skills, develop student's creativity, and communication skills. Use speaking, dialogue and persuasion. Develop skills in research preparation.



- **English Language II (ENG 109) (5 Cr)**

This course is continuation of ENG 108 and the students will continue practicing in the basic language skills as well as it will cover new grammatical structures and functions that are not previously covered. In addition, it will prepare students for the clinical years with English for Specific Purposes - Aspects of General English useful in all factual communication.

- **Biology I (BIO 101) (3 Cr)**

It is designed as an introduction to biology in the first year. It aims to give the student an understanding of some of the more important principles underlying biological processes. The course also aims to impart practical skills in biology.

- **Chemistry I (CHEM I) (3 Cr)**

Introduction to general chemistry in the first year. It aims to give the student a clear understanding of some of the more important principles underlying chemical processes. The course also aims to impart practical skills in chemistry.

- **Physics I (PHYS 101) (3 Cr)**

Introduction to Physics in the first year: It aims to give the student an understanding of some of the more important principles underlying physical processes. The course also aims to impart practical skills in physics.

- **Islamic Studies I (IST 100) (2Cr)**

المقرر يعزز قيمة العقيدة الإسلامية في نفس الطالب، وما تدعو إليه من فضائل وأخلاق، على وجه يأمن الطالب فيه على نفسه من التأثير بالدعوات الضالة، والأفكار المغرضة المناقضة لروح الإسلام وعقيدته.



- **Islamic Studies II (IST 200) (2 Cr)**

توضيح لمظاهر عناية الإسلام بالمجتمع في كافة أركانه ومعالجة الأفكار المترددة بين الحق والباطل والتي من خلالها يمكن تأسيس التفكير الصحيح لدى الإنسان وخصوصاً الشباب وذلك من خلال وقفة تأمل وموازنة بين الآراء والمذاهب التي تقيم نظرتها للإنسان والكون والحياة.

- **Fitness & Physical Education (FPE 101) (Cr 1)**

This course aims to develop the student in terms of health and physical fitness, and the associated skills related to personal health, food and sports. This course also focuses on life situations, with the aim of raising students' motivation to adopt healthy lifestyle.

- **Arabic Studies I (ARB 213) (2 Cr)**

- توسيع ثقافة الطالب والطالبة من خلال دراسة المقدمات العشر التي تبحث في تاريخ اللغة العربية وآدابها التي تدل على علو منزلتها ومكانتها التي لم تكن لأي لغة بشرية أخرى وذلك مما استودع نثرها وشعرها من نتائج عقول أبنائها وما كان لنابغيها من التأثير فيها مما شأنه ان يهذب النفس ويتقف العقل ويقوم اللسان من خلال العصور التي مرت بها.
- رفع الاداء اللغوي لدى الطلاب ورفع قدراتهم العملية وتنمية المهارة واستخدام العبارة المناسبة الخالية من الأخطاء الإملائية والنحوية والصرفية والتعرف على أساسيات الفصاحة والبلاغة.
- معرفة الاستفادة من المعاجم العربية ومقاييس اللغة واستخدامها الصحيح في الكتابة والانشاء والتعبير بالعربية الفصحى حسب الضوابط وقواعد اللغة ودلالاتها من آيات القرآن الكريم والحديث النبوي الشريف ومنثور اللغة ونظمها

- **Arabic Studies II (ARB 214) (2 Cr)**

- إستمرار الطالب والطالبة في مواصلة البحث والتوسعة في آداب اللغة العربية وعلومها فيما يخص القسم الثاني من كلام العرب ألا وهو الشعر والشعراء وآدابهم.
- زيادة الإطلاع في الشعر ورأي الإسلام فيه سلبي وإيجابا علي ميزان القرآن الكريم والسنة النبوية والادلة الشاهدة على ذلك.
- الكشف عن المواطن التي تأثر بها الشعر في عصر صدر الإسلام والوقوف عند الضوابط الشرعية من القرآن الكريم والسنة النبوية مقارنة بالشعر في الجاهلية.
- بيان الآداب والخصائص التي تميز بها الشعر والشعراء في ذلك العصر بدءاً من عصر النبوة وعصر الخلافة الراشدة



وإنهاء بالخلافة الاموية بالإضافة الى عصور متعديّة من كل عصر من تلك العصور الإسلامية وبيان المنزلة التي إرتقت إليها اللغة العربية نثرها وشعرها وذلك بالقيام العظيم من أصحاب تلك العصور الزاهرة في خدمة اللغة العربية بعد أن أصبحت لغة القرآن الكريم.

- **English Language III (ENG 230) (5 Cr)**

This is an advanced English course focusing mainly on reading and writing. The course also includes some grammar sessions to improve accuracy in writing.

- **Anatomy & Physiology (ANP 201) (3 Cr)**

The main aim of this course is to provide a broad, elementary introduction to the structure and function of human body systems.

- **Basic Microbiology (RESC 203) (2 Cr)**

Introduction to Microbiology, Classification and Metabolism, Growth Nutrition and death, Heredity and Gene transfer, Sterilization and Disinfection, Infection and Immunity.

- **Psychology (PSY 203) (2 Cr)**

Personality Development, Development Stages, Emotional needs during the development stages, Definition and scope of psychology and its importance of nurses, nature of behavior, Psychology and Human Behavior, Personality Intelligence and related factors.

- **Medical Terminology (HIS 111) (2Cr)**

The goal of this course is to provide an introduction to the language of medicine and an overview of medical terminology, with an emphasis on basic word elements and practical terms. The course will cover the organization of the body, suffixes, prefixes, medical specialties and case reports. Meanings, spellings, and pronunciation will be stressed throughout the course.



- **Introduction to Respiratory Care Profession (RESC 201) (2 Cr)**

This course will provide the students with an overview of the progression of respiratory care profession in Saudi Arabia and internationally. It will introduce the students to the concepts of health care practice generally and across numerous health care professions.

- **Cardiopulmonary Anatomy & Physiology (RESC 213) (4 Cr)**

This course introduces students to the structure, function and its related physiological features of cardiopulmonary system. The students will be briefed about the chemical and neural regulation of respiration and pulmonary mechanics. Also, students will be introduced to the process of gas exchange and transportation. Finally, cardio pulmonary interaction and related hemodynamic measurements also covered in this course.

- **Patient Assessment (RESC 212) (4 Cr)**

The purpose of this course is to provide relevant information related to the knowledge and skills needed for respiratory care students to be competent and to excel in their patient assessment skills. It will include an insight into the value, purpose and required skills associated to spread over proper patient assessment techniques.

- **Ethics in Respiratory Care (RESC 211) (1 Cr)**

This course will introduce students to medical ethics and the application of the ethical principles. It will address the major ethical and legal issues that are faced in healthcare as well as the theories of ethical decision making in respiratory care as it applies to: scope of practice, informed consent, confidentiality, discrimination, conflicts of interest, illegal or unethical acts, fraud, research.



- **General Pharmacology (PHRM 201) (2 Cr)**

This course will introduce students to pharmacokinetics and pharmacodynamics that underlies the absorption, distribution, metabolism and elimination of drugs in the body and thereby affect drug effectiveness. This course also introduce students to drug calculation, methods of administration and infusion rates of commonly used drugs.

- **Respiratory Care Science I (RESC 214) (4 Cr)**

The Course will cover, in detail, the use of medical gases, humidity and aerosol therapy. Emphasis will be placed on the physical and chemical principles, which influence therapeutic modalities. The information learned in this Course will, not only, provide the theoretical background, but also will address in laboratory applications of related equipment and devices.

- **Clinical Practice I RESC 215 (3 Cr).**

This course offers students the opportunity to undertake clinical practice within the scope of respiratory care profession. This course focusses on integrating theory with practice through development of skills such as critical analysis and evaluation and to develop professional attributes constructed on the knowledge acquired in the theory courses.

- **Cardiopulmonary Disease I (RESC 301) (3 Cr).**

This introductory course aims to provide students with knowledge about the pathophysiology of thoracic cavity and organs in the thorax. The students are expected to make appropriate decision making processes in diagnosing, evaluating and treating patients with cardiovascular disease utilizing standard techniques.

- **Acid-Base and Blood Gas (RESC 307) (3 Cr)**

This Course introduces the student to aspects of human physiology, which deals with acid-base and blood gas disturbances. The topics covered will serve as a basis of understanding the laboratory analysis and interpretation of acid-base and blood gas values in the clinical setting. It will prepare students for related procedures for blood gas analysis.



- **Respiratory Care Sciences II (RESC 304) (3 Cr)**

This course introduces the students to the concepts of advanced therapeutic modalities of respiratory care. Major focus is on airway management, airway pharmacology, bronchial hygiene therapy and lung expansion therapy. Emphasizes the knowledge and skills to describe the principles needed for supportive respiratory care and practice.

- **Clinical Practice II (RESC 305) (2 Cr)**

This course offers students the opportunity to undertake clinical practice within the scope of respiratory care profession. This course aims to provide the students an opportunity to achieve competencies and skills related to respiratory care procedures in adult intensive care units.

- **Biostatistics (BST 312)**

This course will explore several common cardiovascular diseases likely to be encountered during respiratory patient care. Within this advanced course students will develop a comprehensive understanding of the pathophysiology, assessment, and management of common cardiovascular and respiratory & neuromuscular disorders.

- **Basic Mechanical Ventilation (RESC 306) (3 Cr)**

This Course will cover in detail the principles and theories of mechanical ventilation and its classification, modes, mechanical waveforms and commonly-used ventilators in clinical applications with an emphasis on its operational characteristics.

- **Advanced Mechanical Ventilation (RESC 316) (4Cr)**

This course is focused on advanced modes used in invasive and Non Invasive mechanical ventilation, Transportation, home care, and long-term ventilation. Furthermore, the students will acquire extensive knowledge in diverse strategies of managing mechanically ventilated patients concerning pharmacotherapy, infection control and adjunct care through case based scenarios



- **Cardiopulmonary Disease II (RESC 312)(3 Cr)**

This course will explore several common cardiovascular diseases likely to be encountered during respiratory patient care. Within this advanced course students will develop a comprehensive understanding of the pathophysiology, assessment, and management of common cardiovascular and respiratory & neuromuscular disorders.

- **Pulmonary Function Methods (RESC 313) (3 Cr).**

This course is tailored to deliver a general, descriptive assessment of pulmonary diseases, based on the information gathered in the pulmonary function laboratory. The students will also learn to assess physiological tests for accuracy and reproducibility common techniques used for assessing pulmonary mechanics, measuring and analyzing devices, calibration and its maintenance.

- **Patient Care Management Seminar (RESC 314) (2 Cr)**

The patient management seminar course especially focuses on in-seminar presentations and debates on research results as students choose individual topics, learn how to gather materials, and construct reports. The seminar serves as a precursor to Respiratory Care Seminar in the fourth year and allows students to deepen their knowledge of specific disciplines and logically expand their independent opinions.

- **Introduction to Research Methodology (RM 320) (3 Cr)**

This course is taught as a unified subject for Baccalaureate Students College wide. It is designed to provide undergraduate students with basics of research skills in order to execute their proposed research idea as a graduation project.

- **Clinical Practice III (RESC 315) (2 Cr)**

This course has been specially designed to provide the students with an opportunity to develop in-depth knowledge, skills and confidence to manage complex cases under observation within specific areas of practice, such as intensive care units and pulmonary function laboratories



- **Perinatal and Pediatric Respiratory Care (RESC 407) (4 Cr)**

This course introduces the students to neonatal and pediatric respiratory care, emphasizing the cardiopulmonary - anatomical and physiological differences between adults. It will cover the developmental anatomy of infants and children, neonatal and pediatric diseases, resuscitation and mechanical ventilation, pharmacotherapy in general. The use of specialized respiratory therapy equipment's and demonstrations of specific procedures are also covered.

- **Pulmonary Rehabilitation & Home Care (RESC 402) (3 Cr)**

This course delivers the student with appropriate knowledge and concepts of pulmonary rehabilitation techniques and procedures related and to the practice of respiratory care. The role of Respiratory Therapists in the elderly and procedures for homecare and special clinics are also discussed.

- **Respiratory Care Seminar (RESC 403) (2 Cr)**

This advanced level seminar course builds on the previous learning related to holistic respiratory patient care of critically ill patients with complex healthcare needs. Students will be engaged in self-directed study to enhance their skills to demonstrate critical thinking in the development and implementation of comprehensive plans of care with a focus on neonatal and pediatric respiratory care practice, and disease management. Discussions carried out in the classroom with multiple experienced faculty members will be a forum to explore issues related to professional role definition, and clinical case management.

- **Health Informatics (RESC 404) (2 Cr)**

The course is designed to present basic concepts of health data management, information technology and systems in healthcare settings, especially the acute care environment. Functions of the health record as well as content and structure of the health record will be presented. Characteristics of the electronic health record (EHR) and its planning and implementation will be covered. In addition, fundamentals of information systems and healthcare



- **Multidisciplinary Respiratory Care (RESC 408) (3 Cr)**

This course aims to provide the students with detailed knowledge and in-depth application skills of advance cardiopulmonary resuscitation, basic trauma management and diagnostic thoracic imaging and ultrasound.

- **Clinical Practice IV (RESC 405) (2 Cr)**

Clinical practice IV will enhance the student's clinical skills and experience by providing the opportunity to practice their role in the assessment, treatment and care of neonates, and pediatrics in critical care setting. Students will be exposed to the clinical and technical aspects of advance cardiopulmonary resuscitation and advanced radio diagnostics

- **Fundamental of Polysomnography (RESC 417) (3 Cr)**

This course is designed to introduce the students how to perform sleep studies and the scope of Respiratory Therapists in the sleep labs. During the course the students will be exposed to the physical and physiological aspects of sleep disorders, application of monitoring electrodes by utilizing the 10-20 International system as well as other ancillary monitoring equipment, calibrate monitoring equipment, and utilize proper montage and protocol used during PSG studies.

- **RESC 412 Clinical Simulation Seminar (1 Cr)**

This course aims to allow the student to manage and build different simulated scenarios related to advanced clinical practice in respiratory care. Likewise, a series of simulation sessions will be provided and practiced to benefit the students to prepare for respiratory care licensure exams. Emphasis will be placed on decision making and problem solving pertinent to clinical respiratory care.



- **Critical Care Monitoring (RESC 418) (3 Cr).**

This course focuses on enabling the student to develop proficiency in the management of patients admitted to critical care units within the health care sector. There is an emphasis on mechanical ventilation and advanced hemodynamic monitoring and the care of patients with life threatening conditions.

- **Graduation Project (RESC 414) (2 Cr)**

The primary objective of this course is to develop a research orientation among the students to acquaint them with fundamentals of research methods. Precisely, the course aims at introducing them to the basic concepts used in research and to scientific research methods and their approach. It consist of discussions on sampling techniques, research designs and techniques of analysis

- **Clinical Practice V (RESC 415) (2 Cr)**

This course is designed to provide an advanced educational experience which will develop the student's intellectual and creative abilities in order to facilitate the development of independent judgment and problem-solving skills in respiratory critical care management. This course will aid the students to autonomously practice all aspects of Advanced Clinical Practice in relation to the field of respiratory therapy



Program Output (graduate Attributes)

After successful completion of the study plan, graduated will be awarded bachelor's degree in sciences, Respiratory Care and are expected to:

- Function as a professional and safe health care provider (**Professionalism**)
- Communicate and Collaborate effectively with the members of the health care team and the patient to provide safe and quality patient care. (**Communication and Teamwork**)
- Apply knowledge and clinical skills to provide patients with quality respiratory care services (**Delivering quality care**).
- Demonstrate critical thinking skills to develop and modify respiratory care plan (**Critical and Analytical Thinking**)
- Show initiatives towards professional and system development. (**Self-development**)



Common Respiratory Care program

Required Books:

Below are the required books that student need during program study:

1. Egan's Fundamentals of Respiratory Care latest edition.
2. Mosby Respiratory equipment latest edition
3. Respiratory Care Anatomy and Physiology, latest edition.
4. Essentials of Mechanical Ventilation, latest edition.
5. Pilbeam's Mechanical Ventilation-Physiological and Clinical Applications, latest edition.
6. Principles and Practice of Mechanical Ventilation, latest edition.
7. Neonatal and Pediatric Respiratory Care, latest edition.
8. Ruppel's Manual of Pulmonary Function Testing, latest edition.
9. Rau's Respiratory Care Pharmacology latest edition.
10. Pulmonary Rehabilitation: Guidelines to Success latest edition.
11. Essentials of Polysomnography: A Training Guide and Reference for Sleep Technicians latest edition.
12. Fundamentals of Sleep Technology by Teofilo L Lee-Chiong Cynthia Mattice Rita Brooks's latest edition.



Exams Policy

1. Students will remain outside the examination room until directed to enter by the senior invigilator.
2. All examinations should start and end promptly at the scheduled time.
3. Students must wear the college uniform.
4. Students must place all bags and other items outside the classroom.
5. Students are required to sign their name on the exam attendance sheet (with his/her ID card).
6. Student's name and academic ID must be clearly placed on the examination booklet and applicable answer sheets.
7. Students are not allowed to enter the exam room without the student ID card. Once the students have been seated, they must display their student ID cards on their desks, photo side up. Students are not allowed to conduct further conversations.
8. Late students are allowed entrance up to 30 minutes past the start time. Please note that no student may depart prior to 35 minutes after the start.
9. Students must have the blackboard password before the examination time.
10. Students are not allowed to leave the exam room for any purpose (including toilet) during the exam period unless they submit the exam paper or sign out for online exams.
11. Students are forbidden to bring cell phones, watches with camera, any audiovisual devices or using any translation system into examination room. They are treated as a source of cheating.
12. Cheating will subject the students to disciplinary actions and failure.
13. Should a student experience comprehension problems to the examination process during the examination, or completes his examination he/she must alert the invigilator by raising a hand.
14. Students are not allowed to tamper with the computer, electrical connectors and internet which may lead to disconnect the computer during the exam and loss time and information.

For more information please click on the below link:

[http://www.psmchs.edu.sa/images/exams-rules-and-regulations-2017 2018Students.pdf](http://www.psmchs.edu.sa/images/exams-rules-and-regulations-2017%202018Students.pdf)



Attendance and study regulation

Class attendance is mandatory. Student who failed to attend at least 75% percent of course classes will get a disciplinary notice (DN):

1. Registration Department sign a Written Warning I if absence percentage exceeds 10%
2. Registration Department sign a Written Warning II if absence percentage exceeds 20%
3. Student Affairs Department will sit with student to discuss his/her failure in attendance.
4. If absence percentage exceeds 25%, student will get disciplinary notice (DN) and will not be allowed to enter the final exam.
5. Always communicate with your advisor regarding the any issue that may affect your academic performance.



Standards of Academic Conduct (behavior)

As an academic institution, is committed to the discovery and dissemination of truth, PSMCHS believes that all members of the college community shall conduct themselves honestly and with professional demeanor (behavior) in all academic activities. Members of the college community are expected to acknowledge their individual responsibility to be familiar with and adhere to the Academic Integrity Policy. Violations of the Academic Integrity Policy will include, but not be limited to, the following examples:

- A. Cheating during examinations includes any attempt to:
 - Look at another student's examination with the intention of using another's answers for attempting his question for their personal benefit.
 - Communication by any means, in any manner, information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination;
 - Use any materials, such as note-book, notes, textbooks, or other sources as electronic devices, not specifically designated by the instructor of the course for student use during the examination period.
 - Engage in any other activity for the purpose of seeking aid not authorized by the instructor.

- B. Plagiarism is the copying from a book, article, notebook, video, or other source material, whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources, or passing off as one's own the ideas, words, writings, programs, and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism will also include submitting, without the consent of the instructor, an assignment already tendered for academic credit in another course.



- C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (Collaborative) effort of two or more students is permissible only upon the explicit consent of the instructor.

- D. Lying is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the College's advisor, registrar, admissions counselor, instructor etc., for any academically related purpose.

- E. Other concerns that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, and vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples, should however, give a clearer idea of the intent and extent of application of this policy.

For more information please click the below link:

<http://www.psmchs.edu.sa/images/reg-regulations/bsc-exams-regulations.pdf>



Student's Discipline

Students are expected to maintain discipline in class at all times. In cases where a student shows persistent indiscipline, he/she should be given two documented verbal warnings and then dismissed from the class. In the event of a dismissal, the incident should be reported to the Head of Department, using the “Record of Student Discipline” form. This is forwarded through the relevant coordinator, to the Student Affairs Department and the student is then called in for counseling.

For more information please click the link: www.psmchs.edu.sa/violations.pdf



Laboratory regulation

1. Respiratory Care Professionals are dedicated to serving the healthcare needs of the public. The welfare of the patient and respect for the dignity of the individual shall be paramount at all times.
2. Students should behave in a mature and responsible manner at all times in the laboratory, or where ever the equipment are used or handles. All inappropriate behavior is especially prohibited.
3. Professional Behavior: All students are responsible for demonstrating an enthusiastic, professional attitude towards the Practical Training, this behavior includes being cheerful, mature, motivated to learn and accepting of responsibility.
4. Laboratory Practice is an integral part of professional respiratory care program, students are expected to display honesty and integrity at all times.
5. Students must follow all verbal and written instructions carefully, if you are unsure of the procedure, ask your concerned faculty/lab superintendent for help before proceeding.
6. Students should not touch any equipment or materials unless specifically instructed to do so.
7. Students must perform only those experiments authorized by the Faculty
8. All kinds of eatables, drink or chew gum in the laboratory are STRICTLY PROHIBITED
9. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment.
10. Any student found careless or otherwise unprepared to learn may be asked to leave the lab and will receive an unexcused absence for that lab period. It is expected that students will have read any assigned material prior to class and be prepared to ask questions about the material.
11. Wash hands thoroughly before & after participating in any laboratory activities, it will be observed those who fail to do may banned from entering the LAB for a minimum of two Practices.



12. All must properly dispose of all waste products such as gloves/needles/chemicals as directed.
13. Wear white Lab Coat with Name Plate during the Lab
14. Students must carefully examine all equipment before each use and report any broken or defective equipment to the faculty or laboratory superintendent immediately.
15. Students must report any incident including all spills, breakages to the faculty or laboratory superintendent immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm and write the Incident report.
16. Students must never remove materials, equipment or supplies from the laboratory area.
17. Please be on time
18. As a general rule student are not allowed to leave Laboratory early, unless specific occasions with permission of the concerned faculty.



Clinical Rotation Rules and Regulation

Students will be regular and punctual in attendance for all scheduled clinical rotation.

A. Clinical Attendance and Tardiness Policy

Due to limited time in the clinical area, students must attend and perform at an acceptable level in the clinical area. Absences will deny the student opportunities needed to acquire skills necessary to meet minimum safety standards. Therefore, clinical assignments require 100% attendance. If a student finds it unavoidable to be tardy or absent from any assigned clinical experience, the student must call the scheduled clinical site and with an explanation prior to the start of the assigned clinical shift.

It is the responsibility of the student to keep up with clinical attendance. The clinical preceptor is not required to notify a student if he/she is in danger of being excessively absent. The only absences that will be excused are:

1. If the student or immediate family member is ill and the student has called the facility and coordinator prior to the start of clinical assignment.
2. Being hospitalized or sick with sick leave is an accepted excuse for absence . A routine (non-emergency) office visit is not a valid excuse. Please make all routine doctors' appointments on non-clinical days before or after your scheduled shift.

In each instance, the excuse must be verified by documentation from a physician, enforcement official. In addition to the above valid excuses, if there are hazardous road or weather conditions which might prohibit or delay your attendance at clinical, call the clinical preceptor and the clinical site before the shift starts. Two instances of failure to notify the clinical preceptor and clinical site will result in a letter grade being deducted from the final clinical grade. More than two instances of failure to call the clinical preceptor and/or the clinical site about being absent or tardy from clinical will result in the student being removed from clinical and the matter will be referred to the Dean office.



Absence and Tardiness Make-up Procedures

All missed clinical days must be excused and made up one-for-one; however, unexcused absences in excess of 20% of the total number of clinical hours assigned will result in an automatic grade of "F" and the student will not be eligible for make-up time. Unexcused absences can result in the student's inability to continue in clinical. If a student arrives late or leaves early, the time missed must be made up by the end of the next week of clinical rotations or by the end of the semester.

Tardiness delays and hampers all student assignments made for that clinical day. If assignments cannot be arranged because of tardiness the student may be required to make-up a full clinical day.

Procedure for Notification of Absence or Lateness

1. First, call the clinical site shift supervisor no later than 1 hour before your assigned clinical shift.
2. Identify yourself and tell the shift supervisor that you will be late or absent.
3. Next, call the Clinical Education Coordinator's (CEC) office number, 0138440000 ext 6244/3013/5513 and leave a message that you will be late or absent.
4. The CEC will clock-in the student based on the nature of the call. The student, if tardy is responsible for clocking-out at the clinical site where he/she is assigned.

Clinical Make-up Policy

ALL clinical make-up days must be accomplished on the last day before final exams during the semester the clinical course is taken. If a student has not completed any and all make-up time prior to the deadline, the student will receive a letter grade of "F" for the clinical course involved. All clinical make-up time must be approved by the Clinical Education Coordinator prior to any day(s) being made up. Missed clinical time will be made up on a designated day to be scheduled at the discretion of the clinical preceptor, at a designated facility which may be different than your assigned site.



B. PROFESSIONAL DRESS /REQUIREMENTS

A professional image must be conveyed through appropriate dress and behavior. Students must wear the appropriate attire and follow program guidelines when in the clinical area. Additional guidelines will be dependent on specific clinical areas. Any time that a student is inappropriately dressed, she/he will be asked by the faculty to leave the clinical area. This will result in an absence

1. Appearance

- a) Nails must be short and clean
- b) Hair must be neat, clean, worn off the collar, and styled to convey a professional image.
- c) Sideburns, beards, and mustaches must be clean
- d) Elaborate jewelry may harbor microorganisms and be a safety hazard. Therefore, jewelry worn with the uniform should be limited to a wedding ring and one pair of inconspicuous stud earrings.

2. Uniform

- a) The student uniform is worn only while functioning in the role of student.
- b) Uniforms must be neat, clean, well pressed and of appropriate fit.
- c) Green scrubs (v-neck top and pants with stitched creases and elastic waist) should be worn with a white, long-sleeved with collar and fingertip length lab.
- d) Students are to wear the college ID and the clinical site ID if applicable.
- e) Clean and polished solid white/ black professional shoes or leather athletic shoes. No tennis or running-type shoes or opened back or toed shoes are allowed. Socks or stockings must be worn.

3. Equipment

- a) Watch with second hand or seconds indicator
- b) Black ballpoint pen
- c) Small note pad
- d) Bandage scissors
- e) Stethoscope
- f) Goggles



C. CLINICAL EVALUATION AND GRADING

During the clinical experience students shall be judged on their ability to integrate theory with practice, performance of skills, attitudes, and appearance. They shall be responsible for documentation of their clinical time and activities. They shall also be governed by specific policies and procedures of the individual hospitals. Clinical knowledge and skills build on one another from semester to semester and students are expected to demonstrate all basic clinical skills.

The student will observe and perform clinical course objectives under immediate supervision of a clinical preceptor. Following this demonstration of clinical ability, the student will further reinforce and develop clinical skills by repeated clinical practice. The designated preceptor will be available in the hospital for supervision and instruction. Clinical evaluations consist of:

- **Cognitive skills:** Focusing on knowledge acquisition and intellectual skills and abilities.
- **Psychomotor skills:** Relating to skills that require varying levels of well-coordinated physical activity and precise manipulative procedures.
- **Affective skills:** Dealing with feelings, emotions, mindsets and values, including the nurturing of desirable attitudes for personal and professional development.

*The Summary of Assessment Methods and Marks Distribution:

Evaluation Methods	Assessment Weight out of 100%
Daily Clinical Evaluation	25%
Attendance	20%
Midterm Exam	15%
Clinical Competences Checklist	10%
Final Exam	30%



Student Academic Advising and Counseling Services

An academic advisor from the program faculty is assigned for each specific group(s) of the program students. The academic advisor is responsible to follow up the students' academic performance and providing counseling and guiding services to the students according to the college's academic guidance rules and regulations.

Students who are experiencing academic difficulties should contact a faculty advisor for information about resources to promote success. Students, who need to change schedules, add or drop classes or withdraw from the program, etc. Should see advisor about the correct procedure and discuss the impact on their overall academic program. Assigned advisors should encourage communicating with them for special need or arising problems.

Please click the below link for more information

<http://www.psmchs.edu.sa/images/student-affairs-st-rights.pdf>



Student's Affairs Services

يسعى قسم شئون الطلاب إلى توضيح بعض إشكاليات التي قد يواجهها الطالب بعد انتقاله من البيئة المدرسية إلى البيئة الدراسية الجامعية ، ويقوم قسم شئون الطلاب بدور الوسيط بين الطالب و جميع أقسام الكلية حيث يتولى القسم رعاية الطالب من الناحية التوجيهية والاجتماعية.

تتلخص مهام القسم بالنقاط التالية:

- يسعى قسم شئون الطلاب إلى توضيح بعض إشكاليات التي قد يواجهها الطالب بعد انتقاله من البيئة المدرسية إلى البيئة الدراسية الجامعية، ويقوم قسم شئون الطلاب بدور الوسيط بين الطالب و جميع أقسام الكلية حيث يتولى القسم رعاية الطالب من الناحية التوجيهية والاجتماعية وتتلخص مهام القسم بالنقاط التالية:
- مساعدة الطالب للتغلب على الصعوبات الاجتماعية والنفسية التي قد يواجهها.
- إعداد برامج تخص الطالب مثل برنامج استقبال الطلاب الجدد.
- الرد على استفسارات أولياء الأمور لمتابعة أبنائهم دراسيا في النواحي الأكاديمية وفي الغياب.
- يقوم القسم بتزويد الطالب بجميع النماذج من تعريف واستمارة لتجديد البطاقة الطبية
- يقوم بمتابعة الطلاب في الغياب والإنذارات وذلك بالتنسيق مع قسم التسجيل بالكلية.
- يقوم القسم بتطبيق نظام العقوبات المتعلقة باللوائح التأديبية الخاصة بالكلية. كما يقوم القسم بمتابعة الطلاب بالسكن من النواحي الارشادية النفسية والاجتماعية.
- ويقوم القسم بتنظيم الأنشطة الطلابية التي تشمل الأنشطة الرياضية على(كرة قدم كرة الطائرة التنس السباحة رفع الأثقال) حتى يتمكن الطالب من ممارسة هواياته المفضلة لديه والأنشطة الثقافية والاجتماعية التي تشمل(الرحلات الترفيهية والعلمية والمسابقات العلمية والبرامج المتعددة.
- يقوم القسم بتوعية الطالب من النواحي النفسية والاجتماعية والصحية والثقافية وذلك باستضافة المحاضرين المختصين.
- يشارك القسم بإجراءات القبول والتسجيل للطلبة المستجدين. يشارك القسم في تنظيم حفلات التخرج.
- متابعة الحالات الصحية الطارئة للطلبة خلال الدوام الرسمي. القسم مسؤول عن اجراءات الترشيح للمجلس الطلابي ومتابعة مهامه ونشاطاته لطلاب وطالبات الكلية.



نادي الطلاب

أهداف الأندية الطلابية:

- صقل شخصية الطلبة وإبراز مواهبهم المختلفة.
- إستغلال أوقات الفراغ ببرامج هادفة ومفيدة.
- هيئة الطلبة لمواجهة أعباء الحياة بعد تخرجهم.
- إقامة النشاطات التي تبرز جهود أعضاء النادي في المجالات التي يتميزون فيها.
- إكتشاف المواهب الطلابية ورعاية الموهوبين.
- تهيئة البيئة الملائمة للطلبة لتنمية قدراتهم ومهاراتهم ، وتبادل الخبرات فيما بينهم والعمل على تشجيعهم ودعمهم وتكريمهم.
- المشاركة في المناسبات المختلفة داخلياً وخارجياً وتبادل الخبرات.
- توثيق الإنتاج الطلابي وإنشاء قاعدة بيانات للمواهب الطلابية في مختلف المجالات.

الأندية الطلابية المعتمدة في كلية الأمير سلطان العسكرية للعلوم الصحية:

- النادي الصحي
- نادي الصحة النفسية
- النادي الرياضي
- النادي الثقافي والأدبي
- نادي تطوير الذات
- نادي تكنولوجيا المعلومات
- نادي العناية التنفسية
- النادي العلمي
- نادي الشراكة المجتمعية

يتم الترشح لأي من هذه الأندية عن طريق قسم شئون الطلاب.

ولمزيد من المعلومات الرجاء الاطلاع على دليل الطالب في موقع الكلية



Student Housing

خدمات الإسكان:

توفر الكلية غرف سكنية مؤثثة ومجهزه بالكامل للطلبة الدارسين فيها، حيث أن أحقية استلام السكن هي للطلبة القادمين من خارج المنطقة الشرقية فقط. ولاستلام السكن عليك عزيزي الطالب/الطالبة مراجعة مكتب الإسكان بالمبنى 28 . وتأكد من تعبئة النماذج الخاصة بالاستلام والتسليم. ولن يتم تسليمك سكن ما لم تحضر ما يثبت كونك من خارج المنطقة الشرقية. ولمزيد من المعلومات الرجاء مراجعة دليل الطالب على موقع الكلية



Student's Working Rules

يهدف برنامج تشغيل الطلبة داخل مرافق الكلية بنظام الساعات إلى تنمية وصقل مهارات طلبة الكلية، وإطلاعهم على الأعمال الإدارية والفنية في مختلف أقسام الكلية والذي من شأنه إكسابهم الخبرة والمهارات المهنية، بالإضافة إلى تعزيز مبدأ أهمية العمل في نفس الطلبة وإعدادهم لخوض غمار مجالات العمل المستقبلية وتحمل المسؤولية في المستقبل. كما يهدف برنامج تشغيل لطلبة داخل مرافق الكلية إلى تنمية الشعور بالانتماء والولاء للكلية ومرافقها.

- **مقدم الخدمة:** قسم شؤون الطلاب، بالتعاون والتنسيق مع الأقسام ذات العلاقة.
- **الفئة المستفيدة:** طلاب وطالبات الكلية
- **مجالات العمل:** مكتبة الكلية-العلاقات العامة-النادي الرياضي (للطلاب - كافتيريا الكلية-مساعد مدرس (TA) بالأقسام الأكاديمية.

الضوابط:

1. أن يكون الطالب/ الطالبة قد سجل الساعات الدراسية المطلوبة من خلال الفصل الدراسي بحيث لا تقل ساعات الفراغ في الجدول الدراسي عن خمس ساعات أسبوعياً.
2. أن يكون الطالب الطالبة قد أنهى برنامج الدراسات التحضيرية.
3. أن لا يكون الطالب تحت الإنذار الأكاديمي.
4. أن تتاح أولوية فرص التشغيل للطلاب ممن لم يسبق لهم العمل بالبرنامج منذ التحاقهم بالكلية.
5. أن لا يتم تشغيل أي طالب/ طالبة سبق له العمل في البرنامج التشغيلي مرتين خلال دراسته في الكلية.
6. يجوز للجنة برنامج التشغيل الطلابي الاستثناء من بعض شروط أولوية الالتحاق في حال كان الطالب/ الطالبة يتميز بقدرات ومهارات معينة ينوي تسخيرها في تدريب زملائه من الطلاب على هذه المهارات.
7. يمكن الطالب/ للطالبة التسجيل في فرصة تشغيل واحدة فقط في الفصل الدراسي الواحد.
8. ألا تزيد ساعات عمل الطالب/ الطالبة عن ٢٢ ساعة ولا تقل عن ٢٢ ساعة خلال الشهر الواحد بواقع ٢١ ريال للساعة الواحدة، عدا الطلاب العاملين كمساعد مدرس (TA) حيث يحصل على ٢٢ ريال في الساعة.



9. ألا تزيد ساعات عمل الطالب خلال اليوم ٣ ساعات، مع مراعاة ما ورد سابقاً بشأن الحد الأدنى والحد الأقصى لساعات

العمل خلال الشهر الواحد.

10. تأخر الطالب/ الطالبة في رفع نموذج تسجيل الساعات التشغيلية ومرفقاته قبل نهاية الفصل الدراسي بأسبوعين

يعرضه لتأجيل صرف مستحقاته للفصل الذي يليه.

11. إذا ثبت تهاون الطالب/ الطالبة في أداء المهام المكلف بها، ينهى عمله في البرنامج دون تعويض مادي، ولا يمكن من

العمل في برنامج مرة أخرى



Student's Rights

أولاً: حقوق الطالب في المجال الأكاديمي:

- حق الطالب أن يوفر له البيئة الدراسية المناسبة لتحقيق الإستيعاب والدراسة بيسر وسهولة من خلال توفير كافة الإمكانيات التعليمية المتاحة لخدمة هذا الهدف.
- حق الطالب في الحصول على المادة العلمية والمعرفة المرتبطة بالمقررات التي يدرسها وذلك وفقاً للأحكام واللوائح التي تحكم العمل الأكاديمي.
- حق الطالب في الحصول على المادة الخطط الدراسية بالقسم والتخصصات المتاحة له، وكذلك الإطلاع على الجداول الدراسية قبل بدء الدراسة وإجراء تسجيله في المقررات التي يتيحها له النظام وقواعد التسجيل مع مراعاة ترتيب الأولويات في التسجيل للطلاب وفق ضوابط عادلة عند عدم إمكانية تحقيق رغبات جميع الطلاب في تسجيل مقرر ما
- حق الطالب في حذف أي مقرر أو إضافة آخر أو حذف الفصل الدراسي بأكمله وفقاً لما يتيح نظام الدراسة والتسجيل في الكلية وذلك في الفترة المحددة لذلك والمعلن عنها للطلاب.
- حق الطالب في تقيد أعضاء هيئة التدريس بمواعيد وأوقات المحاضرات واستيفاء الساعات العلمية والمعملية لها وعدم إلغاء المحاضرات أو تغيير أوقاتها إلا في حالة الضرورة وبعد الإعلان عن ذلك على أن يتم إعطاء محاضرات بديلة عن تلك التي تم إلغاؤها أو التغيب عنها من قبل عضو هيئة التدريس لإستيفاء المقرر وذلك بعد التنسيق مع الطلبة والقسم المعني بإتمام ذلك
- حق الطالب في الإستفسار والمناقشة العلمية اللائقة مع أعضاء هيئة التدريس، دون رقابة أو عقوبة في ذلك عليه، مالم يتجاوز النقاش ماتقتضيه الآداب العامة وحدود اللياقة والسلوك في مثل تلك الأحوال سواء كان ذلك أثناء المحاضرة أو أثناء الساعات المكتبية المعلنه لمقابلة الطلاب.
- حق الطالب في أن تكون أسئلة الإختبارات ضمن المقرر الدراسي ومحتوياته والمسائل التي تمت إثارتها أو الإحالة إليها أثناء المحاضرات، وأن يراعى التوزيع المتوازن والمنطقي للدرجات بما يحقق التقييم العادل لقدرات الطالب.
- حق الطالب في إجراء كافة الإختبارات التي تعقد للمقرر مالم يكن هناك مانع نظامي يحول دون إجرائها وفقاً للوائح والتعليمات الخاصة بذلك. على أن يتم إعلان الطالب بحرمانه من دخول الإختبار قبل ذلك بوقت كاف.
- حق الطالب في معرفة الإجابة النموذجية لأسئلة الإختبارات الفصلية وتوزيع الدرجات على أجزاء الإجابة والتي يقوم على أساسها تقييم أداء الطالب قبل إجراء الإختبار النهائي للمقرر.
- حق الطالب مراجعة إجابته في الإختبار النهائي وذلك وفق ماتقرره اللوائح والقرارات الصادرة في تنظيم آلية تلك المراجعة وضوابطها.
- حق الطالب في معرفة نتائجه التي حصل عليها في الإختبارات التي أداها بعد الفراغ من تصحيحها واعتمادها.



ثانياً: حقوق الطالب في المجال غير الأكاديمي:

- التمتع بالرعاية الإجتماعية التي تقدمها الكلية والمشاركة في الأنشطة المقامة فيها وفقاً للوائح وتعليمات الكلية المنظمة لذلك.
- الحصول على الرعاية الصحية الكافية بالعلاج داخل مجمع الملك فهد الطبي العسكري بالظهران
- الاستفادة من خدمات ومرافق الكلية (سكن الكلية- المكتبات المركزية والفرعية- الملاعب الرياضية-المطاعم -مواقف السيارات وغيرها) وذلك وفقاً للوائح والنظم المعمول بالكلية).
- الحصول على الحوافز والمكافآت المادية المقررة نظامياً لا سيما للطلاب المتفوق.
- الترشيح للدورات التدريبية والبرامج والرحلات الداخلية والخارجية وزيادة مشاركته في الأنشطة الثقافية وكذلك المشاركة في أنشطة خدمة المجتمع المحلي والأعمال التطوعية.
- الشكوى أو التظلم من أي أمر يتضرر منه في علاقته مع أعضاء هيئة التدريس أو القسم أو الكلية أو أي وحدة من وحدات الكلية ، ويكون تقديم الشكوى أو التظلم وفقاً للقواعد المنظمة لوحدة حماية الحقوق الطلابية، وتمكين الطالب من معرفة مصير شكواه من قبل الجهة المسؤولة عنها.
- تمكينه من الدفاع عن نفسه أمام أي جهة بالكلية في أي قضية تأديبية ترفع ضده، وعدم صدور العقوبة في حقه إلا بعد سماع أقواله وذلك مالم يثبت أن عدم حضوره كان لعذر غير مقبول وذلك بعد استدعائه للمرة الثانية.
- التظلم من القرار التأديبي الصادر ضده وذلك وفقاً للقواعد المقررة في هذا الشأن بموجب أحكام تأديب الطلاب.
- الحفاظ على محتويات ملفه داخل الكلية ونزاهة التعامل معه وعدم تسليم أي منها إلا للطالب نفسه أو ولي أمره أو من يفوضه بذلك الملف من قبل جهات التحقيق أو أجهزة القضاء أو لجهة حكومية أخرى، ولا يجوز إفشاء أو نشر محتويات ملفه مالم يكن ذلك النشر نتيجة لقرار بعقوبة تأديبية في حق الطالب.
- حق الطالب من ذوي الإحتياجات الخاصة في الحصول على الخدمة اللائقة والمناسبة لاحتياجاته وفقاً للأنظمة والقواعد المرعية.

Please refer to Student Affairs on the college website for more information:

<http://www.psmchs.edu.sa/images/student-affairs-st-rights.pdf>



Online Services

- **Banner system**

Banner is an automated system that help the student add/ drop classes, view syllabus, view transcript and attendance.

For more information please click on the below link

<http://psmchs.edu.sa/Banner-Student-Services-Handbook.pdf>

- **Blackboard**

Blackboard can provide virtual classroom where lectures can take place. Student has to attend the lecture scheduled in Blackboard and he/she will be able to submit assignments, participate in discussions and submit quizzes. Blackboard also provide students with related courses discussion threads and teaching materials.

For more information please click the below link:

https://help.blackboard.com/Learn/Student/Watch_Videos?utm_source=Original&utm_medium=Learn&utm_campaign=Product link&utm_content=Student

- **E-mail address**

All students are provided with an e-mail address ending by the college domain. E-mail is the primary communication channel between students and faculty.

- **College library**

The library offers the following services: references, scientific journals, newspapers, audio and video tapes, CDs and atlases the public library contains all public cultural books and the college providing the following services: general references, awareness of developments, copies, periodic articles provide and books for academic purposes visual audio and Internet services.

LIBRARY HOURS (MAIN LIBRARY)

- Sun. - Thu. : 7:30 AM - 10:25 AM (Male)
- Sun. - Thu. : 10:30 AM - 02:25 PM (Female)
- Sun. - Thu. : 02:30 PM - 04:00 PM (Male)
- Friday-Saturday and Holidays: Closed

Please click the below link for more information

<http://psmchs.edu.sa/college-library-and-sdl>



College Facilities

المرافق المتاحة بالكلية

- **مكتبة الكلية:** تقدم مكتبة الكلية الخدمات التالية: المراجع، الدوريات العلمية، الصحف، الأشرطة الصوتية والمرئية، الاقراص المدجمة و الأطالس وتحتوى المكتبة العامة على جميع الكتب الثقافية العامة وتقوم الكلية بتقديم الخدمات التالية: المراجع العامة، التوعية بالمستجدات، النسخ، المقالات الدورية توفير الكتب لأغراض الأكاديمية، المعلومات الصوتية والمرئية وخدمة الإنترنت.
- **قاعات الندوات العلمية:** جهزت القاعات لأغراض متعددة منها عقد الندوات واللقاءات العلمية والمحاضرات وغيرها من الأنشطة التعليمية والثقافية والاجتماعية وتستوعب القاعة الصغرى ٨٧ شخصا بينما تستوعب القاعة الكبرى ١٨١ شخصا
- **المكافأة الشهرية:** يمنح الطالب المنتظم في الدراسة مكافأة شهرية حسب أنظمة المكافآت للطلاب المعمول في وزارة التعليم العالي.
- **المركز الترفيهي:** يتوفر في هذا المركز صالة لتنس الطاولة والبياردو، صالة ألعاب القوى واللياقة البدنية وكافتريا وصالة البولنج ومكتبة صغيرة في الطابق تحت الأرضي وإضافة إلى مكتب الاستقبال توجد استراحة ومطعم، أما الطابق العلوي فيحتوي على قاعة كبرى للندوات والمحاضرات ويتم استخدامها حسب أنظمة المجمع
- **صالة الألعاب الرياضية المغلقة:** تقع بجوار المهاجع وتمارس فيها رفع الأوزان الثقيلة بأحدث الأجهزة وممارسة الرياضة السويدية وفيها العديد من الأنشطة الرياضية المختلفة للياقة البدنية
- **صالة اللياقة البدنية وغرفة الألعاب بالكلية:** تقع في الدور الأرضي في المبنى (٨٢-٢، ٨٢-١) وتمارس فيها الأنشطة الترفيهية مثل تنس الطاولة والبياردو كما تحتوى على العديد من الأجهزة الرياضية لممارسة العديد من الأنشطة الرياضية.
- **الملاعب:** توجد ملاعب خاصة بالطلبة لممارسة الألعاب الرياضية مثل التنس وكرة القدم وكرة السلة وكرة الطائرة كما يوجد ملاعب للأنشطة الرياضية المختلفة بالمعسكر الخارجي للكلية تقام عليها المنافسات والبطولات المختلفة.
- **المسبح:** يقع مسبح الرجال بالقرب من المركز الترفيهي كما توجد غرفة لتبديل الملابس وغرف لساونا حيث طول



المسيح ١٦م وعمق ١-٢م ويعمل يومياً الساعة ٨ص إلى ٤م عدا يوم الثلاثاء

- **المطعم:** يوجد مطعم لخدمة طلاب الكلية ويوفر ثلاث وجبات وتقديم بشكل دوري على أرقى وافضل الوجبا.
- **السوق المركزي:** يوفر السوق المركزي الواقع بالقرب من مركز الترفيه كل ما يحتاج الطالب من مواد غذائية ومواد مكتبية
- **صالون الحلاقة:** يمكن الاستفادة من خدمات صالون الحلاقة وموقعه بجوار السوق المركزي.
- **وكالة السفر:** تقدم هذه الوكالة والتي تقع بالقرب من المركز الترفيهي خدمات الحجز، علما بأنه يمكنك الحصول على تكرة مخفضة حسب تعليمات الخطوط السعودية بعد تعبئة استمارة التخفيض من مكتب شئون الطلاب.
- **البريد:** تقع وحدة البريد بجوار السوق المركزي حيث يتم استقبال الرسائل هناك من ٨ص الى ٢م يومياً عدا الخميس.
- **الخدمة الطبية:** يمكن للطلاب مراجعة المستشفى خارج أوقات حصص الدراسة وتلقي العلاج حسب تعليمات المنظمة لذلك بعد أن يفتح ملف له خاص ويحمل بطاقة طبية و لابد من ابرازها قبل المعاينة. ويمكن للطلاب الحصول على البطاقة الطبية حسب الإجراءات المتبعة وسيبلغ بها الطالب في بداية الفصل الأول من دراسته بالكلية.
- **الاتصال:** لغرض طلب مكالمة داخل المجمع يمكنك الاتصال بأي رقم من داخل الكلية أو المجمع، للمكالمات المحلية والدولية عليك استخدام التليفونات الدولية بجوار المركز الترفيهي، أما البرقيات فيمكن استعمال النموذج الخاص المتوفر في البريد. أيضاً بشأن الرسائل المسجلة حيث يقوم بمهمة إرسال الرسائل مقابل إيصال يستلمه المرسل في وقت لاحق و للرسائل العادية أو المسجلة يطلب التقيد بالنظام العالمي لكتابة عنوان المرسل والمرسل إليه.
- **خدمات الصيانة:** في حالة حدوث أية أعطال داخل السكن يمكن الاتصال بمسؤول إسكان الكلية مباشرة وإبلاغه 6767 وفي خارج أوقات الدوام الرسمي يمكن الاتصال على جهاز النداء رقم (١٣٦٧).





Faculty Members

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