

Najran university
College of Applied Medical Sciences
Department of Clinical Laboratory Sciences

Description guide
of department's job

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October 2023

About the Department of Clinical Laboratory Sciences:.....	5
Program Mission: -	8
Operational Objectives of the Clinical Laboratory Sciences Program:-	8
The relationship between the objectives of the laboratory science program and the objectives of the College of Applied Medical Sciences:	9
Program Values:	9
First: Department Council	10
1- Definition:	10
2- Organization of the Council:	10
3- Tasks of the Council:	10
4- Authority of the council:	11
4.1 Educational Affairs:	11
4/2 Faculty Affairs:	12
4/3 Scholarship and Training Affairs:	13
4/4 Postgraduate Affairs:	14
Second: Head of Department	15
1- Definition:	15
2- Linkage:	15
3- Duties of the Head of the Department:	15
3.1 Administrative and Financial Affairs:	15
3.2 Academic Affairs:	16
4- Authorities of the Head of the Department:	16
Tasks of the academic divisions:	17
First: Units and committees at the college level.....	18
1. Development and Quality Unit	18
2. Skills Development Unit: -	18
3. Facilities and Equipment Unit: -	19
4. Measurement and Evaluation Unit: -	19
5. Community Service Unit: -	20
6. Teaching and Learning Unit: -	20
7. Planning and Follow-up Unit: -	20
8. Website Unit: -	21

9. Academic Accreditation Unit: -	21
10. Learning Resources Unit:	22
11. Alumni Unit:	22
12. Graduate Studies and Scientific Research Unit: -	22
13. Student Guidance and Counseling Unit: -	23
14. E-Learning Unit: -	23
15. Clinical Training and Internship Unit: -	24
Second: Committees at the Department Level	24
1. Academic Advising Committee	24
2. Student Activities Committee	25
3. Development and Quality Committee	26
4. Study Plans and Curricula Committee	27
5. Progress Tests and End of Program Tests Committee	28
6. Schedules and Tests Committee	29
1- Definition of the Advisory Board:	30
2- General Regulations:	30
3- Tasks of the Council:	31
Second: Student Advisory Council	31

Introduction:

Within the framework **of the endeavor of the Department of Clinical Laboratory Sciences - College of Applied Medical Sciences at Najran University** towards global leadership in various educational, research, administrative and technical activities, and based on the importance of the role of the organizational aspect in promoting this endeavor through many aspects, the most important of which is the existence of an organizational guide that defines the tasks of each administrative unit in the organizational structure of the department as well as the presence of a guide that clarifies the academic, administrative and financial powers of decision-makers in the department, this guide comes from the reality of What is stipulated in the higher education regulations, the executive regulations of the university and the decisions issued in this regard to organize the work of the department and facilitate and facilitate its work to contribute to the performance of its mission and achieve its goals. In preparing this guide, a methodology was followed based on the formation of a work team with diverse experiences and disciplines, which began its work by collecting information from various sources and formulating it through holding several meetings, including a description of the functions and powers of the department council and its president. In addition, this guide dealt with the tasks and powers of the standing committees at the department and college levels. The description of organizational tasks was limited to two organizational levels and took into account in this guide the identification of administrative units affiliated to each organizational level. We hope that this guide will contribute to organizing the work of the Department of Clinical Laboratory Sciences, College of Applied Medical Sciences, and raise the quality and speed of completion of work to the levels we all aspire to Therefore, proper organization is the only means of reaching ends.

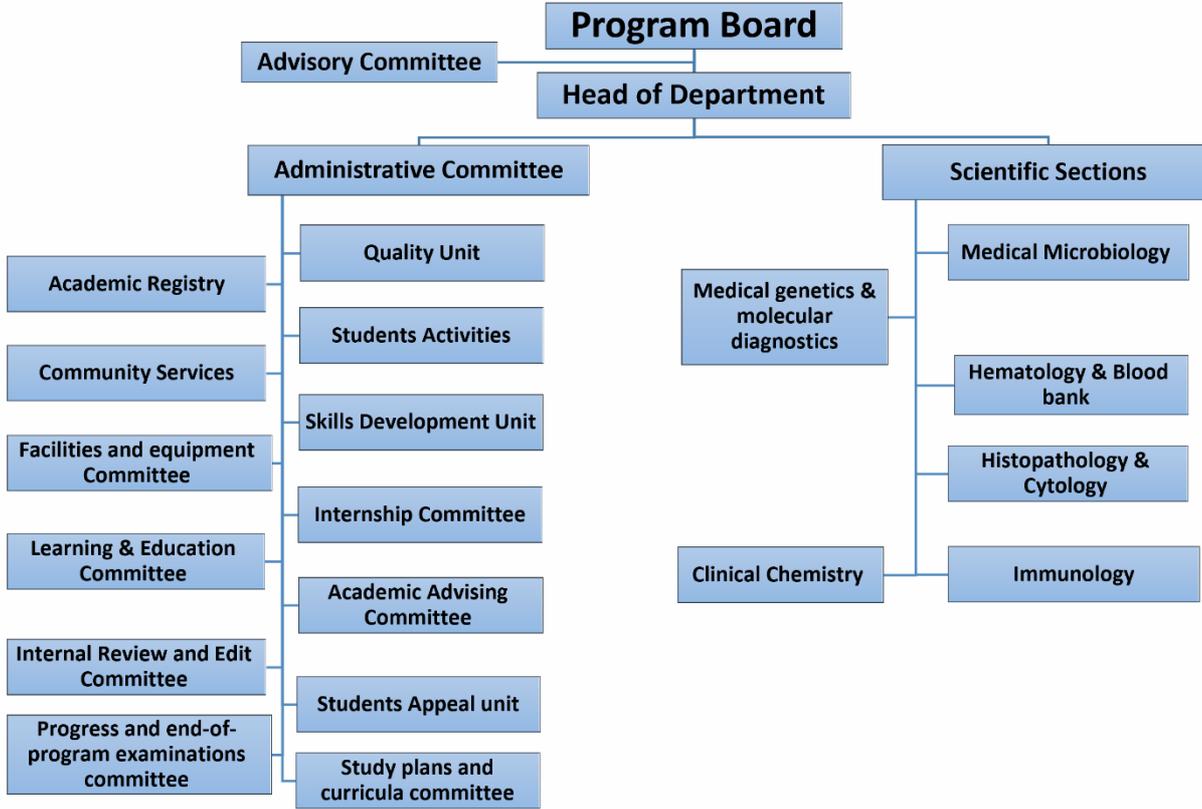
About the Department of Clinical Laboratory Sciences:

Clinical laboratory sciences is one of the most important medical specialties in the medical system, where the team responsible for this specialty conducts laboratory diagnosis according to the latest laboratory technologies, which is one of the diagnostic methods that contribute to clinical diagnosis. Clinical laboratory sciences include several different disciplines, as they are divided into four main tracks: medical microbiology, clinical chemistry, hematology and blood bank, histopathology and cytology. Medical microbiology is concerned with the study of pathogenic microorganisms, where the student learns about isolation methods and identifies these microbes in order to diagnose and treat infection properly. In clinical chemistry, the student is introduced to methods of measuring and monitoring changes in the human body in the event of illness. As for diseases affecting red and white blood cells and platelets, such as anemia and leukemia, they are the subject of study in hematology, and blood transfusion is concerned with safe methods of transfusion of blood and its components from blood donors to those in need. Histopathology and cytology studies cells and tissues and the changes that occur in these cells and tissues in the case of disease. The above four tracks also have more specialized courses taught as students progress, through the study plan. Medical microbiology is inherently divided into several disciplines such as virology, bacteriology and mycology in addition to parasitology. Immunology, which has become a separate discipline from microbiology, is concerned with the study and diagnosis of the immune system, its components, various immune responses, as well as diseases arising from its defect (immune diseases). Medical genetics and molecular diagnostics are the latest advances in disease diagnosis, as molecular biology techniques reveal defects in disease-causing genes in body tissues, cells and fluids, as well as genetic makeup in certain disease conditions. Hence, it can be said that clinical laboratory science aims to study methods of detecting and diagnosing diseases in order to treat and follow them up properly and thus prevent their spread.

The program includes many precise academic divisions that enable the student to complete his studies after graduation in the following areas

1. Division of Medical Microbiology.
2. Division of Hematology and Blood Bank.
3. Division of Clinical Chemistry.
4. Division of Histopathology and Cytology
5. Division of Medical Genetics and Molecular Diagnostics
6. Division of Immunology.

Clinical Laboratory Sciences Program Organizational Flow Chart



Part I: Academic Section

Program Mission: -

Graduating highly qualified cadres in the fields of clinical laboratory sciences, publishing distinguished scientific research, and providing an effective and supportive community service to meet national requirements.

Operational Objectives of the Clinical Laboratory Sciences Program:-

1. Improving the work environment and developing skills
2. Developing the quality of educational outputs to meet the needs of the labor market and development requirements
3. Upgrading scientific research to contribute to sustainable development
4. Activating graduate programs in clinical laboratory sciences
5. Actively contribute to community partnership activities and raise awareness about health issues

The relationship between the objectives of the laboratory science program and the objectives of the College of Applied Medical Sciences:

Operational Objectives of the Clinical Laboratory Science Program	Executive Objectives of the College of Applied Medical Sciences
Improving the work environment and developing skills	Developing the organizational environment that supports innovation and human resource development
Developing the quality of educational outputs to meet the needs of the labor market and development requirements	Developing educational outcomes to meet development requirements and labor market needs
Upgrading scientific research to contribute to sustainable development.	Upgrading the production of scientific research that supports innovation and sustainable development
Activating graduate programs in clinical laboratory sciences	Develop graduate programs that meet the requirements of the labor market
Actively contribute to community partnership activities and raise awareness about health issues	Expanding community partnerships and enhancing continuous and effective commitment towards community service

Program Values:

- Efficiency
- Responsibility
- Secretariat
- Transparency
- Excellence
- Empowerment
- Creativity
- Moderation
- affiliation
- Integrity

Part II: - General definitions

First: Department Council

1- Definition:

The department council consists of its faculty members, and each department council has powers in academic affairs within the limits of the system and its regulations.

2- Organization of the Council:

1. The Department Council shall meet at least once a month, and the meeting shall not be valid except in the presence of two-thirds of its members.
2. The Council is chaired by the head of the academic department and the decisions of the Council are issued by an absolute majority of the votes of the members present, and in the event of equality, the side in which the President is preferred shall prevail.
3. The decisions of the Council shall be considered effective unless an objection is received from the Dean of the College or Institute within (15) fifteen days from the date of their receipt thereof. If he objects to it, he returns it to the Department Council with his point of view to study it again, and if the Council maintains its opinion, the objected decision shall be referred to the College Council for decision.

3- Tasks of the Council:

1. Recommending the appointment, secondment, delegation, and promotion of faculty members, teaching assistants, and lecturers.
2. Recommending the approval or amendment of study plans.
3. Recommending the approval of programs, curricula, textbooks and references in the department.
4. Encourage the members of the department to prepare, coordinate, and publish scientific research.
5. Proposing the names of part-time persons of prominent scientific standing by teaching or supervising research and scientific theses.
6. Suggesting and recommending the use of specialists as visitors, Saudis and others, for a specific period of time to teach in the department.
7. Submit to the College Council a report on the status of scholarship students in their studies after half the period.

8. Submit a detailed annual report on the status of scholarship in the department to the College Council after its approval.
9. Proposing admission and transfer controls to and from the department.
10. Proposing the necessary plans for postgraduate studies and admission controls for the department.
11. Consider the report submitted on the achievements of the faculty member during the sabbatical.
12. Consider what is referred to it by the College Council, its president or its agents to study and express an opinion.
13. Forming permanent or temporary committees from among faculty members.

4- Authority of the council:

4.1 Educational Affairs:

- 1- Recommending that the student study courses if the student completes the courses required for graduation and his average is less than what is required to raise his cumulative average, in the event that he passes the courses and fails the average.
- 2- Forming committees from among its members or others.
- 3- Propose a semester work grade of at least 40 degrees.
- 4- Recommending that the final exam include a practical or oral test and determine the grade assigned to them.
- 5- Recommending that the duration of the final exam be set at least one hour and not more than three hours.
- 6- Allowing the student, based on the recommendation of the course professor, to complete the requirements of any course in the next semester, and the student is assigned an incomplete grade (L) or (IC) in his academic record, and it is not calculated within the semester or cumulative average except the grade obtained by the student after completing the requirements of that course, and if he spends one semester and does not change the incomplete grade (L) or (IC) in the student's record for not completing it, it shall be replaced by a grade of failure (E) or (F) It is calculated within the semester and cumulative average.
- 7- Allowing the student's grade of (M) or (IP) to be monitored if the course requires more than one semester, and after the student finishes studying the course, the grade he obtained is granted, and if the course is not completed on time, the Council may approve the monitoring of an incomplete grade (L) or (IC) in the student's record.
- 8- Recommending the equivalence of courses studied by the student outside the university.
- 9- Recommending the formation of peer review committees for examinations.

- 10- Recommending the formation of a committee to evaluate the teaching process of faculty members.
- 11- Approving the distribution of lectures and works to faculty members and the like.

4/2 Faculty Affairs:

4.2.1 Faculty Affairs:

- 1- Recommending the appointment of faculty members.
- 2- Recommending the appointment of lecturers, teaching assistants and research assistants.
- 3- Recommendation for appointment to the rank of assistant professor
- 4- Recommending the promotion of a faculty member and nominating a number of specialized arbitrators of no less than eight.
- 5- Recommending the payment of teaching units allowance if the number of teaching units for faculty members and the like exceeds the prescribed quorum.
- 6- Recommending that the faculty member obtain a sabbatical leave for a period of one academic year after the lapse of five years from his appointment or enjoyment of a previous sabbatical leave, or for one semester after the lapse of three years from his appointment or enjoyment of a previous sabbatical leave.
- 7- Recommending the acceptance of sabbatical reports for faculty members.
- 8- Recommending the approval of the faculty member's work as a part-time consultant in government agencies, the private sector, or regional or international organizations.
- 9- Recommending the approval of the participation of the faculty member in conferences and seminars held inside and outside the Kingdom.
- 10- Recommending the assignment of a faculty member and the like to work for government agencies.
- 11- Recommending the secondment of the services of the faculty member and the like.
- 12- Recommending sending a faculty member on a scientific mission outside the university headquarters.
- 13- Recommending sending a faculty member to teach outside the Kingdom.
- 14- Recommending that faculty members be allowed to travel to conduct research at a university other than their own during the summer vacation.
- 15- Recommending the acceptance of the resignation of the faculty member and the like or referring him to early retirement at his request.
- 16- Recommending the use of part-time professors for a period not exceeding two years, renewable.

- 17- Recommending granting the part-time professor a reward equivalent to the first academic rank he was, and if he is not a former faculty member, the University Council determines the amount of the reward not exceeding the first rank of assistant professor.
- 18- Recommending the use of distinguished Saudi competencies from outside the university to carry out teaching.
- 19- Recommending the transfer of the faculty member and the like within the scope of his scientific specialization from one department to another within the college.
- 20- Recommending the transfer of the faculty member and the like within the scope of his scientific specialization from one college to another college at the university.
- 21- Recommending the transfer of the faculty member and the like to a job outside the university.
- 22- The above recommendations shall be submitted to the College Council.

4/3 Scholarship and Training Affairs:

- 1- Recommending the scholarship of teaching assistants and lecturers and extending them or terminating their missions.
- 2- Recommending the approval of changing the scholarship student for his major, university or country of study.
- 3- Recommending the suspension of scholarship allowances if:
 - Change his/her major, university or place of study without the approval of the Council.
 - He could not continue his studies according to reports regarding the progress of his studies.
 - violates regulations or instructions or refrains from implementing them.
 - He did not obtain the required qualification within the specified period.
 - It is proven that he has stopped studying or left the place of study without an acceptable excuse.
 - Request to end the mission and return to the Kingdom.
- 4- Recommending the approval of the scientific trip of the scholarship.
- 5- Assigning the teaching assistant or lecturer on scholarship for postgraduate studies at home with academic and administrative work, provided that this does not affect his educational achievement.

- 6- Coordination with the Scholarship and Training Committee in following up the conditions of scholarship students and trainees.
- 7- The above recommendations shall be submitted to the College Council.

4/4 Postgraduate Affairs:

- 1- Recommending the addition of conditions for admission to the master's stage.
- 2- Recommending the addition of conditions for admission to the doctoral stage.
- 3- Recommending the acceptance of the student to study a master's or doctorate in a field other than his field.
- 4- Recommending that the student be given an additional opportunity of no more than two semesters based on a report from the supervisor.
- 5- Recommending the equivalence of the credits studied by the transfer student from another recognized university.
- 6- Recommending the approval of alternative tests and courses that require more than one semester in graduate courses.
- 7- Recommending a comprehensive written and oral test held by a specialized committee according to specific rules for the graduate student after completing all the required courses.
- 8- Recommending increasing the faculty member's supervision of scientific theses to five theses.
- 9- Proposing the appointment of an alternative supervisor for the thesis in the event that the supervisor is unable to continue, dies, or his service at the university ends.
- 10- Recommending the formation of a discussion committee on scientific theses.
- 11- Approving the postponement of the student's admission, provided that the postponement period does not exceed two semesters.
- 12- Approving the student's deletion of all semester courses.
- 13- Recommending the acceptance of transferring the student to the university from another recognized university.
- 14- Suggestion of supervisors of scientific theses.
- 15- Propose the courses required to obtain the diploma and propose the name of the certificate.
- 16- Recommending the re-registration of the student if his registration is canceled.
- 17- Recommending writing theses in a language other than Arabic with a full summary in Arabic.
- 18- Recommending that the scientific theses be supervised by supervisors with distinguished experience and scientific competence in the field of research who are not faculty members at the university.

19- The previous recommendations and proposals shall be submitted to the College Council.

Second: Head of Department

1- Definition:

He is the faculty member in charge of conducting scientific, administrative and financial matters in it, and is responsible for applying the regulations and regulations of the Higher Education Council, and submits to the Dean a report on the work of the department at the end of each academic year. The head of the department is appointed from among the distinguished Saudi faculty members with scientific and administrative competencies by a decision of the Rector based on the nomination of the Dean of the College, and the appointment is for a renewable period of two years.

2- Linkage:

It is associated with the dean of the faculty.

3- Duties of the Head of the Department:

3.1 Administrative and Financial Affairs:

- 1- Chairing the Department Council, supervising the organization of its affairs, inviting to attend its sessions, implementing its decisions, and sending the minutes of its meetings to the Dean of the College.
- 2- Achieving the higher goals and policies of the university.
- 3- Implementing the decisions of the College Council in relation to the department.
- 4- Supervise the preparation of the department's strategic plan and follow up its implementation.
- 5- Supervising the management of the department's educational, research, administrative, financial, and cultural affairs.
- 6- Supervising the development of the department administratively, academically and research
- 7- Coordinate and develop the department's relations inside and outside the university.
- 8- Supervising the provision of all the department's educational, research, administrative and financial requirements.
- 9- Supervising the raising of the level of quality and the development of its outputs.
- 10- Implementation and follow-up of the decisions of the Department Council.

- 11- Carry out the powers delegated to him by the Dean of the College.
- 12- Submit to the Dean of the College all that occurs from the faculty member and the like in violation of the required meals or any other violations.
- 13- Submit a report on the progress of graduate studies in the department to the Dean of the College and the Dean of Graduate Studies at the end of each academic year.

3.2 Academic Affairs:

- 1- Submit a full report on the scientific trip of the scholarship if it is inside the Kingdom and under the supervision of the department, and submit it to the College Council.
- 2- Supervising the progress of the educational process, implementing its plans and developing its academic programs in the department.
- 3- Applying quality, evaluation and academic accreditation systems and regulations.
- 4- Supervising the various student activities in the department.
- 5- Monitor the performance of the exams, and adjust the system within the department.
- 6- Supervising the academic development process for the department's programs.
- 7- Prepare a comprehensive annual report on the progress of the study and academic, administrative and research performance in the department and submit it to the Dean of the College.
- 8- Supervising the recruitment of faculty members in the department.
- 9- Submit the report of the thesis defense committee to the Dean of Graduate Studies within a period not exceeding three weeks from the date of the discussion.
- 10- Suggest a faculty member other than a course faculty member to develop final exam questions for the course when needed.

4- Authorities of the Head of the Department:

- 1- Recommending that the final exam questions be corrected by a faculty member other than the course faculty member or that one or more specialists be involved in the correction.
- 2- Approval of transcripts.
- 3- Issuing internal decisions required for the proper functioning of the department in accordance with the rules and regulations.
- 4- Distributing the academic load to faculty members.
- 5- Recommending the payment of education allowance to faculty members
- 6- Preparing job performance reports for faculty members.

- 7- Recommending the disbursement of benefits for work outside the working hours for the department's employees.
- 8- Recommending assignment to work outside the working hours for the department's employees.
- 9- Recommending the attendance of the department's employees of training courses inside and outside the university.
- 10- Coordination with the Scholarship and Training Committee in following up the conditions of scholarship students and trainees.
- 11- Recommending extension for Saudi faculty members after the end of service.
- 12- Recommending contracting with Saudi faculty members after the end of the extension period.
- 13- Recommending the termination of contracts of non-Saudi faculty members.

Part III: - Academic Divisions in the Program

The program includes the following academic divisions:-

1. Division of Medical Microbiology.
2. Division of Hematology and Blood Bank.
3. Division of Clinical Chemistry.
4. Division of Histopathology and Cytology
5. Division of Medical Genetics and Molecular Diagnostics
6. Division of Immunology.

Administrative Liaison: - The academic divisions in the program are linked to the head of the department

Tasks of the academic divisions:

1. Preparing the scientific material for the courses for each division according to the description
2. Carrying out the educational process for the practical and theoretical side
3. Supervising the distribution of teaching loads for faculty members in each division
4. Preparing, reviewing and implementing periodic, quarterly and final tests for each practical or theoretical course within the division
5. Supervising the teaching load of each faculty member within the division in case of his absence.

Part IV: Administrative Units and Committees

First: Units and committees at the college level

1. Development and Quality Unit

: The unit performs the following tasks:

- Spreading awareness and promoting a culture of quality among all college employees.
- Follow up the implementation of the college's executive plan and the operational plans of the programs.
- Follow up the implementation of the activities and projects of the university's strategic plan.
- Follow up the establishment of integrated databases to evaluate performance and quality assurance in the college.
- Follow up the activities of evaluating and developing performance in the various scientific and administrative departments of the college.
- Continuous communication with the Deanship of Development and Quality and its various units to coordinate the implementation of development and quality activities.
- Providing technical support to the scientific departments and the various departments of the college regarding the requirements of development, quality and accreditation.

The unit reports to His Excellency the Vice Dean for Development and Quality.

2. Skills Development Unit: -

The unit performs the following tasks:

- Identify and implement the training needs of faculty and administrative staff members on an annual basis.
- Implementing what concerns the unit in the academic accreditation file and the executive plan of the college.
- Measuring the impact of training programs on the performance of faculty and administrative staff members and developing and implementing an improvement plan.

The unit reports to His Excellency the Vice Dean for Development and Quality.

3. Facilities and Equipment Unit: -

The unit performs the following tasks:

- Implementation of the unit's strategic plan projects for the Vice Deanship and academic accreditation.
- Prepare lists of annual educational and non-educational needs at the end of the first semester of each academic year.
- Review and prepare operation and maintenance manuals, including general and special conditions, and prepare follow-up files for that.
- Maintaining the executive plans of the electrical and air conditioning systems in the college.
- Follow up the availability of television circuits and integrated exhibition halls and maintain them continuously.
- The unit is responsible for the classrooms and auditoriums, maintaining their contents and following up on their maintenance periodically.
- Other tasks assigned to the unit.

The unit reports to His Excellency the Vice Dean for Development and Quality.

4. Measurement and Evaluation Unit: -

The unit performs the following tasks:

- Measuring the performance indicators of the executive plan of the college and the performance indicators of the operational plans of the scientific programs.
- Preparing questionnaires related to performance indicators electronically.
- Analyze all the results of performance indicators for scientific and college programs and develop a time plan for all measurement processes.
- Dissemination of electronic measurement links to stakeholders through beneficiary programs and units
- Providing the college and programs with all the results of measurements in addition to statistical analysis so that the beneficiaries can prepare appropriate improvement plans for them.
- Submit an annual report on the results of measurement in the college to the head of the development and quality unit.
- Building an integrated and effective relationship with the Performance Measurement Unit Committee at the Deanship of Development and Quality and cooperating with it in the course of transactions received by the college.

The unit reports to His Excellency the Vice Dean for Development and Quality.

5. Community Service Unit: -

The unit performs the following tasks:

- Formulate the necessary executive mechanisms for the work of the unit.
- Contribute to the work of community initiatives and coordinate with the Deanship of Community Service and Continuing Education to complete the support of initiatives.
- Implementation of the unit's executive plan projects for the college and academic accreditation.
- Assess beneficiaries' satisfaction with the community service plan and prepare an improvement plan accordingly.
- Any other work assigned to him.

The unit reports to His Excellency the Vice Dean for Development and Quality.

6. Teaching and Learning Unit: -

The unit performs the following tasks:

- Follow up and review the recommendations and reports of programs and courses according to the model of the National Commission for Academic Accreditation and Assessment.
- Follow up on the implementation of appropriate actions for the recommendations contained in the program and course audit reports.
- Ensure that course descriptions and program requirements are delivered and discussed and explained to students by the course professor.
- Follow up the preparation of program reports on an annual basis.
- Follow-up and evaluation of educational resources in the college.
- Supervising and following up the implementation of the requirements of the fourth criterion of the standards of the National Commission for Academic Accreditation and Assessment for each program.

The unit reports to His Excellency the Vice Dean for Development and Quality.

7. Planning and Follow-up Unit: -

The unit performs the following tasks:

- Review the vision, mission, strategic objectives of the college and performance indicators in conjunction with the college's employees, approve and publish them in accordance with the accreditation requirements.
- Preparing a strategic plan for the college in accordance with the strategic plan of the university and working on the participation of all college employees in its preparation.

- Announcing the executive plan at the college level after being approved by the Dean of the College and the University Agency for Development and Quality.
 - Review and develop the strategic plan periodically.
- The unit reports to His Excellency the Vice Dean for Development and Quality.**

8. Website Unit: -

The unit shall perform the following tasks:

- Formulate the necessary executive mechanisms for the work of the Committee.
- Developing the college's website and supervising and following up the content of the sub-sites within the portal.
- Implementing the projects of the executive plan of the college and academic accreditation related to the committee.
- Inventory of the activities of the college and its news on an ongoing basis and upload it to the website after approval from the Deanship of the College.

The unit reports to His Excellency the Vice Dean for Development and Quality.

9. Academic Accreditation Unit: -

The unit performs the following tasks:

- Drawing up academic accreditation plans and policies in the college in light of the university's academic accreditation plans and policies.
- Establishing and spreading the culture of accreditation in the college community.
- Follow up the completion of academic accreditation files for all programs and provide technical support.
- Any other work assigned to him.

The unit reports to His Excellency the Vice Dean for Development and Quality.

10. Learning Resources Unit:

The unit performs the following tasks:

- Supervising the library and its holdings in the boys' and girls' sections.
- Develop plans for the selection and completion of books, references, periodicals, and audiovisual teaching aids according to the needs of each program and in coordination with the Deanship of Library Affairs at the university or those concerned.
- Activating and developing the role of the library in cooperation with specialists in the Deanship of Library Affairs and the Central Library.
- Unify the procedures related to the programmatic and institutional accreditation of learning resources.
- Planning and working on preparing scientific publications related to the college annually and supervising the printing and publishing affairs.
- Preparing budgets and specifications for learning resources inside and outside the university.
- Arranging and coordinating student visits to learning resource centers inside and outside the university.

The unit reports to His Excellency the Vice Dean for Educational Affairs.

11. Alumni Unit:

The unit performs the following tasks:

- Implementation of the unit's executive plan projects for the college and academic accreditation.
- Opening channels of communication with various employers in the labor market and contributing to the employment of graduates.
- Building a database for graduates with a mechanism and channel for communication and communication with them.
- Follow up graduates periodically and increase their association with the college.
- Other tasks assigned to the unit.

The unit reports to His Excellency the Vice Dean for Educational Affairs.

12. Graduate Studies and Scientific Research Unit: -

The unit performs the following tasks:

- Formulate the executive mechanisms and fill out the database necessary for the work of the unit.
- Implementation of the unit's executive plan projects for the Vice Deanship and academic accreditation.
- Holding seminars, conferences, and workshops to improve the level of scientific research in the college as well as for published research.
- Coordination with the Deanship of Scientific Research at the university and informing all faculty members of all developments related to research projects.
- Other tasks assigned to the unit.

The unit reports to His Excellency the Vice Dean for Educational Affairs.

13. Student Guidance and Counseling Unit: -

The unit performs the following tasks:

- Formulate the necessary executive mechanisms for the work of the unit.
- Implementation of the unit's strategic plan projects for the Vice Deanship and academic accreditation.
- Activating guidance and counseling for male and female students for each department according to the formation and approved mechanism.
- Work on reviewing and determining academic advising models for male and female students.
- Supervising the work of the Student Guidance and Counseling Unit within the programs.

The unit reports to His Excellency the Vice Dean for Educational Affairs.

14. E-Learning Unit: -

The unit performs the following tasks:

- Implementation of the unit's executive plan projects for the college and academic accreditation.
- Coordination between the programs of the college and the Deanship of E-Learning in all fields.
- Other tasks assigned to the unit.

The unit is affiliated to His Excellency the Vice Dean for Educational Affairs.

15. Clinical Training and Internship Unit: - The unit performs the following tasks:

- Coordination with the training authorities inside and outside the city of Najran to train students of scientific and clinical courses and internship.
- Follow-up of internship students by coordinating weekly visits of supervisors to training centres inside Najran city and virtual meetings with students outside Najran city.
- Review the final evaluation of the student from the training centre and compare it with the periodic reports of the unit and submit it to the head of the department to complete the statutory procedures.
- Studying the obstacles of training and raising the results and solutions in time for the college administration.
- Any other work assigned to him.

The unit reports to His Excellency the Vice Dean for Educational Affairs.

Second: Committees at the Department Level

1. Academic Advising Committee

Affiliated to the head of the department.

1. Functions and powers of the Committee:

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Develop the program's academic advising plan and supervise its implementation.
- Distributing the new student to the faculty members with the continuation of the old student with their mentors at the beginning of the semester
- Supervising the preparation and guidance programs for new students to introduce the study system and tests.
- Identifying outstanding and struggling students and providing them with means of support and guidance
- Follow up on the advising reports received from the academic advisors and submit a detailed report to the department council or the college council with one program for approval.
- Work to spread and promote the culture of academic advising among the program's employees.

- Identify and provide academic advising programs and services, which contribute to enhancing the academic program for students and addressing their social problems.
- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.
- Accomplishing all the outstanding tasks assigned to Paradise, studying all that is referred to it, and submitting appropriate proposals in this regard.

2. The committee shall submit its annual plan within one week from the date of formation of the committee

3. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

2. Student Activities Committee

1. Reporting to the head of the department

2. Functions and powers of the Committee

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Preparing a time plan for student activities considering the program's mission and quality requirements, in coordination with the Deanship of Student Affairs at the university, and submitting it to the department council or the council of the college with one program for approval
- Work to secure the necessary budget to support activities in coordination with the Deanship of Student Affairs at the university.
- Follow up the implementation of the program's activities plan and make a report for each activity with the urge and encouragement of the program student to participate in it.
- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.
- Accomplish all the outstanding tasks assigned to the Committee, study all that is referred to it, and submit appropriate proposals or take appropriate decisions.

3. The Committee shall submit its annual plan within one week from the date of the formation of the Committee

4. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

3. Development and Quality Committee

1. Reporting to the head of the department

2. Functions and powers of the Committee:

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Planning and implementation of activities Annual and periodic evaluation of the program and follow-up of the implementation of continuous improvement plans and closure of the quality circle
- Planning to raise the awareness of the program's employees of the latest developments in the field of development and accreditation in coordination with the Deanship of Development and Quality.
- Provide manuals and documents related to standards.
- Preparing, documenting, classifying, and arranging rolls for standards according to the practices involved
- Preparing measurement tools and following up on monitoring performance indicators in coordination with the Performance Measurement Unit at the university
- Planning and conducting self-study of the program by the standards committees.
- Completion of the standards document
- Write the self-study report and the annual report of the program.
- Follow-up and review of program and course descriptions according to the models of the National Commission for Academic Accreditation and Assessment
- Follow up the preparation and review of course reports and their completion.
- Identify and propose indicators for standards.
- Preparation of benchmarking of indicators.
- Submit recommendations to the Department Council considering the reports and their results and ensure the implementation of the recommendations.

- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.
- Accomplish all outstanding tasks assigned to Paradise, study all that is referred to it, and submit appropriate proposals in this regard.

3. The Committee shall submit its annual plan within one week from the date of the formation of the Committee

4. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

4. Study Plans and Curricula Committee

1. Reporting to the head of the department

2. Functions and powers of the Committee:

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Review existing or developed study plans and ensure that they meet all the required elements and standards.
- Conducting a survey on the compatibility between the requirements of the labour market and the program
- Review the current plan and its outputs and follow up on its development and update according to global requirements and the labour market.
- Ensure that the study plan conforms to the standards of the National Commission for Academic Accreditation and Assessment and agrees with the procedures specified by the Standing Committee for Plans
- Save copies of the plans and documents of the program
- Developing the vocabulary of books and scientific references, updating them, analysing the books for the program's courses, studying the areas of book composition and the extent of coherence in their content and suitability for the student, as well as their unity, and their compatibility with the prescribed curricula
- Suggesting the arbitration bodies for the updated study plans in coordination with the Deanship of Development and Quality
- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.

- Accomplish all the relevant tasks assigned to the Committee, study all that is referred to it, and submit appropriate proposals for it

3. The Committee shall submit its annual plan within one week from the date of the formation of the Committee

4. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

5. Progress Tests and End of Program Tests Committee

1. Reporting to the head of the department

2. Functions and powers of the Committee:

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Preparing a table of print blue questions so that the learning outcomes of the program are measured, in the manner of multiple-choice questions.
- Create an end-of-program test according to the specification table.
- Preparing experimental questions Pilot to study their compatibility in terms of difficulty coefficient and differentiation to enter the question bank for the test.
- Spreading awareness among faculty members and students about the test and its importance
- Setting incentives to enter the test (such as letters of recommendation, letters of thanks, priority in choosing the place of training... etc.
- Propose to the department/college council the date of holding the test and announce it after its approval and coordination with the authority responsible for examination affairs in the department / college.
- Correcting the test result and coordinating with the body responsible for evaluating the results in the department/college to prepare the evaluation form analysis item
- Submit a report on the result to the department/college council to discuss it and take the necessary measures and submit to the Standing Committee for Professional Examinations and End of Program Examinations at the University Vice Presidency for Educational Affairs a copy of the report.
- Coordination with the Development and Quality Committee at the program level to make internal and external comparisons of results.

- Inform the student of the test result after being approved by the head of the department and the dean of the college.
- Complete what is required of her for the end of the program exam.
- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.
- Accomplish all outstanding tasks assigned to Paradise, study all that is referred to it, and submit appropriate proposals in this regard.

3. The Committee shall submit its annual plan within one week from the date of the formation of the Committee

4. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

6. Schedules and Tests Committee

1. Reporting to the head of the department

2. Functions and powers of the Committee:

- Preparing the annual operational plan of the Committee according to the specified forms, while following up the implementation of the plan's projects and monitoring its indicators on an ongoing basis.
- Distributing the teaching burdens and shares to faculty members, lecturers, and teaching assistants, and submitting them to the department council or the council of the college with one program for approval
- Review and audit schedules and ensure that courses with modest numbers of students are not divided.
- Preparing the schedule of semester exams, and submitting them to the department council or the college council with one program for approval.
- Distributing halls and monitors in the final exams schedule and ensuring that classrooms are equipped in terms of chairs, lighting, and air conditioners.
- Follow up the attendance of test invigilators, and provide an alternative in emergency cases.
- Receiving questions and student lists from course professors and submitting them to the committees
- Receiving the answer sheets and the statement of signatures from the examination committees and handing them over to the course professor.

- Submit a daily report on the progress of the final exams and submit it to the head of the department or the competent vice dean of the college for colleges with the unified program for accreditation.
- Provide answer sheets according to the type of test (automatic correction, answer book, answer on the sheet itself).
- Preparing the final exams report and submitting it to the department council or the council of the college with one program for approval.
- Preparing follow-up reports and the annual report on the implementation of the operational plan, including the improvement plan for the following year.
- Accomplish all outstanding tasks assigned to the Committee, study all that is referred to it, submit appropriate proposals and take appropriate decisions within the limits of the powers granted or delegated to the Committee.

3. The committee shall submit its annual plan within a week from the date of formation of the committee according to the forms

4. The committee follows the mechanism of work issued in the guide for forming committees in programs issued by the University Agency for Educational Affairs

Part V: Advisory Board

1- Definition of the Advisory Board:

It is an advisory body to the department that aims to contribute to the continuous improvement of the department, guide its future policies, evaluate its operational plans, and communicate with the public and private sectors.

2- General Regulations:

- 1- The department Council nominates the members of the Council, if it is not less than nine members and not more than fifteen members, and the formation is approved by the Dean of the College.
- 2- The composition of the Board shall be as follows:
 - Head of Department Chairman of the Council.
 - 3 to 4 faculty members.
 - 3 to 7 students who are distinguished academically and that there must be graduates among them.
 - Representatives of government and private employers.

- 3- The Council shall meet at the invitation of its Chairman at least twice a year.
- 4- The sessions of the Council may be held inside or outside the department, and it may also invite whomever it deems appropriate from outside the Council to attend its sessions.
- 5- The membership of the Council shall be two years, renewable.
- 6- The members of the Council shall be granted a certificate of appreciation upon the expiry of their term of membership in the Council.

3- Tasks of the Council:

1. Submit proposals on everything that serves to foresee the future of the department.
2. Provide ways to deepen the partnership between the department and the local and global community.
3. Contribute to the development of programs and curricula in accordance with the requirements of the labor market.
4. Contribute to the implementation of the department's operational plan.
5. Submit proposals that would provide material and moral support to the department.
6. Contribute to the development of a coordination mechanism for the establishment of joint projects between the department and the sectors of society to find solutions to the problems of society in an integrated manner.
7. Propose methods to provide sources of funding for the department's development projects.

Second: Student Advisory Council

Definition of Student Advisory Council:

It is an advisory body that aims to achieve effective student participation in the decision within the department to develop the educational and academic process, and to touch students' views on the educational, extracurricular and service activities provided to reach the knowledge and science society.

1- General Regulations:

The Student Advisory Council is formed by a decision of the Department Council and the formation is as follows: -

- Head of Department.
- Department Registrar.
- 3 to 4 students nominated by the department council.
- The Council meets periodically twice per semester.
- The Council may be summoned to convene exceptionally if requested in writing by at least half of the members.

2- Objectives of the Council:

- 1- Communication between the department and students to help improve the progress of the academic, educational, and service process in the college.
- 2- Seek students' views on the academic and extracurricular activities and services provided to them within the department.
- 3- Cooperation to make the department the ideal place to receive knowledge and a fertile environment for imbibing ideals, morals, acquaintance, and harmony among all its employees.

References: -

1. Guide to Administrative Committees for Programs issued by the University Vice Presidency for Educational Affairs 1444/2022
2. Decisions of His Excellency the Dean of the College of Applied Medical Sciences for the year 2023 regarding the formation of administrative units and committees
3. Department of Clinical Laboratory Sciences Directory

Head of the Department of Clinical Laboratory Sciences



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