جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية بالجبيل

Anesthesia Technology (AT) Laboratories Manual

The AT manual describes the policies & guidelines to run the simulation and skill labs efficiently.

Wrriten by:

Mrs.Bushra Alshammari & Mrs.Amal Sobhi

Introduction:

Purpose

The Anesthesia Technology Labs were established concurrently with the founding of the Anesthesia Technology department at College of Applied Medical Sciences since 2016. The Anesthesia Technology department has established two distinct labs; the first being the Simulation Lab, which has been designed to closely replicate an actual operating room and recovery room (Post Anesthesia Care Unit). It is equipped with various devices, gas cylinders, gas pipelines, Simman, and other related equipment that aid in simulating a realistic medical scenario. On the other hand, the Skills Lab is primarily focused on enhancing the practical skills of students. This lab features an array of mannequins, models, tools, and other accessories that align with the curriculum.

Objectives

1. Efficiently manage and oversee the various tasks and responsibilities within the laboratories.
2. Create a supportive and enriching learning environment that is suitable for academic pursuits.
3. Develop a comprehensive understanding of the operational workflow specific to the AT laboratories.
4. Thoroughly document the tasks performed in the AT Lab to ensure easy access and retrieval when needed.

Description of the Lab Job Responsibilities:

AT Lab Director's Job Description:

1. Follow up with both the university's facilities management, the supplying companies, and other relevant entities regarding the scheduling of supply, installation, and delivery of goods to us in a weekly report until the supply has been completed.

2. Coordinate with the medical equipment suppliers regarding training for specialists in equipment operation.

3. Document and prepare a map of electricity and gas supplies and a list of equipment for each laboratory. Also, monitor the preparation of operating, user, and maintenance instructions for each device with the responsible specialist, and ensure that supplier companies provide training on equipment and report back to us.

4. Communicate with the university's facilities management when borrowing materials, equipment, or models from the university's warehouses or laboratories, and follow up on receipt and return.

5. Ensure that the laboratories are ready for digital display devices and network coverage.

6. Communicate and coordinate with each department before the start of the academic year to ensure the availability of necessary materials for the upcoming semester.

7. Prepare a list of executive regulations, operational procedures, and safety procedures for the laboratories.

8. Monitor laboratory supervisors in academic programs to ensure that safety and security rules are applied in each laboratory.

9. Provide periodic reports on the above.

AT Lab Coordinator's Job Description:

The Anesthesia Technology Labs Coordinator is a vital position within the Anesthesia Technology Department at CAMSJ, responsible for ensuring the smooth and safe operation of the Anesthesia Technology Labs. The coordinator's primary responsibility is to follow up on the security and general safety of the lab, including the classification of anesthesia devices and ensuring that all machines are running and ready to use.

Another important responsibility of the Anesthesia Technology Labs Coordinator is to prepare the lab with the necessary equipment and machines required for practical sessions. This involves ensuring that all equipment is properly set up, calibrated, and functioning correctly.

The coordinator's role also includes working closely with faculty members and instructors to determine the equipment and supplies needed for each practical session, ensuring that all necessary items are available and in good condition. The coordinator may also be responsible for troubleshooting any technical issues that arise during practical sessions and coordinating with technical support teams to resolve any problems quickly and efficiently.

In addition to preparing the lab for practical sessions, the coordinator may also be responsible for ensuring that all equipment and machines are properly cleaned and sterilized after each use. This is essential to prevent the spread of infection and maintain a safe and healthy environment for students, faculty, and staff.

Also, overseeing the day-to-day operation of the lab, the coordinator is also responsible for preparing and following up on the periodic maintenance of the anesthesia devices, scheduling visits from engineers, and documenting borrowing orders of manikins, machines, and tools out of the AT Labs.

Another important aspect of the coordinator's job is to prepare an inventory list for the AT Labs and store, which is shared with AT Department employees. The coordinator works as part of a team to

request the required items at the end of each semester and provide consumable equipment, following up on purchase orders.

The coordinator also supervises the AT Lab maintenance and keeps its contents safe. This involves ensuring that the lab is well-stocked with necessary supplies and equipment and that all equipment is properly maintained and serviced. Finally, the coordinator reports the workflow to the head of the anesthesia department, providing updates on the lab's operations and any issues that may arise.

Overall, the Anesthesia Technology Labs Coordinator plays a critical role in ensuring the safe and effective use of anesthesia devices in healthcare settings. The coordinator's attention to detail, organizational skills, and ability to work as part of a team are essential to maintaining the lab's functionality and ensuring that all equipment is in good working order.

Performance and Attendance Instruction:

1. Before Using the Lab:

a. Ventilation: Ensure that the Labs are well-ventilated to ensure the comfort and safety of students during the practical sessions.

b. Security: Secure the Lab exits and keep the doors and windows closed at the end of the day to ensure the safety of equipment and tools.

c. Capacity: Provide chairs that are appropriate for the Lab capacity and the number of students. After the Lab session ends, please return the chairs to their place.

d. Lab Schedule: The lab schedule will be communicated to all students, faculty, and staff in advance. Any changes to the schedule will be communicated as soon as possible.

e. Emergency Procedures: All individuals using the lab must be familiar with emergency procedures in the event of an accident or incident. This includes knowing the location of emergency exits, fire extinguishers, and first aid kits.

2. During Using the Lab:

a. Lab Attendance: All students are required to attend the practical sessions and arrive on time. If a student is unable to attend a session, she should notify the lab instructor in advance and make arrangements to make up the missed session.

b. Lab Conduct: Students should conduct themselves in a professional and respectful manner while in the labs. They should follow all safety guidelines and procedures, avoid engaging in distracting behavior, and focus on the task at hand.

c. Lab Preparation: Students should come to the lab sessions prepared and ready to learn. This includes reviewing the procedures and protocols in advance, studying the relevant course materials, and asking questions as needed.

d. Equipment Use: Students should use the equipment and devices provided by the lab instructor only for their intended purpose. They should follow the instructions provided by the lab instructor and report any issues or malfunctions immediately.

e. Professionalism: Students should exhibit professionalism in all aspects of their lab work. This includes being respectful of their peers and instructors, following all safety guidelines and procedures, and adhering to ethical standards in the practice of anesthesia technology.

f. Personal Protective Equipment (PPE): All students, faculty, and staff are required to wear appropriate PPE while in the lab. This includes gloves, lab coats, and safety glasses. Any additional PPE required for specific procedures will be communicated by the lab instructor.

g. Lab Safety: Safety is a top priority in the Anesthesia Technology lab. All students, faculty, and staff are required to follow all safety guidelines and procedures. This includes proper handling of equipment, devices, and hazardous materials, as well as familiarity with emergency procedures.

h. General Waste: General waste should be disposed of in designated waste bins. This includes items such as paper towels, food waste, and non-hazardous materials. Make sure to properly segregate recyclable materials from non-recyclable ones.

i. Hazardous Waste: Hazardous waste should be properly labeled and disposed of in designated hazardous waste containers. This includes items such as chemical waste, disinfectants, and other hazardous materials. The lab instructor will provide guidance on the proper disposal of hazardous waste.

j. Sharps Container Waste: Sharps containers are used to dispose of items such as needles, syringes, and other sharp objects. These items should be disposed of in designated sharps containers. Make sure to never overfill a sharps container, and to properly label and securely seal the container before disposing of it.

3. After Using the Lab:

1. Gas Cylinders: Switch off the gas cylinders and return them to the gas cylinder racks after use. Report any empty cylinders to the lab instructor so that they can be changed.

2. Workflow: Decumbent the Lab workflow and the tools to be used. Follow the instructions provided by the lab instructor and work together with your peers to ensure a productive and safe lab experience.

3. Cleanliness: Students should maintain a clean and tidy lab environment. They should clean up after themselves and return equipment and tools to their original locations.

4. Communication: Students should communicate effectively with the lab instructor and their peers. They should ask questions, seek clarification as needed, and provide feedback on their experience.

5. Proper Disposal: All waste and disposable items should be disposed of in accordance with local regulations and guidelines. If you are unsure about how to properly dispose of a particular item, consult with the lab instructor before disposing of it.

By following these instructions, students can ensure a safe and productive lab experience. They can also prepare themselves for a successful career in anesthesia technology by developing the skills and knowledge necessary to provide safe and effective patient care.

Anesthesia Technology Laboratories Coding System:

CAMSJ administration has established a system to identify all fixed assets in all their labs. This coding system facilitate getting any needed asset and prevent loss while borrowing between other programs. The coding system is giving a serial non repeated serial number that include (lab number-serial number from the manufacturer-item number-total number of item accessories). (see figure 1).

Anesthesia Technology Lab in Use:

Student evaluations are an essential aspect of the Anesthesia Technology (AT) program. It provides an opportunity for instructors to assess the progress and competence of their students. Evaluations may be conducted in various settings, including the hospital, clinic, operating room, holding area, recovery room, intensive care unit ... etc.

The hospital setting is often used to evaluate students in a clinical environment. Here, students are required to apply their skills and knowledge in real-life situations, under the supervision of qualified instructors. The hospital setting provides students with exposure to a range of cases and situations and allows them to interact with patients and healthcare professionals.

However, it may not always be possible for students to attend the allocated cases or apply some essential skills. In such cases, the AT Lab provides an alternative setting where students can practice and apply their skills under simulated conditions. The AT Lab is equipped with all the necessary facilities and equipment to simulate a clinical environment. Instructors can observe and evaluate students as they perform various tasks and procedures, providing feedback and guidance as needed.

Using the AT Lab for evaluations provides several benefits. Firstly, it ensures that all students, regardless of their circumstances, receive the necessary training and experience. Secondly, it allows instructors to create standardized scenarios and procedures, which can be used to evaluate all students uniformly. Thirdly, it provides a safe and controlled environment where students can practice and refine their skills without the risk of patient harm.

Objective Structured Clinical Examination (OSCE) is an essential tool for evaluating the clinical competence of Anesthesia Technology (AT) students. The AT Lab provides an ideal environment for students to prepare for both Mid-OSCE and Final OSCE exams. To ensure that students are well-prepared for the exams, it is important to follow specific protocols while using the AT Lab.

The AT Lab must be quiet, clean, and organized for OSCE preparation. It is essential to maintain a high-quality environment, which can be achieved through teamwork. The Anesthesia team members, including invigilators, examiners, and timekeepers, work together to ensure that the Lab is appropriately set up for the exam. They are responsible for creating a calm and conducive environment that minimizes distractions and promotes focus.

Before the exam, students are provided with clear instructions on what is expected of them during the exam. The instructions may include details on the specific tasks and skills that will be evaluated, the time allotted for each station, and any other relevant information. This ensures that students are aware of the expectations and are well-prepared for the exam.

During the exam, invigilators, examiners, and timekeepers work together to ensure that the exam is conducted smoothly. The invigilators are responsible for ensuring that the students follow the instructions and that no cheating occurs. The examiners evaluate students' performance based on a predefined checklist or scoring system. The timekeepers ensure that the students adhere to the allotted time for each station.

It is important to note that the reservation of the AT Lab for other specialties can provide valuable opportunities for interprofessional education and collaboration. However, it is essential to ensure that the reservation of the Lab does not interfere with the AT Lab timetable. The Lab coordinator plays a crucial role in ensuring that the Lab is available for AT students and is used appropriately by other specialties.

Anesthesia Technology Laboratories Kits:

The Anesthesia Technology Laboratories at CAMSJ are designed to provide a high level of safety for students in the anesthesia program.

As part of this commitment to safety, two types of kits are made available in all CAMSJ laboratories: a First Aid Kit and a Spill Kit.

The First Aid Kit is intended to manage injuries that may occur during laboratory sessions. It is essential that the kit is fully stocked with all necessary components and that the expiration date of each item is checked regularly. This ensures that the kit is always ready to use in the event of an emergency.

The Spill Kit is intended to manage chemical substances that may spill into the eyes during laboratory sessions. Like the First Aid Kit, it is essential that the Spill Kit is fully stocked, and that the expiration date of each item is checked regularly. This ensures that the kit is ready to use in the event of a chemical spill.

Anesthesia Technology Laboratories Medical Waste:

Proper management and disposal of medical waste is a critical component of maintaining a safe environment in the Anesthesia Technology Laboratories. To this end, all contaminated waste is disposed of in special hazardous waste containers, which are color-coded yellow to ensure proper identification.

Sharp items, such as needles and scalpels, are not disposed of in regular waste containers. Instead, they are discarded in designated sharp containers to minimize the risk of injury to laboratory staff and workers who handle the waste.

When hazardous waste containers and sharp containers are filled to their maximum capacity, they are collected by the integrated laboratory and sent for disposal. This process occurs every Wednesday, and the Medical Hygiene Service Co. Ltd is responsible for replacing the filled containers.

Anesthesia Technology Laboratories Forms:

The Borrowing Materials Form:

The Borrowing Materials Form provides a clear and concise document that outlines the details of the loan. It is designed to be completed by three individuals: the borrower, lender, and security personnel. The form includes several sections, including the name and contact information of the borrower, the make and model of the equipment being loaned, and any special instructions or conditions for use.

It is important to fill in the Borrowing Materials Form with clear and accurate details to ensure that all parties involved are aware of the terms and conditions of the loan. This includes the dates of the loan, the duration of the loan, and any special instructions or conditions for use. The form also includes a section for the borrower to acknowledge that they have received the equipment and understand the terms and conditions of the loan.

The Borrowing Materials Form serves several important purposes. Firstly, it ensures that the equipment being loaned is properly documented and accounted for. This helps to prevent loss or damage to the equipment and ensures that it is returned to the Lab in a timely manner. Secondly, it provides a clear record of the loan, which can be used for tracking and auditing purposes. Finally, it helps to ensure that the equipment is used safely and appropriately, and that all parties involved are aware of the terms and conditions of the loan (Appendix A).

The In-Service Form:

The In-Service Form provides a clear and concise document that outlines the details of the device demonstration. The form is designed to be completed by the AT lab coordinator and faculty members who are responsible for teaching and training in the Lab. The form includes several sections, including the make and model of the device, the date of the demonstration, and any technical issues or concerns that were identified during the demonstration.

Attendance at the device demonstration should also be documented on the In-Service Form. This provides a reference for future training sessions and can be used to explain the operation of the device to new members who join the Anesthesia Technology Department. All members of the Anesthesia team should be aware of the devices in the Lab and their operation to ensure that high-quality teaching is provided.

The In-Service Form ensures that the devices are used effectively and that any technical issues or concerns are identified and addressed promptly. This helps to prevent any interruptions or delays during training sessions and ensures that the devices are operating as intended. Also, it provides clear record of the device demonstration, which can be used for tracking and auditing purposes. Finally, it helps to ensure that all members of the Anesthesia team are aware of the devices in the Lab and their operation, which promotes consistency in teaching and learning (Appendix B).

Medical Gas System Policy:

The Medical Gas System Policy is a critical aspect of ensuring the safety of individuals working with medical gases in the Anesthesia Technology (AT) Lab. The policy outlines various guidelines and considerations that must be taken into account when working with medical gases to minimize the risk of injury or exposure to toxic substances.

The policy emphasizes the importance of maintaining an environment that is well-ventilated, dry, and cool and is located away from flammable substances and electrical sources. Proper storage is also crucial, and medical gases should be stored in gas cylinder racks in an upright position, secured with a cylinder holder. The cylinders should be labeled with the gas name and fullness state to ensure that individuals are aware of the contents of the cylinder.

An alarm system should be in place to detect any gas leakage, and it should be regularly tested to ensure that it is functioning correctly. In the event of a gas leak, individuals should evacuate the area immediately and follow the emergency procedures outlined in the policy. Refilling of gas cylinders should only be requested by the Lab director, who will then communicate with the company to refill the cylinder and check its state.

Personal protective equipment (PPE) is crucial when working with medical gases, and individuals should wear appropriate PPE, such as gloves and respiratory protection, to avoid any injuries or inhalation of toxic gases. Finally, the policy emphasizes the importance of fire safety when working with medical gases, and individuals should be aware of emergency situations and follow fire safety

rules to prevent any accidents or injuries. By following these guidelines, the Anesthesia Department can ensure that the environment is safe for individuals who work with medical gases and minimize the risk of injury or exposure to toxic substances.

In case to refill the gas cylinders request refilling from the Lab director, then the Lab director will communicate with company to refill the cylinders and check the cylinder state.

Fire Safety Policies and Guidelines:

According to CAMSJ general Lab manual: -

If any fire happens, follow the acronym R.A.C.E. And P.A.S.S

follow the acronym R. A. C. E.

R Rescue/Remove anyone from immediate danger to a safe area.

A Alarm, Assess the situation then Call Code Red, and pull the nearest fire alarm. **C** Confine the fire by closing all doors/windows in the fire area, Don't Lock the door.

E Extinguish the fire if safe to do so or evacuate the area.

How to use a fire extinguisher, follow the acronym P. A. S. S.

P Pull the pin.

A Aim nozzle at base of fire.

S Squeeze handle.

S Sweep nozzle side to side.

Anesthesia Technology Laboratories Supply Policy:

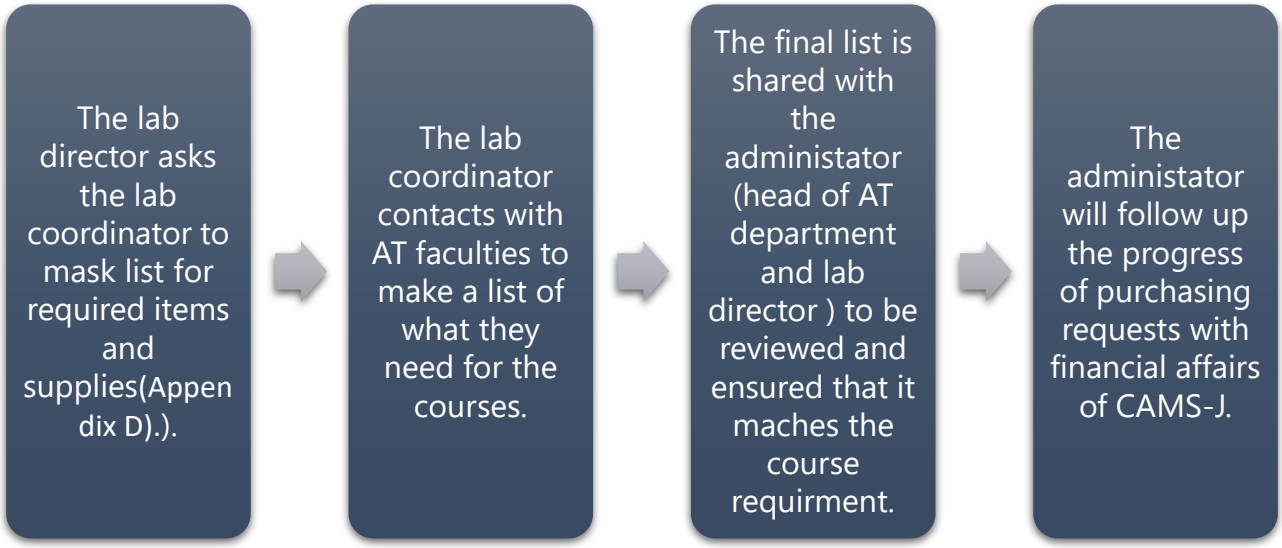
Requesting of General Consumable Items Policy:

The Anesthesia Technology Laboratories' Supply Policy is designed to ensure the smooth and efficient functioning of the laboratory. One important aspect of this policy is the Requesting of General Consumable Items Policy.

General consumable items, such as gloves, tapes, sanitizers, underpad sheets, masks, and shoe covers, are essential for the day-to-day operations of the laboratory. The Lab coordinator is responsible for monitoring the availability of these items throughout the year. In the event that these consumable items are running low, the Lab coordinator is required to fill out a Consumables Request form and forward it to the Lab director.

This policy is designed to ensure that the laboratory is always adequately stocked with the necessary consumable items. By adhering to this policy, the laboratory can continue to operate efficiently and effectively, without any disruptions or delays caused by a shortage of consumable items (Appendix C).

Purchasing Policy:



Maintenance and Quality Control Policy:

The objective of this policy is to ensure the proper functioning and reliability of laboratory devices in the Anesthesia Technology Laboratory. Regular maintenance and quality control checks will be conducted to identify and address any issues with the devices promptly.

1. Anesthesia Machine:

1.1. Maintenance:

a. The Lab coordinators are responsible for following the maintenance policy of the anesthesia machine as outlined by the manufacturer.

b. A regular maintenance schedule should be established, and all components of the anesthesia machine should be inspected and tested according to the manufacturer's guidelines.

c. Lab coordinators should ensure that routine checks, such as leak testing, are performed on a regular basis.

d. Any malfunction or abnormality observed during the use of the anesthesia machine should be reported immediately to the appropriate personnel.

2. Simman:

2.1. Maintenance:

a. A Simman engineer should visit the laboratory regularly to check and update the software of the Simman device.

b. All components and accessories of the Simman device should be inspected to ensure they are in good working condition.

c. Lab coordinators should follow the manufacturer's guidelines for routine maintenance tasks, such as cleaning and calibration.

d. Any software or hardware issues should be reported promptly to the Simman engineer for resolution.

3. Pump Machine:

3.1. Maintenance:

a. The pump machine should be connected to a reliable power source to prevent malfunctions during operation.

b. Lab coordinators should schedule regular visits from an engineer or technician to perform maintenance checks on the pump machine.

c. The engineer should update the drug calculation software and ensure that the machine is calibrated accurately.

d. Any issues or abnormalities observed during the operation of the pump machine should be reported immediately to the engineer for investigation and resolution.

Planned Preventive and Malfunctions Maintenance:

1. Pre-Lab Session Checks:

a. Before each lab session, the lab instructors should conduct a thorough check of all anesthesia devices and machines to ensure their proper functioning.

b. The instructors should inspect the devices for any visible signs of damage, such as frayed cables, loose connections, or broken components.

c. Functional tests should be performed to verify that all the essential features and functions of the devices are working correctly.

d. Any abnormalities or malfunctions detected during the pre-lab checks should be promptly addressed by notifying the appropriate personnel for repairs or replacements.

2. Engineer Visits:

a. To ensure the ongoing reliability of the anesthesia devices, regular visits should be scheduled with engineers from different companies.

b. During these visits, the engineers should also identify and address any potential malfunctions or issues with the devices.

c. The engineers should provide detailed reports of their findings, including any necessary repairs or replacements, to be documented for future reference.

d. Maintenance Companies Contact Information:

(see table 1)

No.	Name of Device	Number of Devices	Frequency Maintenance	Supplier	Contact Number
1	Penlon Prima 460 Anesthesia Machines	2	Every 6 Months	Mediserv	0503854936
2	Syringe Pump	3	Every 6 Months	Mediserv	0567340899
3	Infusion Pump	3	Every 6 Months	Mediserv	0567340899
4	Simman 3G	1	Annually	Beta Scientific Instruments Company	0555010692
5	Simman Essential	1	Annually	Beta Scientific Instruments Company	0535443350
6	Esaote Ultrasound	2	Annually`	Alsalhiya	0550804546
7	Riester Ri-Former Wall Diagnostic Station-Ecomed	2	Annually	Alkhobar Alelmy	0595333152
8	Arm Puncture Device	4	Annually	Alam Altaawin	0540711358
9	Welch Allyx Vital Sings	1	Annually	Alam Altaawin	0540711358
10	Scrub Sink	1	Annually	IAU Maintenance	0507325329

3. Warranty Coverage:

a. As the anesthesia devices are under warranty, it is important to take advantage of the warranty coverage provided by the manufacturers.

b. Lab coordinators should keep track of the warranty periods for each device and ensure that all necessary maintenance and repairs are performed within the warranty period.

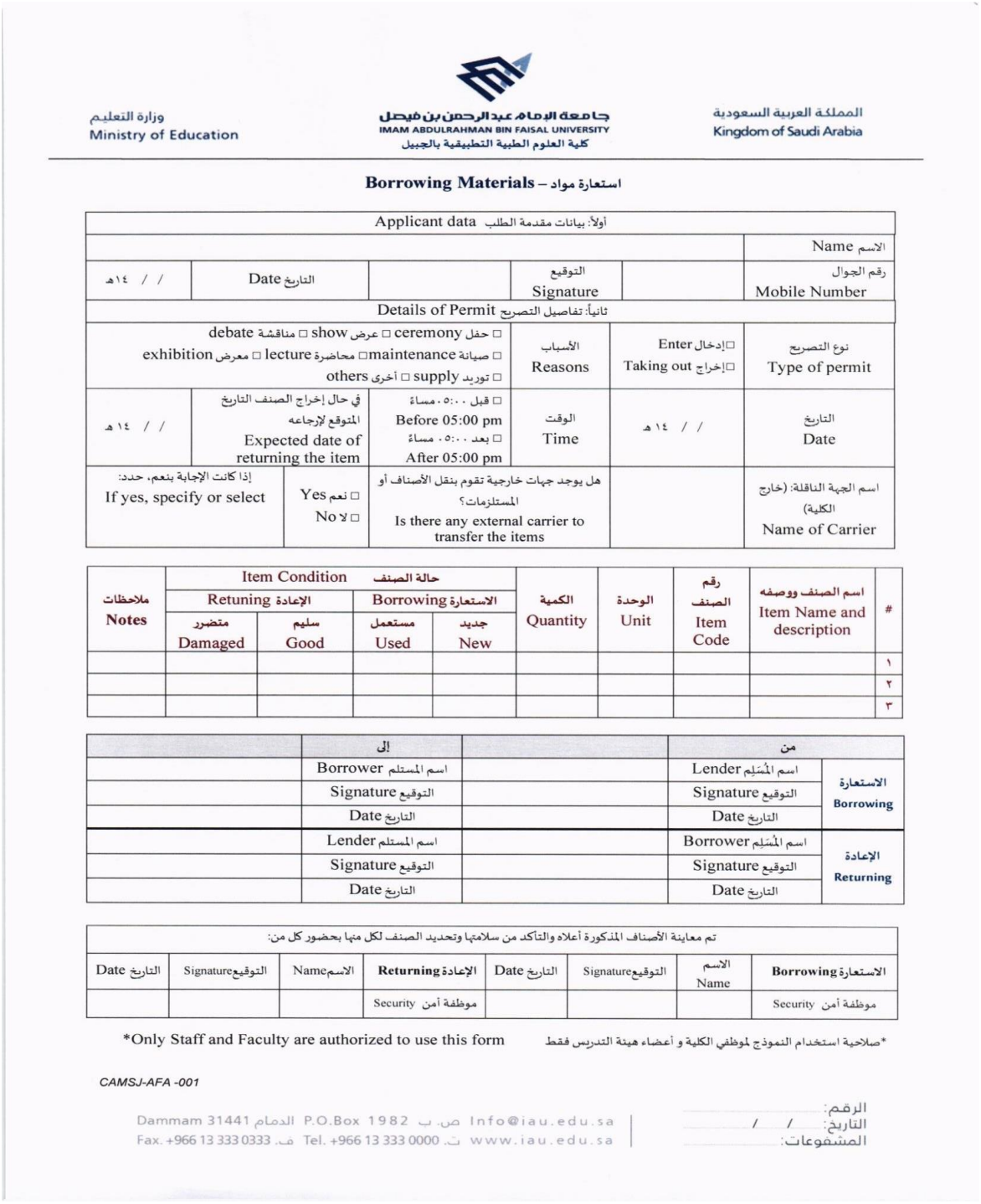
4. Calibration and Maintenance Documentation:

a. Lab coordinators should maintain a comprehensive record of all maintenance activities performed on each device, including dates, tasks performed, and any issues identified and resolved.

b. Records should use the CAMS-J forms (Appendix E) & (Appendix F).

Borrowing Materials Form

(Appendix A)



المملكة العربية السعودية
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وزارة التعليم
Ministry of Education

Borrowing Materials – استعارة مواد

أولاً: بيانات مقدمة الطلب Applicant data					
					الاسم Name
رقم الجوال Mobile Number		التوقيع Signature		التاريخ Date	/ / ١٤هـ
ثانياً: تفاصيل التصريح Details of Permit					
نوع التصريح Type of permit	□إدخال Enter □إخراج Taking out	الأسباب Reasons	□ حفل ceremony □ عرض show □ مناقشة debate □ صيانة maintenance □ محاضرة lecture □ معرض exhibition □ توريد supply □ أخرى others		
التاريخ Date	/ / ١٤هـ	الوقت Time	□ قبل ٠٥:٠٠ مساءً Before 05:00 pm □ بعد ٠٥:٠٠ مساءً After 05:00 pm	في حال إخراج الصنف التاريخ المتوقع لإرجاعه Expected date of returning the item	/ / ١٤هـ
اسم الجهة الناقلة: (خارج الكلية) Name of Carrier		هل يوجد جهات خارجية تقوم بنقل الأصناف أو المستلزمات؟ Is there any external carrier to transfer the items	□ نعم Yes □ لا No	إذا كانت الإجابة بنعم، حدد: If yes, specify or select	

#	اسم الصنف ووصفه Item Name and description	رقم الصنف Item Code	الوحدة Unit	الكمية Quantity	حالة الصنف Item Condition				ملاحظات Notes
					الاستعارة Borrowing		الإعادة Retuning		
					جديد New	مستعمل Used	سليم Good	متضرر Damaged	
١									
٢									
٣									

	من		إلى	
الاستعارة Borrowing	اسم المُسَلِم Lender		اسم المستلم Borrower	
	التوقيع Signature		التوقيع Signature	
	التاريخ Date		التاريخ Date	
الإعادة Returning	اسم المُسَلِم Borrower		اسم المستلم Lender	
	التوقيع Signature		التوقيع Signature	
	التاريخ Date		التاريخ Date	

تم معاينة الأصناف المذكورة أعلاه والتأكد من سلامتها وتحديد الصنف لكل منها بحضور كل من:

الاستعارة Borrowing	الاسم Name	التوقيع Signature	التاريخ Date	الإعادة Returning	الاسم Name	التوقيع Signature	التاريخ Date
موظفة أمن Security				موظفة أمن Security			

*Only Staff and Faculty are authorized to use this form *صلاحية استخدام النموذج لموظفي الكلية و أعضاء هيئة التدريس فقط

CAMSJ-AFA -001

الرقم:
التاريخ: / /
المشفوعات:

Info@iau.edu.sa ص.ب P.O.Box 1982 الدمام Dammam 31441
www.iau.edu.sa ت. Tel. +966 13 333 0000 ف. Fax. +966 13 333 0333

The In-Service Form

(Appendix B)

وزارة التعليم
Ministry of Education

جامعة الإمام عبدالرحمن بن فيصل
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المملكة العربية السعودية
Kingdom of Saudi Arabia

_____ **In-service**

Date: _____ **Day:** _____ **Time:** _____

No	Attendant Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

	Name	In-service Provider		Name	In-service coordinator
	التوقيع Signature			التوقيع Signature	

Comment: _____

Consumables Request Form

(Appendix C)

وزارة التعليم
Ministry of Education

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المملكة العربية السعودية
Kingdom of Saudi Arabia

طلب مواد استهلاكية Consumables Request

#	الاحتياج Needed Item	العدد Quantity	سبب الاحتياج The Reason for the Needed	خاص بأمينة العهدة- For the Treasurer		
				متوفر Available	غير متوفر Not Available	ملاحظات Notes
1	Choose an item.			O	O	
2	Choose an item.			O	O	
3	Choose an item.			O	O	
4	Choose an item.			O	O	
5	Choose an item.			O	O	
6	Choose an item.			O	O	
7	Choose an item.			O	O	
8	Choose an item.			O	O	
9	Choose an item.			O	O	
10	Choose an item.			O	O	

مقدم الطلب: .....

التاريخ: .....

التوقيع: .....

تم تسليمة من قبل: .....

التاريخ: .....

التوقيع: .....

Supply Request Form

(Appendix D)

#	وصف البند Description of Items	الكمية Quantity	المقرر Course	تاريخ الطلب Issue Date	الشركة الموردة Supplier	تاريخ التوريد Date of Supply	السعر Price	ملاحظات Comments
.1								
.2								
.3								

PPM Forms

(Appendix E)

وزارة التعليم
Ministry of Education

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Equipment Maintenance Log

Lab Name

Lab Number

Equipment Name		Serial / Label Number	
Manufacturer		Date of purchase	
Manufacture's Contact Number		In charge of the Lab.	

Date	Maintenance required from the manufactured	Pass	failed	Action	Name /Signature	Next visit date

CAMSJ-AFA -LAB 002

(Appendix F)

وزارة التعليم
Ministry of Education

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية بالجبيل

المملكة العربية السعودية
Kingdom of Saudi Arabia

Equipment Corrective Action

Lab Name

Lab Number

Equipment Name		Serial / Label Number	
Manufacturer		Date of purchase	
Manufacture's Contact Number		In charge of the Lab.	

Date	Description of device failure	Action	Corrective Action	Name /Signature

CAMSJ-AFA -LAB 001