

TRAINEE GUIDE

<http://aat-he.iau.edu.sa>

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Higher Education system of Academic Affairs & training

King Fahd University Hospital in Al-Khobar
Imam Abdulrahman Bin Faisal University

Directorate of Academic Affairs & Training
<http://aat-he.iau.edu.sa>

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Registration

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Academic Affairs Login

Username/National ID

Password/Mobile

Login

New Registration

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First: When used for the first time

- Username: Enter the National Id or Iqama Number
- Password Enter the mobile number without the key
- Click New Registration

Second: After registration

- Username: Enter the National Id or Iqama Number
- Password Enter the mobile number without the key
- Click Login

Requirements and commitment

The required Document Should be Available Before Starting Registration with Expiry more than Six months

التوثيق (المستندات) المطلوب توفرها قبل بدء التسجيل مع تاريخ صلاحية لا يقل عن ستة أشهر

- Employee Certificate (Employment Letter, Sponsorship letter)
(ارفاق نسخة من قرار التعيين أو قرار الإمتعات (خطاب ترغ أو خطاب تعريف)
- Copy of National Identification Card / Iqama
(صورة من بطاقة الأحوال / الملائة الإقامة سارية المصاحبة)
- Curriculum Vitae including two Recommendation letters
(صورة من السيرة الذاتية مع عدد التين خطاب تزكية)
- Valid copy of Saudi Commission Professional Registration Card
(صورة من بطاقة التسجيل المهني سارية المصاحبة)
- Valid Medical Liability Insurance Certificate
(صورة من شهادة التأمين ضد الأخطاء الطبية سارية المصاحبة)
- Valid BLS/ACLS/PALS (Program Dependent)
(صورة من شهادة و بطاقة دورة الإمتاع الطبي الولوي سارية المصاحبة)
- Attach a photograph size (4X6) on a white background.
(إضافة صورة تسمية مقاس 4 * 6 على خلفية بيضاء)
- Medical Examination Requirement are Screening lab tests for Hepatitis B,C and HIV
(عمل الكتف الطبي يتضمن فحص الكبد الوبائي ب و ج و فحص نقص المناعة المكتسبة)
التمهيد يتحمل كافة المسؤولية عن عدم وجود خطأ بالمستندات

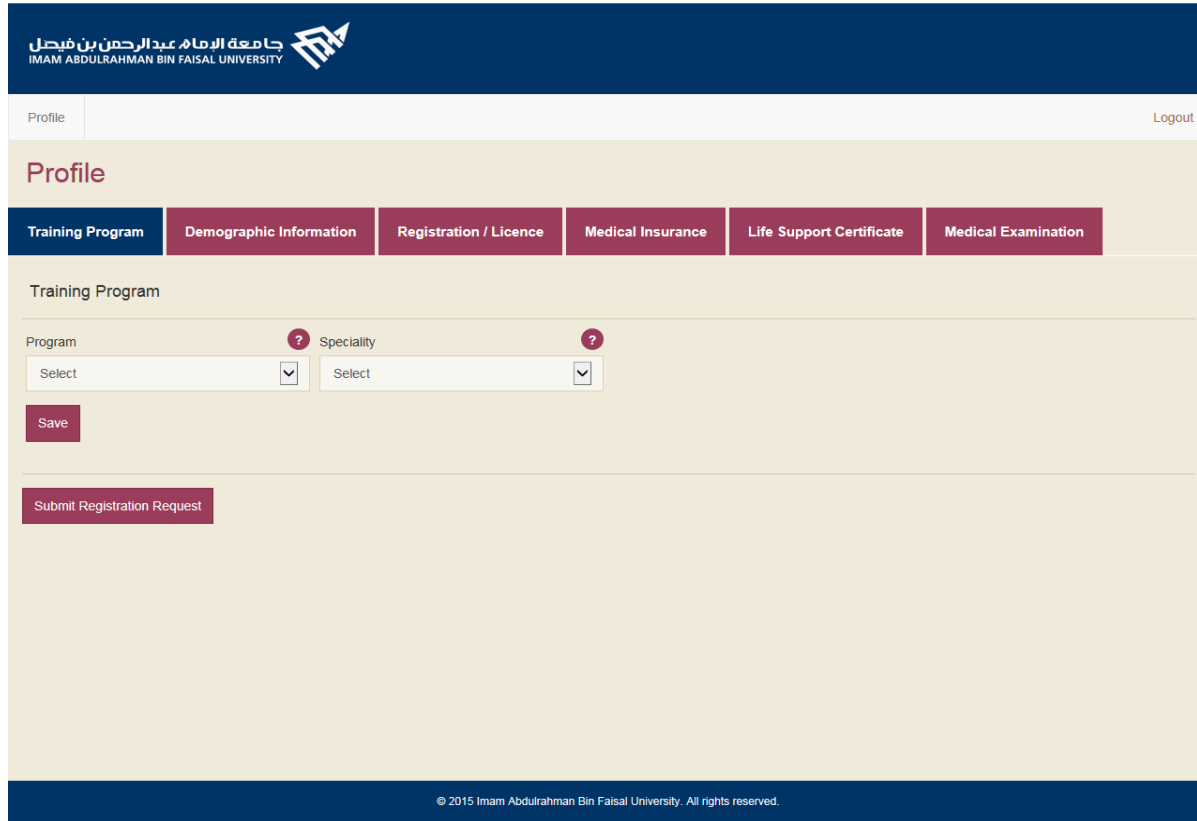
Agree Cancel

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Contains the documents that are required before you start the registry

After reading the terms& condition, click Agree.

Profile



Profile Logout

Profile

- Training Program
- Demographic Information
- Registration / Licence
- Medical Insurance
- Life Support Certificate
- Medical Examination

Training Program

Program ? Specialty ?

Select Select

Save

Submit Registration Request

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The page contains:

1. Training Program
2. Personal Information (Demographic Information)
3. Professional Registration license
4. Insurance certificate
5. Life support certificate
6. Medical Examination
7. Logout

Note: There are question marks on the right side of each clickable box to indicate the desired

1. Training Program

The screenshot shows the 'Profile' page of the Imam Abdulrahman Bin Faisal University website. The 'Training Program' tab is selected. The 'Program' dropdown menu is open, displaying a list of program options. The 'Specialty' dropdown menu is also visible but not open.

Program

- Select
- Saudi Board
- SCFHS Diploma
- Master of Clinical Laboratory Sciences
- Master of Psychology
- Master of Public Health
- Master of Quality of health care and patient safety
- Master of Pediatric Physical therapy
- Master of Sport Physical therapy
- Master of Cardiopulmonary Physical therapy
- Master of Musculoskeletal Physical therapy
- Master of Neuromuscular Physical therapy
- Midwife Diploma
- Master of Ob/Gyn Nursing
- Master of Intensive Care Nursing
- Master of Psychiatric Nursing and Mental Health

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- Select the program type from the drop-down menu

The screenshot shows the 'Profile' page of the Imam Abdulrahman Bin Faisal University website. The 'Training Program' tab is selected. The 'Program' dropdown menu is closed, and the 'Specialty' dropdown menu is open, displaying a list of specialty options. The 'Save' button is highlighted in red, and the 'Submit Registration Request' button is also visible.

Specialty

- Select
- Adult Cardiology
- Adult Diabetic Disease
- Adult Gastroenterology
- Adult Nephrology
- Anesthesiology
- Dermatology
- Emergency
- Endocrine
- ENT
- Family Medicine
- General Surgery
- Hematology
- Infectious Disease
- Intensive Care Unit
- Internal Medicine
- Microbiology
- Neurology
- Neurosurgery
- OB/Gyn
- Occupational Medicine
- Ophthalmology
- Oral and Maxillofacial Surgery
- Orthopedic
- Pain Medicine
- Pathology
- Pediatric
- Plastic Surgery
- Psychiatry

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- Select your specialty from the drop-down menu
- Click Save

2. Demographic Information

Profile

Training Program | **Demographic Information** | Registration / Licence | Medical Insurance | Life Support Certificate | Medical Examination

Demographic Information

National/Iqama Id ? Full Name (En) ? Full Name (Ar) ? Gender ?
0 First N: Second Last N: First N: Second Last N: Male Female

Nationality ? National/Iqama Expiry Date ? Electronic Copy of National/Iqama ID ? Electronic Copy of Employee Certificate/ID ?
Select هجري Gregorian Browse... Browse...

Sponsor ? Electronic Copy of CV with References ? Blood Type ? Home Tel No ?
Select Browse... Select

Mobile ? Email ? Country ? City ?
Select Select

P.O. Box ? Address ? Personal Photo ? SCfHS Prog. Reg. No. ?
Browse... Browse...

Electronic Copy of SCfHS Program Acceptance Paper ?
Browse...

Save

Submit Registration Request

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The page contains personal data

What is Required from you is:

- Fill all fields
- Upload files so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
 - ✓ Upload the image size (4 x 6) on a white background in JgEP format
- When finished, click Save.

Note: There are question marks on the right side of each clickable box to indicate the desired

3. Registration license

The screenshot shows the 'Profile' page of the Imam Abdulrahman Bin Faisal University website. The 'Registration / Licence' tab is selected. The form contains the following fields:

- Saudi Commission for Health Specialist Reg. No. (Text input)
- Category (Dropdown menu)
- Expiry Date (Calendar picker, currently showing 1441 Hijri and 2020 Gregorian)
- Electronic Copy of Saudi Commission Registration Card (File upload field with 'Browse...' button)

Buttons: 'Save' and 'Submit Registration Request'.

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The page contains Professional registration data

What is Required from you is:

- Fill all fields
- Upload files so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
- When finished, click Save.

Note: There are question marks on the right side of each clickable box to indicate the desired

4. Medical Insurance

The screenshot shows the 'Medical Insurance' section of a user profile. It features a navigation bar with tabs for 'Training Program', 'Demographic Information', 'Registration / Licence', 'Medical Insurance' (selected), 'Life Support Certificate', and 'Medical Examination'. Below the tabs, the 'Medical Insurance' form is displayed. It contains four main input areas: 'Policy No', 'Company' (with a dropdown menu), 'Expiry Date', and 'Electronic copy of Insurance Certificate'. The 'Company' dropdown menu is open, showing a list of insurance providers in Arabic. The 'Expiry Date' field has a calendar icon and is set to 'Gregorian'. The 'Electronic copy of Insurance Certificate' field has a 'Browse...' button. There are question mark icons next to the 'Company', 'Expiry Date', and 'Electronic copy of Insurance Certificate' fields. At the bottom left of the form, there are two buttons: 'Save' and 'Submit Registration Request'.

The page contains Medical liability insurance data

What is Required from you is:

- Enter the policy number
- Choose your company from the drop-down menu
- Enter the expiry date
- Upload policy so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
- When finished, click Save.

Note: There are question marks on the right side of each clickable box to indicate the desired

5. Life support certificate

The screenshot shows the 'Life Support Certificate' section of a user profile. At the top, the university logo and name are displayed. Below the profile header, there are navigation tabs for 'Training Program', 'Demographic Information', 'Registration / Licence', 'Medical Insurance', 'Life Support Certificate', and 'Medical Examination'. The 'Life Support Certificate' tab is active. The form includes a 'Program' dropdown menu with options: Select, ACLS, ATLS, BLS, NRP, and PALS. There are two date input fields for 'Expiry Date', one in Arabic ('هجري') and one in 'Gregorian'. A file upload field for 'Electronic copy of Certificate/Licence' with a 'Browse...' button is also present. A 'Submit Registration Request' button is located at the bottom of the form.

The page contains Life support Certificate data

What is Required from you is:

- Choose your certificate from the drop-down menu
- Enter the expiry date
- Upload certificate so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
- When finished, click Save.

Note: There are question marks on the right side of each clickable box to indicate the desired

6. Medical Examination

The screenshot shows the 'Medical Examination' section of a user profile. At the top, there is a navigation bar with the university logo and name in Arabic and English. Below this, a 'Profile' header is followed by a row of tabs: 'Training Program', 'Demographic Information', 'Registration / Licence', 'Medical Insurance', 'Life Support Certificate', and 'Medical Examination' (which is highlighted). The 'Medical Examination' section contains the following fields and options:

- 'Is examination done in King Fahad University Hospital?' with radio buttons for 'In' (selected) and 'Out'.
- 'Hospital Medical Record No.' with a text input field and a question mark icon.
- 'Examination Date' with a date picker showing 'هجري' (Hijri) and 'Gregorian' options, and a question mark icon.
- A 'Save' button.
- A 'Submit Registration Request' button.

The page contains Medical Examination data

What is Required from you is:

- Choose the location of the examination if it is inside or outside the hospital
- When choosing the place of examination inside the hospital, enter the medical record file number with the date of the examination

Note: There are question marks on the right side of each clickable box to indicate the desired

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Profile Logout

Profile

[Training Program](#)
[Demographic Information](#)
[Registration / Licence](#)
[Medical Insurance](#)
[Life Support Certificate](#)
[Medical Examination](#)

Medical Examination

Is examination done in King Fahad University Hospital?
 In Out

Medical Examination Report ?

Medical Center ? ?

Examination Date ?

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- When selecting the place of examination outside the hospital, the place of examination shall be recorded with the date
- Upload certificate so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
- When finished, click Save.

Note: There are question marks on the right side of each clickable box to indicate the desired

- ✚ By completing your profile page, click Submit Registration Request
- ✚ The application for registration for Academic Affairs and Training shall be submitted for review and audit of the attached files
- ✚ After reviewing the files and accepting them you can now apply for training in the hospital

Training Request

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Profile Training Request Leave Request Tracking Requests Logout

Training Request

SCfHS Training Program Department Level Training request letter from SCFHS

Start Date End Date

Submit

SCfHS Training Program / IAU Certificate	Department	Level	Start Date	End Date	Training request letter from SCFHS	Training Request Status
12345	Adult Cardiology	F1	15/06/2018	10/09/2018	Browse.. Approved	Approved

<http://aat-he.uod.edu.sa/Requests/LeaveRequest> © 2015 Imam Abdulrahman Bin Faisal University. All rights reserved.

The page contains Training request

What is Required from you is:

- Choose the department you want to train in from the drop-down menu
- Specify the start and end date of the training
- Attach a copy of the official training request letter so that
 - ✓ Not larger than (2 MB)
 - ✓ Upload files in PDF format
- When you're finished click Submit

Note: There are question marks on the right side of each clickable box to indicate the desired

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Profile Training Request Leave Request Tracking Requests Logout

Training Request

SCFHS Training Program Department Level Training request letter from SCFHS

Start Date: هجري / Gregorian

Submit

SCFHS Training Program / IAU Certificate

SCFHS Training Program / IAU Certificate	Department	Level	Start Date	End Date	Training request letter from SCFHS	Training Request Status
12345		Select		10/09/2018	Browse.. Approved	Approved

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Profile Training Request Leave Request Tracking Requests Logout

Training Request

SCFHS Training Program Department Level Training request letter from SCFHS

Start Date: هجري / Gregorian

End Date: هجري / Gregorian

Submit

SCFHS Training Program / IAU Certificate

SCFHS Training Program / IAU Certificate	Department	Level	Start Date	End Date	Training request letter from SCFHS	Training Request Status
12345	Adult Cardiology	F1	15/06/2018	10/09/2018	Browse.. Approved	Approved

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Leave Request

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Profile Training Request Leave Request Tracking Requests Logout

Leave Request

Leave Type ? Start Date ? End Date ?

Select
Eid Al Adha
Annual
Scientific Leave
Freeze
Eid Al Fitr
Military Course

هجري Gregorian هجري Gregorian

Start Date	End Date	Status
12/08/2018	26/08/2018	Approved

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The page contains Leave request **جامعة الإمام عبد الرحمن بن فيصل**

What is Required from you is: **IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY**

- Choose the type of vacation from the drop-down menu
- Specify the start and end date of the leave
- When you're finished click Submit

Note: There are question marks on the right side of each clickable box to indicate the desired

Tracking Request

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Profile Training Request Leave Request Tracking Requests Logout

Tracking Requests

- Files
- Registration
- Training
- Leave

Submitted files

File Type	URL	
Electronic Copy of CV with References	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>
Electronic Copy of Employee Certificate/ID	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>
Electronic Copy of National/Iqama ID	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>
Personal Photo	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>
Electronic Copy of SC/HS Program Acceptance Paper	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>
Electronic Copy of Saudi Commission Registration	Browse...	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="text" value="Note"/>

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Profile Training Request Leave Request Tracking Requests Logout

Tracking Requests

- Files
- Registration
- Training
- Leave

Leave Requests

Leave Type	Start Date	End Date	Status	Waiting for action from / Last Action	Notes	Action Date	Action By	Released?
Eid Al Adha	12/08/2018	26/08/2018	Approved	Chairman		12/10/2017	aaldakheel	No

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The page contains the status of each application submitted by the trainee. When clicking on each type, the trainee can follow up & track his / her any request (file - registration - training – leave)