Qassim University

كلية الصيدلة

STAFF GUIDE

POLICIES & PROCEDURES

2022-2023
VERSION-2

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College of Pharmacy: An Overview

The College of Pharmacy was established on 01/18/1426 AH with all the components of academic structure to fulfill the demands of and to support the Saudi community and its healthcare system at international standards. The College of Pharmacy, Qassim University, aims to advance health services in the Kingdom by preparing competent pharmacists who will be able to keep pace with the ongoing developments in the healthcare sector. The college has excellent infrastructure, facilities and learning resources necessary for practical and theoretical applications in all four departments. Moreover, the strategic locations of the University campuses benefit from the proximity of government and private hospitals, where student have a wide range of opportunities for clinical training in tertiary care centers around Buraidah and beyond.

The College of Pharmacy is one of the health science colleges within Qassim University. Despite its young age, it has rapidly advanced in quality education and the professional training of our students enrolled in the Pharm D program.

Vision

A national leadership in pharmacy education and research, and a supporter of effective partnerships

College Mission

Providing accredited pharmacy education to prepare qualified pharmacists and providing professional and research services to promote national development; in an inspiring, governance environment that stimulates innovation, technology and partnership.

Pharm D Program Mission

Providing advanced education to prepare professionally and research-qualified pharmacists to enhance healthcare through national and international partnerships with educational, health and research institutions.

Values

- **Belonging:** We promote national loyalty, the spirit of initiative, giving and volunteering.
- **Justice:** We seek to achieve the elements of fairness and equal opportunities for everyone.
- **Honesty:** We perform our work sincerely and adhere to professional ethics and morals.
- **Transparency:** We are committed to disclosure and support accountability and integrity requirements.
- **Perfection:** We apply the highest quality standards to distinguish our outputs and services.
- **Innovation:** We stimulate creative thinking and innovative products of value.
- **Institutional:** We establish a culture of teamwork, in thinking and behavior.

Strategic Goals

- **Goal 1:** Emphasizing the quality of education and achieving excellence in the pharmacy specialty.
- **Goal 2:** Raising the merit, competitiveness and professionalism of college students.
- **Goal 3:** Strengthening research identity and improving applied pharmaceutical research and innovation to meet the requirements of sustainable development.
- **Goal 4:** Diversifying funding sources and improving spending efficiency.
- **Goal 5:** Completing, developing and sustaining the infrastructure.
- **Goal 6:** Enhancing partnership and knowledge exchange nationally and internationally.

Graduate Attributes and Program Learning Outcomes

Graduate attributes

Graduate attributes refer to the high-level qualities, skills, and knowledge that students should acquire during their time at the College. These attributes distinguish graduates from individuals without a degree and provide them with additional value that they can bring to employers and the broader community. They prepare students and graduates for continuous personal growth, lifelong learning, and success in society. The Pharm D Program graduate attributes **include:**

1.Knowledge and Understanding

1.1. In-depth knowledge in the field of pharmacy: Graduates have a broad and comprehensive knowledge and understanding of the pharmaceutical sciences and methods of researchand investigation.

2. Skills

2.1. Interpersonal skills and interaction with others: Graduates have the ability to communicate effectively (verbal and written) and cooperate with patients, healthcare providers and administrative personnel in all areas of pharmacists' work.

2.2. Analytical and problem solving skills:

- 2.2.1: Graduates have the ability to solve problems and apply diverse skills and evidence-based critical knowledge to create appropriate solutions to societal challenges in all areas of pharmacists' work.
- 2.2.2: Graduate have the ability to collect, organize and analyze quantitative and qualitative data that serves healthcare consumers in all areas of pharmacists' work.

2.3. Practical and IT skills: Graduates have practical performance and technical skills that will enable them to enter and develop in the labor market in the field of pharmacy.

3. Values

3.1. Ethical and Social Values and Responsibility: Graduates have capacity to work independently and participate in team-works, display integrity and ethics in the pharmacy profession, and actively participate in the service and development of society in all fields of pharmacists' work.

Program Learning Outcomes

Learning outcomes are clear and direct statements that describe the essential and long-lasting disciplinary knowledge and abilities that students are expected to demonstrate after completing a program. Typically, they involve analyzing, evaluating, and synthesizing smaller objectives into more advanced skills and abilities. The Pharm D Program Learning outcomes include:

1. **Knowledge and Understanding**

    K.1. Describe essential biomedical, pharmaceutical, social, behavioral, administrative and clinical sciences knowledge related to the development and use of medications, natural remedies, and other therapies for the prevention and treatment.

    K.2. Describe the concepts and principles of various pharmacy practice settings.

    K.3. Recognize the role of pharmacists according to legal, ethical and professional standards in promoting health and the prevention and treatment.

    K.4. Recognize research and investigation methods in the pharmacy field.

2. **Skills**

    S.1. Integrate pharmaceutical sciences with pharmacy applications.

    S.2. Engage in inter-professional healthcare education activities.

    S.3. Evaluate scientific and professional literature critically to be utilized in evidence-based practice, conducting research and problem-solving.

    S.4. Use advanced techniques, instruments and materials in practical activities and apply basic drug development skills in relevant settings.

    S.5. Use mathematical operations and quantitative methods to process data in various pharmacy fields and utilize appropriate information technologies to optimize medication use and patient care.

    S.6. Contribute to decision making processes by providing accurate and relevant recommendations in various settings.

    S.7. Interpret information obtained from different resources to provide creative solutions for complex problems.

    S.8. Communicate clearly and effectively with health care professionals, patients, caregivers, administrative and supportive personnel and the public in various settings

    S.9. Construct patient-centered evidence-based pharmaceutical care plans.

3. **Values**

    V.1. Demonstrate leadership skills, accountability and acceptance of responsibility within a team in various settings.

    V.2. Advocate patient rights to safe and effective medication use in various setting.

V.3. Evaluate own learning and performance, make decision regarding self-development and practice reflective and independent thinking to effectively manage and respond to routine or unanticipated circumstances.

V.4. Embrace the inter-professional approach to healthcare practices.

V.5. Display integrity, trustworthiness, confidence, self-awareness and the potential of entrepreneurship in various settings.

V.6. Demonstrate empathy, professional attitude, ethical behavior, social and cultural awareness and proper judgment in various settings.

Education

The College of Pharmacy follows the Team Based Learning (TBL) model for course curricula. In the TBL system, students participate in a small team to develop problem solving acumen, self-directed learning and critical thinking. This method of education prepares students to face real clinical challenges during their professional careers.

Research

The College of Pharmacy has a dedicated research center to oversee the research activities of the college.

Service

The College of Pharmacy Students Club is actively involved in several programs to serve the local Saudi Community. This includes several awareness programs and camps to educate the local community about the use and misuse of drugs and about common diseases. These awareness programs and camps prepare students to learn and interact with the general public and to understand the real problems facing the local Saudi community.

Departments and Course Descriptions

Pharmacology and Toxicology

The Pharmacology and Toxicology Department works in a multidisciplinary fashion by collaborating with the other specialties including Clinical Pharmacy, Physiology and Pathophysiology. The Department is also responsible for imparting both theory and practical knowledge to Pharm D students to develop their body of knowledge, intellectual, learning-communication, problem solving, responsibility and clinical skills. This department is intended to provide the highest quality education to Pharm D students to advance scientific knowledge of Pharmacology and Toxicology and to improve human health in Saudi Arabia through teaching and research in drug-related sciences.

Course taught by the department

No	CODE	COURSE NAME	LEVEL	HOURS	PREREQUISITE
1	ANAT 111	Human Anatomy and Histology	3	4 (3+1+0)	NONE
2	PHG 111	Physiology (1)	3	3 (2+1+0)	NONE
3	PHG 112	Physiology (2)	4	2 (2+0+0)	PHG 111
4	PHG 221	Biochemistry	5	3 (2+1+0)	NONE
5	PHG 231	Immunology	5	1 (1+0+0)	PHT 111
6	PHG 241	Introduction to Pharmacology	6	3 (2+1+0)	PHG 112
7	PHG 350	Toxicology	7	3 (2+1+0)	PHG 241
8	PHG 461	Molecular Pharmacology	Elective	2 (2+0+0)	PHG 241
9	PHG 471	Pharmacogenomics	Elective	2 (2+0+0)	PHG 241

Medicinal Chemistry and Pharmacognosy

Department of Medicinal Chemistry and Pharmacognosy can learn the fundamentals of drug modes of action, structure-activity correlations, pharmacokinetic characters, and toxicity profiles. Pharmacognosy places a strong emphasis on the identification, extraction, and development of drugs from natural sources. In addition to phototherapy that promote complementary and alternative medicine (CAM) and medical herbalism to pharmacy students. Students receive a strong foundation in the synthesis, characterization, and extraction of pharmaceuticals and natural compounds in the practical division. Regarding scientific research, the department pursues interdisciplinary research such as design and chemical synthesis of drugs, drug analysis, natural products chemistry, biochemistry and drug targets, and computer-aided drug design and molecular modeling.

Course taught by the department

No	CODE	COURSE NAME	LEVEL	HOURS	PREREQUISITE
1	PHC 111	Organic Chemistry	3	2(2+0+0)	-
2	PHC 112	Pharmaceutical Organic Chemistry	4	4(3+1+0)	PHC 111
3	PHC 121	Pharmaceutical Analytical Chemistry	4	3(2+1+0)	PHC 111
4	PHC 231	Pharmacognosy	5	3(2+1+0)	PHC 111
5	PHC 241	Principals of Medicinal Chemistry	5	3(2+1+0)	PHC 112 PHC 121
6	PHC 451	Radio pharmacy	Elective	2(2+0+0)	PHC 240
7	PHC 432	Herbal Medicine	Elective	2(2+0+0)	PHC 230

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Pharmaceutics

Pharmaceutics is an essential discipline that concentrates on the scientific and technological aspects of designing and producing pharmaceutical dosage forms. At Qassim University, the Doctor of Pharmacy (Pharm D) program's curriculum emphasizes an interdisciplinary approach that includes drug design, physical pharmacy, biopharmaceutics, pharmacokinetics, various dosage forms, and pharmaceutical technology processes.

The Department of Pharmaceutics is dedicated to providing exceptional pharmaceutical education that remains current with the rapid advancements in the field. The primary goal of the department is to equip future pharmacists with a diverse set of skills in formulating, evaluating, and industrializing various pharmaceutical dosage forms and drug delivery systems.

In addition to the commitment of the department to providing high-quality education and training, we are also dedicated to conducting top-notch research projects that contribute to the advancement of the field. We take great pride in our commitment to excellence and strive to provide our students with the best possible education and training in the field of pharmaceutics.

Course taught by the department

No	CODE	COURSE NAME	LEVEL	HOURS	PREREQUISITE
1	PHT 111	Pharmaceutical Microbiology	4	(2+1+0)3	-
2	MATH 135		3		
3	PHT 221	Pharmaceutics (1)	5	(2+1+0)3	MATH 135
4	PHT 222	Pharmaceutics (2)	6	(2+1+0)3	PHT 221 MATH 135
5	PHT 231	Pharmacokinetics	6	(1+0+1)1	PHT 221
6	PHT 423	Biopharmaceutics	Elective	(2+0+0)2	PHT 222
7	PHT 424	Pharmaceutical Quality Assurance	Elective	(2+0+0)2	-
8	PHT 441	Pharmaceutical Biotechnology	Elective	(2+0+0)2	PHT 221

Pharmacy Practice

Pharmacy Practice Department teach courses in the field of Clinical Pharmacy and other pharmacy practice, which help students acquire the necessary skills to serve the patient's. These acquired skills are necessary for the pharmacist to be part of the medical team that are responsible for the patient's health and all matters relating to the drugs.

Course taught by the department

No	CODE	COURSE NAME	LEVEL	HOURS	PREREQUISITE
1	PHP 111	Introduction to Pharmacy Profession	3	1(1+0+0)	NONE
2	PHP 112	Foundations of Pharmacy Practice (1)	4	1(1+0+0)	NONE
3	PHP 213	Foundations of Pharmacy Practice (2)	5	2(1+0+1)	PHP112
4	PHP 251	Introduction to Pathophysiology	5	1(1+0+0)	PHP112
5	PHP 218	Foundations of Pharmacy Practice (3)	6	2(1+0+1)	PHP213
6	PHP 221	Self-care and OTC Therapeutics	6	2(1+0+1)	PHP218
7	PHP 231	Evidence-based Practice (1)	6	2(1+0+1)	MATH135
8	PHP 281	Introductory Pharmacy Practice Experience (1)	6	1(0+0+1)	PHP221
9	PHP 352	Patient Assessment Skills	7	1(0+0+1)	PHP251
10	PHP 361	Integrated Pharmacotherapy: Cardiovascular	7	6(5+0+1)	PHP251 PHC241 PHG241
11	PHP 362	Integrated Pharmacotherapy: Respiratory and Immunology	7	4(3+0+1)	PHP251 PHC241 PHG 241
12	PHP 319	Foundations of Pharmacy Practice (4)	7	2 (1+0+1)	PHP 218
13	PHP 371	Interprofessional Education	7	1 (0+0+1)	NONE
14	PHP 332	Evidence-based Practice (2)	8	2 (1+0+1)	PHP 231
15	PHP 364	Integrated Pharmacotherapy: Nephrology/urology	8	4 (3+0+1)	251 PHP 241 PHC 241 PHG

16	PHP 363	Integrated Pharmacotherapy: Endocrinology and Gynecology	8	4 (3+0+1)	251 PHP 241 PHC 241 PHG
17	PHP 321	Integrated Pharmacotherapy: Infectious Diseases	9	5 (4+0+1)	251 PHP 241 PHC 241 PHG
18	PHP 382	Introductory Pharmacy Practice Experience (2)	8	1 (0+0+1)	281 PHP
19	PHP 417	Pharmacy Law	10	1(1+0+0)	PHP 112
20	PHP 441	Applied Pharmacokinetics	9	2 (1+0+1)	MATH 135 PHT231
21	PHP 465	Integrated Pharmacotherapy: Neurology	9	4 (3+0+1)	251 PHP 241 PHC 241 PHG
22	PHP 466	Integrated Pharmacotherapy: Psychiatry	9	3(2+0+1)	251 PHP 241 PHC 241 PHG
23	PHP 434	Graduation Project	9	2(0+2+0)	PHP 231 PHP 112
24	PHP 427	Integrated Pharmacotherapy: Hematology/oncology	9	4(3+0+1)	251 PHP 241 PHC 241 PHG
25	PHP 491	Pharmacoepidemiology and medication safety	9	1 (1+0+0)	PHP 231 PHP 315
26	PHP 492	Pharmacoeconomics	9	1 (1+0+0)	PHP 231 MATH 135
27	PHP 467	Integrated Pharmacotherapy: Dermatology/EENT	10	3 (2+0+1)	251 PHP 241 PHC 241 PHG
28	PHP 468	Integrated Pharmacotherapy: GIT/Nutrition	10	4 (3+0+1)	251 PHP 241 PHC 241 PHG
29	PHP 424	Integrated Pharmacotherapy: Critical Care/ Clinical Toxicology	10	2(1+0+1)	251 PHP 241 PHC 241 PHG
30	PHP 469	Integrated Pharmacotherapy: Musculoskeletal	10	4(3+0+1)	251 PHP 241 PHC 241 PHG

31	PHP 433	Evidence-based Practice (3)	10	2(1+0+1)	PHP332
32	PHP 483	Internship year (APPE)	-	-	All program courses
Electives					
33	PHP422	Pharmacotherapy of Pediatrics/Geriatrics	Elective	2 (2+0+0)	PHP251
34	PHP428	Pharmacotherapy of Ambulatory Care	Elective	2 (2+0+0)	PHP251
35	PHP418	Saudi Pharmacy License Preparation	Elective	2 (2+0+0)	PHP364
36	PHP419	Pharmacy Informatics	Elective	2 (2+0+0)	PHP315

1. Teaching staff duties:

A faculty member should have the following characteristics:

- To have honesty and good ethics and to abide by the regulations and instructions and rules of conduct and ethics and to take away from all that violates the honor of the job.
- Following up on new developments in his field of specialization and contributing through his scientific activity to the development of his specialization.
- To convey to his students, the latest findings of science in his area of specialization, and raise the love of science and knowledge and scientific thinking sound.
- To control academic integrity: The following mechanisms are applied by the Program to ensure that the students' works (assignments, scientific projects, research papers, etc.) are produced by them:
  - ▶ The students should present their work through presentation in the presence of a committee from faculty members for discussion.
  - ▶ Discuss the student' works with students during office hours.
  - ▶ Use citation detection software programs (e.g Blackboard, iThenticate) to ensure the originality of work and that plagiarism is within the accepted percentage.

- To participate actively in the work of the department council and in other councils and committees of which he is a member at the department, college and university level. He should also actively participate in the activities of the department, college and university in community service.
- Fulfillment of all quality department requirements, including maintaining and updating the faculty member's courses file.
- Faculty member should be available for his work at the University, and may not work outside the University except after obtaining prior approval in accordance with the rules and regulations. A schedule detailing lectures, office hours, and student counseling hours should be posted to the office door (Appendix-A).

1. **Rights:**

- Enlighten faculty members and their assistants with their university rights and duties:
  - ▶ Preparing workshops and training seminars
  - ▶ Discussing administrative and personal matters.
  - ▶ Information of interest to the members, and putting it on the Internet and the links to this information.
- Logistics services: Housing services (Housing allowance, Furniture allowance).
- Administrative services: financial rights, visas, tickets, vacations, contracts, end-of-service bonus, etc.
- Medical care: The University provides clinics within the university campus in all disciplines, including tests and analysis and provides medicines for all university staff and their family members.
- Academic Services: attending conferences, seminars and educational classes, publish refereed studies and research papers., participate in conferences, symposia and seminars
- held in and outside the Kingdom
- Promotion: promote the faculty member from associate professor to professor or from the assistant professor to associate professor.

Classrooms

- Students must arrive in the classroom before the start of the class.
- Attendance should be taken once, for the whole class session, and not for every hour.
- A student will be counted as present if he/she is in class within 10 minutes of the start of class.
- Students coming more than 10 minutes late but within 15 minutes of the start of class may be allowed to attend the class without being marked present.

- Students coming more than 15 minutes after the class starting time will not be allowed to attend the class that day.
- Break time will be strictly followed and students will not be allowed to take more than the stipulated 10-minute break.
- An instructor may combine two break times of 10 minutes each for a class of 3 hours, to allow students to have one 20-minute break.
- Students not returning to class on time or not returning at all after the break will be marked absent for the whole class.
- Attendance must be submitted to the Student Affairs Office directly after each class and one copy is to be kept by the instructor for his/her records

Class Discipline

- Faculty must motivate, encourage or force students to read, on a weekly basis, the textbooks or references of the subject, to cover the objectives constantly.
- Faculty must ask questions about the main and fundamental objectives of the preceding lecture during each lecture.
- Faculty members must give students equal opportunities to ask their questions or enquiries and answer them during the lecture time or during office hours.
- Students must not engage in disruptive behavior during class such as talking to each other, arguing with the instructor, etc.
- The faculty has the right to send any disruptive student out of class and mark him/her absent.
- Mobile phones or devices must remain switched off or on silent mode at all times during class and in students' pocket. Students are not allowed to answer any phone calls during class.
- Once a class is in progress, students will not be allowed to leave the classroom for any reason until there is a break given or the class ends.

Examination Board: Policies and Procedures

Instructions for preparing questions (Midterm and Finals)

1. Depending upon the courses, the question papers should include MCQs, short answers, short essays, calculations, case studies etc.
2. The male faculty is responsible to prepare question paper by inviting questions from the female faculty.
3. The Question paper should include not more than 80% and not less than 40% of multiple-choice questions.

4. Midterm exam duration for question papers with 20 marks or more is 90 minutes.
5. Midterm exam duration for question papers less than 20 marks or more is 60 minutes.
6. Questions should be broad-based, taking into account the course objectives, course content and course learning outcomes.
7. The language of the questions should be simple, easily understandable, specific and not make the question open-ended.
8. The types of exam questions may include MCQs, short answers, short essays, cases, explanations, calculations, interpretations (data/figures), etc. as appropriate for the subject.
9. NO true/false or fill in the blank questions should be on the exams.
10. Prepare new cases or at least substantially modify those that are discussed in class. DO NOT reproduce cases from the textbooks or exercise books on the exam.
11. Avoid using abbreviations in the questions, even for standard abbreviations use the full description when it first appears in the text with the abbreviation in parenthesis. The abbreviation can be repeated in later text.
12. Students must answer all questions on an exam paper and should NOT be given any choices such as 'answer four of the five questions.'
13. The template provided by the examination board should be used to prepare the question paper.
14. Instructions from the examination board should be strictly followed while preparing the question paper, **which includes:**

   ▶ 10-20% of the questions should be of very high quality in nature requiring critical thinking, reasoning and problem solving.
   ▶ True/false or fill in the blank questions are NOT accepted on the mid-term/Final examinations.
   ▶ A maximum of only 20% of the questions from the previous semesters should be repeated.
   ▶ Faculty members are required to submit mid-term/finals question papers from the last two semesters to the Department in order to ensure compliance.
   ▶ New faculty members and faculty members who are teaching new courses for the first time are exempted from submitting old question papers.
   ▶ All the topics covered from the start of the semester till the end of the 5th week for the mid-term and all the topics from the 1st week to the 10th week should be included for finals.

Practical Examination

1. The practical exam is conducted after 15 weeks of active teaching e.g., in the 16th week (number of weeks may vary according to the academic calendar).
2. The heads of the departments and the faculty members of the respective courses are responsible for making arrangements for the smooth conduct of the practical examinations.

Question Paper Review Process

Review Process and Submission

1. It is the responsibility of male faculty member to question paper for Department examination committee for review via e-mail.

2. The question paper should be password protected before sending through e-mail.

3. The password is provided separately to department examination committee.

4. It is the responsibility of the Department Examination Committee

   ▶ To review all the question papers from their respective departments.

   ▶ To ensure compliance with the policies of Examination Board in reference to the preparation of question paper.

   ▶ To ensure not more than 20% of the questions are repeated from the previous semester exam papers

5. After review the suggestive comments from the department examination committee should be incorporated into the question papers by the concerned faculty members.

6. Once the question paper is approved by the department examination Committee, the final version of the question paper is signed by the concerned head of the department.

7. The male faculty is responsible to print sufficient copies of question paper for both the male and female sections.

8. The male faculty member should submit one copy of model answer along with required number of question papers to the examination board.

9. The exam board is responsible for distribution and smooth conduct of examinations as scheduled.

10. Stapling is accepted only one on the top left-hand corner.

Instructions for Preparing Combined Question Papers (Male and Female Faculty)

- The faculty members from the female section will send their question paper to the heads of the departments. The male faculty will prepare the final question paper by combining questions from the female faculty and the male faculty and submitting them to the Department for review.

- Once the question paper is approved by the Department, the male faculty is requested to submit the Department-approved combined question paper with the question paper received from the female section to the Examination Board for review. Once the question paper is approved by the Examination Board, the male faculty is required to make final copies for both the male and female sections and submit them to the Examination Board.

- To avoid delay and ease handling of question papers, they can be send by e-mail. However, the question paper should be password protected before sending through e-mail. Do not send the password by e-mail.

Formatting of question paper

1. Use Times New Roman (black text color), 12 font size with 1.15-line spacing and no space before and after paragraphs.
2. Insert no spaces between questions in the multiple choice format, but space should be provided between two different formats of questions, such as MCQs and short answers.
3. For MCQs answers choices, **DO NOT** use options like 'none of the above,' 'all of the above,' 'a & b' or 'a, b & c,' etc.
4. The answer choices for MCQs should only be indicated with small letters, such as a., b., c., or a)., b)., c)., etc.
5. Complete questions with its answer choices should be on the same page (**Do not** split a question on two pages).
6. Each question must clearly indicate the marks assigned to a question, its components or to a section. **DO NOT** use fractions except in multiples of 0.5 (0.5, 1, 1.5, 2, 2.5, etc.). Example: If there are five questions in a section (part) that are worth 5 marks total, distribute the marks as (5x1) = 5 marks.
7. Use a proper punctuation mark at the end of the question, such as (?) or (:) or as appropriate.
8. Pay special attention to the spelling and grammar of exam questions. Spell check may, sometimes, not catch certain misspelled technical or other scientific terms.
9. Italics should only be used for scientific names or only where appropriate.
10. **DO NOT** print exam papers on both sides of the page.

Related to Exam Questions Quality

1. Exam questions should be of a high quality that tests conceptual knowledge and analytical skills rather than simply test the memory. 10-20% of the questions should be of very high quality that requires critical thinking, reasoning and problem solving.
2. Questions should be broad-based, taking into account the course objectives and course content and should include all or most of the topics covered in the examination period.
3. Repetition of more than 20% of the questions from the examinations of the previous semester is not allowed.
4. The language of the questions should be simple, easily understandable, specific and not make the question open-ended.
5. The types of exam questions may include MCQs, short answers, short essays, cases, explanations, calculations, interpretations (data/figures), etc. as appropriate for the subject.
6. NO true/false or fill in the blank questions should be on the exams.

7. Prepare new cases or at least substantially modify those that are discussed in class. **DO NOT** reproduce cases from the textbooks or exercise books on the exam.
8. Avoid using abbreviations in the questions, even for standard abbreviations use the full description when it first appears in the text with the abbreviation in parenthesis. The abbreviation can be repeated in later text.
9. Students must answer all questions on an exam paper and should NOT be given any choices such as 'answer four of the five questions.'

Invigilation Rules & Regulations

1. Invigilators should pick up the question papers from the Examination Board and arrive at the examination hall at least 15 minutes before the start of the examination.
2. All papers, including unused ones, should be returned after the examination.
3. Faculty must confirm that all students have a college ID with them. If the college ID is not available, any other government issued photo ID can be accepted. Any student without a photo ID should be directed to the student affairs to get approval to write the examination.
4. Question papers should be distributed on time and without any delay.
5. No cell phone use is allowed inside the examination room. All cell phones must be submitted at the front desk before the start of the examination. Students are not allowed to keep their cell phones in their pockets during the examination.
6. No study materials are allowed inside the exam room.
7. Every student should bring his/her own calculator.
8. Students are not allowed to enter the examination room 15 minutes in the midterm and 30 minutes in the finals after the beginning of the exam.
9. The students are allowed to leave the examination room only after 50% of the exam duration is over.
10. Invigilators should maintain calm and quiet inside the exam room and avoid loud talk when the examination is in progress.
11. Students who cheat will be barred from three future examinations and will be subjected to disciplinary actions.
12. Invigilators should go to students to collect papers once the examination is completed to avoid any sort of confusion.
13. Invigilators are not allowed to leave the room during the time of invigilation without arranging an alternate person.

Paper Correction Rules & Regulation

- It is the responsibility of course coordinators to collect the exam papers from exam board for correction
- The marks should be uploaded on the blackboard within **72 hours** for midterms after the examination is over.

- The marks should be uploaded on the university website within 48 hours for finals after the examination is over.
- Corrected papers should be received by the Examination Board within **one week** after the completion of examinations during mid-terms and **48 hours** after the completion of the examination during finals.
- Before submitting the corrected papers to the examination board, copies of the corrected papers (low, medium and high marks) for the course file should be completed.

Assessment of Teaching Staff Performance

Various tools are used for the assessment of teaching staff to ensure competency and enhance the performance **which include:**

- Peer review : A strategy used with a newly employed staff where head of the department assigns a couple of senior staffs to assess his/her capabilities and style of teaching by interviewing, inviting him/her to give a seminar talk or via attending his first given lectures. The feedback on this assessment is used to advise the new staff and a recommendation for changes in the teaching style or a need for future training may be given.
- Teaching staff evaluation using students' survey (course evaluation survey): At the end of each semester a structured questionnaire is distributed to the students to rate their views and satisfaction with the teaching staffs' competencies, willingness to provide help and support and other aspects related to performance. The questionnaires are analyzed and the result of the survey is shared with the particular teaching staff and he is supposed to review it and provide feedback as a written report showing his response, justifications and his plans to manage the limitations identified by the survey. The same questionnaire is used to rate students' satisfaction with the courses taught which represents an indirect assessment of the teaching staff.

Other tools used for assessing staff capabilities and performances **include:**

- Formal assessment by the head of department and the Dean (See Appendix 2 for Staff Evaluation Form.1)

Faculty Promotion

- Faculty members are promoted according to the following criteria:
- Scientific production.
- Teaching.
- University and community service.

- Promotion Procedures:
1. The faculty member shall submit the application for promotion to the relevant department council and shall include the following:

a. A Statement of scientific and skill qualifications and career progression.
b. A statement of teaching activities.
c. A statement of his activities in the field of serving the university and the community.
d. At least five copies of the scientific production submitted for promotion and the data indicated therein.
e. Any additional information to support the promotion request.
f. Any other information or documents required by the department council, college council or scientific council.

2. The Department Council shall consider the application for promotion and verify that the conditions and procedures have been met and recommend the submission of the application to the College Council with the proposal of the names of a number of
3. specialized arbitrators at least eight.
   The College Council shall consider the application upon the recommendation of the
4. Department Board.
   A number of specialized arbitrators at least eight gets nominated by the Department Council or others.

   a. Selecting five arbitrators to evaluate the research, and they choose from the candidates from the College Council or others, three of them are essential and the fourth is a first reserve examiner and the fifth is a second reserve examiner to be used when needed and at least two of the three arbitrators must be from outside the university.
   b. Sending the research and data related to the promotion to the arbitrators in a confidential manner to evaluate it according to the form prepared by the Scientific Council.
   c. Making a decision whether to promote the faculty member or not, after reviewing the reports of the arbitrators, and reports on the applicant's activity in the field of teaching and serving the university and society.
   d. If the Board decides not to approve the promotion due to the weak scientific production, it shall determine the fate of the submitted research and what is excluded from it and what can be submitted again. The minimum research submitted for applying again is at least one new research unit for promotion to the rank of associate professor and two new research units for promotion to the rank of professor.

- The efforts of the faculty member applying for promotion is evaluated upon 100 points divided as follows:

  ▶ 60 points to the scientific production.
  ▶ 25 points to teaching.
  ▶ 15 points to the university and social service.

The University Council shall set the criteria for evaluating participation in the service of the University and the community upon the recommendation of the Scientific Council.

- The total amount of points that the faculty member gets to be promoted should not be less than (60) sixty points, provided that the candidates' points asking for promotion should not be less than (35) thirty points in the field of scientific production for promotion to the rank of associate professor and (40) forty points for promotion. Promotion to the rank of Associate Professor shall be promoted to the rank of Associate Professor by the majority of the three arbitrators. The promotion to the rank of Professor shall be unanimous in the opinion of the three arbitrators. If two arbitrators agree to the promotion and the third arbitrator does not agree, scientific production shall be referred to a fourth arbitrator and his opinion shall be final.

- The following is included in the minimum scientific production requirement for promotion of a faculty member:

  1. The research published or accepted for publication in scientific judged journals, the scientific board sets the criteria for acceptance of judged journals.
  2. Refereed papers submitted to specialized scientific conferences and symposia if they are fully published or accepted for publication, and only one unit is accepted.
  3. Research papers published or accepted for publication by specialized university research centers.
  4. The refereed of university books and scientific references, and accepts only one unit.
  5. Refereed Ascertaining rare books, and one unit only is considered
  6. Translation of specialized refereed scientific books and accepting only one unit.
  7. Books and researches printed by scientific bodies approved by the Scientific Council and subject to arbitration, and only one unit gets accepted.
  8. Inventions and innovations that have been patented by patent offices recognized by the Scientific Council.
  9. Distinguished creative activity according to the rules adopted by the University Council based on the recommendation of the Scientific Council, and only one unit gets accepted.

- What is published or accepted for publication in refereed scientific journals should be within the minimum requirements for the promotion. The faculty member must not have less than a research unit for applicants to upgrade to the rank of associate professor, and two research units are minimally required for promotion to the rank of professor.
- The scientific production submitted by the faculty member for promotion must be published or accepted for publication in more than one publishing outlet.
- The minimum scientific production required to apply for promotion to the rank of Associate Professor is four published or accepted units for publication, at least two of which are individual work.

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The University Council may exempt from this requirement for some specializations, provided that the publication is not less than one unit.

- Scientific work shall be counted as one unit if the product has a single author, and half a unit if the scientific product has two authors. If the scientific product is a joint research between more than two it is calculated as half a unit for the Principal Investigator and for each of the remaining it is considered as a quarter of a unit, and for another joint work between more than two it is calculated for each one of them as a quarter of a unit.
- The scientific production submitted for the promotion shall not be derived from the master's or doctoral theses or previous works of the applicant. In the event that the Scientific Council proves that there is anything independent of this, the applicant for promotion shall be deprived of applying for another one year from the date of the decision of the Scientific Council.
- Referees for promotions are required to be professors. In the promotion to the rank of associate professor one of the arbitrators may be an associate professor.
- The faculty member shall be promoted scientifically from the date of issuance of the scientific council decision. Professional promotion shall be deemed to be effective from the date of issuance of the executive decision if a vacant post is available for promotion.

Student Affairs

- Manages and organizes student records, generating necessary reports.
- Provides enrolled student contact details and other relevant information.
- Facilitates and oversees student support during the registration process, including dropping/adding courses.
- Directs students to the appropriate academic coordinator or advisor.
- Maintain confidentiality of records and information.
- Executes additional responsibilities as assigned.

Graduation Projects

The graduation project is one of the major academic activities of final year pharmacy students. The purpose of the graduation project is to expose and train students in clinical as well as laboratory-based research projects. The graduation project also gives an opportunity for students to learn about how to write research proposals, dissertations, and presentations of project reports. Faculty members are actively involved in helping and mentoring students in various projects. Students also have an opportunity to learn how to interact in a scientific manner during presentations and discussions. It is hoped this exposure will prepare them for their future careers.

Student counseling

Student academic counseling is an important activity in universities and colleges. It is an assistance program that helps new and returning students overcome difficulties and acquire more effective and efficient study skills. Student academic counselors are essentially comprised of the same teaching faculty in the college. They conduct one-on-one and group workshops with their students. Thus, the very first step for new students is usually to get in contact and talk with an academic advisor one on one on a regular basis. These advisors help students to plan their academic calendars and ensure that students are taking the classes they need to graduate, in addition to many other types of counselling.

More details about student counseling found in the Academic Counselling Handbook.

Advanced Pharmacy Practice Experiences

The advanced pharmacy practice experiences (APPEs) is a clinical training for students who have successfully completed all required courses in the college. The duration of the training is six weeks for each rotation, with seven rotations that precede graduation. It is part of the requirements for completing the Pharm D program. The purpose of the clinical training is for students to have the opportunity to demonstrate that they have the skills, knowledge, and confidence to practice the profession at the levels expected of a professional pharmacist. Students should take every opportunity to learn and gain experience throughout the year. The APPEs is not merely about assessments but about learning how to practice the profession and deliver the best service and gain the best outcomes for patients and members of the public.

Trainees are assigned a clinical supervisor who closely supervises and oversees student performance. Specifically, the supervisor oversees the training year to help and guide students in matters including conduct, ethics, and performance.

General information

Al-Qassim region is one of the thirteen administrative provinces of Saudi Arabia. The province is located in the center of Saudi Arabia approximately 400 km northwest of Riyadh, the capital. It is bordered by Ar-Riyadh region to the south and east, Hail region to the north and Al-Madinah region to the west. Buraidah is the official capital of the region.

Transportation

The region is connected to almost every part of Saudi Arabia by highways. The airport, Prince Nayef bin Abdulaziz International Airport, connects Al Qassim (Gassim-ELQ) to the other provinces of Saudi Arabia as well as several international destinations including Dubai, Sharjah, Cairo, Doha and Istanbul.

Private taxis are available for local transportation. The Saudi Arabian Public Transport Company (SAPTCO) provides transportation between major cities. In addition, private tour operators arrange coach services for Haj and Umra.

Accommodation

The university provides temporary accommodation for one or two days for newcomers. During this period, it is the responsibility of the employee to find suitable permanent accommodation. One can find furnished hotel accommodations or unfurnished apartments in the region depending on personal requirements.

Resident Permit

Employees from foreign countries are required to have a work permit or 'Iqama" when they arrive in the kingdom. The university has an administrative section which is responsible for issuing the work permit after certain formalities such as medical examinations and other paper work.

Weather

The climate in Qassim region is hot and dry during summer; the temperature ranges from 30o-50o C. The winter is generally cold with temperatures ranging from 4o-20oC

Health care

There is a clinic on the University campus for all staff and their families. All government hospitals and emergency services are provided free of charge. There are several general hospitals in every city of the region. In addition to general hospitals, there are several private hospitals (not free) distributed all over the region.

Schools

There are several public, private and international schools available in the region. Non-Arabic speaking foreigners will be provided financial assistance to send their child to private schools.

Appendix.1

No	Days/hours	8-9	9-10	10-11	11-12	12-1	1-2	2-3
1	Sunday		Office					
2	Monday		Office	Integrated Pharmacotherapy: Nephrology/urology	Integrated Pharmacotherapy: Nephrology/urology		Graduation project	
3	Tuesday		Office	Office	Office			
4	Wednesday		Office					
5	Thursday		Office	Foundations of Pharmacy Practice	Foundations of Pharmacy Practice			

Appendix.2

Teaching Staff Evaluation Form:

Qassim University
College of Pharmacy
Annual faculty member appraisal

Name:	
Academic rank	
Department	
Academic year	

Part one *(This part should be filled by faculty member. Please refer to the appendix to convert each activity into point)*

A. Teaching activities during the current academic year.

(List courses taught by faculty member, preparation of teaching materials & exams, blackboard, reviewing exams, supervising students during internship/graduation projects, etc.…)

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NO.	Name of Course	Name of College	Points
1			
2			
3			
4			
5			
Total points			

B. Professional development activities during the current academic year

1. Professional development activities attended by faculty member

NO.	Types & title of activity	Date and place	Points
1			
2			
3			
4			
5			
Total points			

2. Professional development activities delivered by faculty member during the current academic year (List names of lectures or workshops you presented or participated in its conduction)

NO.	Types & title of activity	Date and place	Organizing body	Points
1				
2				
3				
Total points				

C. Academic counselling activities during the current academic year

NO.	Number of affiliated students	Students' Academic Year	Summary of advices provided to student	Points
1				

2			
3			
Total points			

D. Research activities

1. Research published during the current academic year

NO.	Title of research and journal	Points
1		
2		
3		
Total points		

2. Ongoing research projects

NO.	Research title	Describe your input	Points
1			
2			
3			
Total points			

3. Other research-related activities during the current academic year (list awards, conference attended, speaker, reviews of manuscripts, poster presentations, etc…)

NO.	Types of activities	Describe your input	Points
1			
2			
3			
4			
5			
Total points			

E. Community Services during the current academic year

NO.	List of Community Services	Describe your input	Points
1			
2			
3			
4			
5			
Total points			

F. Administrative activities during the current academic year

(These include committee/unit membership, percentage attendance of department/college meetings, performs college/university related tasks etc…)

NO.	Administrative activities in the College/University	Describe your input	Points
1			
2			
3			
4			
5			
Total points			

Part two *(This part should be filled by the head of department).*

Please tick the appropriate box:

1. Evaluation of teaching performance (40 points)

Excellent (80-100%) ☐ (Example. 90/100 X40 = 36 Marks out of 40)
Satisfactory (60-79%) ☐
Unsatisfactory (<60%) ☐

 2.Evaluation of counselling services (10 points)

Excellent (80-100%) ☐ (Example. 80/100 X10 = 8 Marks out of 10)
Satisfactory (60-79%) ☐
Unsatisfactory (<60%) ☐

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3.Evaluation of faculty development (10 points)

Excellent (80-100%)	☐(Example. 80/100 X10 = 8 Marks out of 10)
Satisfactory (60-79%)	☐
Unsatisfactory (<60%)	☐

4.Evaluation of research activities (20 points)

Excellent (80-100%)	☐(Example. 80/100 X20 = 16 Marks out of 20)
Satisfactory (60-79%)	☐
Unsatisfactory (<60%)	☐

5.Evaluation of community services activities (10 points)

Excellent (80-100%)	☐(Example. 80/100 X10 = 8 Marks out of 10)
Satisfactory (60-79%)	☐
Unsatisfactory (<60%)	☐

6.Evaluation of administrative performance (10 points)

Excellent (80-100%)	☐(Example. 80/100 X10 = 8 Marks out of 10)
Satisfactory (60-79%)	☐
Unsatisfactory (<60%)	☐

Overall performance = (……… %) (Total actual faculty points/ total points) 100%

Overall comments: ....
....
....

Faculty member signature (for knowledge of his evaluation and receiving feedback from head of department/Dean): ………………………………..

Head of department: …………………….…………. **Signature:** ……………………………………

Dean: …………………… ……………………….**Signature** …………**Date**……………………

Evaluation criteria

A. Teaching activities during the current academic year (40 points)

A1. Delivering of Lecture:

A 1.1. Every 1 actual hour of teaching equals to 2 points

A 1.2. Every 1 actual hour of practical equals to 1 point

A2. Preparation of Lecture materials:

A 2.1. Every course material equals to 0.5 points

A3. Preparation of Exams:

A 3.1. Every Exam (both theory and practical) equals to 0.5 points

A4. Revising of Exams:
    A 4.1. Every Exam revised (including TBL) equals to <u>0.25 points</u>

A5. Correcting of Exams:
    A 5.1. Each course every 40 students equal to <u>0.5 points</u>

A6. Blackboard:
    A 6.1. Every course <u>2 points</u>

A7. Supervising Graduate Projects
    A 7.1. Every student supervised equal to <u>2 points</u>

A8. Supervising internship students in hospital
    A8.1. Supervising every 4 student equals to <u>1 point</u>

A9. Evaluating internship presentations
    A 9.1 Evaluating each 20 students equal to <u>2 points</u>

A10. Checking and evaluating internship student's reports
    A 10.1 Every 5 reports checked equals to <u>1 point</u>

B. Professional development activities throughout the academic year (10 points)

    B1. Any professional development activity attended equals to 3 points
    B2. Any professional development activity delivered equals to 4 points

C. Academic counselling activities throughout the academic year (10 points)

    C1. For each student counselled in a year equals to 0.5 points (max. 5 points)
    C2. Completion of academic counseling and portfolio files 3 points
    C3. Sending messages to students 3 points

D. Research activities throughout the academic year (20 points)

    D1. Any 1 research publication during the academic year equals to 5 points
    D2. Any ongoing research project equals to 2.5 points
    D3. Any research-related activity such as conference attended, speaker, review of manuscripts, poster presentation equals to 2.5 points each activity.

E. Community services throughout the academic year (10 points)
    E1. Any community service activity during the academic year equals to 2.5 points

F. Administrative activities throughout the academic year (10 points)
    F1. Invigilation duties during the academic year equals to 1 point
    F2. Head of committee/ Unit equals to 7.5 points.

F3. Member of the Quality Assurance Unit equals to 5 points.

F4. Exam Board Duties equals to 5 points.

F5. Member of any other unit/committee equals to 1 point.

F6. Attending department/committee meetings equals to 1 point.

F7. Internship year coordination equals to 5 points.

Qassim University

جامعة القصيم

كلية الصيدلة

VISION رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA