



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية الصيدلة الإكلينيكية
College of Clinical Pharmacy



2020-2021

FACULTY HANDBOOK

Version 2.0



COLLEGE OF CLINICAL PHARMACY

FACULTY HANDBOOK

Prepared by

**Vice Deanship for Quality, Development and Community
Service**

2020



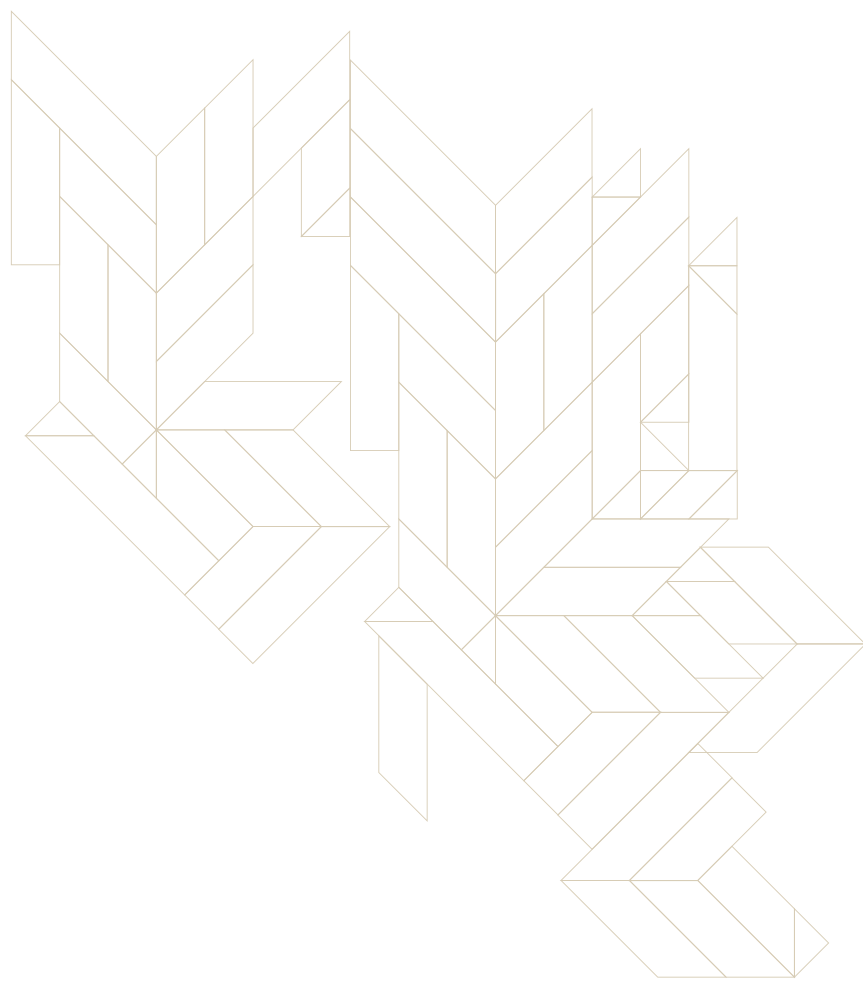
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Preface

The purpose of the faculty Orientation Handbook is to provide new faculty members with general information regarding the university's policies and practices applicable to faculty and to outline the current benefits and other privileges available to faculty members. It also refers the readers to other sources of information when available.

This handbook is not intended to establish or modify current policies of the university. The Handbook does not attempt to cover every rule, regulation or policy in the university, however only those frequently encountered by faculty are provided. Additional information on university policy or benefits can be obtained from the Dean's Office or the Personnel Office.

Overview of the Kingdom of Saudi Arabia and Eastern Region



The Kingdom of Saudi Arabia is the largest country on the Arabian Peninsula, with a land area of approximately 2,150,000 km². It is geographically the fifth-largest state in Asia and second-largest state in the Arab world. Saudi Arabia is bordered by Jordan on the northwest, Iraq on the north and northeast, Kuwait, Qatar, Bahrain, and the United Arab Emirates on the east, Oman on the southeast, and Yemen on the south, with the Arabian Gulf to its northeast and the Red Sea to its west.

The kingdom of Saudi Arabia was founded in 1932 by king Abdul Aziz bin Abdul Rahman Al Saud, who united the four regions (i.e., Hejaz, Najd, parts of Eastern Arabia (Al-Ahsa) and Southern Arabia (Asir)) into a single state. With the presence of Al-Masjid al-Haram (in Makkah), and Al-Masjid an-Nabawi (in Medina), the two holiest places in Islam, Saudi Arabia is called "the Land of the Two Holy Mosques" and its king "the custodian of the two holy mosques". The Kingdom has an estimated total population of around 34.14 million, of which 10 million are expatriates. Geographically, Saudi Arabia is divided into four major regions – Central, Eastern, Western and Southern. Riyadh is the Capital of the Kingdom of Saudi Arabia and located in the Central region.

Saudi Arabia has the world's largest petroleum reserves and is the world's largest oil exporter. Oil accounts for more than 90% of exports and nearly 75% of government revenues, facilitating the creation of a welfare state. The world largest oil company (ARAMCO) is located in the eastern region.

The Currency

The Saudi Riyal is the currency of Saudi Arabia and equals 100 Halala. One US dollar is equivalent to 3.75 Saudi Riyal, which is a fixed exchange rate determined by the Saudi Arabian Monetary Agency.

Calendar

The official calendar in Saudi Arabia is the Islamic Hijri calendar. This refers to the migration of Prophet Muhammad PBUH from Makkah to Medina. Hijri year consists of 354 days (12 months). The equivalent date from the Gregorian calendar is always announced

alongside the Hijri date. Nonetheless, the Gregorian calendar is used in airlines, banks, and many other places.

Official Holidays

- Weekend: Friday and Saturday
- Eid Al-Fitr Holiday (about 10-12 days. It is at the end of the month of Ramadan)
- Eid Al-Adha Holiday (about 10-12 days. It coincides with the annual Pilgrimage)
- National Day: September 23rd.

National Day

Saudi Arabia celebrates on September 23rd every year by the national day. The day when the kingdom was unified and founded by King Abdul Aziz bin Abdul Rahman Al Saud.

Dammam



Dammam, the capital of the Eastern Region, is located 400 km away east of Riyadh. It is a very important port and now a major commercial center. It was a separate small town but now it has become one big town, linking Al-Khobar and Al-Dhahran. Historians believe that Dammam was initially called DAMDAMA, which means the sound of drums that announce the beginning or the end of the hunting season. Near Dammam are located the

most important centers in the world for the production and refining of petroleum. The population of Dammam is greater than a million.

King Fahd International Airport

The airport is located 20 km northwest of Dammam. It serves most of Eastern Region of Saudi Arabia and in particular the growing urban complex made up of Dammam, Dhahran, Khobar, Qatif, Ras Tanura, while its catchment area also covers Jubail with total population of about 3 million served. The airport is the third major hub for Saudi Airlines.

The terminal complex is planned to accommodate two major terminals: one for Saudi Arabia national air carrier, and the other for foreign air carriers. The terminals and their concourses will face each other across a central area, developed in the manner of a park, extending between the aircraft cross-taxiways at each end of the complex.

Climate

Dammam has a hot desert climate under the Köppen climate classification (BWh). The winter temperatures range from mild to warm, but regularly drops to as low as around 8 °C (46 °F) some days. Summer temperatures are extremely hot, typical to most of west Asia and usually exceed 40 °C (104 °F) for about five months. Rainfall in Dammam is generally sparse, and usually occurs in small amounts in December. However, some winter rainfall has been comparatively heavy, resulting in water logged roads. There have also been several notable incidents of hail. Heavy thunderstorms are not uncommon in winter. Some unusual events often happen during the year, such as dust storms in summer, coming from the Arabian Peninsula's deserts or from North Africa.

1. Imam Abdulrahman Bin Faisal University



The Imam Abdulrahman Bin Faisal University opened its doors to women and men in 1975 with two pioneering colleges, the College of Medicine and the College of Architecture. Almost four decades later this academic institution has grown into a leading research university with 21 colleges spread throughout the Eastern Province and a student population of over 45,000.

As a preeminent research-based institution, the Imam Abdulrahman Bin Faisal University continues to grow and develop, continually assessing and improving its curricula and expanding its academic capabilities in all disciplines, while at the same time engaging the public in addressing environmental and community challenges. The university has four clusters of colleges:

- Health Professional Cluster Colleges.
- Engineering Cluster Colleges.
- Sciences and Management Professional Cluster Colleges.
- Arts and humanities Cluster Colleges.

For further details of the University and colleges please visit:
<http://www.iau.edu.sa/en/colleges>

1.1 Vision

A leading University achieving distinction nationally, regionally and internationally.

1.2 Mission

Providing creative knowledge, research, and professional services with effective community partnerships.

1.3 Values

Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility.

2. About College of Clinical Pharmacy

2.1 Message from the Dean

It gives me a great honor to welcome you to the College of Clinical Pharmacy at the Imam Abdulrahman Bin Faisal University.

The college came a long way in a very short period of time. This could not have been achieved without competent and dedicated faculty members like yourself who join our team year after year.



Our daily activities focus on three major areas: 1) providing a unique educational experience to our students, our future pharmacists, who will carry the torch of pharmacy practice in our country, 2) conducting high quality research, and 3) serving the community. To achieve that, teamwork, with clear roles and responsibilities, has become the essence of everything we do at this college.

The college aspires to join new frontiers in the near future: Memoranda of understanding with national organizations, affiliations with international universities, and national and international accreditation just to name a few.

I am confident that our journey together will be enjoyable and productive.

Welcome aboard!

Dr. Asim Al-Ansari

Dean

College of Clinical Pharmacy

2.2 College History

Since its formation in 1351H (1932CE), the Kingdom of Saudi Arabia has made the welfare and health care of its citizens a priority by establishing such health institutions as the medical, dental, pharmacy, and applied medical sciences colleges. With the current development in the private and government hospitals, the pharmacist's work has evolved from a mere dispenser of medicines to an active participant in the total health care of patients. This has led to changes in the curricula of existing pharmacy colleges to cover this new role. All newly established colleges of pharmacy are designed as "colleges of clinical pharmacy" with the focus on patient care. One such example is the College of Clinical Pharmacy of the Imam Abdulrahman Bin Faisal University, which was established by the Royal Decree no. 5088/MB dated 7/8/1432H (8/7/2011CE). The College has since then strived to deliver the high-caliber PharmD program for pharmacy students in 1434/1435H (2013/14CE) and proposed postgraduate programs, e.g. MSc/PhD in Clinical Pharmacy/Pharmacy Practice, MSc/PhD in Pharmaceutical Sciences, and Residency or Fellowship programs for pharmacy graduates in the near future.

2.3 Vision

A pre-eminent college of pharmacy recognized in pharmacy practice education, pharmaceutical services and research.

2.4 Mission

Providing high quality pharmaceutical education and research to serve patients and the community.

2.5 Values

Equality, Diversity, Professional excellence, Creativity and Innovation, Teamwork, Life-long learning and Social responsibility.

2.6 Goals and Objectives

COCP has set six strategic goals with seventeen objectives.

Goal 1: Enable the students to acquire the latest knowledge and skills that help them to pursue lifelong learning and meet their career goals.

Objectives

- 1.1 Establish and maintain an up-to-date curriculum
- 1.2 Establish high quality experiential learning activities
- 1.3 Establish high quality learning resources and extracurricular activities
- 1.4 Develop postgraduate programs.

Goal 2: Ensure that all graduates are committed to the Islamic values, and professional ethics.

Objectives

- 2.1. Ensure that the college of clinical pharmacy students apply and follow the national and international laws and ethics.

Goal 3: Ensure conducting quality research using state-of-the-art technology and resources.

Objectives

- 3.1. Recruit and retain highly-qualified national and international faculty members in all disciplines.
- 3.2. Establish laboratories containing all required tools to perform high quality research.
- 3.3. Provide students with a solid foundation of basic and clinical research.
- 3.4. Develop multidisciplinary research programs.

Goal 4: Developing and sustaining the self-income sources of the college.

Objectives

- 4.1. Establish consultation services in pharmaceutical quality control and drug development to generate funds for the college and IAU.
- 4.2. Strengthen the consultation relationship with various beneficiaries (hospitals, ministries, etc.).

Goal 5: Maintain and enhance the quality assurance management system.

Objectives

- 5.1. Achieve national and international accreditation.
- 5.2. Develop and maintain a robust quality management system.

Goal 6: Advance and sustain national and international college's reputation through strategic partnerships.

Objectives

- 6.1. Develop collaboration with national and international reputable universities.
- 6.2. Develop collaboration with national and international industry partners and other affiliations.
- 6.3. Establish alumni network at college and program levels.
- 6.4. Increase faculty and students' participation in community service.

2.7 PharmD program vision, mission, values and goals

2.7.1 Vision

A Pharm D program distinguished for its excellence in teaching and learning, research and community engagement.

2.7.2 Mission

To prepare competent PharmD graduates capable of providing patient-centered care, engaging in the pharmaceutical industry, conducting quality research and serving the community.

2.7.3 Values

Professionalism, Distinction, Accountability, Partnership working and Collaboration, Integrity, Leadership, Empathy, Social responsibility.

2.7.4 Goals and Objectives

Goal 1: Prepare students with the essential skills to join the labor market or post-graduate programs.

Objectives:

- 1.1 Establish an up-to-date curriculum
- 1.2 Establish quality experiential learning programs
- 1.3 Establish quality learning resources and extracurricular activities
- 1.4 Attain accreditation from national and international accreditation agencies
- 1.5 Collaborate with pharmaceutical bodies at various capacities to inculcate necessary skills to develop competent pharmacists

Goal 2: Conduct quality scientific research.

Objectives

- 2.1 Recruit qualified research-intensive faculty members in all disciplines
- 2.2 Establish laboratories containing all required tools to perform high quality research
- 2.3 Provide students with a solid foundation of basic and clinical research

Goal 3: Achieve competency in community service and professional practice.

Objectives

- 3.1 Increase faculty and students' participation in community service.
- 3.2 Collaborate with pharmaceutical bodies at various capacities including consultations.

2.8 Accreditation

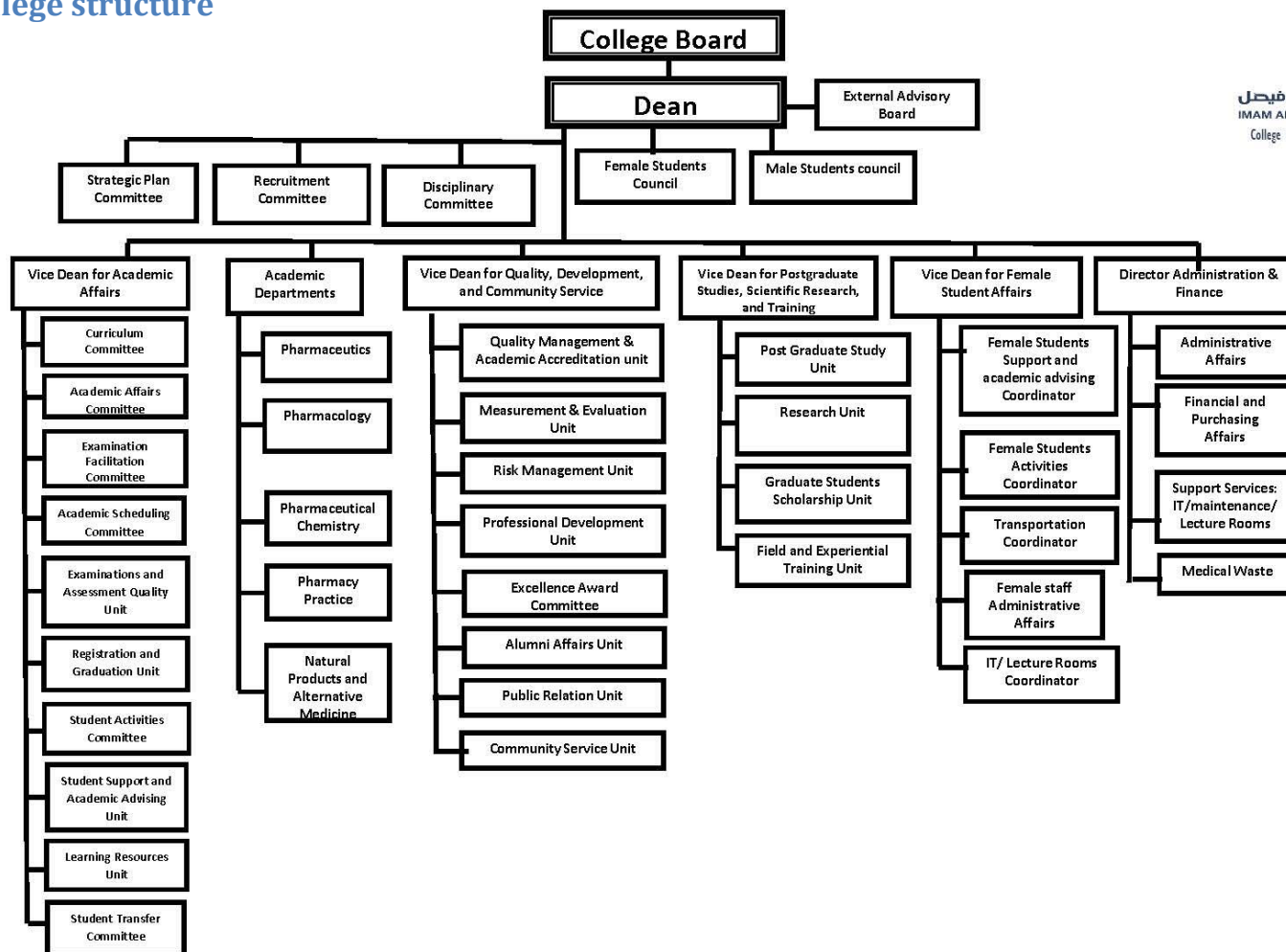
College of Clinical Pharmacy is currently involved in preparing to get accreditation status by National Commission for Academic Accreditation and Assessment (NCAAA) has been established in the Kingdom of Saudi Arabia with responsibility for determining standards and criteria for academic accreditation and assessment and for accrediting post-secondary institutions and the programs they offer. The Commission is committed to a strategy of encouraging, supporting and evaluating the quality assurance processes of post-secondary institutions to ensure that quality of learning and management of institutions are equivalent to the highest international standards. The college also plans to get accreditation from ACPE in near future. These high standards and levels of achievement must be widely recognized both within the Kingdom and elsewhere in the world.

3. Organization

3.1 College structure



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 IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
 كلية الصيدلة الإكلينيكية
 College of Clinical Pharmacy



3.2 College Administration

Position	Name	Academic Rank	E-mail	Phone
Dean	Dr. Asim Al-Ansari	Associate Prof.	aaalansari@iau.edu.sa	31010
Vice Dean for Academic Affairs (VDA)	Dr. Manal Alem	Assistant Prof.	malem@iau.edu.sa	35545
Vice Dean for Training (VDT)	Dr. Dhafer Mahdi	Assistant Prof.	dmalshayban@iau.edu.sa	31118
Coordinator, Vice Deanship for Quality, Development, and Community Service (VDQ)	Dr. Ahmed Mostafa	Assistant Prof.	ammostafa@iau.edu.sa	35549
Chairperson, Dept. of Pharmacy Practice	Dr. Dhafer Mahdi	Assistant Prof.	dmalshayban@iau.edu.sa	31118
Chairperson, Dept. of Pharmacology	Dr. Manal Alem	Assistant Prof.	malem@iau.edu.sa	35545
Chairperson, Dept. of Pharmaceutics	Dr. Sawsan Kurdi	Assistant Prof.	smkurdi@iau.edu.sa	0506661550
Acting Chairperson, Dept. of Pharmaceutical Chemistry	Prof. Mohammad El-Sakkar	Professor	mjelsakkar@iau.edu.sa	0596264225
Females Section Coordinator	Dr. Heba Shabaan	Associate Prof.	hsmohammed@iau.edu.sa	35534 0546262270

3.2.1 Administrative Staff

- **Males Section**

Position	Name	E-mail	Phone
Director, Administrative and Financial Affairs	Mr. Mohamed Alhababi	malhababi@iau.edu.sa	35533
Dean's Office - Administrative Assistant	Mr. Talal Al-Qahtani	tsalqahtani@iau.edu.sa	35535
VDGS's Office - Secretary	Mr. Yosuef Alobaaid	yalobaid@iau.edu.sa	35542

- **Female Section**

Position	Name	E-mail	Phone
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VDAA's Secretary	Layla Al-Ghamdi	lasalghamdi@iau.edu.sa	35532
Administrative Assistant-Pharmacist	Athari Bakheet Alzahrani	Abzahrani@iau.edu.sa	0555059488

3.2.2 Faculty Members and Staff

- **Department of Pharmaceutical Chemistry**

Chairperson: Prof. Mohammad El-Sakkar

No.	Name	Academic Rank	Specialty	E-mail	Phone
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4	Dr. Mohammad Sarafroz	Assistant Professor	Medicinal Chemistry	mksausar@iau.edu.sa	35540 0506295501
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- **Department of Pharmaceutics**

Chairperson: Dr. Sawsan Kurdi

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5	Ms. Hajer Alghamdi	Lecturer	Pharmaceutics	hsaAlghamdi@iau.edu.sa	0543030554
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- **Department of Pharmacology**

Chairperson: Dr. Manal Alem

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11	Mr. Abdullah Almatrafi	Lecturer	Pharmacology	aralmatrafi@iau.edu.sa	0555934939
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13	Ms. Alanood Howsawi	Demonstrator	Pharmacology	aaahowsawi@iau.edu.sa	0536487034

- **Department of Pharmacy Practice**

Chairperson: Dr. Dhafer Al Shayban

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21	Mr. Yusuf Garwan	Demonstrator	Pharmacy Practice	yngarwan@iau.edu.sa	0564146569
22	Mr. Muath Alsallom	Demonstrator	Pharmacy Practice	maalsalloum@iau.edu.sa	0558205500
23	Ms. Maryam Alarfaj	Demonstrator	Pharmacy Practice	mamalarfaj@iau.edu.sa	0502525955

- **Department of Natural Products and Alternative Medicine**

No.	Name	Academic Rank	Specialty	E-mail	Phone
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3	Dr. Mohammed Aldholami	Assistant Professor	Pharmacognosy	mjaldholami@iau.edu.sa	0590571034

3.2.3 Laboratory Technicians

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3	Naimah Sami Al Rushaid	Lab preparations	Chemistry	Nsalrushaid@iau.edu.sa	0543340888
4	Eman yousif Aljasim	Technical laboratory	Pharmacy technician	eyaljassim@iau.edu.sa	0596555058
5	Bashaier ali Alosfour	Technical laboratory	Pharmacy technician	baalasfour@iau.edu.sa	0569385636

3.3 Academic Departments

Five departments have been established to cover all courses of the PharmD program. These departments include:

1. Department of Pharmacy Practice.

The Department of Pharmacy Practice seeks to be a leader in pharmacy education, research and community services. The department provides the basic and advanced coursework in clinical practice, social and administrative pharmacy and practical skills training components of the curriculum that makes Doctor of Pharmacy graduates able to deliver effective and cost-efficient pharmaceutical care. Students can acquire the knowledge and skills in different specialties of clinical pharmacy and pharmacy practice such as drug information, internal medicine, critical care, ambulatory care, cardiology, infectious disease and clinical pharmacokinetics pharmacoepidemiology, Pharmacoeconomics and pharmacy management. The Department of Pharmacy Practice contributes to the Imam Abdulrahman Bin Faisal University's research mission through collaboration with colleagues from other departments in the college, other colleges at IAU and other health institutions inside and outside the KSA. Our faculty, interns and students are developing and conducting cutting edge research focusing on the improvement of patient care, medication safety and efficacy, adherence and the health-related quality of life.

The Department of Pharmacy Practice contributes to the community service mission through serving the community. The faculty, intern and students are engaged in different community services including promoting the awareness about different medications and other activities. These community campaigns targeted students in the schools, public in the malls and patients in the hospitals.

2. Department of Pharmaceutics.

Pharmaceutics is the discipline of pharmacy that deals with all aspects of the conversion of new effective drugs or old drugs to pharmaceutical forms to be used safely, effectively and appropriate for the patient, both in factories or pharmaceutical preparation laboratories, which is safe and effective. The Department of Pharmaceutics seeks to improve the educational process of the Pharm D program by contributing to the improvement of the quality of pharmaceutical education. The courses offered by the department focus on basic pharmaceutical knowledge and skills like, fundamental and physical pharmacy, dosage forms design, biopharmaceutics and pharmaceutical quality control. Advanced courses also delivered like pharmacokinetics, new drug delivery systems and pharmaceutical technology, as well as the study of the principles of good manufacture practice in pharmaceutical industry.

The department implements several teaching methods including the use of the Web Programs. The department contributes to research activities of the college by utilizing the state-of-the-art research laboratory which houses different instrumentation such as differential scanning calorimetry, particle sizer analyzer with zeta potential, automated dissolution system, tableting machine and automated Transdermal diffusion tester and covering the new research areas like nanoparticles.

Faculty members in the department actively participate in community services and campaigns to increase the awareness of people about the rational drug use and the optimum use of medications.

3. Department of Pharmaceutical Chemistry.

Since the date of its establishment, the Pharmaceutical chemistry department works with other college departments in preparing pharmacists to work in all branches of the pharmaceutical and health profession including community, hospital, and industry. In addition, courses at the chemistry department contributes to a high extent in developing the required skills for the college graduates especially those who aim to work in pharmaceutical industry and research and development.

The Pharmaceutical Chemistry department provides learning experiences based on the best educational practices for all students in different chemistry subjects including, organic chemistry, medicinal chemistry, drug design, pharmaceutical analytical chemistry. These courses emphasize fundamental understanding in the physical, chemical, and biological processes of drugs and drug-related systems, and innovated therapies as well as pharmaceutical analysis and quality control.

The department is dedicated to support excellence in pharmaceutical chemistry education. We are committed to teaching all pharmaceutical chemistry subjects through strong innovative teaching modules. The department is continuously reviewing its course specs and is always utilizing various teaching and learning strategies that make their students the hub of the learning process and that are integrated with properly aligned assessment plans.

Moreover, the department is well established with several laboratories equipped with state-of-the-art instrumentation. The faculty members have conducted cutting edge scientific research in the fields of medicinal chemistry, drug discovery, pharmaceutical analytical chemistry, and organic chemistry. The department has attracted funding from various organizations and is producing a high number of research articles published in distinct and high impact peer reviewed scientific journals. In addition, faculty members of the department are also contributing in the students' graduation projects.

Our faculty members actively participate in all community services and campaigns that are held by the college, and work hard to implement consultancy services to the different pharmaceutical sector in the region.

4. Department of Pharmacology and Toxicology.

Department of Pharmacology is the first department among the pharmaceutical sciences departments within the college, that serves in addition; college of medicine, applied medical sciences, nursing, and public health at an undergraduate and postgraduate levels. The department covers pharmacology courses, therapeutics and clinical toxicology as per program needs. Faculty are involved continuously with the latest advances in basic science research such as discovery of new therapeutic targets, and the mechanisms by which drugs produce responses in living cells, to a hospital-based clinical research. While it is thriving to recruit more qualified PhD holders with vast research background and teaching experience, the department continues to support demonstrators and lectures to pursue their postgraduate education abroad. The department is intending to expand with toxicology branch in the near future.

5. Department of Natural Products and Alternative Medicine.

The department is involved in teaching and research activities related to extraction, isolation, analysis and method developments of herbal, pharmaceutical, cosmeceuticals, pesticides and nutraceuticals. Many research projects and articles have been completed and published by the department in high impact factor journals. The department is collaborating with pharmaceuticals, Pharmacology and Pharmacy practice department for various projects where herbal nano-formulations are prepared, optimized, studied in various in vitro and in vivo animal models. Herbal formulations are tested for treatment of prevalent diseases in the kingdom i.e., diabetes, hypertension, cancer etc.

4. About Program and Curriculum

4.1 About Doctor of Pharmacy (PharmD)

Program title:	Doctor of Pharmacy
Target award:	Bachelor of Clinical Pharmacy
Interim or exit awards:	None
Awarding body:	Imam Abdulrahman Bin Faisal University
Local and international accreditation:	None
Collaborative partners and models of collaboration:	None
Location(s) at which program is delivered:	<ul style="list-style-type: none"> - College of Clinical Pharmacy, - King Fahd Hospital of the University, community pharmacies - Primary healthcare settings
Modes of delivery and duration:	Full-time (5 professional years plus one preparatory year) on campus

Program Outcomes

The Doctor of Pharmacy curriculum prepares graduates to

1. Describe fundamental scientific knowledge and principles, as the basis of pharmaceutical and clinical sciences, to the pharmacy profession.
2. Describe the role of pharmacist in the promoting health.
3. Apply the knowledge of biomedical sciences to the understanding of disease process, diagnosis and management.
4. Correlate the basic principles of medicinal chemistry, drug development, formulation and bioequivalence studies that contribute to pharmaceutical industry and research institutes.

5. Apply the basic principles to the design and conduct of research in medicines or patient-specific areas.
6. Design and conduct a patient specific therapeutic plan based on best evidence.
7. Demonstrate effective self-management in terms of time, planning, motivation, and personal initiative
8. Show the ability to work in groups and leadership skills within the scope of pharmacy practice.
9. Demonstrate effective communication with patients and health care professionals.
10. Demonstrate the ability to present ideas, plans, and data in appropriate written formats to succinctly and effectively communicate with various audiences.
11. Demonstrate compounding, dispensing and quality control testing skills.

Admission to the program

Eligibility criteria for admission:

All students must fulfil the following criteria to be considered for the selection process:

- Students pass all courses provided in the preparatory year program.
- Score an average of at least C+ in General English Language in the preparatory year program.
- Score an average of at least C+ in Chemistry in the preparatory year program.
- Score an average of at least C in General Biology in the preparatory year program.
- Score an average of at least C in Physics in the preparatory year program
- Has a record of good conduct.
- Successfully pass any examination or personal interviews as determined by the University Board.
- Be physically fit.
- Satisfy any other conditions the University Board may deem necessary at the time of application.

4.2 Program Study Plan

Year 1 (Preparatory Year)

Course code & no.	Course title	Total cr hrs	Lecture hours	Practice hours	Contact hours	Requirement
First Semester (Semester 1)						
ENGL 101	English Language*	5	B - 18 I - 16 A - 12	2 2 2	B - 20 I - 18 A - 14	Admission to the program
BIOL 101	Biology*	2	2	0	2	
CHEM 101	General & Organic Chemistry *	1	1	0	1	
PHYS 101	Physics*	1	1	0	1	
COMP 131	Computer Skills	2	0	4	4	
LRSK 142	Communication Skills	2	2	0	2	
ISLM 181	Creed and family in Islam	2	2	0	2	
Total		15			B - 32 I - 30 A - 28	
Second Semester (Semester 2)						
ENGL 101	English Language*	2	0	0	B - 8 I - 7 A - 5	Admission to the program
ENGL 102	English for Academic and Specific Purposes*	3	8	0	8	
BIOL 101	Biology*	3	2	2	4	
CHEM 101	General & Organic Chemistry*	2	1	2	3	
PHYS 101	Physics*	2	1	2	3	
LRSK 141	Learning and Searching skills	2	2	0	2	
PHEDU152	Health and Physical Education	1	0	2	2	
ARB 182	Arabic language skills	2	2	0	2	
Total		17			B - 32 I - 31 A - 29	

* Taught course based on the annual system. **B:** Beginners level students.

I: Intermediate level students.

A – 5: Advanced level students.

Year 2

Course code & no.	Course title	Total cr hrs	Lecture cr hrs	Practice cr hrs	Contact hours	Prerequisite
First Semester (Semester 3)						
CLPH 201	Pharmacy Orientation	2	2	0	2	-
PHCT 202	Fundamentals of Pharmaceutics	3	2	1	5	-
PHCH 203	Pharmaceutical Organic Chemistry-1	4	3	1	6	-
PHYL 204	Physiology-1	3	2	1	5	-
ANAT 205	Anatomy and Histology-1	2	1	1	4	-
BIOCH 206	Biochemistry-1	2	2	0	2	-
ISLM 282	Islamic ethics and values	2	2	0	2	-
Total		18	14	4	26	
Second Semester (Semester 4)						
PHCT 207	Physical Pharmacy	3	2	1	5	-
PHCH 208	Pharmaceutical Analytical Chemistry	3	2	1	5	-
PHCH 209	Pharmaceutical Organic Chemistry-2	3	3	0	3	PHCH 203
PHYL 210	Physiology-2	3	3	0	3	-
ANAT 211	Anatomy and Histology-2	3	2	1	5	-
BIOCH 212	Biochemistry-2	3	2	1	5	-
HIST 281	History and civilization of KSA	2	2	0	2	-
Total		20	16	4	28	

Year 3

Course code & no.	Course title	Total Cr hrs	Lecture cr hrs	Practice cr hrs	Contact hours	Prerequisite
First Semester (Semester 5)						
PHTX 301	Pharmacology-1	4	3	1	6	-
PHCH 302	Medicinal Chemistry-1	3	3	0	3	PHCH 209
PATH 303	Pathophysiology-1	2	2	0	2	PHYL 210
NPAM 304	Pharmacognosy	3	2	1	5	-
BIOCH 305	Clinical biochemistry and Nutrition	3	2	1	5	BIOCH212
BIOCH 306	Molecular Biology	2	2	0	2	-
	Entrepreneurship (not this year)	2	2	0	2	-
Total		19	16	3	25	
Second Semester (Semester 6)						
PHTX 307	Pharmacology-2	4	4	0	4	PHTX 301
PHCH 308	Medicinal Chemistry-2	3	3	0	3	PHCH 302
PHCT 309	Pharmaceutical Dosage Forms	3	2	1	5	PHCT 202
PATH 310	Pathophysiology-2	2	2	0	2	PATH 303
PAM 311	Natural Products and Alternative Medicine	3	3	0	3	NPAM 304
MICRO312	Microbiology	4	3	1	6	-
CLPH 313	Pharmaceutical Care-1	1	0	1	3	-
Total		20	16	3	26	

Year 4

Course code & no.	Course title	Total cr hrs	Lecture cr hrs	Practice cr hrs	Contact hours	Prerequisite
First Semester (Semester 7)						
PHTX 401	Pharmacology-3	3	3	0	3	PHTX 307
PHCT 402	Pharmaceutical Delivery System	2	2	0	2	PHCT 202
PHCH 403	Medicinal Chemistry-3	3	3	0	3	PHCH 308
IMMUN404	Immunology	2	2	0	2	-
CLPH 405	Therapeutics-1	5	4	1	7	PHTX 301
CLPH 406	Pharmaceutical Care-2	2	2	0	2	CLPH 313
Total		17	15	2	19	
Second Semester (Semester 8)						
CLPH 407	Therapeutics-2	5	4	1	7	PHTX 307
CLPH 408	Pharmaceutical Care-3	3	2	1	5	CLPH 406
CLPH 409	Institutional Pharmacy Practice	1	1	0	1	-
CLPH 410	First Aid and Emergency Medicine	1	0	1	3	PHTX 401
CLPH 411	Communication Skills for Pharmacists	2	2	0	2	-
PHCT 412	Biopharmaceutics	3	2	1	5	PHCT 207
Electives: Select ONE course (2 cr hrs each)						
-----	Elective group-1	2	2	0	2	-----
Total		17	13	4	25	
Summer Training						
CLPH 415	Hospital Pharmacy Practice	3	-	-	-	-
Total		3	-	-	-	

Year 5

Course code & no.	Course title	Total cr hrs	Lecture cr hrs	Practice cr hrs	Contact hours	Prerequisite
First Semester (Semester 9)						
CLPH 501	Law and Ethics in Pharmacy Practice	1	1	0	1	CLPH 409
CLPH 502	Therapeutics-3	5	4	1	7	PHTX 401
CLPH 503	Evidence-based Practice and Drug Information Services	2	2	0	2	-
CLPH 504	Clinical Pharmacokinetics	3	2	1	5	PHCT 412
CLPH 505	Total Parenteral Nutrition	1	1	0	1	BIOCH 305
CLPH 506	Pharmacoeconomics	2	2	0	2	-
CLPH 507	Graduation project (AN)*	4	2	2	8	-
Total		18	14	4	26	
Second Semester (Semester 10)						
PHTX 508	Clinical Toxicology	3	3	0	3	PHTX 401
CLPH 509	Therapeutics-4	5	4	1	7	PHTX 401
CLPH 510	Pharmacy Management	2	2	0	2	-
CLPH 511	Self-care and Non-prescription Drugs	1	1	0	1	CLPH 409
CLPH 512	Pharmacoepidemiology	2	2	0	2	PHTX 401
Electives: Select ONE course (2 cr hrs each)						
-----	Elective group-2	2	2	0	2	-----
Total		15	14	1	17	

* Taught course based on the annual system.

AN = Annual course and its credits (4 cr hrs = 2 per semester) will be added in the first semester in the table. It will be open for registration in both semesters. Its assessment in the first semester will be (IP = in progress) and will be finalized and credited in the second semester after completion of the graduation project.

Year 6

Course code & no.	Course title	Total cr hrs	Lecture cr hrs	Practice cr hrs	Contact hours	Prerequisite
First and Second Semesters (Semesters 11-12)						
CLPH 601	Pharmacy Internship	-	-	-	-	Complete Years 1-5 courses
Total		-	-	-	-	

Electives

Electives (Group-1): Select one course with 2 cr hr						
PHCT 413	Industrial Pharmacy	2	2	0	2	PHCT207
PHCH 414	Principles of Drug Design	2	2	0	2	PHCH 403
Electives (Group-2): Select one course with 2 cr hr						
PHCT 513	Pharmaceutical Biotechnology	2	2	0	2	-
CLPH 514	Pharmacogenomics	2	2	0	2	-
PHCH 515	Instrumental Analysis	2	2	0	2	-

4.3 Course descriptions

Year 2: First Semester (Semester 3)

Pharmacy Orientation (CLPH-201)

This course covers details of the PharmD Program, i.e. the objectives, scope and requirements of the PharmD program, introduction to various courses, compulsory and electives, mode of teaching, learning and training (e.g. problem based learning, objective structured clinical examination (OSCE), institutional pharmacy training and experiential learning, college disciplinary rules and regulation for the examination; pharmacy profession, i.e. the definition of pharmacy, different areas of pharmacy profession, history of pharmacy, pharmacy in Islam, evolution of pharmacy education, introduction to pharmacopoeia, formularies, regulatory control and drug management, roles of clinical pharmacists in community and health care setting, introduction to clinical pharmacy, and career pathways for pharmacists; drug discovery and development including new drug approval and post-marketing surveillance; medical and pharmacy terminology related to Body systems needed for complete understanding of other courses.

Fundamentals of Pharmaceutics (PHCT-202)

This course covers parts and types of prescriptions, abbreviations, model prescriptions, controlled substances, labelling techniques, pharmaceutical calculations for weighing and measuring and compounding extemporaneous preparation, related incompatibilities, introduction to various pharmaceutical dosage forms and basic guidelines (e.g. solid, liquid, Semisolids, suspensions and emulsions).

Practice/lab: Handling of balances and other equipment based on standard operating procedures (SOPs), simple calculations involved in compounding and dispensing of pharmaceutical Preparations, compounding, labelling and dispensing of pharmaceutical preparations.

Pharmaceutical Organic Chemistry-1 (PHCH-203)

This course covers the basic fundamentals of hydrocarbon, substituted hydrocarbon and its chemistry, pharmaceutical importance and applications: acid base theories, nomenclature and properties of alkanes, alkyl halides, alcohols, phenols, ethers, epoxides and sulphides; bonding and structural isomerism; stereochemistry and its biological applications.

Practice/lab: covers basic synthetics (solution phase chemistry), purification (crystallization and extraction) and structural elucidation skills like elemental analysis, functional group analysis including chemical and spectrometric methods like FT-IR, ¹H-NMR and Mass.

Physiology-1 (PHYL-204)

The basic skill of clinical pharmacist is analytical knowledge of medicines, ways of Administration, and patterns of use and drugs effects on the patients. This skill is entwined with extensive knowledge about diseases. Disease is an abnormality in either structure or function or both. Knowledge about disease and its pathophysiology is incomplete without in depth knowledge of normal function of body systems. Understanding of mechanism of abnormal function helps in identifying the Physiological basis of signs and symptoms of disease. This then leads to choosing the proper treatment and predicting response to treatment. This knowledge is finally applied in monitoring of prognosis. If the function does not return back to normal, the treatment has to be readjusted or modified. With this background, learning of Physiology becomes very important for a clinical pharmacist.

Practice/lab: Lab and tutorial activities relating to autonomic nervous, cardiovascular, respiratory and digestive systems

Anatomy and Histology-1 (ANAT-205)

This course introduces the student to anatomical terminology related to body systems needed for complete understanding of other courses. This course introduces the student to the structure of the human body and its relationship to function. Following an introduction to basic human histology, the course uses a systemic approach to the study of anatomy of different systems of human body.

Practice/lab: The lab work includes the examination of cadaveric specimens, histological (microscopic) slides and plastic models.

Biochemistry-1 (BIOCH-206)

This course covers the basic fundamentals of biochemistry and its pharmaceutical importance and applications: carbohydrates, amino acids and proteins, lipids, enzymes, vitamins and gene information.

Year 2: Second Semester (Semester 4)

Physical Pharmacy (PHCT-207)

This course covers fundamentals of physical pharmacy/pharmaceutics, physical properties of drug molecules, rheology, adsorption, surfactants, solubility, solvent, effect on solubility, dissolution, pH and buffering, concept of complexation, thermodynamics, enthalpy and free energy, reaction kinetics and drug stability.

Practice/lab: Determination of various physical properties of solids and liquids (experiment); calculation, tabulation and graphical presentation of data obtained (statistical presentation)

Pharmaceutical Analytical Chemistry (PHCH-208)

This course covers the introduction and applications of chemical and physical methods of analysis of pharmaceutical substances; fundamental concepts and applications of quantitative analysis utilizing different methods of instrumental analyses such as ultraviolet spectroscopy, flame photometry, atomic absorption spectrophotometry and introduction to chromatography.

Practice/laboratory: covers quantitative analysis of drugs using volumetric, spectroscopic and chromatographic analyses.

Pharmaceutical Organic Chemistry-2 (PHCH-209)

This course covers the basic fundamentals of unsaturated hydrocarbon and its chemistry and its pharmaceutical importance and applications: Alkenes and alkynes, aromaticity and benzene, substituted benzene, aldehydes and ketones, carboxylic acids and

derivatives (amides, anhydrides, esters), amines and heterocyclic compounds; the effects of the chemical properties on biological activities.

Physiology-2 (PHYL-210)

The basic skill of clinical pharmacist is analytical knowledge of medicines, ways of administration, and patterns of use and drugs effects on the patients. This skill is entwined with extensive knowledge about diseases. Disease is an abnormality in either structure or function or both. Knowledge about disease and its pathophysiology is incomplete without in depth knowledge of normal function of body systems. Understanding of mechanism of abnormal function helps in identifying the Physiological basis of signs and symptoms of disease. This then leads to choosing the proper treatment and predicting response to treatment. This knowledge is finally applied in monitoring of prognosis. If the function does not return back to normal, the treatment has to be readjusted or modified. With this background, learning of Physiology becomes very important for a clinical pharmacist.

Anatomy and Histology-2 (ANAT-211)

This course introduces the student to the structure of the human body and its relationship to function. Following an introduction to basic human histology, the course uses a systemic approach to the study of anatomy of different systems of human body.

Practice/lab: The lab work includes the examination of cadaveric specimens, histological (microscopic) slides and plastic models.

Biochemistry-2 (BIOCH-212)

This course covers the metabolic pathways of biomolecules: carbohydrate amino acids, Proteins, Nucleoprotein, Nucleic acids, Lipids, Steroids, Hemoproteins, Xenobiotics, Free radicals, and Antioxidants and their regulations.

Practice/lab: covers basics of biochemical units of measurements; different methods of urine analysis as well as qualitative and quantitative principle of analysis of carbohydrate, lipid, protein and enzyme.

Year 3: First Semester (Semester 5)

Pharmacology-1 (PHTX-301)

This course deals with the fundamentals of general pharmacology. The students should have a thorough understanding of these fundamentals in order to apply these in understanding the system based pharmacology, and to identify, analyze a clinical condition and find a solution to it. The main purpose is to provide a thorough understanding of the basic principles of pharmacology, including pharmacodynamics, pharmacokinetics, and drugs used in the autonomic nervous system and cardiovascular system.

Practice/lab: Handling of animals, effects of agonists and antagonists on smooth muscle, dose-response curves; effects of drugs on blood pressure and cardiovascular physiology.

Medicinal Chemistry-1 (PHCH-302)

This course provides an introduction to medicinal chemistry and pharmacological activity of drugs: pharmacokinetics, metabolism, pharmacodynamics, introduction to drug discovery and development; drugs acting on autonomic nervous system, cardiovascular system as well as antihypertensive, diuretics, antiulcer and antihistamines,

Pathophysiology-1 (PATH-303)

The course aims to introduce students to the basic principles of cell pathology, inflammation, neoplasia, metabolic diseases, cardiovascular diseases, respiratory disorders, skin and sexually transmitted diseases.

Pharmacognosy (NPAM-304)

This course describes the main drugs obtained from natural sources, their indications, side-effects, classifications and relevant information. The course also includes identification and classification of natural drugs from the plant kingdom as well as their proper collection, storage and marketing according to official texts. Assess the quality of crude drugs supplied and will also be able to identify and check the adulterants in supplied drugs or in its natural form in either entire or powdered using advanced pharmacognostical and phytochemical techniques. Finally the course also describes the herbal drugs used in medicine and able to monitor its safety and efficacy.

Practice/lab: Chemical tests and few experiments related to drug evaluation and identification of naturally occurring powders and given drugs.

Clinical Biochemistry and Nutrition (BIOCH-305)

This course covers the following main topics

- 1) Biochemical changes in the human body in normal and disease state.
- 2) Metabolic disorders of macromolecules like carbohydrates, lipids, Amino acids and proteins
- 3) Metabolic disorders of micro-molecules like electrolytes and trace aliments
- 4) Metabolic disorders of organelles.
- 5) Diagnostic tests
- 6) Nutrition status of the body such as obesity and malnutrition and related diseases.

Practice/lab:

- Metabolic disorders: Biochemical changes
- Accuracy and precision of analysis
- Liver function tests
- Lipid profile
- Blood chemistry

Molecular Biology (BIOCH-306)

This course is intended to provide students with the basic knowledge of molecular biology and bioinformatics.

Year 3: Second Semester (Semester 6)

Pharmacology-2 (PHTX-307)

Pharmacokinetic and pharmacodynamics principles governing the drug actions, adverse drug reactions and drug interactions both in clinical pharmacy practice as well as in basic and clinical research that include drugs used in the central nervous system (antipsychotic, antidepressants, anxiolytic, sedative and hypnotic agents, Parkinsonism and other movement disorders, Alzheimer's disease, epilepsy, local and general anesthetics, drugs of abuse and opioid analgesics), nonsteroidal anti-inflammatory drugs, drugs used in rheumatoid arthritis and gout, hormonal drugs (pituitary and hypothalamic hormones), corticosteroids, male and female sex steroids, contraceptive and fertility drugs, drugs acting on bone and mineral homeostasis, drugs used in asthma and chronic obstructive pulmonary disease (COPD), antitussives and mucolytic agents, drugs used in genitourinary system, diuretics and oxytocic agents.

Medicinal Chemistry-2 (PHCH-308)

This course provides an introduction to medicinal chemistry and pharmacological activity of drugs acting on the central nervous system (analgesics, anesthetics, psychotropic drugs, antiepileptic's and ant parkinsonism), non-steroidal anti-inflammatory, antihistaminic, local aesthetic agents, prostaglandins, steroidal and non-steroidal hormones, adrenocorticoids, oral hypoglycemic and anti-thyroid.

Pharmaceutical Dosage Forms (PHCT-309)

The course is designed to provide pharmaceuticals lessons concerning the formulation, manufacturing and evaluation of solid, liquid and semisolid pharmaceutical dosage forms. This course forms a foundation of therapeutics, as no drug can be administered to patients without an appropriate dosage form and different dosage forms can result in different pharmacokinetics and therapeutic outcomes. It also forms a basis for various novel drug delivery systems (NDDS), such as sustained release drug delivery, targeted drug delivery, etc. Additionally, it will equip students with fundamental knowledge about the various excipients and additives used in the formulation of pharmaceutical dosage forms, which will be useful for their studies on NDDS, pharmacokinetics and pharmacotherapeutics

Pathophysiology-2 (PATH-310)

The course focus on diseases of immune disorders, gastrointestinal disorders, renal diseases, endocrine disorders, haematological disorders and neurological disorders.

Natural Products and Alternative medicines (NPAM-311)

The course mainly emphasizes on the application of different natural products. The treatment systems available in different communities and how they utilizes these natural products are the main theme which this course will apply. Apart from this the contents of the course also includes the use, side effects, adverse effects and most widely observed herb-herb, herb-drug and herb-food interactions of different natural products. The nutraceutical's as important part of life and the development of new drugs from herbs and their marketing is also the subject of interest in this course for the students to be familiarized with.

Microbiology (MICRO-312)

It covers the introduction to microbiology (i.e. history and its requirements in pharmacy), general principles of microbial concepts including terminology, host-parasite relationship and normal flora, pathogenicity of micro-organisms, principles of infectious diseases, bacterial structure and classification, bacterial growth, metabolism and its genetics, important pathogenic bacteria and mechanisms of disease processes, fungi, protozoa and helminths, introduction to virology including viral classification and important human diseases caused by viruses.

Practice/lab: Orientation to microbiology laboratory, microbiological techniques, bacterial stains, antimicrobial tests and other microbiological procedures

Pharmaceutical Care-1 (CLPH-313)

This course is mainly lab/hospital work and composed of introductory foundation to pharmaceutical care practice by providing students with an experience in retrieving information directly from patients regarding their health problems and drug therapy (medical and treatment history taking) as well as from medical chart, database, and from the caregivers using effective communication in oral and written forms. They will learn the practical techniques in small groups during laboratory exercises in

interviewing supervised by the instructors followed by clinical rotations. Additionally, they will have a chance to observe the hospital pharmacy organization in this course.

Year 3: Summer Training

Community Pharmacy Practice

Practice/lab: The course provides students with basic knowledge and skills in community pharmacy in terms of management and practice. Students will be involved in outpatient pharmacy activities like prescription handling and dispensing, and patient counseling. In patient pharmacy operations like in patient order entry, unit dose system, intravenous admixture, controlled medication handling will also be practiced by the student under supervision of preceptor.

Year 4: First Semester (Semester 7)

Pharmacology-3 (PHTX-401)

This course deals with utilizing the pharmacokinetic (ADME) and pharmacodynamics (MOA) information of drugs to predict their therapeutic usage, adverse effects, and interactions with herbs/food/other drugs to better justify their prescription in patients. The scope of coverage would be drugs used in the treatment of ailments affecting the gastrointestinal system, and drugs used in infectious disease states and that for treatment and management of cancer.

Pharmaceutical Delivery Systems (PHCT-402)

This course deals with Novel drug delivery systems (NDDS), these varied systems, provide the manufacturing pharmacist with the challenges of formulation and the physician with the choice of drug and drug delivery systems to prescribe. Through this course students are provided with reasonable basic knowledge concerning the design and development of NDDS such as liposomes, niosomes, nanoparticles, resealed erythrocytes, and novel pulmonary and ocular drug delivery systems and also their role in maximizing therapeutic benefits and minimizing adverse effects of drugs in the body.

Medicinal Chemistry-3 (PHCH-403)

This course covers the chemistry and mode of action of antibacterial, antivirals, antifungals, antiparasitics and antineoplastic. The following topics will be addressed: chemistry of antibiotics (beta-lactams, tetracycline's, macrolides, rifamycins, chloramphenicol, aminoglycosides, antifungal and polypeptide), antibacterial, antimycobacterials, antivirals, antifungals, antimalarial, anthelmintic, antiscabious, antipedicular agents, antiprotozoal, antibilharzial agents and antineoplastic as well as drugs acting on the GIT.

Immunology (IMMUN-404)

This course covers the basic and clinical concepts in immunology including adaptive and innate immunity, immunological products and their applications in prophylaxis, therapy and diagnosis; antigen-antibody reactions, immune-regulation, immunological memory and tolerance, peculiarities of the immune system including autoimmunity, transplantation and rejection; specific topics including anatomy of the immune system, organs, tissues, cells and soluble factors of immune system; the immune response, system, humoral immunity, cell-mediated immunity, hypersensitivity reactions, immune deficiency disorders, transplantation and tumor immunology.

Therapeutics-1 (CLPH-405)

The course focuses on management of common cardiovascular diseases like hypertension, heart failure, dyslipidemia, atrial fibrillation, chronic stable angina, acute coronary syndromes, stroke, and venous thromboembolism. In addition, the course cover management of common respiratory diseases like bronchial asthma and chronic obstructive pulmonary disease, and the prevailing blood diseases in KSA like iron deficiency anemia and sickle cell disease. The course emphasizes on the role of the pharmacist in the individualization of the patient's medication regimen and the formulation of pharmaceutical care plans. The methods of learning in the course include lectures and problem-based learning in terms of following:

1. Identifying pathophysiology, clinical presentation and diagnosis of the disease;
2. Determining the desired therapeutic outcome;
3. Indicating appropriate management of the disease;

4. Evaluating therapeutic outcomes;
5. Providing patient education.

Practice/lab: Clinical case studies related to the same topics described above. Students are asked to:

1. Identify actual or potential problems;
2. Determine the desired therapeutic outcome;
3. Evaluate therapeutic alternatives;
4. Design an optimal individualized pharmacotherapeutic plan;
5. Develop methods to evaluate the therapeutic outcome (monitoring);
6. Provide patient education.

Pharmaceutical Care-2 (CLPH-406)

This Course majorly emphasized on expose the students to comprehensive process of pharmaceutical care like Medication history, Medication Reconciliation, management of Adverse drug reaction, drug interaction and enhance the physical assessment skill. It also provide the essence of clinical management based on the therapeutic guidelines to provide the pharmaceutical care in special population in a professional manner. Which will enable the undergraduate students to understand his/her responsibilities as a pharmaceutical care practitioner and prepare them for the advanced pharmacy practice experience (APPE).

Year 4: Second Semester (Semester 8)

Therapeutics-2 (CLPH-407)

This course focuses on neurological, psychiatric, rheumatoid, endocrine disorders (i.e., diabetes mellitus, rheumatoid and osteoarthritis, osteoporosis, gout and hyperuricemia, thyroid disorders, epilepsy, Parkinson's disease, Alzheimer's disease, anxiety and sleep disorders, schizophrenia, depression, bipolar disorders) in terms of the following:

1. Identifying pathophysiology, clinical presentation and diagnosis of the disease;
2. Determining the desired therapeutic outcome;
3. Indicating appropriate management of the disease;

4. Evaluating therapeutic outcomes;
5. Providing patient education.

Practice/lab: Clinical case studies related to the same topics described above.
Students are asked to:

1. Identify actual or potential problems;
2. Determine the desired therapeutic outcome;
3. Evaluate therapeutic alternatives;
4. Design an optimal individualized pharmacotherapeutic plan;
5. Develop methods to evaluate the therapeutic outcome (monitoring);
6. Provide patient education.

Pharmaceutical Care-3 (CLPH-408)

After completion of the course the students will be able to practice the five basic core elements of medication therapy management, namely; comprehensive medication review (CMR), personal medication list (PML), medication action plan (MAP), intervention and/or referral and documentation and follow-up. In addition, the course main focus is to equip the students with the skills needed to provide medication therapy management for patients with different endocrine diseases, bone diseases and mental health diseases.

The course covers the medication therapy management for patients with of the following diseases/conditions: Dementia-Related Disorders, depression, Bipolar Disorder

Schizophrenia, diabetes, peripheral neuropathy, Thyroid disorders, Osteoporosis, Epilepsy, and rheumatoid arthritis

Practice/lab: Patient assessments and equipment, practical demonstration of techniques of physical examination and clinical assessment in disease states, both in the simulation lab and clinical setting. Students have to retain the logbook of case studies (portfolio).

Institutional Pharmacy Practice (CLPH-409)

The course includes the introduction of hospital pharmacy, hospital formulary, inpatient/ outpatient and satellite/floor pharmacies, hospital pharmacy supplies and storage, inventory control methods and distribution systems, automation in pharmacy

practice, unit-dose system, intravenous admixtures, controlled drugs/substance management, investigational drugs in the hospital pharmacies, prescriptions and medication errors, medication safety, Pharmacy and Therapeutics Committee, education and training for healthcare professionals.

First Aid and Emergency Medicine (CLPH-410)

The course aims to introduce the basic principles of first aid and emergency medicine, which is of paramount importance in practice.

Communication Skills for Pharmacists (CLPH-411)

At the end of the course, students should be able to:

1. Describe the techniques and theories used interpersonal communication and patient counselling.
2. Demonstrate an ability to communicate with other people effectively.
3. Communicate special medication techniques as part of patient counselling.

Biopharmaceutics (PHCT-412)

It includes the principles of biopharmaceutics, clearance, volume of distribution, orders of kinetics, compartmental models, plasma protein binding; first-pass and second-pass metabolism; physicochemical and dosage form factors influencing bioavailability; assessment and measurement of key biopharmaceutical properties, bioequivalence, and biopharmaceutical classification scheme (BCS); influence of dosage regimens on the plasma concentration-time profile of a drug in the body and factors involved in steady-state plasma concentration of a drug. Practice/lab: Dissolution, bioavailability, bioequivalence and relevant calculations; may use semi-log graph paper or software for computation.

Industrial Pharmacy (PHCT-413)

This course describes the manufacturing facilities, main unit operations that take place in the pharmaceutical industry and related equipment carrying out such operations. These operations include heat transfer, mixing, filtration, size reduction, size enlargement, tableting and related pharmaceutical process, such as freeze drying, sprays drying and drug stability studies, United States Pharmacopeia (USP), FDA

guidelines and fundamental considerations of good manufacturing practice (GMP) and quality control.

Principles of Drug Design (PHCH-414)

This course provides an introduction to the principles of drug design and development of new therapeutic agents from prototype compounds: pharmacophore: definition, classes, common features and models; finding a lead, optimizing pharmacodynamics and pharmacokinetics; molecular properties in drug design; Lipinski's Rule of 5; molecular modelling and computer aided drug design (CADD): impact and approaches; combinatorial and parallel synthesis; Introduction to thermodynamics of drug-receptor binding and QSAR.

Year 4: Summer Training

Hospital Pharmacy Practice (*Summer training-CLPH 415*)

The course includes the first interaction between students and the hospitals in order to see and practice (under preceptors' supervision) the real life work of the hospital pharmacists. They will be introduced to the application of what they have learned theoretically in the pharmacy practice courses so far.

Year 5: First Semester (Semester 9)

Law and Ethics in Pharmacy Practice (CLPH-501)

This course deals with governmental laws, regulations, detailed laws that govern and affect the practice of pharmacy, such as drugs, narcotics and medical devices; general legal principles, non-controlled prescription requirements and over-the-counter (OTC) drug requirements; responsibilities of pharmacists on care for patients; professional code of conduct, common ethical issues and considerations, Identification of ethical problems and their workup.

Therapeutics-3 (CLPH-502)

This course will explain the role of clinical pharmacist in choosing the right antibacterial agents for the proper infectious diseases. The course will emphasize the role of pharmacist to prevent antibiotic overprescribing in order to reduce antibiotic resistance. Moreover, this course will explain the principles and the updated guidelines to treat the most common infectious diseases like pneumonia, tuberculosis, upper respiratory tract infections and urinary tract infections. In addition, this course will cover the most common gastrointestinal disorders like nausea, vomiting, constipation, diarrhea, peptic ulcer and irritable bowel syndrome.

Practice/lab: Clinical case studies, case-assisted student-centered learning (CASCL), case presentation in actual clinical settings (in hospitals) followed by case discussion. Students will be required to retain case histories log book (portfolio).

Evidence-based Practice and Drug Information Services (CLPH-503)

This course focuses on the introduction to evidence-based practice/medicine (EBP/EBM), fundamentals of research and statistics (including measures, reliability, validity, and ethical concerns), evaluation of clinical research proposals and reports, an overview of the FDA drug approval processes, five steps of EBP (i.e. identify/formulate answerable questions, searching for information using active search strategies, critically appraisal the evidence, apply the evidence in practice and evaluate EBP). It also introduces basic concepts of drug information services, drug information request, sources of drug Information, evaluating health information on the internet, concepts and implementation of telemedicine, pharmacy information system, drug use evaluation, limitations of study designs, quality use of medicine, drug audit, continuing pharmacy and medical education, formulary management, using micro-medics and up-to-date databases.

Clinical Pharmacokinetics (CLPH-504)

This course focuses on the basic principles of pharmacokinetics for the purpose of optimizing drug therapy, therapeutic drug monitoring with the emphasis on pharmacokinetics of high-risk drugs, e.g. aminoglycosides antibiotics, carbamazepine, cyclosporine, digoxin, ethosuximide, lidocaine, lithium, methotrexate, phenobarbital, phenytoin, procainamide, quinidine, salicylates, theophylline, tricyclic antidepressants, valproic acid and vancomycin.

Practice/lab: Practice sessions in TDM lab for experiential learning and solving the clinical problems by using appropriate software, such as Data-Kinetics

Total Parenteral Nutrition (CLPH-505)

This course covers the introduction to nutrition support, principles of healthy nutrition, nutritional assessment and calculations for TPN for different clinical situations requiring parenteral nutrition (i.e. critically ill patients, patients with renal and hepatic failures, patients with metabolic and GI disorders), complications of TPN, facilities and design of TPN preparation room. The students will be provided with

clinical scenarios for calculation of various components of TPN, during interactive sessions as well as in the exams, to assess their level of understanding

Pharmacoeconomics (CLPH-506)

Introduction to pharmacoeconomics (PE), Implications of PE in pharmacy, PE research and literature evaluation, costs and prices, cost-minimization analysis, cost-effectiveness analysis, cost utility analysis (including the quality of life and quality-adjusted life years (QALYs), cost-benefit analysis, sensitivity analysis, decision analysis and relevant calculations.

Graduation Project (CLPH-507)

This course will be taught over one year (2 semesters) and covers the introduction to scientific, peer-reviewed journal, critical steps in the selection of the research article, introduction to databases, methodological approaches in medical science and pharmacy, reference citations, criteria for the effective presentation. Emphasis will be on the evaluation of drug literature, articles for proper research, design and data interpretation, scientific method of quoting the references. For the oral presentation, every student has to select a relevant topic in pharmacy practice and include the logical and critical discussion of previously published articles.

Research methods (research process, scales of measurement, accuracy of data, validity and reliability, research design (objective, literature review, sampling, types of design), clinical trial design (controlled multi-centered studies, random allocation (randomization), study types, blindness, placebo effect, retrospective and case studies, data collection forms), individual variation, biostatistics (statistical terminology, errors of sampling, probability concepts, distribution of random variables, non-parametric methods, validity of results, analysis of variance and tests for significance, choice of proper tests for significance, statistical methods applied to biological assays and proper experimental design), introduction to SPSS and other statistics computer programs and scientific writing. During the course of study the students are divided in groups and each group is assigned a topic to develop a research proposal, collect and analyse data,

interpret the results and defend it. This will be submitted as a graduation project and will be mandatory for course completion and graduation of the students.

Year 5: Second Semester (Semester 10)

Clinical Toxicology (PHTX-508)

The course focuses on general principles of toxicity, organ toxicity like cardiovascular toxicity, hepatotoxicity and nephrotoxicity, and the general management of acute toxicity. The course covers the management of common drug toxicities like toxicity with acetaminophen, salicylates, sedative hypnotics, antipsychotics, anticholinergic/antihistaminic, anticonvulsants, antidepressant, lithium, digoxin, beta-blockers, and calcium channel blockers. The course also emphasizes on problems in drug user of cannabis, khat, amphetamines, cocaine, opioids and hallucinogens. The course addressed the management of toxicity with substances like solvents, caustics/detergents, cyanide, toxic gases, alcohols, insecticides, rodenticides, heavy metal, bites and stings, and food born toxins. The role of the environmental toxicity is also highlighted.

The course emphasizes on the role of the pharmacist in the individualization of the patient's medication regimen and the formulation of pharmaceutical care plans. The methods of learning in the course include lectures and case-studies

Therapeutics-4 (CLPH-509)

This course mainly focuses on common Hemato-Oncology malignancies (i.e., Breast cancer, prostate cancer, colon cancer, lymphomas and leukemia and emphasizes role of pharmacist in optimization of anti-neoplastic agents. In addition this course will also cover viral hepatitis, hepatic encephalopathy, renal failure, pancreatitis and common pediatric and geriatric disorders and role of pharmacist in dose adjustments.

The following areas will be covered:

1. Identifying pathophysiology, clinical presentation and diagnosis of the disease;

2. Determining the desired therapeutic outcome;
3. Indicating appropriate management of the disease;
4. Evaluating therapeutic outcomes;
5. Providing patient education.

Practice/lab: Clinical case studies related to the same topics described above.
Students are asked to:

1. Identify actual or potential problems;
2. Determine the desired therapeutic outcome;
3. Evaluate therapeutic alternatives;
4. Design an optimal individualized pharmacotherapeutic plan;
5. Develop methods to evaluate the therapeutic outcome (monitoring);
6. Provide patient education.

Pharmacy Management (CLPH-510)

This course introduces basic principles and methods of pharmacy management in pharmacy practice, organizational principles, fundamentals of financial accounting, managerial accounting, finance management approaches, behaviour and forms, personnel, purchasing and inventory control, pricing, professional fees, pharmacy services and patronage, techniques and applications of marketing in health care and health insurance plan.

Self-care and Non-prescription Drugs (CLPH-511)

The course is concerned about the use of evidence-based approach to establish the efficacy and safety of self-care options for particular disorders and pharmacist's roles in self-medication, studies on health products used by the self-medicating public (including material on the symptoms for which patients seek self-treatment, evaluation and selection of products used to treat them), aspects of patient

counselling on the effective and safe use of products and various legal considerations relating to this class of drugs.

Pharmacoepidemiology (CLPH-512)

The course covers pharmacoepidemiology and its importance in pharmacy practice, principles of epidemiology applied to the study of medication use, study designs (observational study, experimental study, meta-analysis and case report), data sources (pharmacy claims data, validity of data, defining exposure, defining outcomes), medication safety pharmacovigilance (use of pharmacoepidemiology to study beneficial and adverse drug effects), continual monitoring for unwanted drug effects (post-marketing surveillance), applications in Pharmacy practice, medication adherence, statistics in pharmacopeia's, international perspectives (global drug surveillance), other methodological issues (causality and confounding factors), future issues, case studies and some examples.

Pharmaceutical Biotechnology (PHCT-513)

Pharmaceutical Biotechnology course includes: human intracellular signal transduction, transcription factors, applied enzymology, introduction to proteomics, gene manipulation and recombinant DNA technology to produce recombinant proteins, various expression systems, introduction to tissue culture, applications of recombinant DNA technology in the pharmaceutical fields, large-scale production of therapeutic biomolecules, web resources for biotechnology, gene therapy, DNA vaccines, biotechnology and drug discovery, pharmacist's roles in biotechnology and dispensing biotechnological products.

Pharmacogenomics (CLPH-514)

This course covers the genetic basis of human genetics and genetic variability in drug response that can contribute to drug efficacy and toxicity, adverse drug reactions and drug-drug interactions. Also included are genomic variations among human beings, web resources for bioinformatics, applications of genomics in human health and complex diseases, pharmacogenomics of drug metabolizing enzymes, pharmacogenomics of drug transporting proteins and drug receptors, pharmacogenetics of drug metabolism and its clinical applications, pharmacogenomics of drug interactions and their adverse effects, cancer pharmacogenomics and pharmacogenomics in drug discovery and development.

Instrumental Analysis (PHCH-515)

This course covers the principles of different instrumental analytical techniques such as spectroscopy and chromatography. In addition to the principles of different sample preparation methods. Recent applications of instrumental techniques in chemical, biochemical, clinical, pharmaceutical and environmental analysis will be discussed. This course will overview the recent developments in separation techniques such as liquid chromatography and gas chromatography.

Year 6: First and Second Semesters (Semesters 11 and 12)

Pharmacy Internship (CLPH-601)

The 12-month training course with 10 rotations is an experiential learning that integrates knowledge learned in the classroom with practical application and development of skills in professional settings. It focuses on pharmaceutical care (medication therapy management) for patients mainly in hospitals. Students will learn how to provide advanced clinical pharmacy services in various medical specialty environments under the direct supervision of clinical preceptors. They will gain some experiences in professional judgments, accountability and the following clinical skills:

- Professional communication with patients and healthcare providers, while working in pharmacies as well as in the clinical departments
- Patient care including therapeutic decision making by selecting appropriate drug therapy and monitoring the therapy. Students will be actively involved in the management of diseases, patients' monitoring, care planning and follow-up, patients chart review including the patients' lab data, medication history, drug information and discharge medication counselling.
- Organizational and professional skills required to work in community as well as institutional pharmacy settings.

A. Mandatory rotations (7 rotations – 35 weeks)

No.	Clerkship	No. of weeks
1	Hospital Pharmacy (inpatient)	5
2	Hospital Pharmacy (outpatient)	5
3	Internal Medicine	5
4	Critical Care	5
5	Ambulatory Care	5
6	Drug Information	5
7	Paediatrics	5
Total		35

B. Elective rotations (choose only three of these – 15 weeks)

No.	Clerkship	No. of weeks
1	Total Parenteral Nutrition (TPN)	5

2	Oncology	5
3	Pharmacy research or administration or industry	5
4	Psychiatry	5

Hospital Pharmacy Practice: 3 credit hours. Pharmacy Internship: NA

5. Committees and Units at COCP

College of clinical pharmacy had structured various committees and unit for the efficient and smooth functioning of the college which follows as:

- i. Academic affairs committee: Chairperson, Dr. Manal Mohamed Alem
- ii. Assessment and examination Quality Unit: Chairperson, Dr. Mohamed Gomaa
- iii. Student Support and Academic Advising Unit: Chairperson, Dr. Fawaz Alotaibi
- iv. Curriculum committee: Chairperson, Dr. Manal Mohamed Alem
- v. Community Service Unit: Chairperson, Dr. Dhafer Mahdi Al-shalban
- vi. Exam facilitation committee: Chairperson, Dr. Faten Alhomoud and Dr. Faheem Pottoo
- vii. Risk Management Unit: Chairperson, lecturer Hajar Alghamdi
- viii. Strategic Planning Committee: Chairperson, Dr. Asim Al-Ansari
- ix. Student Activities Committee: Chairperson, Dr. Hassan Ghonaim
- x. Scientific Research Committee: Chairperson, Dr. Dhafer Mahdi Alshayban
- xi. Field and Experiential Training Unit: Chairperson, Dr. Dhafer Mahdi Alshayban
- xii. Quality Committee: Chairperson, Dr. Ahmed Mostafa

6. Faculty Code of Ethics and Charter

6.1 Code of ethics

In my capacity as employee of Imam Abdulrahman Bin Faisal University, because I strongly and unconditionally believe in my responsibility toward the university that I belong to, motivated by the foundations on which our principles and morals are built, at the top of which are truthfulness, honesty, high moral values and respect for order and law, and out of my keen desire to apply and uphold the work ethics which require me to monitor my own self in my own best interest as well as the interest of the community where I live, and operates within the context of the culture, norms, and laws of the Kingdom of Saudi Arabia.

Hence, having now thoroughly read and clearly understood without the shadow of any doubt or confusion the contents of the above introduction, and having been informed of and acquainted with the rules and regulations which regulate the rights and duties of the university employee, I hereby pledge, undertake and unconditionally accept to commit to the highest moral standards of honesty, truthfulness, integrity, transparency in all activities and works entrusted to me, including, but not limited to, the following:

1. I shall obey and respect all related and applicable university regulations, instructions and laws.
2. I shall carry out and execute the related duties and activities with due diligence and maximum degree of accuracy efficiency, transparency and professionalism.
3. I shall hold fast and stick to the principles of equality, integrity, and respect
4. I shall commit to the highest degree of decency, good behavior and morals.
5. I shall deal with my colleagues with the spirit of a single team.
6. I shall refrain from any act that constitutes directly or indirectly violation of the principles of integrity, transparency and professionalism.
7. I shall refrain from any duty that conflicts with the nature of my work in the university.
8. I shall seek and work hard on upholding the good name and image of the university.
9. I shall be held accountable and responsible for all my acts and utterances which are inconsistent with the nature of my profession in the university

10. I shall boost and consolidate the culture of trust, citizenship and human rights.

6.2 The rights and duties of the employee

The job as defined by management scholars is: a set of duties and responsibilities identified by a competent authority. A job may be vacant or else filled by a person appointed by a competent authority to perform on a permanent or temporary basis the duties and responsibilities of the position against a specific wage. The employee is a person who is hired in a statutory capacity to perform the tasks of job against a set wage and who avails of the rights and privileges associated therewith.

6.2.1 Rights

The employees, administrators and technicians will be required to operate in a fashion that brings them respect, appreciation and justice just like the other effective individuals in higher education and its institutions. Therefore, it is the right of the employees of various forms and shapes to be treated in an objective manner without bias in all their rights and acquisitions during their career. Employees must not be subjected to any harassment or discrimination in their work and must be allowed to avail of all circumstances which enable them to perform their duties in the best manner possible. They have the right to benefit from the training and qualification programs which help them to improve their professional work and upgrade their functional and academic grades and ranks.

For more information on the rights and privileges of the employees, please see the “Civil Service Council Law on the Affairs of Saudi Universities’ Personnel, Faculty members and similar categories and its executive rules, promulgated by decision No. 4 / 6 / 1417, of the Higher Education Council, adopted in the Council’s session held on 26 Sha’ban 1417 and sanctioned by High Order dated 22 Sha’ban 1418.

6.2.2 Duties

The duties of a “university professor/teaching faculty member” stem from the qualities, characteristics and principles to be fulfilled in the personality of the faculty member which include, but not limited to, integrity, rectitude, honesty, capability, efficiency, neutrality, equality and freedom of research, subject to compliance with the Islamic values and

principles which constitute the bedrock foundation of the Saudi community system. Such duties can be summarized as follows:

1. I shall refrain and desist from establishing personal relationships with the students, while keeping my behavior at bay from anything or act that may raise suspicions or doubts, such as accepting gifts or personal courtesies and compliments with the students or their families at the expense of the educational process.
2. I shall refrain from giving private tutoring and lessons and keep at a distance from any act that is likely to diminish, compromise or tarnish the integrity of the university professor.
3. I shall exert every effort within my capacity to direct the students, seek to resolve the difficulties and problems that they may encounter, extend care to all without any discrimination or bias, avoid overloading the students with any roles or works which are not part of their key duties, and allow space for discussion and objection within the boundaries of the educational process.
4. I shall refrain from disclosure of the student's secrets which I may be privy to unless such disclosure is based on a court order or avoidance of gross damage to others.
5. A university professor is prohibited from committing in a negative or a positive way any acts that may constitute participation in cruel or inhumane treatment of the student, or otherwise collude in or instigate such acts. A university professor is by the same token prohibited from taking advantage of his or her knowledge or skills to offer assistance in a way that may be detrimental to the student's psychological, emotional or academic stance.
6. A university professor must stay within the boundaries of his or her skills and solicit the help, in case of need, from the professors who are more knowledgeable and efficient than him or her, particularly in the field of scientific research. He or she must avoid negligence, variations in and falsification of the research findings and abuse a fabrication of the research conclusions.
7. A university professor is required to track and follow up on the developments as they unfold in his field of specialty, seek to develop his or her skills on an ongoing basis,

should consider and be attentive to the standards of efficiency to attain perfection upon discharging his duties.

8. A university professor must be aware of and familiar with the emerging and new developments in the subject matter of his or her specialty as well as knowledge of the community's educational culture, the educational issues at hand and teaching methods and styles. A professor must apply the quality standards to the subject he or she is tasked with teaching in a manner that enables the graduate to achieve the required standards of proficiency.
9. A university professor must exercise patience be mild- mannered with his/her students and colleagues, takes under his care the students whom he or she senses have the academic and moral aptitude and efficiency to feed the university teaching faculty with fresh and highly qualified and capable elements.
10. A university professor will be committed to applying the university policies related to the scientific content and the targeted educational products. He or she must heed and be mindful to the relative weight of both the contents of the teaching process and the examinations alike.
11. While assessing the students, a university professor must take into consideration the academic standards of higher education and scientific research facilities as well as clarity and transparency in assessing the grades without discrimination for any reason that is not related to the students' academic abilities.
12. In non-urgent cases, a university professor may apologize, for personal reasons or reasons related to the profession, for not being able to offer academic help from the beginning or in any stage while the research is progressing. However, such apology will not be accepted in urgent cases.
13. In the absence of another specialist, a specialist university professor may not refuse any scientific consultation if he or she is asked to.
14. A university professor will be required to report to the competent authorities any suspicious cases which involve betrayal of scientific trust, giving detailed report on the case at the time it was offered to him or her. The professor may invite another

colleague to participate in debating the case and drafting the report before presenting the case and the report to the competent entity in the university.

15. In the event a university professor ceases mentoring one of his or her students for any reason whatsoever, he or she must provide his or her substitute professor with the correct and valid information, in writing or verbally, he or she believes is necessary for continuation of the work.
16. A university professor is expected to support, encourage and back up all efforts intended to boost scientific research in universities and academic research centers and must work hard to attain the highest universal standards and levels by discharging his or her duties in support of sustainable faith in college education and academic research institution.
17. A university professor will assume any other duties he or she may be tasked with within the boundaries of his or her academic or administrative capabilities.

7. Employees Academic Responsibilities and Duties

7.1 Teaching activities

The University considers the faculty's role in teaching and educational engagements as primary and essential. A faculty member, as a teacher, shall discharge his/her teaching responsibilities by presenting materials accurately and effectively in accordance with the approved course objectives and course outlines. He/She should make every effort to encourage students to learn and perform better, and in this respect, he/she shall adopt teaching methods. He/She should convey at the beginning of the semester the instructional objectives of each course and see that the objectives are fulfilled through course-related activities. Apart from the classroom teaching assignments, a teacher has the responsibility to develop a relationship with students in which he/she should act as an intellectual guide, counselor, advisor and mentor.

7.2 Teaching load

Teaching load for a full-time teaching instructor in a regular semester may vary from semester to semester depending upon the requirements of the department and the number of available staff. For faculty members holding professorial ranks, the maximum teaching load in a semester is 14 contact session's periods per week. Additional load, over and above the normal teaching load, would result from supervision of graduation projects, and summer work reports and coordination of multi-section courses if appointed as a course coordinator. The department may reduce the course load of a member who is assigned a special duty by the department, the College or by the University. Up to 40 hours periods per week, faculty members are expected to be available for professional duties. Typical teaching load along with other responsibilities of faculty, and their equivalent, is as follows:

#	Position	Teaching units
1	Professor	10
2	Associate professor	12
3	Assistant professor	14
4	Lecturer	16
5	Demonstrator (Teaching assistant)	16

7.3 Curriculum development

Each faculty member should have a continuing commitment to the development of subjects in his/her field. He or she should review and update the course contents, as and when necessary, to reflect new developments and advances.

7.4 Course scheduling

All on-campus credit courses are scheduled by the Registrar's Office under the Deanship of Admissions and Registration. The request for a change in the scheduled class time can be made only if there is a conflict and/or a strong justification. The request must be filed with the Registrar's office through the chairman of the department, citing the reasons.

7.5 Hours of instruction and conduct of classes

The duration of each lecture and laboratory session is indicated by the Registrar's office.

An instructor is responsible to the department offering the course and to the college dean for orderly and competent conduct of classes and all teaching activities. Faculty members are expected to start and finish their scheduled classes promptly on time.

7.6 Classroom supplies

Each classroom is fitted with a white board, an overhead projector, a screen, markers and dusters. A faculty member is also expected to develop new courses to include new advances and topical issues, which would strengthen the academic curricula. He or she should work in collaboration with other faculty members in his/her field to seek continuous updating and improvement of curricula.

7.7 Office hours

Instructors are expected to schedule and keep a reasonable number of weekly office hours for student meetings and consultations. Office hours should be scheduled at times convenient to students. The minimum number of office hours is normally specified by the department. The academic departments require that the instructors post their scheduled office hours for the convenience of students and provide the department with a copy of their posted office hours.

7.8 Class roster

It is the responsibility of the instructor to ensure that all names of students who are officially admitted to the course are duly registered in the official class roster supplied by the Deanship of Admissions and Registration. The official class list is also posted on-line on the website of the Deanship, access to which can be made by the instructor.

7.9 Record of class attendance

A regular student is expected to attend all classes and laboratory sessions. To discourage class absenteeism of students, the university enforces a policy on class attendance in which a regular student will not be allowed to continue in a course and take the final examination, if his unexcused absences exceed 15% of the lecture and laboratory sessions scheduled for

the course or, if his or her attendance, allowing for both excused and unexcused absences, is less than 66.7% of the scheduled class and laboratory sessions. A course instructor should therefore keep a record of class and laboratory attendances of all students. A grade of DN in a course is given, if the student's unexcused absences are more than 15% of the lecture and laboratory sessions scheduled for the course.

7.10 Cancellation of classes and make-up classes

An instructor may cancel a class due to sickness, emergency leave, official business trip or assignment or any other unforeseen, unavoidable events. In such cases, he must inform the department of the cancellation with justification and also notify the class. For all cancelled classes, make-up classes must be scheduled to complete the course coverage. It is the responsibility of the instructor to make arrangements for the extra class meetings at a suitable time free of conflict with student's academic engagements. The department should be informed of the scheduling of all make-up classes.

7.11 Textbooks and course material

Wherever necessary, a scheduled course has a designated textbook, which has been adopted by the department. As all students registered in a course will have a copy of this book, an instructor may freely refer to the textbook as and when necessary. The adoption of a textbook does not restrict the instructor to use this book exclusively in his teaching and therefore he may freely adopt other references to supplement teaching material, which may include his own prepared lecture notes. Where there is no designated textbook, an instructor must rely on his own collection of materials and whenever necessary and appropriate, he should distribute the course materials to the students in his class.

An instructor can propose a new textbook, either as a replacement for an existing one or as a new addition for a course where there is no designated textbook, by following the university's procedure, which requires approval of the department, the college and the university.

7.12 Course portfolio

The university maintains a policy on course portfolio, according to which an instructor is required to prepare a course file with necessary documentation and submit it to the department on completion of the course. The course file should contain materials in accordance with the department's policy and may include syllabus, instructor's report, and copies of homework, projects and examinations and samples of students' work.

8. Policy and Procedure

8.1 Policy and procedure for faculty grievance

Purpose:

The aim of this policy is to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this policy are intended to be used only when matters cannot be resolved informally.

Scope:

This policy applies to all faculty or academic staff members and administrators.

Definitions:

1. *Grievance*: A written complaint filed by a faculty or academic staff member against a faculty member and or an administrator of the College/University alleging a violation of University/College policy or established practice e.g. improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices, and/or procedures relating to the conditions of employment or to other circumstances giving proper grounds for complaint.
2. *Faculty member*: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, lecturer or instructor.
3. *Administrator*: A person appointed as the head of an administrative unit, director, department chair, dean, or separately reporting director.

4. *Policy*: A written statement of principles and procedures that govern the actions of faculty, academic staff, and administrators, including written rules, bylaws, procedures, or standards.
5. *Practice*: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit which are usually unwritten but of long-standing duration, and for whose existence the grievant can offer evidence.
6. *Violation*: A breach, misinterpretation, or misapplication of existing policy or established practice.

Policies:

- The faculty grievance policy is designed to provide due process for faculty members. This policy will apply anytime a grievance is filed by a COCP faculty member against a faculty member or an academic administrator / administrator where no other COCP policy is appropriately applied.
- Grievances may include work assignments, work schedules, working conditions, annual evaluations, or the interpretation or application of a rule, regulation, or policy.
- The formal procedures described herein are intended to be used only when matters cannot be resolved informally. A faculty or academic staff member who feels aggrieved should first seek an informal resolution at his/her department level before filing a formal grievance to the college Dean under this policy.
- If a member of the committee is involved with the grievance or may have a conflict of interest with hearing the case, the member is expected to excuse him / herself from committee for the duration of the case.
- On proper request for a complaint / hearing, the College Dean shall establish an ad hoc committee of five persons with appropriate expertise and without bias or direct interest in the outcome and to adherence to hearing procedures assuring a full and impartial hearing strictly on the merits of the cases. The committees shall comprise of:
 1. Vice Dean (assigned by the Dean).
 2. Chair / head of one department (other than complainant's department).

3. Representative from Vice Deanship for Quality and Development.
 4. Two COCP faculty members (other department).
- The Dean shall designate one member of the committee to act as a chair. The grievant or accused shall have the right to challenge committee appointments supported by adequate grounds. The challenged member shall be excused if Dean finds adequate justifiable evidences. He shall then appoint replacements for the member excused.
 - The committee shall review and evaluate grievances brought forth by a faculty member and shall submit a recommendation concerning the grievance to the Dean. The Committee is intended to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and administrators.

Procedure:

1. To initiate a formal grievance, the employee shall present the grievance in writing to his or her supervisor within seven calendar days from the date of the action that is the subject of the grievance. The employee's statement of complaint must include the employee's recommendation(s) for resolution of the grievance. Relevant documents or any other information pertinent to the matter should also be provided. Once the grievance has been committed to writing, it cannot be changed.
2. Immediate supervisors and department heads must respond to the employee in writing within seven calendar days of receipt of the grievance.
3. If an employee's immediate supervisor is the subject of the grievance, the employee may file the grievance in writing directly to the Chair of the committee.
4. Once received by the committee, the process is as follows:
 - Hearings shall be scheduled as expeditiously as possible with due regard for the schedule of both parties. On the rare occasion when a party fails to respond to repeated attempts (not more than one week) to schedule a hearing or unreasonably delays the scheduling of a hearing, the Grievance

Committee will schedule the hearing for the first date available to the panel members and the other party.

- The Grievance Committee shall convene the hearing panel and shall be present during all formal proceedings. The Grievance Committee shall provide written notice of the time and place of the hearing, the names of counsel, the names of any witnesses, and copies of any documents submitted by the parties and deemed relevant by the Grievance Committee, to each party at least seven days before the hearing.
- The hearing shall be conducted in good faith and must be completed within 14 calendar days unless the Grievance Committee determines that an extension of time is necessary.
- All hearings shall be recorded. A party may request and obtain a copy of the recording from the Grievance Committee.
- Hearings shall be closed unless the parties agree otherwise.
- The privacy of confidential records used in the hearing shall be respected.
- All parties may present their cases in person and may call witnesses on their behalf. The names of witnesses must be provided to the Grievance Committee at least seven (7) days prior to the hearing date.
- A party may elect not to appear, in which event the hearing will be held in his or her absence.
- All parties are entitled to counsel of their choice. The name of counsel must be provided to the Grievance Committee at least seven (7) days prior to the hearing date.
- Any party or counsel shall be entitled to ask pertinent questions of any witness or the other party at appropriate points in hearings. The grievant bears the burden of proving that there has been a violation of policy or established practice. A hearing panel shall decide whether the evidence supports the allegations made by the grievant.
- The Grievance Committee shall report their findings and recommendations in writing within 14 days of the completion of the

- hearing to the Grievance Committee, who shall forward them to the grievant, the respondent, their counsel, and the appropriate supervisor.
5. If the grievance is not satisfactorily resolved by the Committee or if the employee does not receive a response in accordance with the timelines outlined in this policy, the employee may submit a written response stating why the decision is unacceptable to the following persons in the order listed:
 - i. Department head
 - ii. Concerned Vice Dean
 - iii. Dean
 6. Failure to respond to the employee within the time limit allows the grievant to automatically submit the grievance to the next higher appeal level.
 7. All records and information related to grievance proceedings shall be kept confidential to the degree permitted by law. The Grievance Committee, parties to the grievance and other relevant administrators and faculty (including witnesses, presiding officers, and panel members) shall respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

Responsibility:

1. Dean, College of Clinical Pharmacy
2. Vice Deans
3. Department Chairs
4. Faculty
5. Administrative Staff

References:

1. Board of Higher Education articles 82-91

8.2 Policy and procedure for conflict of interest

Purpose:

The purpose of this policy is to ensure that administrators, faculty, and staff of the college avoid “conflict of interest” with respect to the affairs of the college and the university. This

policy provides guidance for all faculty and staff when considering potential conflicts of interest, as it is their responsibility to disclose these issues. The college is committed to operating in an ethical and legal manner, and in compliance with all government statutes, university policies, Compliance Program and Code of Conduct. Faculty and staff are urged to avoid or disclose interests and activities that may conflict with the proper discharge of their official duties.

Scope:

The policy applies to all College of Clinical Pharmacy faculty, staff, and students.

References:

Rules and Regulations of Board of Higher Education

Responsibility:

- Dean, College of Clinical Pharmacy
- Vice Deans
- Department Chairs
- College of Clinical Pharmacy Faculty
- Administrative staff
- Interns and Students

Annual Disclosure:

All administrators, faculty, and staff of the College of Clinical Pharmacy will annually sign a Statement of Disclosure/Conflict of Interest, and will excuse themselves from all activities that are related to conflicting issues.

Note: for other COCP policies, please refer to the Policies and Procedures manual.

RULES AND REGULATIONS OF BOARD OF HIGHER EDUCATION

The University Board may accept donations, grants, bequests and endowments. It may also accept conditional donations for special purposes that do not violate the University main objective.

These donations are deposited into an independent bank account to be spent on specified purposes according to the following rules:

1. These donations must be deposited into an independent bank account with the Saudi Arab Monetary Agency or any local bank and transferred over yearly.
2. Assets are valued as soon as they become possessions of the University.
3. All donations, grants, bequests and endowments inheritances are registered in a special registry.
4. Spending from donations, grants, bequests and endowments is subject to these rules:
 - a. If the donation, bequest or endowment is in cash or an asset and the donator specifies how to use it, it must be fulfilled according to his request.
 - b. If the donation, bequest or endowments is in cash or an asset and the donator does not specify how to use it, the University Board has the right to specify other ways of spending.
 - c. Spending from the independent bank account is subject to possession of official documents and should be supervised by the auditor.
 - The University president can spend up to one million riyals. If any amount above one million is required, the approval of the University Board is necessary.
 - The auditor regularly monitors and reviews the donations, grants, bequests and endowments and the independent bank account, and reports on them.
 - The auditor must make sure that all the donated estates and materials are registered in the University records according to the accounting rules and report them.

Vendor-Sponsored Events:

Prior to planning or attending a vendor-sponsored program, faculty and staff will need to consider if it may constitute a violation of the applicable governments ethics statutes, including any “anti-kickback laws”. Faculty and staff are urged to contact their immediate supervisor for advice on this matter.

Personal Use of University/College Resources:

Faculty and staff are responsible for protecting University and College resources, including but not limited to: property, personnel, time, equipment, vehicles, computer software, trademarks, and intellectual property. Limited personal use of University and College resources may be permitted under certain conditions. Faculty and staff are urged to contact their immediate supervisor with specific questions or concerns regarding use of University / College resources.

Lobbying:

Under no circumstances shall University or College resources may be used for lobbying or promoting or opposing an initiative under consideration by the government / university administration. This prohibition includes the use of employee work time to engage in these activities.

9. Facilities at COCP

9.1 Male Campus

LIST OF ALL FACILITIES FOR COLLEGE OF CLINICAL PHARMACY (MALE)		
#	Facilities	Total Numbers
1.	Classrooms (e.g. F-2069; F-2074; and F-2078 etc.) with podium, projectors, and internet facility etc.	5
2.	Labs (with podium, projectors, and Wi-Fi internet facility etc.)	
	Students Labs	
	Pharmaceutical Chemistry Lab	1
	Pharmaceutics Lab	1
	Pharmacognosy Lab	1
	Pharmacology Lab	1
	Research Labs	
	Central Instrumentation (CIF) Facility	1
	Nuclear Magnetic Resonance (NMR) Facility	1
	Neuro-pharmacology Lab (under development)	1
3.	Faculty Offices	18

	Pharmacology Faculty Offices	4
4.	Computers and Laptops Facility for Faculty	18
5.	Cisco Phone Facility for Faculty	6
6.	Internet Wi-Fi Facility for all faculty members	
7.	Meeting Rooms	2

9.2 Female Campus

S. No	Subject	Numbers	Remarks
01	Classrooms	8	
02	Computer labs	1	
03	Electronic display screens	8	
04	Interactive halls	3	
05	Examination big halls	0	
06	Meeting rooms	1	
07	Simulation lab	1	
08	Research labs	2	<ul style="list-style-type: none"> • The main instrumentation facility (CIF), that is equipped with the state-of-the-art instrumentation, is shared between male and female students and faculty members • The NMR lab is also shared between male and female students and faculty members
09	Student labs (Teaching)	4	01-Pharmaceutics lab in building 300
			02- Chemistry lab in building 300
			03- Pharmacognosy lab in building 300
			04- Pharmacology lab in building 65
10	Internet access		
11	Photocopying/printing room	1	
12	Students' lounge	1	

10. University Services

10.1 About the Office of the President.

10.1.1 Vision

To fulfill the administrative needs of the students, faculty and staff at IAU while being committed to becoming the nation's leading public university.

10.1.2 Mission

To ensure a smooth workflow between all levels of administration at IAU and the students, faculty, staff, the local community as well as other relevant entities.

10.1.3 Values

- Committed to the ideals and ethics inherent to Islam
- Employ effective communication
- Create a working environment where team spirit is encouraged
- Promote equality and excellence
- Encourage the practice of continuous learning
- Preserve the confidentiality of official transactions
- Introduce accountability into the workplace
- Promote fairness and impartiality

10.2 University Vice Presidents:

- Office of the Vice President
- Office of the Vice President for Academic Affairs
- Office of the Vice President for Postgraduate Studies and Scientific Research
- Office of the Vice President for Studies, Development and Community Service
- Office of the Vice President for University Branches

10.3 Directorates

- Directorate for Public Relations and Media
- Directorate for Legal Affairs
- Directorate for the University Campus
- Follow up Directorate
- Directorate of the Office of the Financial Controller
- Directorate General of Procurement and Competitive Bidding

10.4 Deanships

- Deanship of Admissions and Registration
- Deanship of Student Affairs
- Deanship of University Studies
- Deanship of Preparatory and Supporting Studies
- Deanship of Graduate Studies
- Deanship of Scientific Research
- Deanship of Human Resources
- Deanship of Library Affairs
- Deanship of Information and Communication Technology
- Deanship of E-learning and Distance Learning
- Deanship of Quality and Academic Accreditation
- Deanship of University Academic Development
- Deanship of Community Service and Sustainable Development

10.5 Centers

- Institute for Research and Medical Consultations (IRMC)
- Centre for Architectural Studies and Research
- University Counseling Center
- Center for Scientific Publications
- Documents Center
- Alumni and Career Development Center
- Office of Collaboration and Knowledge Exchange

- Office of Scientific and Academic Chairs
- Patents and Technology Transfer Office

10.6 Electronic Services

IAU Electronic Services Portal

<https://eservices.iau.edu.sa/>

This portal serves the student, faculty and staff of IAU. The portal is designed to be user friendly and easy to navigate and also provides our visitors with a variety of new and improved features. Through this portal faculty member can access students records, update his/her information, request a form, etc. Here are some important IAU Webpages that can be access through the IAU e-services portal:

10.6.1 PeopleSoft

URL: <https://sis.iau.edu.sa/psp/hcs9prd/?&cmd=login&languageCd=ENG&>

Deanship: Admission and Regulation

Functions

- Student's data
- Staff timetables
- Marks entry and grading (Self Service ® Faculty Center ® Gradebook)
- Other

How to access it

- *Course Co-ordinator* contacts Mr. Talal Alqahtani at the Dean's Office
- Phone up Mr. Osman on 32709 or e-mail Mr. Khaled (Technical Support Section) at supp.ar@iau.edu.sa and provide him the following information:
 - 1) Full name
 - 2) Iqama/ID no.
 - 3) Date of Birth (DOB)
 - 4) Course names and codes
 - 5) E-mail address
 - 6) Contact no. – extension and mobile no.

- Put in the User ID and Password obtained and complete the task as required.

10.6.2 Library Resources Off-Campus



URL: <https://ezp.iau.edu.sa/login>

Deanship: Library Affairs

Functions: All literature searches

- Summon Web Scale Discovery – printed and electronic books, journals and databases in both Arabic and English
- A-Z Title List of e-books and e-journals
- Journal Citation Report (JCR)

How to access it

- Go to the website and put in your Username (IAU e-mail username without “@iau.edu.sa”) and Password (IAU e-mail password).
- Search some information for teaching and research as appropriate.

10.6.3 UDQuest

URL: <https://udquest.iau.edu.sa>

Deanship: Quality and Academic Accreditation

Functions

- Retrieve students evaluation of your courses and teaching skills
- Fill in the Academic Job Satisfaction (AJS) survey
- Fill in the Library User Satisfaction survey
- Fill in the Vision, Mission and Values survey

How to access it

- Go to the website and enter your Username IAU e-mail username without “@iau.edu.sa”) and Password (IAU e-mail password).
- Complete the requested surveys during the allocated period of time.

10.6.4 Blackboard: Virtual Learning Environment

URL: <https://vle.iau.edu.sa>

Deanship: E-learning and Distance Learning

Functions

- Upload or download any teaching material.
- Communicate with students, e.g. announcements, alerts, etc.
- Create virtual classrooms and other activities.

How to access it

- Go to the website and put in your Username (UD e-mail username without “@ud.edu.sa”) and Password (UD e-mail password).
- Develop the virtual learning environment as appropriate.

11. Contracting Procedures

You will find in this section a guidance of all the steps of the process that should be followed once you arrive safely to the airport to facilitate and accelerate the hiring and payment of allowances.

11.1 At the Airport

When you have arrived to King Fahd International Airport, a representative from the University will be waiting to pick you up from the airport to a temporary residence which is either a hotel or furnished apartment in the city of Dammam. Permitted length of stay there

is five days. After your arrival to the temporary residence and taking a period of rest from the fatigue of traveling, the next morning you are expected to go to the university, Building (10) where there is a set of procedures that you are required to do in order to facilitate and accelerate the hiring and payment of allowances.

Please do not forget to bring the original of the following documents on first arrival (The documents must be attested by Foreign Affairs and Ministry of Higher Education)

- Your own degrees and teaching certificates and other similar documents.
- Birth certificates, self, spouse, children as appropriate.
- Marriage certificate, essential if your spouse and/or dependents do not accompany you when you first come to the Kingdom and you wish to have visas issued for them later.
- For children enrollment in school in the KSA, a certified record of vaccinations in necessary. For most institutions, the WHO Vaccination Certificate is usually sufficient and sometimes required. If possible, you should contact the school in which you are thinking of enrolling your child prior to leaving your home country to determine what documents will be required.
- ID photos for yourself and your family.

11.2 Procedures for reporting and obtaining residence permit

On the first day, you are expected to go to the Deanship of faculty and personnel at the university in the building 10 second floor to do the following:

- Submit the original copies of your own degrees and teaching certificates and other similar documents.
- Receive the contracting forms.
- Submit the contracting forms after filling them.
- Receive special medical examination forms necessary to issue the residence permit.
- Request Identity letters that are required for renting a house, buying a car .etc.

11.2.1 Signing the Contract

- After the submission of your required documents and forms, and within one week, please contact the Deanship of faculty and personnel affairs to make sure that the contract is ready for signature.

11.2.2 Issuing Residence Permit (Iqama)

- After receiving the medical examination forms, you need to go to King Fahd Hospital to perform the required laboratory investigations. The results will be ready within one to two weeks.
- After receiving the medical reports, you need to contact the faculty services department in the first floor of Building 10 taking with you:
 - Medical reports and laboratory results
 - 3 photos for you and every family member.
 - 500 SR for you and for any of your sons or daughters who are older than 18 years.

11.2.3 Post Contracting Procedures

After signing the contract and obtaining the iqama, you should submit an application for an IAU ID card from Faculty and Personnel Affairs (Building 10, 2nd floor), as well as a user name and password.

11.2.4 Iqama Renewal

The iqama is valid for one year (Hijri calendar) and then you must pay for renewal. Officially, it can be renewed up to two months in advance of the expiry date – 3 months in an emergency. Wife/Husband and children must be present in the Kingdom for the renewal of a family iqama. Take the money with you and one photo for each passport holder to the passport office. Renewal takes about 10 days.

Make sure the entire family is in the country at the renewal time. If your wife husband and children are out of the country when your iqama expires, they will not be included on the new iqama. Thus, the re-entry portion of their visas will be invalid and a new entry visa must be obtained prior to returning to the Kingdom. Contact the University for assistance.

What Should You Do If you lost your Iqama?

- Report loss to passport office
- Place notice advertising the loss in a newspaper (required by law), cost SR150
- Pay fine: SR1000
- Pay SR100-300 for replacement, depending on validity. (Replacement takes 6 to 8 weeks).

12. Duties and Responsibilities

- The faculty member is subject to the duties and responsibilities explained in the Charter of the university and for issues not addressed by the Charter, the rules and regulations of the National Employment Charter will be followed.
- Honesty, good conduct and abiding by the rules and regulations of the Kingdom of Saudi Arabia.
- The faculty member and his or her dependents will respect the customs and traditions of the Kingdom, particularly with regard to the non-violation of religious moral and non-interference in politics.
- Observing the vision, mission, values and strategic goals and objectives of the College and the University.
- Faculty members are expected to be available for professional duties up to 40 hours per week. Teaching load of faculty members may vary from semester to semester based on the requirements of the department and the number of the available teaching staff. Teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor.
- Each faculty member should contribute actively in the department activities and duties.
- Attendance and active participation in Departmental Board Meetings.
- Each Faculty member should participate in the curriculum development through continuous development and improvement of his/her courses by working on collaboration with other faculty members based on new advances in the field.

- Awareness of the program objectives and the competences required for graduation from the PharmD Program, and taking these (objectives and competencies) in consideration while teaching and evaluating students.
- Providing students with best knowledge and relevant training abilities during the educational activities for the courses he/she is teaching.
- Each faculty member is expected to schedule specific number of office hours for students' advising and consultation. The minimum number of office hours is normally specified by the department, and it should be announced to the students.
- Active participation in programs promoting skills of faculty members organized by the College or the University.
- Enhancing and encouraging team-work and cooperation spirits within his/her department.
- Performing scientific research in his/her field of specialization.
- Doing his/her best to publish his/her scientific work in highly prestigious refereed journals in accordance with regulations followed by Vice Presidency for Higher Studies and Scientific Research.
- Participating in highly prestigious international conferences to present his/her own work.
- Avoiding any kind of plagiarism in scientific research.
- Participation in applying quality assurance systems.
- Prepare course reports, course portfolios of his/her own courses and annual report on professional, academic and research achievements.
- Participation in activities related to Community Service.

13. Health Insurance

Insurance is obligatory in KSA. As government employees, IAU faculty and staff and their families are eligible for free medical treatment at King Fahd Hospital of the University and in the governmental health care centers/hospitals.

14. Housing

The University may provide the faculty with accommodation otherwise he/she will be paid an annual housing allowance based on his/her salary. This should occur at the beginning of each annual contract. For those whose contract period is less than one year, this payment will be proportioned. If both spouses are employed by the university, only the higher housing allowance will be paid. No housing allowance is payable to female contractees married to a Saudi citizen.

Furnishing allowance of 50% of the annual housing allowance will be paid if the university has not provided furnished accommodation to the faculty. This payment will be paid only once for the whole duration of the contract.

In the case of the contract duration being for less than one year, a proportionate amount of the furnishing allowance will be paid; the balance is payable only upon renewal of the contract for a period no less than the first period.

15. Annual Vacation and Transportation

- The faculty and his family are eligible to get travel tickets at the beginning of the contract (maximum four full tickets including the faculty).
- The faculty is entitled to get 60 days paid annual vacation.
- For faculties who have worked for less than one year, the vacation is proportional to the period worked.
- The faculty may be granted emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The faculty is not entitled to a ticket when taking emergency leave.
- The faculty may be granted exceptional unpaid leave not exceeding one semester without termination of the contract. The faculty is not entitled to any benefits during this period of exceptional leave.
- If a faculty cannot fulfill his duties due to ill health, he is entitled to one month's leave on full pay which can be extended to two additional months on half pay. The faculty

is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the faculty is entitled to double the amount of leave mentioned above.

- Confirmation of the sickness and the period of sick leave follows the rules of the Saudi employees.
- The female contractees is entitled to forty-five days maternity leave. On the death of her husband, a female contractees is entitled to confinement leave (one month for non-Muslims).
- Return tickets should be provided to the faculty with his family (maximum four full tickets). For faculties who have been contracted locally but reside abroad, return tickets will be given after the first two-year period of employment.
- End of the contract travel tickets should be provided to the faculty and his family (maximum of four full tickets). This does not apply to faculties residing in the Kingdom who have served less than two years or those who have been transferred to another sponsor within the Kingdom according to the rules and regulations.
- In case faculty will request cash payment instead of the tickets, only half of the amount of the tickets will be given.

The family of the faculty includes

- The spouse, or guardian of the female faculty.
- Those supported by the faculty, which includes:
 - Sons under the age eighteen years
 - Unmarried daughters
 - Parents
 - Brothers under the age of eighteen
 - Unmarried sisters

For the above mentioned members to accompany the faculty, prior approval is required from the Recruiting Office.

16. Exit and re-Entry Visa

Exit re- entry visa is required when you would like to travel abroad the kingdom. It can be obtained at any time with the approval letter of College administration and the payment of visa fee SR 200 single entry and SR 500 for the multiple entries per passport directly to the ministry of interior account through online banking or ATM. You can issue visa online for dependents once you have created account on the web site of Ministry of Interior (www.moi.gov.sa), however you will have to get exit re- entry visa issued from university jawazat office for yourself.

17. Bank Account

For new bank account you will need:

- Identity Letter (Shahada Tareef) from Personnel department, University administration.
- Copy of your Iqama.
- Fill out online bank account application form and get reference number.
- Book an appointment and visit the nearest branch or you can directly meet the bank manager.

18. University Parking Stickers

To get the IAU parking sticker for your vehicle you will need:

- Copy of your vehicle registration card
- Copy of Driving license
- Copy of Iqama
- Copy of you university card

Visit the main security office at the old campus for the parking sticker.

19. Imam Abdulrahman Bin Faisal University Recreation Centre

IAU recreation membership card can be obtained from the recreation office, located at the second floor of NCB bank building in the main university campus with an annual charge of SR 50-100. Only members and their family can benefit of recreational activities at University beach at Half Moon. You can take guests on payment at the reception of IAU beach. Beach administration provides table, chairs, rugs and curtain on request, nominal fee is charged for these items.

20. Getting a Driving License

The following documents will be required:

- Passport size photographs
- Original Iqama and a copy of it
- Passport copy and visa copy
- Driving license of your native country
- Original blood group report from any hospital. (You can get it done from the Medical lab outside the driving school for SR30).

The above mentioned documents should be submitted to the Al Khobar Driving School located on the service lane of Dammam-Khobar Highway. It's best to reach the school early, by 7:00 am at least! Talk to someone you find in the school and they will be able to guide you with the rest of the procedures.

20.1 Procedures

- Get your native driving license translated into Arabic. This can be done from any of the typing centers or inside the driving school on paying a nominal fee.
- Get your file prepared and ready. Submit all your documents at the File preparation center close by and get it done. Charge: SR.30

- Pay the License Fee. It's SR.200 for FIVE years and SR.400 for a TEN years license. There are people ready to get this done on the spot through their mobile for SR.30. Or you can get the payment done through online banking or ATM against your iqama number.
- Enter the school with your file and get your eyes tested as well as your License checked.
- Now go to the courtyard for the initial driving test.
- Once you pass the test go to hall and pay for the instruction class that would be conducted on the same day. Your file will be held and you will be given a receipt instead which mentions the hall number and the time of your instruction class. Be on time for this mandatory class where you will be briefed on the computer test. (N.B. If you fail the test, will be asked to attend 15days of driving classes).
- Go to designated hall for the instruction class. You'll be given a book/chart of traffic signs and rules when you attend the class. Your receipt will be stamped after the class and the date and time of the computer test will be announced, which would probably be the next day.
- The test is 20 MCQs for 30 minutes. The pass mark is 15/20.
- Once you pass the computer test, you will be called immediately for the driving test.
- If you pass the test, you will get your file back.
- Submit your file at the hall, then you will get your driving license.
- CONGRATULATIONS. You will feel that this is one of your greatest achievements ever.

N.B. If you have a Canadian or American driving license, there will be no need to go through all this process. All what you will do is to get it translated and go directly with your medical report and blood group and pay the fees. You will receive your driving license on the same day or may be on the next working day.

21. Schools

The university may pay children tuition fees to the faculty children in the following conditions:

- The child has not been accepted by a government school.
- The age of the child is no less than six years of age and no greater than eighteen years.
- The child is attending school within the Kingdom.
- The university is not responsible to provide funds for education outside the Kingdom.
- The total education allowance is 25,000 SAR, distributed as following: 10,000 for the first child, 7,500 for the second one, 5,000 for the third and 2,500 for the fourth.

22. Recreation Sites

22.1 Imam Abdulrahman Bin Faisal University Beach (Recreation Centre)

It is located at Half-Moon Bay. Facilities for faculty and staff members and their families include a family swimming beach, changing rooms with showers and toilets and shaded picnic areas.

22.2 Corniche



It includes green spaces and sandy areas, children's playgrounds, kiosks and service facilities. It is a local destination of families and friends for leisure time, especially in the evenings after work to enjoy.

22.3 King Fahd Park



It lies between Dammam and Dhahran cities on the Al Khaleej highway. It is considered as one of the largest parks in the Eastern Province. A main water current measuring 570 meter by 15 meter graces this park. Besides, the park has numerous waterfalls, eight bridges to facilitate people's movement from one side to the other, and two artificial lakes, huge amusement rides, many restaurants and other service facilities fill the park.

22.4 Al-Marjan Island

It is an artificial island connected to the Dammam pier across a bridge. It has everything that tourist and family's need, such as green spaces, seating areas and children's playgrounds. Also, you can enjoy a sea ferry by special boat rides to and from the island.

22.5 Dolphin Village

It is an entertainment village located at the entrance of Al-Marjan Island (Coral Island) on the Al Dammam Corniche. It contains amusement rides, a swimming pool, daily dolphin and seal shows and, circus during Eid vacations and national events.

22.6 National Museum

The National Museum gives focus to the history of Islam. The museum has over ten different galleries, several courtyards and there is a section of the house that holds several items owned by the founding King of Saudi Arabia. The Museum is located on the 4th floor of the

Dammam Public Library, opposed the Dammam Stadium on the cross lane from the Dammam-Al Khobar Highway.

22.7 Heritage Village

The Heritage Village is a top sight in Dammam. The building is five stories and has amazing architect. You will find ancient weapons, jewelry, extremely old photos and several other rare items. You also have the option of dining in one of the several rooms in this beautiful building. Each room is decorated in traditional Arabian decor.

22.8 Sultan bin Abdul-Aziz Center for Science and Technology (SciTech)



SciTech is one of the major projects executed by Sultan Bin Abdul Aziz Al-Saud Foundation. Located on Al-Khobar Corniche, in the Eastern province of Saudi Arabia, the center is a 14,100 square meter concrete building that uses state of the art technologies and architectural designs on an area of 21,700square meters.

The main target of “SciTech” is to educate the community, specifically the youth, and expose them to the basics and applications of science. The simple way these scientific exhibits are explained and demonstrated, using interactive means, makes your visit to “SciTech” an educational and fun experience.

23. Emergency Phone Numbers

Police	999
Fire Department	998
Saudi Red Crescent	997
Road Security	996
Traffic Accident	993
Passport Department	992

Public Security	989
Electricity	933
Najm (Najm Insurance Services Company)	9200 0560

THANK YOU