



جامعة الجوف
Jouf University



Staff Handbook

Department of Nursing

College of Applied Medical Sciences

Jouf University, KSA

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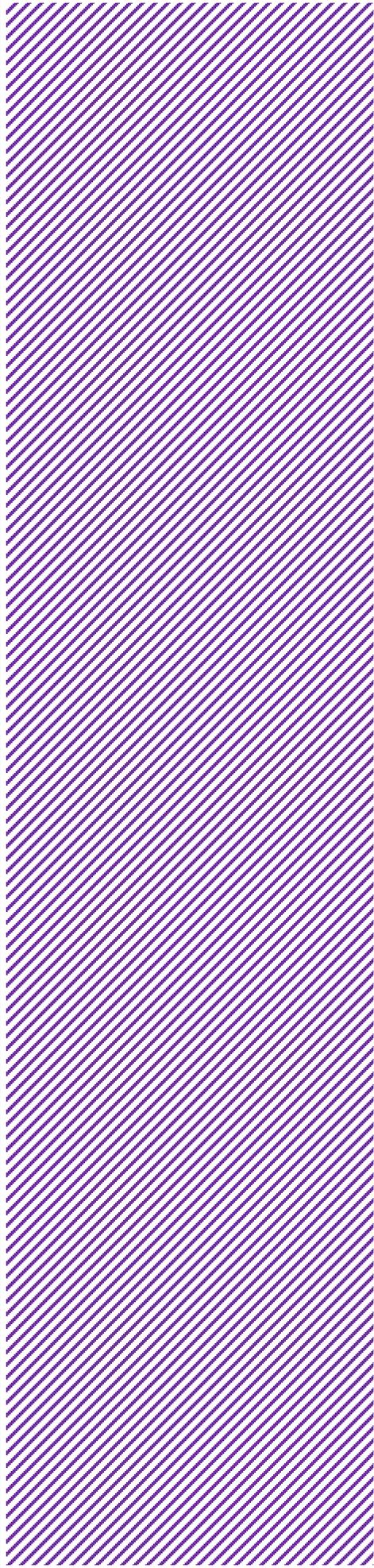




IN THE NAME OF ALLĀH
THE MERCIFUL,
THE MERCY-GIVING

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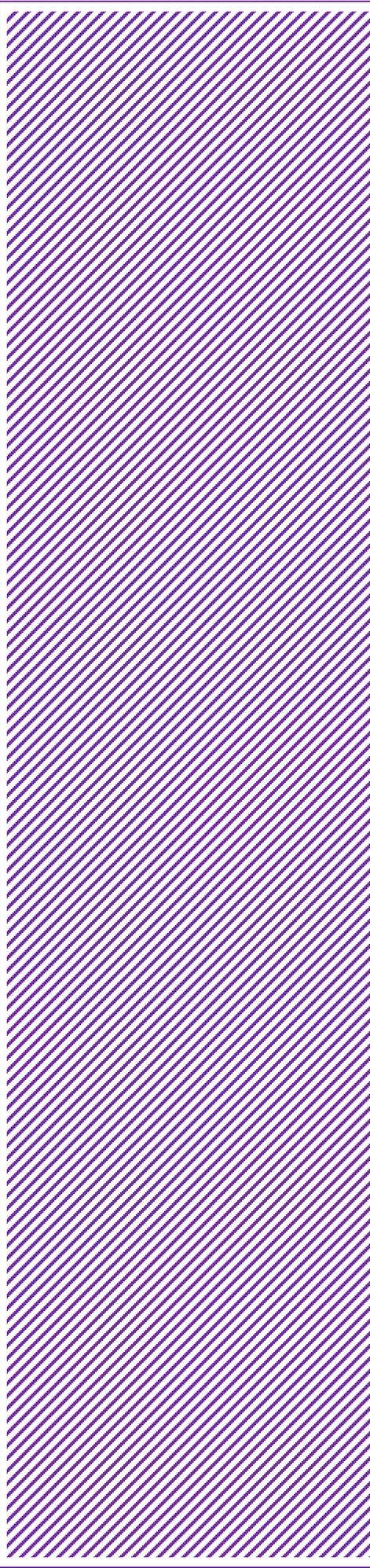
Introduction to the Department of Nursing

The College of Applied Medical Sciences, Jouf University, Sakaka was founded following the approval granted by the Custodian of the Two Holy Mosques, Prime Minister and Chairman of the Board of Higher Education, no. (7716/ mb), on the 7th of Jumada II 1426 AH upon the approval issued in the 36th session of the Council, on 26/2/1426 AH, to transform the Department of Medical Laboratories Sciences, Jouf College, into College of Applied Medical Sciences. The actual studying in the College (Nursing Department) began with the second semester of the academic year 1426-1427 AH, based on a methodology developed in advance to spread the message of the college and to have its own vision through which it will achieve its goals of scientific pursuit as well as contributing to the local community.

Bachelor of Nursing Program

Program Description

Bachelor of Nursing program is an outstanding program, where the educational objectives are in agreement with the community needs and the labor market. The program is run by the specialist teaching and support staff who is qualified scientifically, professionally, and have high level of efficiency. This program aim to fulfill the demands of qualified nurses who are able to acquire positions in healthcare setting including hospitals and primary health centers which would contribute in reduction of unnecessary expenses that is spent on recruiting nurses from outside KSA.



Program Graduates Attributes:

1. Demonstrate the use of critical thinking in decision making.
2. Provide nursing care to individuals at with different health problems in a multi Healthcare facility.
3. Participate actively tertiary prevention of illness among individuals, families, and communities.
4. Integrate knowledge of biological, Biochemistry, physical, and humanistic science to meet the biopsychosocial needs of individuals.
5. Demonstrate the professional standard of ethical and legal issues when dealing with patients, clients, and health care professionals.
6. Use patient care therapeutic communication systems to facilitate safe, efficient, and effective nursing practice.

The Program prepares graduates to:

1. Demonstrate sound knowledge, skills and attitudes needed to practice as a professional nurse in the local community.
 - 1.1 Demonstrate the use of critical thinking in decision-making.
 - 1.2 Provide nursing care to individuals at with different health problems in a multi Healthcare facility.
 - 1.3 Participate actively tertiary prevention of illness among individuals, families, and communities.
 - 1.4 Integrate knowledge of biological, Biochemistry, physical, and humanistic science to meet the biopsychosocial needs of individuals.
 - 1.5 Demonstrate the professional standard of ethical and legal issues when dealing with patients, clients, and health care professionals.
 - 1.6 Use patient care therapeutic communication systems to facilitate safe, efficient, and effective nursing practice.
2. Apply competent Nursing care to individuals, families and the wider community at various settings
 - 2.1 Utilize Evidence Based Practice into nursing care of patients
 - 2.2 Develop leadership skills and strategies to promote effective management and delivery of quality nursing care.

2.3 Participate in planning, implementing, and evaluating health education activities for individuals, families, and communities.

3. Encourage graduates for self-learning, continues education and postgraduate study.

3.1 evaluate responsibility and accountability for professional growth as a learner, clinician, and leader.

3.2 Participate in research groups that support the profession of nursing.

4. Prepare graduates for external nursing competency examination or national licensure exam.

4.1 Assume responsibility for being-up-to-date with the latest trends and issues related to nursing profession.

5. Pave the way for postgraduate study in nursing specialties.

5.1 Possess the understanding of research process for further study and evidence-based practice.

Message of the Dean:

In the Name of Allah, the Most Gracious, the Most Merciful
May peace and blessings be upon our Prophet Muhammad (PBUH), his family and his companions.

I am pleased to welcome you to the Department of Nursing at Jouf University, Sakaka which is one of the first department in Jouf University, as it was established in 1426 after the approval of the Custodian of the Two Holy Mosques, Prime Minister and The Chairman of the Higher Education Council, to transfer Nursing Department at the College of Science in Al-Jouf to the College of Applied Medical Sciences.



Believing in its important role in supporting the development of the healthcare sector in the Kingdom, the college has been keen, since its establishment, to provide high-quality education and graduates of highly qualified specialized national cadres to meet the needs of the healthcare sector and contribute to the community service and advancement through three academic programs, namely: Clinical Laboratory Sciences Program, Physical Therapy and Rehabilitation Program, and Nursing Program.

During the past years, and with confident steps towards distinction and upgrading its educational outputs and unlimited support from the university leaders, the college has updated its educational curriculum plans for the three college programs to keep pace with the global scientific development in those fields in order to increase the competency of its graduates and their

competitiveness in the labor market and enable them to serve their homeland more efficiently.

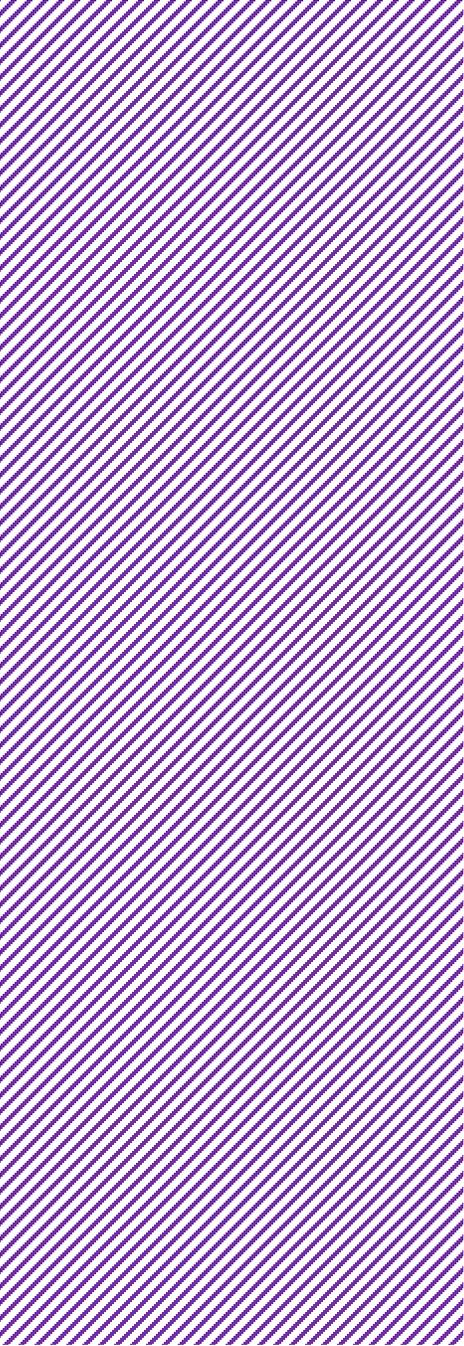
The college is striving to use the latest scientific methods and advanced devices in education and training with distinguished academic, technical and administrative competencies. The college, through its specialized academic staff, seeks to provide scientific, research and training services to contribute to the development of the local community and fulfill its requirements.

Within the framework of the college's endeavor to improve the quality of its outputs according to the vision of the Kingdom of Saudi Arabia 2030 and in line with the vision, mission and goals of the college and the university's strategic plans, and with the continuous support of the President of the University, Prof. Dr. Muhammad bin Abdullah Al-Shaya, the college is keen and taking all the necessary steps to obtain national and international academic accreditations to develop the educational process and improve its outputs. .

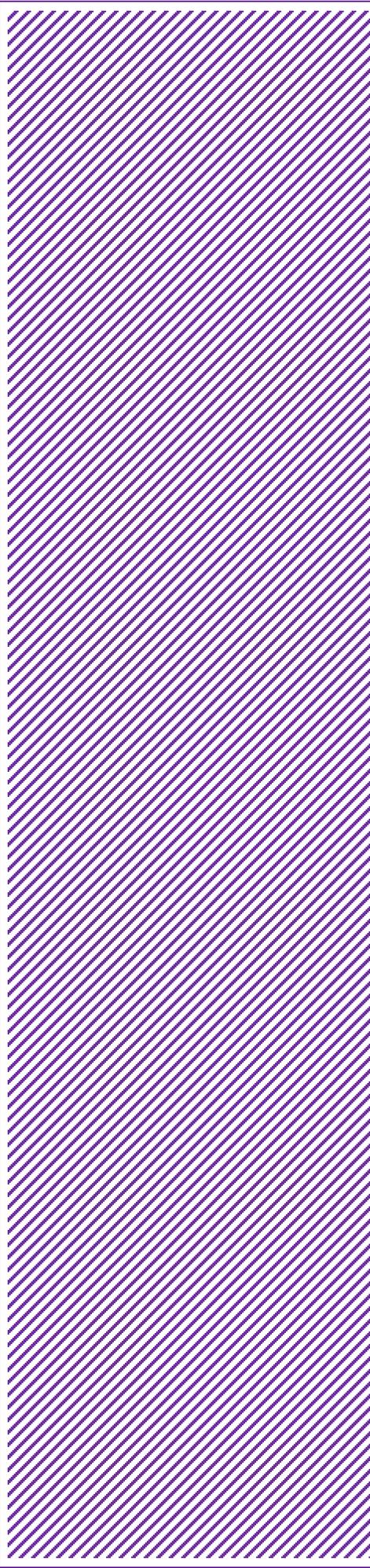
At the end I would like to thank Allah, for all that has been achieved and will be achieved, God willing and also, I would extend my gratitude to the sincere efforts of the faculty members, college and university administration staff represented by His Excellency the President of the University and unlimited support provided by our national government.

May Allah, The Almighty preserve us with his grace and preserve our country.

Dr. Abdullah bin Faleh Al Jalal Alsrhani
Dean, College of Applied Medical Sciences



Message of Department Head



Mission, Vision and Objectives

Mission:

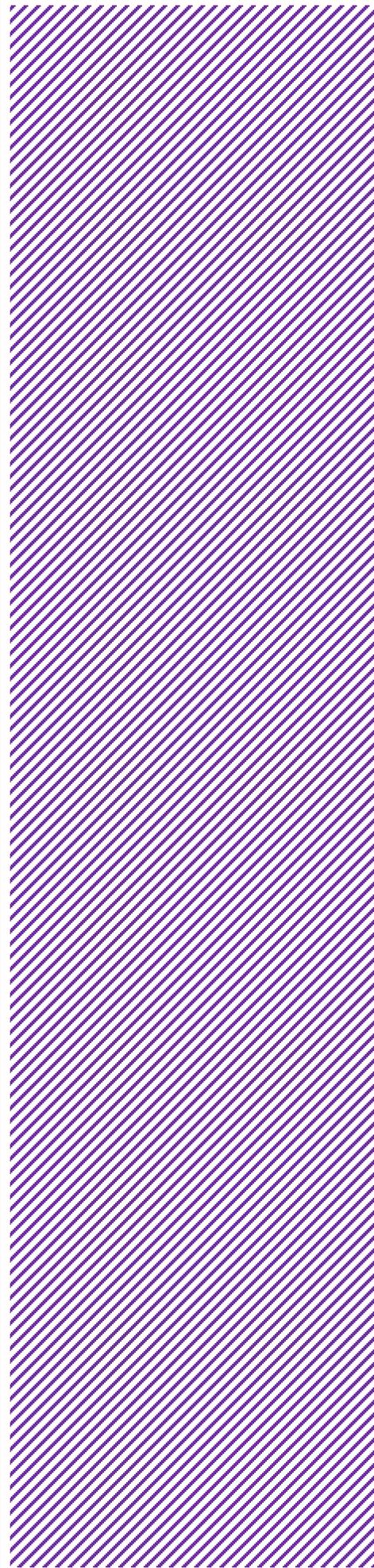
Prepare competent nurses who are able to provide Evidence Based healthcare services, and conduct scientific research tailored to the wider community needs.

Program Vision:

The Nursing Department will be a Nationally Recognized Centre of Academic Excellence by Providing Quality Nursing Programs within a Collaborative Learning Environment that Enhance Nursing Knowledge, Practice and Research.

Goals:

1. Meet the demands of the healthcare industry for qualified and accredited professional nursing competencies, who can take responsibilities and make decisions.
2. Integrate advanced theoretical, research-based, scientific, and clinical knowledge into clinical practice to provide nursing care to diverse clients
3. Use research findings from nursing and other disciplines as a basis for clinical decision-making to improve practice and to formulate health policy.
4. Provide culturally competent health care providers to provide care for all persons regardless of race, sex, age, socioeconomic status, culture, health care beliefs, and religion.
5. Evaluate the health of local community through health education and community collaboration
6. Recognize the bachelor of nursing program as one of the top 200 international nursing programs on QS World University Rankings

**Objectives:**

1.1 Utilize theoretical knowledge and evidence-based practice in a collaborative health care delivery environment with quality teaching process

2.1 Apply the research findings, evidence based practice within the program courses

3.1 Utilize the expand Program facilities and infrastructure for research activities.

4.1 Evaluate student's professional skills to meet the demands of health care industry

5.1 Synthesize comprehensive knowledge of best nursing practice in community health for health promotion and disease prevention.

5.2 Demonstrate scientific and professional collaboration with local and international institutions

6.1 Evaluate the graduated student's chances of employment

6.2 Encourage scientific research among faculty members

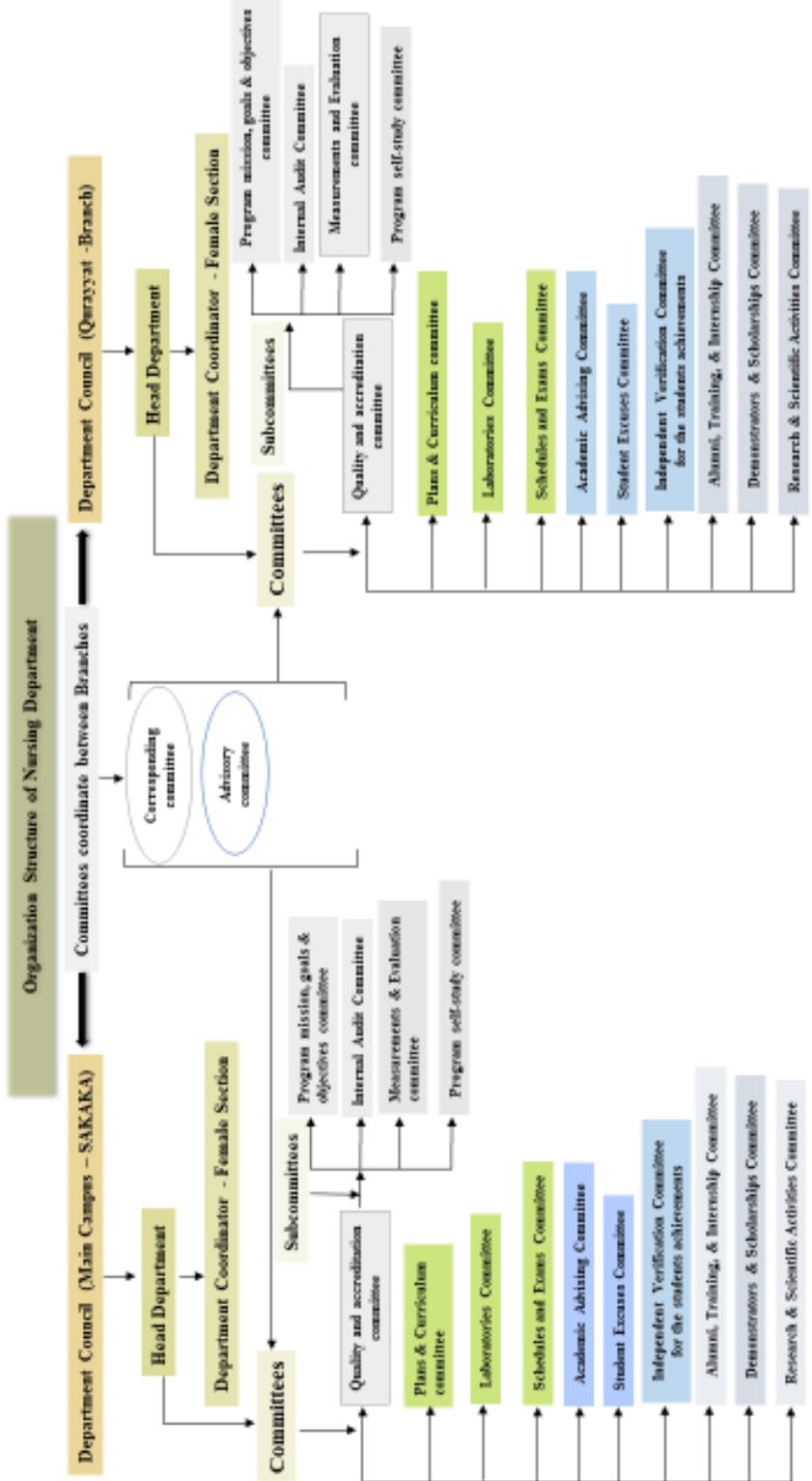
Important Terms:

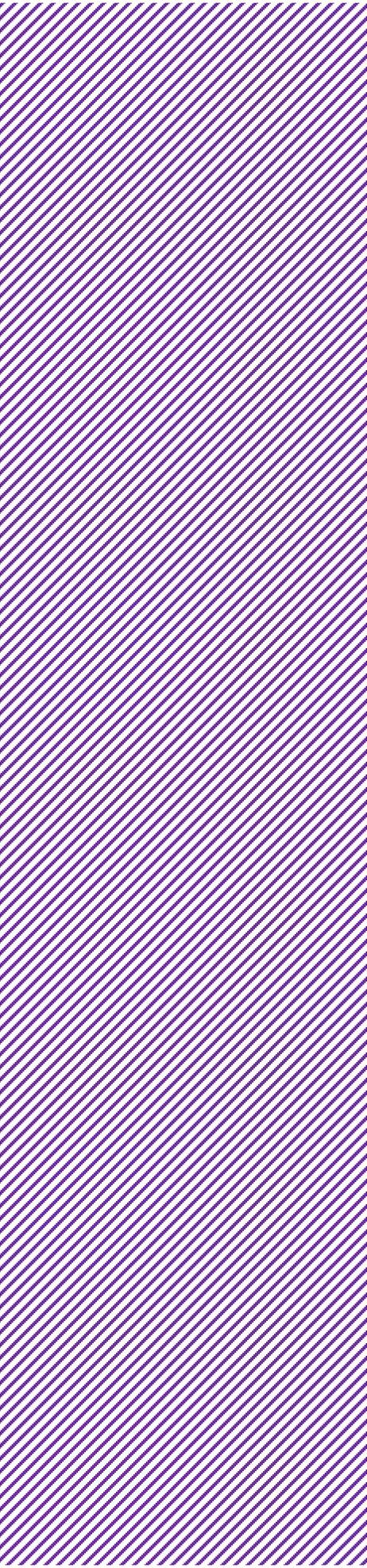
Academic Year: it consists of two semesters and includes a summer semester if available.

Semester: it consists of 15 weeks at least where the courses are taught (it does not include registration week and final exams).

Level: it refers to the academic stage according to the official program.

Study Program: it consists of the major and minor courses as well as free electives which are required for students to pass in order to receive their bachelor's degree.





Guidelines for New Faculty Members

Policies and Faculty Rights:

Please visit Kingdom of Saudi Arabia Ministry of Civil Service website for information about the rules, rights and obligations:

<http://www.mcs.gov.sa/ArchivingLibrary/Pages/default.aspx>

Expectations from Faculty Members in Each Semester

The Department of Nursing places a great value on professional and productive environment created by its faculty members. Therefore, a faculty member should exhibit good work ethics, such as punctuality and cooperation with other faculty members and the department. Since the workload differs each semester for faculty members, the following are expectations from faculty members for each semester.

Punctuality and Commitment to the Official Working Hours

Punctuality and commitment to official working hours is a must requirement at the department of nursing in order to ensure smooth progress of the department.

Cooperation

For the first three weeks of the semester, each course instructor is required to submit the student's attendance in terms of the number of students that attended each course. This is to be submitted by Thursday of each week. This is required for statistical purposes by the Quality Assurance and Academic Accreditation Unit of the Department of Nursing.

Syllabus

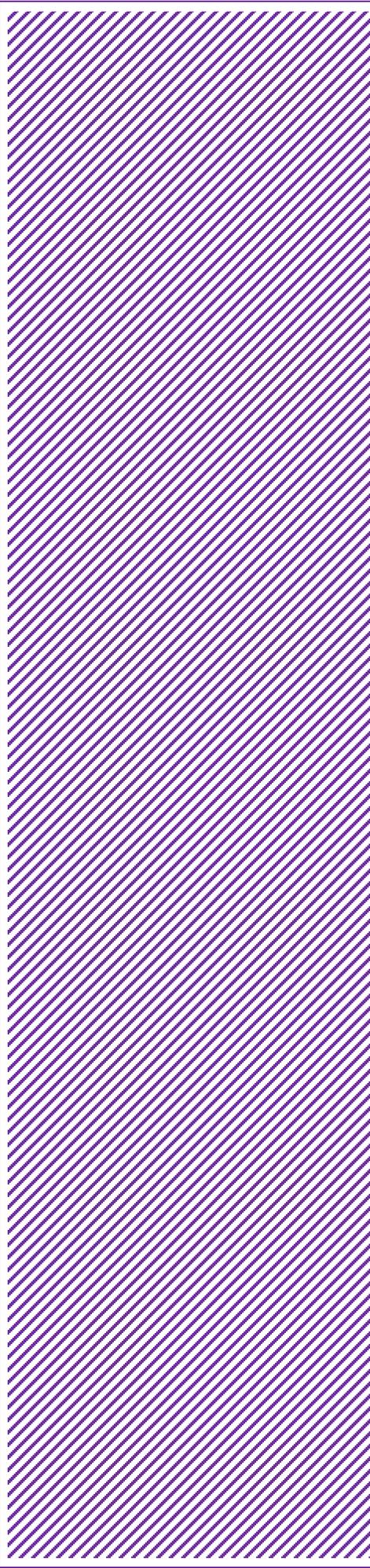
There is a course specification for each course, which includes information and guidelines about the course. Each faculty member should follow the course specification and create a course syllabus based on it. This should be submitted to the course coordinator at the beginning of every semester and distributed it to students on their first class; it should include the following information:

- Name, email, office hours, and office number of a faculty member.
- Name and number of the course.
- Goals and objectives of the course.
- Required texts.
- Topics that will be covered.
- The division of grades (midterms, quizzes, research, presentations, projects...etc.)
- Any useful websites that are related to the course.
- In order to avoid misunderstanding, faculty members are advised to explain their way in managing the classroom e.g. attendance, assignment submissions, and makeup exams.

Upon completion, a copy should be given to the Quality Assurance and Accreditation Committee.

Coordination

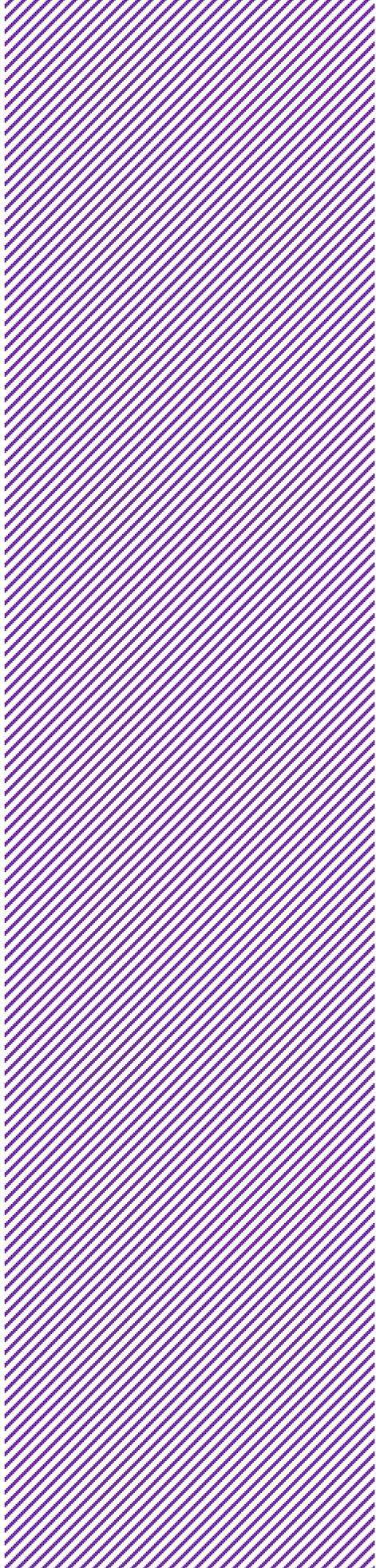
It is important to the department and the university as a whole that the courses are unified regardless of who is teaching the course in order to achieve student justice, enrich the teaching experience for faculty members, and enhance the quality of teaching and learning in the program. This results in making the



students feel secure that they are receiving an equal academic experience, as well as making the faculty members benefit in which all of us -no matter how many years of experience- surely benefit from the exchange of expertise and experience and opinions about the content, teaching strategies, types of examination and grading.

The main goal of coordination is to ensure that the learning outcomes set out in the course specifications are met. It also minimizes the gap between different sections of the same course, which is equally as important. It makes sure that the academic process, such as grading, follows the guidelines and goals in the course specifications and oversees what faculty and students are conducting in class that can help in reaching that goal. Thus, each course is assigned to a course coordinator whose responsibility includes the following:

1. To make sure that each faculty member responsible for a section is teaching it according to the course specifications created by the department. Moreover, to guarantee that each faculty member is working on the development of the goals and targeted skills.
2. To make sure that examination and other grading methods in different sections are similar (in terms of types of questions and level of difficulty).
3. To write a unified course report that includes what is mentioned in the course reports written by faculty members of the different sections.
4. To guarantee accurate and high-quality performance by conducting meetings with faculty members of other sections according to the following:

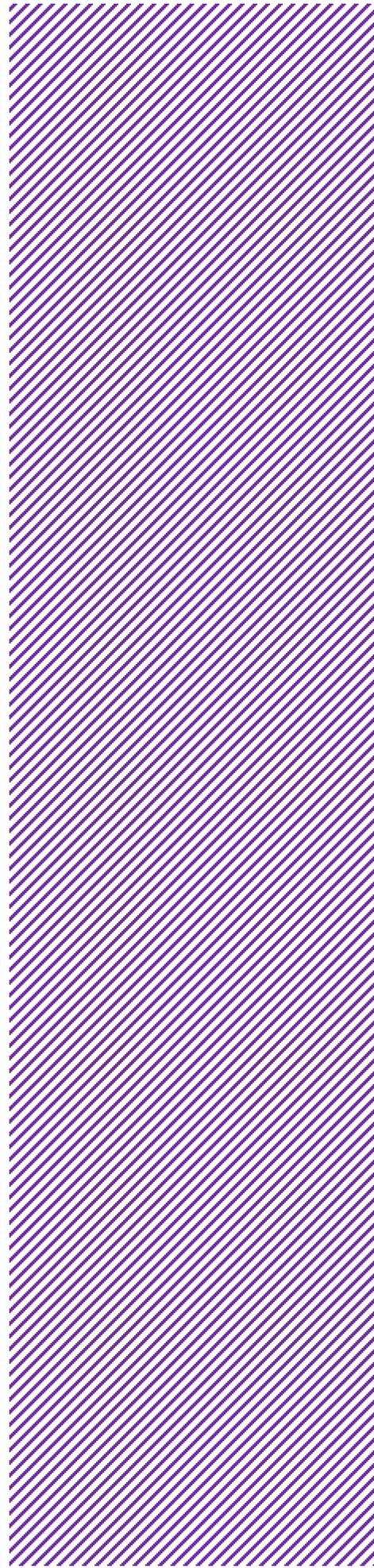
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- Meetings should take place during the first week of the semester in order to discuss the syllabus and reach a common ground.
 - Meetings should take place prior to midterms and prior to finals in order to make sure that the exams in the different sections are somewhat similar in terms of the type of questions and difficulty level.

Meetings should take place after correcting the midterms and finals to make sure that all faculty members have consistent standards in relation to the course specification's goals and objectives, as well as to make sure that there is agreement on how the students from both sections are graded.

- If instructors are coordinators of courses they are teaching; they should also share their exams with other instructors of the same course. Coordination is a learning platform which allows instructors to share their knowledge and exchange experiences in order to benefit from one another.

Course Reports: At the end of every semester, each course instructor is required to fill out a course report and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee. Faculty members should explain the teaching methods, techniques used, and any difficulties faced. They also should include the final results and how the grades are divided. Furthermore, they can suggest solutions to the problems faced in order to improve the teaching and learning experience.

Course Files: The National Commission for Assessment and Academic Accreditation (NCAAA) requires the preparation of a course file, which is instrumental in achieving continuous review and improvement of the courses. Course file contains 17 sections and provide a detailed insight to the course having



course specifications, course report, teaching material, sample exams, ILO Assessment plan, student's evaluation, detailed semester result etc. At the end of every semester, each course instructor is required to fill out a course File and hand it to the course coordinator and Quality Assurance and Academic Accreditation Committee in order to ensure high quality of students learning experience, continuous improvement of the educational material is essential.

Schedules

In the first week of each semester, faculty members are expected to have a copy of their schedule signed by the Head of the department and the Dean of the college and hung on their office door that includes: courses taught, section number, time and place of each lecture, office hours (6 hours at least) and academic advising hours (6 hours at least) committees they are involved in.

Electronic Services

▪ Official Email:

Each faculty member is provided with an official email address at ju.edu.sa platform which can be accessed by login through Gmail. This official email address should be used for official communication inside and outside jof university.

▪ Tayseer

Tayseer(<https://ecuni.ju.edu.sa/web/guest>) is a service that allows faculty members for official communication within the department and also with the management of the university.

▪ Faculty Services

Access <https://edug.ju.edu.sa/ju/init?role=staff> to include all information related to faculty members e.g. teaching load, academic advising, salaries etc

▪ **Blackboard**

"Blackboard" is an online system, which both faculty members and students can access. On their blackboard page, faculty members can upload information about their courses (e.g. syllabus, slides, handouts...etc), create a discussion forum for students, and post assignments and quizzes.

Website: <https://lms.ju.edu.sa>

▪ **Electronic Library**

Visit <http://library.ksu.edu.sa> to access the catalog and databases of KSU's library.

▪ **Technical Support**

If you are facing any technical problems, you can contact technical support on the following website:

<https://mps.ju.edu.sa/MyJU/ju/login.xhtml>.

CONTACT INFORMATION (Faculty and Staff)

Main Campus, Sakaka (Male Section)			
Name	Position	Extension	EMAIL
Abdalkarem F. Alsharari	Associate Professor Department Head	4050	Afalsharari@ju.edu.sa
Fuad Hamdi A. Abuadas	Assistant Professor	----	fhabuadas@ju.edu.sa
Ahmad Alafafsheh	Assistant Professor	-----	ayalafafsheh@ju.edu.sa
Hayyaf Fayez Obiedallah	lecturer	4047	hayyafobied@ju.edu.sa
Hassan Mohammed Elamin Mustafa	lecturer	4045	hamustafa@ju.edu.s
Mostafa shaban kandil	lecturer	4013	mskandil@ju.edu.sa
Arab Qassim Alkhadam	lecturer	4036	aqkhadam@ju.edu.sa
Mohammad Hussein Dhiabat	lecturer	4068	mhdhiabat@ju.edu.sa
Osama Mohamed Elsayed Ramadan	lecturer	4012	Omramadan@ju.edu.sa
Mohammed Zaky	lecturer	---	mezaky@ju.edu.sa
Main Campus, Sakaka (Female Section)			
Hana Mohammad AbuSnieneh	Assistant Professor	8096	haousnien@ju.edu.sa
Nahed Elnabawy Elsabagh	Assistant Professor	8096	neelsabagh@ju.edu.sa
Shaymaa Najm Abed	Assistant Professor	8096	snabed@ju.edu.sa
Samar Salah Eldin Mohamed Diab	Assistant Professor	8096	ssdiab@ju.edu.sa
Shahenda Ateyat Allah Mohammed	Assistant Professor	8096	shahenda@ju.edu.sa

Nadia Bassuoni Elsharkawy	Associate Professor	8096	nelsharkawy@ju.edu.sa
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Marwa mohamed Ouda	Assistant Professor	8096	mmouda@ju.edu.sa
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Gehan Atia	Assistant Professor	8096	Gehanatia@ju.edu.sa
Shaimaa Ahmed Awad	Assistant Professor	8096	saaali@ju.edu.sa
Esraa Jawdat Tawalbeh	lecturer	8096	ejtawalbeh@ju.edu.sa
asma awad esaileh	lecturer	8096	aaesaileh@ju.edu.sa
Reem Farhan Alruwaili	lecturer	8096	rfalruwaili@ju.edu.sa
Maysoon suliman Thaher	lecturer	8096	msuliman@ju.edu.sa

GENERAL PRACTICES AND ADMINISTRATIVE GUIDELINES

Our goal is to ensure that you are familiar with the resources available to you; therefore, this Handbook was developed to provide you with information to assist you in your day-to-day life at Jouf University. Additional information can be found on the JU website (www.ju.edu.sa)

ORIENTATION

On the employee's first working day, he/she should report to the Human Resources Department. All matters relating to his/her employment, issues related to Iqamas (if applicable), personal documentation (listed below), arrangements for a medical examination, and receiving an identification card should be finalized.

- No Objection Certificate (for Saudi females only)
- Copy of Saudi National ID
- Copy of Academic Credentials (e.g., Degree and Employment Certificates)
- ID Photos
- IBAN Number (for purposes of salary bank transfer)

EMPLOYEE IDENTIFICATION

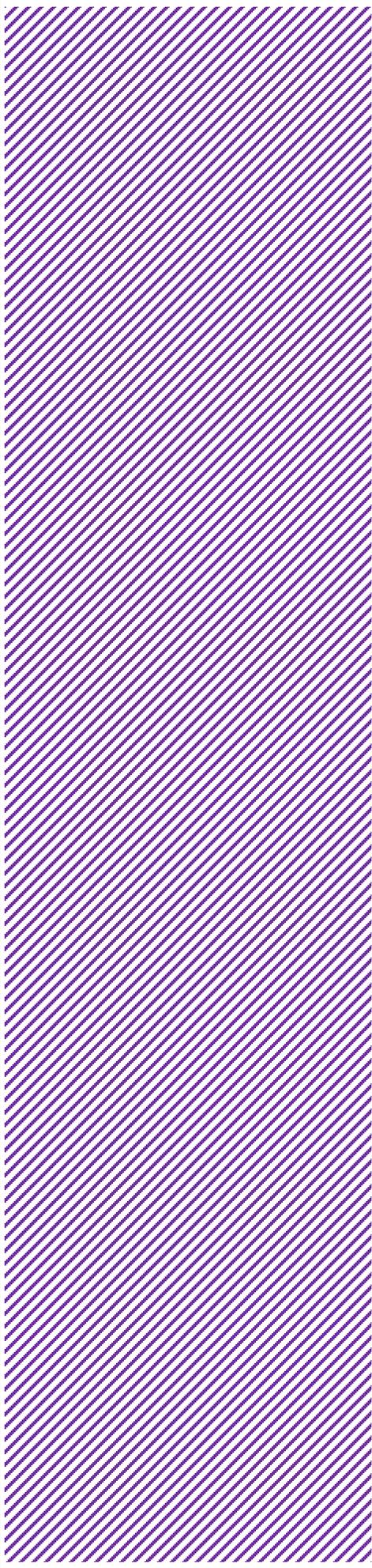
After an orientation process, a new staff will be issued a programmed JU ID card which he/she is required to wear while inside the premises of JU. Upon termination of employment, he/she is required to surrender the ID card to Human Resources Department.

MEDICAL EXAMINATION

A new staff is required to undergo medical examination upon his/her joining with JU. This is a pre-requisite for the issuance of his/her Residence Permit. The schedule and transport service will be arranged by HR Department as well as the request letter to the medical clinic.

EMPLOYMENT CONTRACT

All employees will be required to sign an Employment Contract. The provisions of the Employment Offer will be incorporated in the Employment Contract. The contract will be prepared by the Human Resources Department in two (2) original copies in both Arabic and English. One original will become an integral part of the employee's Personnel File and the other original copy will be given to the employee. Another copy will be provided to the Government Relations Officer for the processing of Iqama. The JU Rector or his authorized designee will sign all Employment Contracts on behalf of Jouf University.



In the case of locally hired employees, the effective date of employment is the date upon which the employee commences work. In the case of internationally hired employees, the effective date of employment is the date the employee arrives in KSA International Airport.

CONDUCT

The JU expects that all staff will conduct themselves in a highly professional manner at all times and serve as examples of appropriate behavior for all students. In addition, all staff is expected to understand, respect, and adhere to all JU rules and regulations, as well as those of the Kingdom of Saudi Arabia.

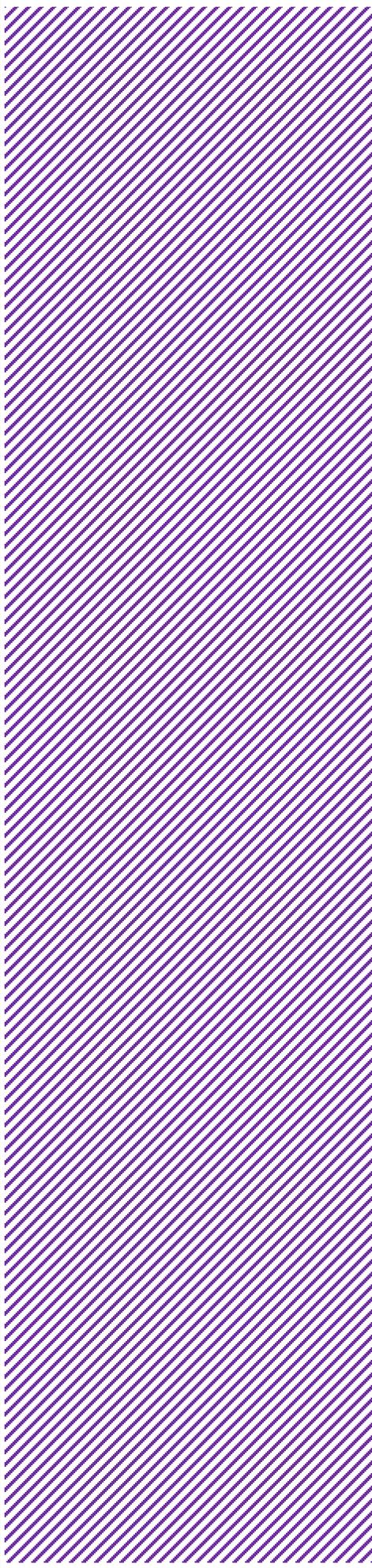
Listed below are several standards of behavior that are imperative for employees to understand and to support. Failure to adhere to these conditions is grounds for disciplinary action, up to and including termination.

1. JU prohibits any cohabitation with an employee and a member of the opposite sex, except with his or her lawful spouse.

2. JU expects all employees and dependents to observe the dress code when appearing in public. The dress code for female employees will include traditional Kingdom attire such as abaya and head scarf. Failure to abide by these conditions will subject the employee to disciplinary action.

3. All employees are expected to maintain standards of conduct suitable and acceptable to work environment. Disciplinary action may be imposed for unacceptable conduct. Example of unacceptable conduct include, but are not limited to:

- Falsification of personnel records, or other JU records.
- Neglect of duties or wasting time during work hours.
- Abuse or waste of tools, equipment, fixtures, property, supplies, or goods of the institution.

- 
- Creating or contributing to unhealthy or unsanitary conditions.
 - Violations of safety rules or accepted safety practices.
 - Failure to cooperate with supervisor or co-worker, impairment of function of work unit, or disruptive conduct.
 - Fighting, encouraging a fight, or threatening, attempting or causing injury to another person on the premises.
 - Theft, dishonesty, or unauthorized use of institutional property including records and confidential information.
 - Refusal of an employee to follow instructions or to perform designated work that may be required of an employee, or refusal to adhere to established rules and regulations.
 - Repeated absence, absence without proper notification to the supervisor or without satisfactory reason, failure to report for work or to make appropriate contact with the supervisor to report an absence from work, or unavailability for work.

CONTACT INFORMATION

MAILING ADDRESS

o An employee may receive mails through *ARAMEX, DHL, UPS, FedEx* or other freight co. by informing the sender to use this address:

Name: *(recipient's name)*

JOUF UNIVERSITY

KING KHALID ROAD, SAKAKA

KINGDOM OF SAUDI ARABIA

Tel: 0146544444 / (ext. __)

Email: contact@ju.edu.sa

Jouf University Campus Location Map

