



Student's Handbook

Department of Anesthesia Technology





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Dear Students,

On behalf of all the faculty members of the Anesthesia technology department, I congratulate you for your selection in the AT program and welcome you to the department. You will get this student handbook which will facilitate your scientific journey at PSMCHS for next four years.

This booklet includes many things regarding your needs in the college as academic affairs services, policy & procedures, study regulations as well as the recreational & cultural activities. I hope you will utilize this guide to achieve your goals in the Anesthesia technology department. If you have anu concerns along your learning journey, always talk to your academic advisor as we are all here to provide you with a meaningful learning experience.

Anesthesia Technology Department Chairman



Introduction

The Prince Sultan Military College of Health Sciences (PSMCHS) was inaugurated on Safar 16 1409, corresponding to September 27 - 1988 by his Highness, Prince Sultan Ibn Abdulaziz AI - Saud, the Minister of Defense and Aviation. PSMCHS was established by the Medical Services Division (MSD) of the Ministry of Defense and Aviation (MODA). Its purpose is to provide the opportunity for young Saudi nationals to train for a career in the field of Applied Health Care. The College is accredited by the Ministry of Higher Education. The specialized allied health training programs which are offered by PSMCHS were chosen in response to the need for skilled, technically qualified personnel in various clinical and medical departments. The programs were designed to give the students a sound theoretical and practical knowledge in a range of clinical specialty areas.

The primary purpose of the establishment of the Bachelor of Science in Anesthesia Technology program is to provide Medical Services Division (MSD) hospitals with qualified Saudi anesthesia technology specialist to meet the demand for a steady supply of well-trained AT in the MSD hospitals and Kingdom wide.

It is considered highly important for the country to develop a well-trained new generation of Anesthesia Technology Specialist who can be a part of the improvement and development of the quality of medical services. Furthermore, the presence of well-equipped Saudi graduates will decrease the need for hiring other nationalities who might not always encounter the social and cultural characteristics of national patients.

The BSAT program has been developed based upon the tradition, culture and religious background of Saudi Arabia. The ultimate goal of the BSAT program is to solve the drastic shortage of Anesthesia staff in the Kingdom of Saudi Arabia.



College/ Program Mission, goals, and graduate attributes

College and Program Mission

College Mission	Program Mission
Prince Sultan College is dedicated to educating	To graduate Anesthesia Technology Specialists
and training health care professionals with	with the necessary <u>clinical competencies</u>
competitive abilities and leadership skills by	through educational and practical training
offering academic programs, conducting	environment according to quality standards,
research, and providing community services in	conduct research and serve the community.
accordance with the best quality standards for	
the development of health care at the national	
level.	

College and Program Goals

College Goals	Program Goals
 Ensuring Effective Management and Administration of the College Attaining Excellence in Providing Educational Services. Building a State of the Art Infrastructure of the College Achieving Excellence in Scientific Research. Achieving Excellence in Community Services. Enriching the Self-Funding of the College. 	 Provide continuous education and training; to develop scientific and professional aspects to meet the needs of the society. G.2 Graduate a clinically competent Anesthesia Technology Specialist. G.2 Upgrade the anesthesia technology curriculum to build the students educational and career goals in a success-oriented learning environment. G.2 Recruit and retain qualified outstanding faculty members to contribute to the professional development process. G.2 Promote anesthesia technology research activities based on solving community health problems, clinical and academic needs. G.4 Emphasize and expand the application and integration of community services. G.5



College and Program Graduate Attributes

College Graduate Attributes

- Apply discipline-related knowledge and clinical competencies in providing patient-centered health care
- Work effectively on a team and advance in their career within a healthcare system toward quality and system improvement
- Communicate humanely with patients, their families, other professionals, and the community in a culturally appropriate way.
- Deliver high standards of professionalism and take initiative for their personal and professional development.
- Demonstrate enthusiasm and leadership skills as a health care provider working toward system improvement.
- Think critically, be able to design, and undertake at least small-scale research project in their discipline using appropriate methodology.

Program Graduate Attributes

- Lifelong learners (4,5)
 - Equipped with deep discipline knowledge that will contribute to an ongoing professional development, as well as personal growth and enhancement.
- Critical thinking and problem solving
 (5)

Utilize critical thinking and problemsolving skills in providing patients' centered care.

- Communication and social skills (2,3)

 Communicate clearly and work effectively on a team.
- Competency (1)

Apply related knowledge and clinical competencies in providing patient centered healthcare.

Serving community (6)

Engage with individuals and communities in evidence-based research projects to reduce health inequities and promote social justice.

The program mission and goals are consistent with the college mission and goals in term of providing the best training for the upcoming graduates to be a part of a Health Care facility benefitting the patient and the institution and for various job positions in MSD, serving the community and conducting related research projects in the field.



College Code of Conduct

Code of conduct The code of student conduct sets out a set of instructions to be shared with and approved by students to provide consent in writing at the Admission and Registration Administration during the first week of study at the College, agreeing to follow the instructions issued in the disciplinary regulations for students, and the violations and penalties appendix to these regulations, including:

- Exams and assignments regulations consent.
- Conduct and dress code regulations consent (male and female students).

1. Exams and Homework Regulations Consent

The student consents to adhere to the following and accept the designated penalty in case of committing any violation:

Cheating or attempting to cheat in exams or coursework, including bringing materials related to the course or cheating tools (i.e. a mobile phone, Bluetooth, headsets or modern digital watches) into an exam, even if the student did not benefit from them, will result in the student receiving a grade of zero in the course or homework.

The case will be further transferred to a disciplinary committee in the following cases:

- 1- Plagiarism, collusion, switching, fabrication and copying.
- 2- Use of post it notes, or technical tools such as mobile device or other technical devices or carrying them during exams.
- 3- Not following the invigilator's instructions in the exam room or trying to cause disruptions, including talking, making hand gestures, and any other physical gestures.
- Illegal access to exam papers and their distribution may result in the student's dismissal.

2. Conduct and dress code regulations consent (male and female students)

Code of Conduct and dress code for male students

The student agrees to adhere to the following, and accepts the decided penalties in the event of a violation:

- 1- Adhere to the approved College students' formal uniform.
- 2- Do not wear clothing bearing pictures, quotes or slogans contrary to the Islamic religion.
- 3- Don't remove college property from classrooms and laboratories.



- 4- Do not walk around the College outside of the scheduled places and specific times in the educational program.
- 5- Do not leave personal and precious belongings inside the classroom.
- 6- Do not borrow stationary from colleagues during classes and exams and adhere to the obligation to bring a calculator and personal dictionary as per exam instructions.
- 7- Do not use a mobile phone inside the classroom, and do not bring smart phones and electronics that play music.
- 8- Don't smoke inside any of the College facilities.
- 9- Do not eat or drink inside the classrooms and eat in the allocated places.
- 10- Maintain calmness in all College facilities.
- 11- Commit to using the library in the allocated times for male students.
- 12- Use the toilets allocated for male students.
- 13- Keep all microphones switched off in the classroom, and do not play with the computers and projectors.
- 14- Do not bring any prohibited items.
- 15- Avoid all causes of quarrel and do not gather in the corridors.
- 16- Do not open the windows of the classrooms.
- 17- Wear the college card and do not lend it to any other student or any unauthorized individual.
- 18- Commit to good behavior with the faculty members and College staff, show exemplary behavior with everyone.
- 19- Adhere to regulations and instructions issued and keep up to date with any amendments.
- 20- Commit to not leaving any devices connected to electricity after you finish using them.
- 21- Commit to wear laboratory uniforms and use laboratory-approved tools.
- 22- Commit to attend classes and laboratories on time.
- 23- Follow up on announcements, text messages, emails and the College website and registration system account in the



Dress code for male students

- First year: Dark blue colored scrubs, to be worn with a white lab coat in laboratories.
- Specializations: Light blue (Royal) colored scrubs, to be worn with a white lab coat in in laboratories, as shown in the picture.



Code of Conduct and dress code for female students

The student agrees to adhere to the following, and accepts the decided penalties in the event of a violation:

- 1. Adhere to the approved College students' formal uniform.
- 2. Wear decent and appropriate clothing.
- 3. Wear headscarf inside classrooms and throughout the College.
- 4. Do not wear jewelry, accessories, cosmetics, nail polish and perfumes.
- 5. Do not wear clothing bearing pictures, quotes or slogans contrary to the Islamic religion.
- 6. Wear shoes with a rubber base that do not make noise while walking, and do not wear heels.
- 7. Do not leave the College during the official class hours without the knowledge of the student supervisor and without filling out the appropriate form.
- 8. Comply with the transportation agreed by the guardian only. To obtain the driver's permission, please provide two driver's pictures and a consent form from the guardian.
- 9. Don't remove college property from classrooms and laboratories.
- 10. Do not walk around the College outside of the scheduled places and specific times in the educational program.
- 11. Do not leave personal and precious belongings inside the classroom.



- 12. Do not borrow stationary from colleagues during classes and exams and adhere to the obligation to bring a calculator and personal dictionary as per exam instructions.
- 13. Do not use a mobile phone inside the classroom, and do not bring smart phones and electronics that play music.
- 14. Do not eat or drink inside the classrooms and eat in the allocated places.
- 15. Maintain calmness in all College facilities.
- 16. Use the back entrance for female students to enter and exit the College.
- 17. Commit to using the library in the allocated times for female students.
- 18. Use the toilets allocated for female students.
- 19. Keep all microphones switched off in the classroom, and do not play with the computers and projectors.
- 20. Do not bring any prohibited items.
- 21. Avoid all causes of quarrel and do not gather in the corridors.
- 22. Do not open the windows of the classrooms.
- 23. Wear the college card and do not lend it to any other student or any unauthorized individual.
- 24. Commit to good behavior with the faculty members and College staff, show exemplary behavior with everyone.
- 25. Adhere to regulations and instructions issued and keep up to date with any amendments.
- 26. Commit to not leaving any devices connected to electricity after you finish using them.
- 27. Commit to wear laboratory uniforms and use laboratory-approved tools.
- 28. Commit to attend classes and laboratories on time.
- 29. Follow up on announcements, text messages, emails and the College website and registration system account in the College.



Dress code for female students

- First year: Purple colored scrubs, to be worn in a wide and modest fit, paired with a white lab coat at all times.
- Specializations: Turquoise colored scrubs, to be worn in a wide and modest fit, paired with a white lab coat at all times, as shown in the picture.



Restrictions related to the application of the Public Conduct Bylaw, identifying 19 violations that the student is punished for, including:

- Behave in a way that do not align with public modesty.
- Playing music during Athan and prayer times.
- Putting trash in places other than the designated bins.
- Occupying the facilities designated for elderly and special needs people.
- Unlawful entry to public places.
- Wearing inappropriate clothing in public places, depending on the rules of each place.
- Wearing clothing in public places that bears phrases, pictures or forms that offend modesty.
- Wearing clothes in public places that display phrases, pictures or ideology that provoke racism, prejudice, or promote the use of prohibited substances or pornography.
- Writing, drawing, or similar activities, on transportation, or public properties, without a license.
- Posting posters and distributing commercial flyers in public places without a license.
- Setting fires in gardens and public places other than in permitted areas.
- Using inappropriate language or behaving inappropriately in public places.
- Filming people directly without their permission, or filming criminal, traffic or accidental incidents without obtaining permission from the relevant parties.



Code of Conduct for Anesthesia Technology Students

Anesthesia Technology (AT) Department at Prince Sultan Military College for Health Sciences has adopted this Code of Behavior to establish parameters and guide the students in fulfilling their commitment to ensure that safe, efficient, competent and ethical practices are provided in the healthcare setting. This code will apply to your personal as well as professional attitudes and conduct.

It contains standards of ethical behavior for AT students in their professional relationships. These relationships include colleagues, patients or others served, members of other organizations, and society as a whole. Each student has a personal responsibility to uphold and adhere to these ethical standards and maintain professional standards of practice.

As professional, you will:

- Demonstrate commitment to the regulations and instructions of the educational and medical institutions; during education, training and healthcare practice.
- Demonstrate awareness of legal issues in all aspects of patient care, documentation, and unit function in accordance with clinical area policy.
- Preserve confidentiality of patient and other sensitive information.
- Promote team effort for an effective outcome of safe patient care.
- Follow safety regulations and guidelines per clinical area policy.
- Perform within your scope of practice
- Engage in continuing educational activities.
- Maintain his/ her working license after graduation as mandated by SCHCS.
- Demonstrate proper use and maintenance of equipment, instruments, and facility.

In personal conduct you will;

- Promote and build effective interpersonal and interdepartmental relationships within organization.
- Demonstrate an awareness of own personal strengths and limitations
- Originate constructive ideas, accept responsibility and use good judgment.
- Be expected to act in an ethical manner at all times.



Course of Study

Anesthesia Technology program seeks to graduate Anesthesia Technology Specialist to work as integral members of the anesthesia patient care team. Their role is to assist the anesthetists with patient assessment, preparation, and application of various equipment and supplies required for the delivery of anesthesia care. This might be performed in a variety of clinical settings including the operating room, interventional and diagnostic radiology, postanesthesia care unit, cardiac catheterization lab, and endoscopic suites.

Degree: BSc (Bachelor of Science in Anesthesia Technology Program)

Gender: Male & Female

Years of study: 5 years (Including Internship year)

Credit Hours: 141

Study medium: English

PSMCHS operates under the Study Credit Hour (SCH) system. The academic year is split into two main semesters and a summer semester (if needed). All courses are taught in English except Islamic Studies and Arabic Language.

Teaching methods are consisted of theoretical course work and practical which is conducted on manikins, task trainers at the anesthesia lab followed by direct management of the patient under anesthetist supervision during the field visits. Clinical courses are mainly provided at the clinical sites and they are integrated with the college advance clinical simulation center. Laboratory Safety Standards:

http://www.psmchs.edu.sa/wp-content/uploads/2020/08/lso-laboratories-safety-standards.pdf



Clinical Practice

The purpose of running such an elaborate clinical course is to test the student's capability in equating both theoretical knowledge, hand skills and clinical knowledge together to provide a better outcome in patient care.

Proper mentoring at each level of studies would help the student to get better at the subsequent semesters and the society gets better health care personnel at the time the student graduates as Anesthesia Technology specialist.

The students' skills and performance in clinical practice would be evaluated under the following categories.

Cognitive Skills: How he/she can think and give new ideas. Psychomotor Skills: Putting cognitive skills into practice. Affective Skills: How to be social and a part of the society.

Rules and Regulation

Clinical Attendance:

- Each semester of the clinical education is designed to allow students varied experience. The
 clinical rotation schedule will reflect the required number of clinical hours. Absences from
 clinical education will result in absences from patient experiences. It is not possible to make
 up the missing experience by any method other than completion the incurred absences.
- Students are required to attend 8 hours of clinical training per week.

Clinical Education Absence:

- Students who is sick should directly notify the Clinical Instructor in the morning on the same day or the night before the clinic day.
- Unexcused absences will automatically be considered absent.
- As per university policy on absences, any student incurring absence of 15% and above shall not be allowed to take the final comprehensive examination.
- Excused Absences:
 - 1. Illness.
 - 2. Death in the family.
 - 3. Other absences like traffic accident is a common reason.
 - 4. The Clinical Training Coordinator is solely authorized to approve excused absences in special satiations.



General Regulations:

1. Personal Appearance:

- Students are expected to comply with college policies regarding personal appearance and dressing.
- Male and female students are required to wear a scrub suit.
- Lab coats prescribed by the hospital should also be worn on the top of the scrub suits
 especially during breaks. Females are required at all times to wear the lab coats on
 the top of the scrub.

2. Breaks:

- Students are entailed for the following beaks during 8-hour shift
 - Breakfast break: 15 minutes.
 - Lunch break: 45 minutes.

3. Instruction to follow:

- Enter operating room with proper attire. (scrubs, caps, mask, shoe cover etc)
- Strictly follow the operating room timings.
- Do proper hand wash before and after leaving the OR suite.
- Do not carry or bring any valuable like mobiles, laptops, gold ring or chains, wristwatch etc. into the OR.
- Do not leave the operating room without prior permission of the instructor.
- Avoid unnecessary conversations and maintain operating room discipline.
- Avoid eating, drinking or chewing inside the operating room.
- Do not touch any equipment or instruments until asked to do so.
- Always work neatly, tidily and safely.
- Take all the precautions that have been ordered by the in-charge operating room.
- Carry logbook, endorse the cases, and get it signed from the instructor.
- Always mention the level of involvement, like observed, assisted or performed



Study plan

First year - Semester 1

Course Code	Course Title	Level	SCH Format	L	Conta	ct Hours	s Total	SCH	Pre- Requisite	Co- Requisite
ENG 108	English Language I	1	7(7+0+0)	21	0	0	21	7		
MATH 101	Mathematics I	1	3(3+0+0)	3	0	0	3	3		
COM 100	Computer Studies I	1	3(1+2+0)	1	4	0	1	3		
SDS 100	Self-Development Skills	1	3(3+0+0)	3	0	0	3	3		
FPE 101	Fitness & Physical Education	1	1(0+3+0)	0	3	0	3	1		
	Total		17(14+5+0)	28	7	0	35	17		
	Total /Semes	ter			5	60				

First year - Semester 2

Course Code	Course Title	Level	SCH Format	L	Contac	ct Hours	Total	SCH	Pre- Requisite	Co- Requisite
ENG 109	English Language II	2	5(5+0+0)	15	0	0	15	5		
BIOL 101	Biology I	2	4(3+1+0)	3	2	0	5	4		
CHEM 101	Chemistry I	2	4(3+1+0)	3	2	0	5	4		
PHYS101	Physics I	2	4(3+1+0)	3	2	0	5	4		
IST 100	Islamic Studies I	2	2(2+0+0)	2	0	0	2	2		
	Total		19(16+3+0)	26	6	0	32	19		
	Total /Semest	er		512						



Second Year - Semester 1

Course Code	Course Title	Level	SCH			ct Hour		SCH	Pre- Requisite	Co- Requisite
			Format	L	Р	С	Total			
ENG 230	English Academic Writing	3	2(2+0+0)	6	0	0	6	2		
ANP201	Anatomy & Physiology	3	4(3+1+0)	3	2	0	5	4		
HIS111	Medical Terminology	3	2(2+1+0)	2	0	0	2	4		
ANES 110	Anesthesia I	3	3(2+1+0)	2	3	0	5	3		ANES 114
ANES 114	Clinical Anesthesia I	3	3(0+0+3)	0	0	9	9	3		ANES 110
ANES 230	Tools & Equipment I	3	2(1+1+0)	1	3	0	4	2		
	Total		16(10+3+3)	14	8	9	31	16		
	Total /Semest	er			4	196				

Second Year - Semester 2

Course Code	Course Title	Level	SCH		Conta	ct Hour	s Total	SCH	Pre- Requisite	Co- Requisite
ANES 231	Tools & Equipment II	4	2(1+1+0)	1	0	0	4	2	ANES 230	
ANES 211	Basic Microbiology	4	3(2+1+0)	2	2	0	5	3		
PHRM 201	Pharmacology I	4	3(3+0+0)	3	0	0	3	3		
ANP 203	Anatomy & Physiology (for ANES)	4	3(2+1+0)	2	3	0	5	3	ANES 201	
ANES 210	Anesthesia II	4	3(2+1+0)	2	0	9	5	3	ANES 110	ANES 214
ANES 214	Clinical Anesthesia II	4	7(14+5+0)	0	3	0	9	3	ANES 114	ANES 210
	Total		17(10+4+3)	10	8	9	31	17		
	Total /Seme	ster			4	96				



Third Year - Semester 1

Course Code	Course Title	Level	SCН		Contac	ct Hours	S	SCH	Pre- Requisite	Co- Requisite
			Format	L	P	С	Total			
BST 312	Biostatistics	5	2(2+0+0)	2	0	0	2	2		
IST 200	Islamic Studies II	5	2(2+0+0)	2	0	0	2	2		
ANES 310	Anesthesia III	5	3(2+0+0)	2	3	0	5	3	ANES 210	ANES 314
ANES 314	Clinical Anesthesia III	5	3(2+0+0)	0	0	9	9	3	ANES 214	ANES 310
ANES 311	Operating Room(OR) Management	5	3(2+0+0)	2	3	0	5	3		
ARB 213	Arabic Studies I	5	2(2+0+0)	2	0	0	2	2		
PHRM 246	Pharmacology II	5	5(4+1+0)	4	3	0	7	5	PHRM 201	
	Total		16(10+3+3)	14	9	9	32	20		
	Total /Seme	ester			5	12				

Third Year - Semester 2

Course Code	Course Title	Level	SCH		Conta	ct Hour	s	SCH	Pre- Requisite	Co- Requisite
			Format	L	P	С	Total			
ANES 320	Anesthesia IV	6	3(2+1+0)	2	3	0	5	3	ANES 310	ANES 324
ANES 324	Clinical Anesthesia IV	6	3(0+0+3)	0	0	9	9	3	ANES 314	ANES 320
ANES 300	Intensive Care	6	4(3+1+0)	3	3	0	6	4		
ANP 201	Islamic Studies III	6	2(2+0+0)	2	0	0	2	2		
PHRM 346	Pharmacology III	6	4(3+1+0)	3	3	0	6	4	PHRM 246	
RM 320	Research Methodology	6	2(2+0+0)	2	0	0	2	2	BST 312	
	Total		17(10+4+3)	10	8	9	31	18		
	Total /Semes	ter			4	180				



Fourth Year - Semester 1

Course Code	Course Title	Level	SCH		Conta	act Houi	rs	SCH	Pre- Requisite	Co- Requisite
			Format	L	P	С	Total			
ANES 410	Anesthesia V	7	3(2+1+0)	2	3	0	0	3	ANES 320	ANES 414
ANES 414	Clinical Anesthesia V	7	4(2+0+4)	0	0	12	12	4	ANES 324	ANES 410
ANES 421	Quality Improvement of Anesthetic Management	7	4(2+0+4)	2	0	0	2	2		
ANES 315	Measurement & Clinical Monitoring	7	4(3+1+0)	3	3	0	6	4		
PSY 203	Psychology For Health care profession	7	2(2+0+0)	2	0	0	2	2		
IST 300	Islamic Studies IV	7	2(2+0+0)	2	0	0	2	2		
ARB 214	Arabic Studies II	7	2(2+0+0)	2	0	0	2	2		
	Total		19(13+2+4)	13	6	12	31	19		
	Total /Semest	er		496						

Fourth Year - Semester 2

Course Code	Course Title	Level	SCH			act Hour		SCH	Pre- Requisite	Co- Requisite
			Format	L	Р	С	Total			
ANES 420	Anesthesia VI	8	3(2+1+0)	2	3	0	5	3	ANES 410	ANES 424
ANES 424	Clinical Anesthesia VI	8	4(0+0+4)	0	0	12	12	4	ANES 414	ANES 420
ANES 413	Graduation Project	8	2(2+0+0)	2	0	0	2	2	RM 320	
ANES 400	Critical Care Medicine	8	4(3+1+0)	3	3	0	6	4	ANES 300	
COM 213	Communication & Health Profession	8	2(2+0+0)	2	0	0	2	2		
	Total		15(9+2+4)	9	6	12	27	15		
	Total /Semest	er		432						
Total Hours					3	984		141		



Study Rules & Regulations at PSMCHS

General Definitions:

- Academic Year: Two main semesters & summer semester if needed;
- Semester: Duration of not less than 15 weeks, excluding the time of registration & final exams.
 The calendar from the Ministry of Higher Education is followed for the class schedules and academic calendar.
- **Summer Semester:** Duration of not more than 8 weeks, excluding the time of registration & final exams. The allotted time for each subject is increased during summer semester.
- The Academic Level: Indicates the study level. The levels required for graduation are eight or more, in accordance with the specifications of each approved degree.
- Course of Study: The subject which is taught in a certain level within the approved study plan in each specialty. Each subject has a number, name and detailed description which make its content and level unique. Each subject also had a file kept by the concerned Department for purposes of evaluation and follow-up. Some subjects have pre-requisite and concurrent requisites.
- Semester Credit Hour (SCH): One credit hour for theory courses is equivalent to one lecture of 50 minutes per week for 16 weeks per semester.
 - One credit hour for clinical / practical courses are equivalent to 2-3 hours per week per semester.
- Academic Warning: Students with low CGPA would be warned as per the policies of the college.
- **Semester Marks:** The marks given to the students showing his/her continuous & final evaluation in each subject studied in that semester.
- **Final Exam:** A comprehensive exam conducted at the end of the semester based on the subject studied in one semester.
- Final Exam Mark: The mark awarded to each subject in the final exam of each semester.
- **Final Mark:** The total mark calculated out of 100 for each subject including the continuous assessments conducted throughout the semester.
- **Grade:** Alphabetic description of final marks awarded.
- **Incomplete Grade:** A provisional grade assigned to each course in which a student fails to complete the requirements for that course by the specified date. This is indicated in academic record by the letter grade (IC).



• Internship: Training at a recognized hospital in the field of specialization of the student for a period of 12 months before they graduate from the PSMCHS. Final Transcript is issued upon completion of Internship.

Misconduct and Dismissal

The student is dismissed from the college for any of the following reasons:

- Gross social, religious or security misconduct
- A student is dismissed if he gets 3 consecutive Academic Warnings when his CGPA is lower than 2.00 out of 5.00 during his course of study. The College Board, upon recommendations of the Academic Council may grant the student a third chance to raise his CGPA by studying the available courses at that time.
- A student is dismissed if he fails or withdraws with (WF) from the same course twice in any course of the pre-clinical period.
- The 1st year student is dismissed from the College if he does not succeed in passing all the required courses during the allocated time.
- A student is dismissed if he fails to finish all graduation requirements during a maximum period of half the time allocated for graduation, plus the duration of the program. The Supervision & Follow-up Committee may decide to give the student another chance, by a maximum of double the original duration needed for graduation, in order to finish the requirements.

http://www.psmchs.edu.sa/wp-content/uploads/2020/09/-التنفيذيه-للائحة-/pdf



Administrative/Support Departments

Vice Deanship of Academic Affairs

The Academic Affairs follow up the academic activities of the students and coordinates with other departments. It supervises the updates in program and changes in courses of study.

Registration Department

The duties of this department are:

- Admission and registration of the student
- Issue new file for the student who is duly admitted to the College and keep all the files and documents pertaining to the student in the department.
- Split the students into classroom groups, prepare the class timetables and issue it to students.
- Prepare and issue academic calendar.
- Keep the forms pertaining to student's study (Withdrawal Requests, Suspension
- Requests, Specialty Change Request, Clearance Forms)
- Schedule, Control and oversee all exams. Take necessary action in event of any malpractice.
- Prepare and announce the results.
- Maintain the attendance records submitted by the instructors and issue warning notices to students who are getting low attendance percentages.
- Issue certificates of Graduation.
- Prepare student transcript.
- Issue letters of suspension, withdrawal or any other academic letter which pertain to the student.

ERMS System:

http://psmchsreg.psmchs.edu.sa/erms/

Advance Clinical Simulation Center

The Center works as a permanent foundation that drives the wheel of health education and clinical training forward by honing the skills of college students as health practitioners using the latest technologies available for health simulation and virtual reality by using the most effective methods of simulation education and training.



E-learning and Distance Education Unit

The process of using e-learning and its application in the college to improve the educational process and support and enhance the level of application oftechnology in education, to ensure the continuous development of education using technology, in addition to creating an electronic learning environment flexible and easy to achieve the goals and aspirations of the college.

http://www.psmchs.edu.sa/wp-content/uploads/2021/04/PSMCHS_Student_Guide.pdf

BlackBoard and SDL:

https://lms.psmchs.edu.sa/

College Mail:

https://webmail.psmchs.edu.sa

Survey Management System:

http://psmchsreg.psmchs.edu.sa/smis/SurveyDefault.aspx

Alumni Affairs Unit

This unit is responsible for developing communication mechanisms with graduates, establishing databases, conducting surveys and preparing support programs for graduates, and benefiting from this in the process of continuous improvement and improvement.

Vice Deanship of Clinical Training and Internship

This unit is in charge of distributing the students to their clinical training and internship hospitals and medical centers as per their specialization and coordinates with supervisors from the college and internship sites. In addition, the supervisors will distribute and evaluate the students during their internship.



Student Affairs Department

The Student Affairs Department seeks to support students in their transition from the school environment to the university academic environment, playing the role of the mediator between the student and all departments of the College, providing guidance and social support. The department's duties are summarized as follows:

- Help the student to overcome the difficulties (social and psychological) that he/she may face.
- Prepare student support programs such as new student reception programs Respond to parents' inquiries relating to their son's/daughter's academic matters and attendance the department provides the student with all relevant documentation, such as the student identification letter and medical card renewal form.
- Follow up with students in regards to absences and warnings, in coordination with the Admission and Registration Administration.
- Implement the penalty system related to the disciplinary regulations of the College.
- Provide psychological support and social guidance to students in residences.
- Organize students' sports activities (i.e. football volleyball tennis swimming weightlifting)
 so that the student can practice his/her favorite hobbies, as well as cultural and social activities (i.e. recreational and scientific trips, scientific competitions etc.).
- Educate students on the psychological, social, health and cultural aspects by hosting specialized lecturers.
- Participate in the admission and registration procedures for new students.
- Participate in organizing graduation ceremonies.
- Follow-up on students' health related emergency cases during the official working hours.
- Monitor the nomination and supervise the duties of the student council in the College.
- Supervise the formation and work of student clubs and share their activities with students.
- Activate and organize the Student Employment Program in the College.



Student rights and obligations list

The list refers to the student's academic rights in the College, such as the student's right to obtain the scientific material and knowledge related to the courses he/she studies, in accordance with the rules and regulations governing academic work, and the student's right to obtain the course guide from the departments and the specializations available to him/her. It also includes the student's general rights in the College, such as having access to social events and facilities provided by the College in accordance with the regulations and instructions of the College organizing this, and the right to obtain adequate health care and treatment inside King Fahd Military Medical Complex in Dhahran, among other rights. The list also refers to the student's academic obligations, such as the student's commitment to attend all scheduled study sessions and to fulfill all academic requirements as per the rules and dates indicating the start and end of the study, transfer, registration, apology, addition or removal of a course, in accordance with the rules and regulations governing this. The list also refers to the student's non-academic obligations in the College, such as the student obligation to adhere to the College's rules, regulations, instructions and decisions issued when implementing these rules, as well as the obligation to not violate these rules or providing fraudulent documents to obtain any right or advantage contrary to those stated within this document.

Dear student, you can view and familiarize yourself with the official student rights and obligations list, using the following link:

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

Student disciplinary regulations

This list has been prepared to align with the disciplinary regulations followed in the Saudi universities and Colleges. The amendments to the list have been made and approved by the College, to guide the student' behavior within the College or any of its facilities, evaluating offending students and addressing their behavior with the educational methods available in the College, and approving disciplinary penalties for students who violate the applicable rules and regulations, and those penalties may range from receiving a verbal or written warning and signing an agreement to not repeat the violation, to the final dismissal from the College. The annex to the violations and penalties in these regulations also refers to the types of violations applied in the College (academic violations, behavioral violations, security and traffic violations, and housing rules violations) and the penalties implemented in response.

http://psmchs.edu.sa/images/disciplinary-regulations-2019.pdf



Student clubs

Purpose of student clubs: student clubs are responsible for hosting various events and activities in which students practice their favorite hobbies through Student Affairs Department, with the support of Vice Deanship of Academic Affairs. This is achieved by creating opportunities for students to translate their ideas and enthusiasm into activities that enable students to follow their aspiration, as well as playing an important role in providing educational and social experiences for students

Student Clubs vision: to provide opportunities for students to become well-balanced individuals capable of facing challenges, and seeking to communicate with the community and meet its needs through effective planning of the various activities of student clubs that contribute to developing the various aspects of the personality of students by Equipping them with skills necessary for their future careers

Student Clubs Mission: Develop students' talents and skills by giving them the opportunities to practice these, aiming to help students cultivate, develop, and benefit from these skills.

- 1. Develop students' personality and highlight their different talents.
- 2. Occupy leisure time with meaningful and useful programs.
- 3. Prepare students to face the challenges of working life after graduation.
- 4. Host activities that highlight the talents of the club members.
- 5. Discover student talents and encourage them to develop these talents.
- 6. Create an appropriate environment for students to develop their abilities and skills, exchange experiences among them and work to encourage, support and honor them.
- 7. Participate in various events internally and externally, and exchange experiences.
- 8. Document student engagement and create a database of student talents in various fields.

Target group: Male and female students of Prince Sultan Military College for Health Sciences in Dhahran.

Approved Students' Clubs at PSMCHS

The Student Affairs Department invites all male and female students of the College to visit the Admission and Registration Administration to join the following student clubs according to their preferences and interests:

Health club.	Sports club.	Self-Development	Respiratory Care	Community
		Club.	Club.	Partnership Club.
Psychological Health	Literary and Cultural	IT Club.	Scientific Club.	Quality Club.
Club.	Club.			



Dean's Honor List Award

The Dean's Honor List Award is an annual award granted by the Dean of Prince Sultan Military College for Health Sciences in Dhahran to students with distinguished academic and non-academic achievements according to specific criteria. Award mission: Prepare distinguished graduates, academically and non-academically, who show consideration for the community through encouragement and cultivating the spirit of competition and appreciation based on achievement.

Award vision: Establishing competition and the pursuit of excellence as one of the main characteristics of the College graduates.

Award objectives: The award aims, through its implementation in the College, to:

- 1. Establish the principles of encouragement, appreciation and recognition of distinguished students.
- 2. Achieve excellence in all aspects of the College through the contributions of students.
- 3. Promote student employment opportunities by building their competitiveness skills.
- 4. Enhance students' academic, research, and social skills.
- 5. Contribute to the development of society by forming well- educated and distinguished graduates. Award values: encouragement competition transparency excellence social responsibility creativity innovation.

Conditions for candidacy for the Dean's Honor List Award:

- 1. The student must be one of the College registered students at the time of candidacy.
- 2. The student must be enrolled in an academic department or the first year, and not to exceed the period specified for the completion of his/her studies.
- 3. The student's GPA must not be less than (3.5) in all the semesters he/she studied, including the summer semester.
- 4. The student must have obtained a GPA of no less than (4.25) in the year in which he/she was nominated.
- 5. The student's grade should not be less than (C) in all the courses that he/she studied since joining the College.
- 6. The student must not have been subjected to any disciplinary penalties for violating academic or behavioral rules.
- 7. The student must not have been subjected to any legal penalties by the competent authorities in the Kingdom of Saudi Arabia.
- For more information, please visit the Student Affairs Department.



Student Employment Program

Introduction to the program: the Student Employment Program exists within the student's scheduled hours and aims to develop and refine the skills of College students, informing them of administrative and technical work in the various departments of the College, which would provide them with professional expertise and skills, in addition to exemplifying importance of work and preparing them to take responsibility in their future work. The Student Employment Program within the College's facilities also aims to develop a sense of belonging and loyalty to the College and its facilities.

Service provider: Student Affairs Department, in cooperation with the relevant departments.

Target group: College male and female students.

Areas of employment: College Library - Public Relations - Sports Club (for students) - College Cafeteria - Teacher Assistant in academic departments.

Employment restrictions:

- 1. The student must have registered the required study hours during the semester, so that the free hours in the academic schedule are not less than five hours per week.
- 2. The student must have completed the first Year Program.
- 3. The student not be under an academic probation.
- 4. The priority of work opportunities shall be available to students who have not worked in the program since joining the College.
- 5. The student cannot be employed twice since joining the College.
- 6. The Student Employment Committee may exclude some students from joining priority conditions if the student has specific capabilities and skills that he/she intends to use in training other College students on these skills.
- 7. The student can register for only one employment opportunity per semester.
- 8. The student's working hours must not exceed 50 hours and not be less than 20 hours during one month by 15 riyals per hour, except for students working as a teacher assistant where the student gets 20 riyals per hour.
- 9. The student's working hours during the day should not exceed 3 hours, taking into consideration what was previously mentioned regarding the minimum and the maximum working hours during one month.



- 10. The student's lateness in submitting the employment timesheet and its attachments two weeks before the end of the semester may result in the payment of his/her salary being postponed to the next semester.
- 11. If it is proven that the student is neglecting the duties assigned to him/her, his/her work in the program is terminated without financial compensation, and he/she cannot work in the program again.



Students Council

The Student Council seeks to strengthen and enhance communication and dialogue between the student and the College through the Student Affairs Department, to improve the provision and development of various activities for male and female students, whether they are student services, academic issues or activities. The Student Council also enables the provision of various cultural, sports, social, scientific and creative programs and activities, in addition to discussing the problems related to the student and tries to find appropriate solutions internally or externally in accordance with Islamic values and principles.

The vision: Leadership and excellence in providing suggestions and solutions for students' problems and issues, participating in student activities and creating a competitive environment that makes the College a committed, distinguished community that supports students who are committed to the principle of completion.

The mission: Communication and dialogue with male and female students to obtain their views and convey them to the authorities in an organized and objective manner through which the student activities objectives are achieved in the College. Moreover, give an opportunity to the students to practice cultural, social, scientific and sporting activities according to what male and female students' desire, following the Islamic values and principles and within the systems and procedures of the College and the Student Affairs Department.

Objectives:

- 1. Provide an opportunity for male and female students to take responsibility of planning, implementing, follow-up and evaluation of all student activities and services under the supervision and framework of the general plan of the Student Affairs Department.
- 2. Enable students to participate in activities, teamwork, and organization.
- 3. Invest the free time of male and female students in the practice of various activities and services, which enables them to acquire the skills, experiences and knowledge that help to create a balanced, integrated personality for the university student within the framework of tolerant Islamic values.
- 4. Spread Islamic, cultural and moral awareness among the College students.
- 5. Develop the spirit of sympathy and the bonds of brotherhood and friendship based on the tolerant Islamic values.
- 6. Provide useful services to the College students.
- 7. Develop the leadership skills of male and female students and provide them with beneficial experiences.



Conditions for selecting the candidate for the Student Council:

At the beginning of each academic year, the candidacy of the student council is announced through selfnomination of students who wish to represent the voice of their fellow students, by filling the nomination form from Student Affairs Department and completing the conditions of nomination as follows:

- 1. The candidate must be a full-time student.
- 2. The cumulative average should not be less than 2.50 out of 5.
- 3. The candidate should not have any disciplinary penalty from the College or outside of it.
- 4. The candidate graduation should not be less than two semesters.
- 5. The candidate must be finished the first year.
- 6. Fill out candidacy form and submit it to the Student Affairs Department.
- For more information, please visit the Student Affairs Department.

Student's Rights

Students Rights, Academic Advisory and Guidance Unit Academic guidance is considered one of the most important pillars of university education. It is a crucial part of the education system as a response to social, economic, and humanitarian variables at the heart of the educational system and its educational philosophy. Moreover, it is a response to the students' needs to communicate regarding their university education, which is a necessary development to achieve self-requirements in creativity and excellence.

The Students' Rights, Academic Advisory and Guidance unit is responsible for guiding the students and following up with their progress during their university studies, as well as providing them with various guidance services in an organized manner based on clear principles.

In order for the role of academic guidance to be effective, all parties of the educational process must be involved in guiding students towards the best ways to achieve success. Furthermore, they must collaborate to help students adapt to the university environment by providing them with the various academic skills necessary to improve their academic achievement and aspirations. The Students' Rights, Academic Advisory and Guidance Unit aims to respond to the global changes in the field of education, as well as ensure quality assurance and academic accreditation in the educational process in response to the needs reflected by the feedback in the labor market.



Vision: To provide excellent guidance services to students at all levels of study, as well as to contribute to the development of their personalities academically and intellectually and develop their skills in various fields in line with the international universities quality standards through a specialized team.

Mission: The Students' Rights, Academic Guidance and Advisory Unit provides support and guidance to College students to help them benefit from their own abilities, as well as to develop their skills and to encourage them to excel academically. This will help students to graduate in the specified period of time after acquiring scientific expertise and practical skills that provide them with competitive opportunities in the labor market.

Objectives: The Students' Rights, Academic Advisory and Guidance Unit at Prince Sultan Military College of Health Sciences seek to achieve the following objectives:

- 1. Prepare students to learn and adapt to university life and have effective coping strategies.
- 2. Provide students with correct information about the College, educational policies, resources and study programs.
- 3. Improve students' academic achievement, by raising their abilities and helping them to overcome the obstacles they may face during their academic attainment.
- 4. Reduce the chances of academic difficulties (through preventive guidance, therapeutic guidance, and developmental guidance).
- 5. Provide advice and assistance to College students who have academic problems.
- 6. Provide support to students with academic difficulties and assist them to improve their academic level.
- 7. Identify outstanding and gifted students and assist them to enhance their abilities and support their potential.
- 8. Raise awareness of academic regulations among students.
- 9. Raise students' awareness of study skills to reduce academic difficulties, including how to effectively plan and manage their time, and teach skills that will improve their academic achievement and help them achieve their highest personal potential.
- 10. Assist students to choose the appropriate specialization according to their potential and scientific orientation.
- 11. Raise the level of academic guidance by providing excellent and trained academic advisors to solve all the problems arising during the students' academic attainment.
- For more information and details, please visit the Students Rights, Academic Advisory and Guidance Unit.



Services provided by the College to the students

Food services: College mess offers three main meals for male and female students (breakfast - lunch - dinner). There is also a cafeteria that provides students' needs during the break period at reasonable price.

Dear student, you should go to the Food and Subsistence Department find out the times that food is served in the College mess.

- The College mess is the designated meal area of the College, and students must not take any food outside of this area.
- Act calmly and respectfully towards your fellow students when getting your meal.
- Leave immediately after finishing the meal to make room for another colleague

Gymnasium: The student can register in the gym and benefit from the services provided by the College through the Sports Affairs Department (such as the gym, football field, swimming pool). The student has the right to use the sports facilities and programs available within the College after being registered and briefed by the Sports Affairs Department, subject to the instructions and regulations of the College.

Health services: The College provides health care services through the means of comprehensive health insurance for all College students, their dependents and their parents to benefit from the health services available in the health facilities of the King Fahd Military Medical Complex in Dhahran, as well as in all hospitals and medical services centers of the Armed Forces in the Kingdom of Saudi Arabia.

Library services: The College has library borrowing services available for students' use, as well as electronic services within the library system that enable access to research, journals, and scientific journals. To view the working hours of the library and the procedures for borrowing and returning books, visit the library in the main College building. For more details, visit the library link on the following website:

http://library.psmchs.edu.sa/cgi-bin/koha/opac-main.pl
http://www.psmchs.edu.sa/wp-content/uploads/2021/08/بروشور-وحدة-شؤون-المكتبات

Housing services: The College provides fully furnished and equipped residential rooms for students. However, only students who are coming from outside the eastern region are eligible to stay in the College residence. To receive access to their assigned residence, you must visit the housing office in building No. (82). Please ensure that you fill in the receipt and return the forms to the housing office. You will not be given a room unless you show proof that you are from outside the eastern region.



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