



Program Utilization Form

Ref.

FO-017

Rev.

0

Booking Information: *Please fill with complete information regarding your reservation.*

S.N.

Room No.

Date of Reservation: _____ Time: _____ A.M / P.M. to _____ A.M / P.M. Duration: ____ Hours

College: Medicine Nursing Dental Pharmacy Applied Health Sciences Other : _____

Booking Status: Pre-booked (by Default)

Attendance: Number of Females: _____ Number of Males: _____

If Undergrad: 1st Year 2nd Year 3rd Year 4th Year 5th Year 6th Year House Officers

Group: _____

If Postgrad:

Program Information: *Please fill out the spaces with complete information. If you are unsure, kindly consult with the Front Desk staff.*

Department: _____ Course Director: Prof. | Dr. | Mr. | Mrs. | Miss

Program Title: _____

Type of Reservation: Program Course/Workshop Exam Simulation Program: Yes No If yes, please specify: Virtual Simulation High Fidelity Simulation

Number of Rooms: Small Rooms: (Max: 16 persons/room) _____ Big Rooms: (Max: 30 persons/room) _____

Program Requirements: *Kindly check the back page for the CME and the FLYER requirements.*

Would you like to apply for CME credits for this program? Yes No Would you like to have a FLYER made for this program? Yes No

Person who filled the form: *Please complete the information below.*

By signing below, you are acknowledging that you have read, agree to and accept CSSC's Policy and Procedures for learning education purposes. Our Policy and Procedures will be available on our website and our front desk for reference.

Name: Prof. | Dr. | Mr. | Mrs. | Miss _____

Department: _____

Signature: _____ Contact Number: _____ E-mail Address: _____

For CSSC Staff only:

Booked by: _____

Reservation Changes: Modification of Reservation Change Made by: Center User No Show

Reason of Change: _____

Prepared by: _____ Checked By: _____ Data Entry by: _____

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Needs Assessment			
A Needs Assessment was performed:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Methods used in Needs Assessment (Check all that apply):</i>			
Survey of Audience	<input type="checkbox"/>	Part of general training requirements	<input type="checkbox"/>
Recommendation by Experts	<input type="checkbox"/>	Literature review	<input type="checkbox"/>
Maintenance of Competency	<input type="checkbox"/>	Sentinel Event	<input type="checkbox"/>
Mortality and morbidity review/quality assurance	<input type="checkbox"/>	Institutional or accreditation standards	<input type="checkbox"/>
Others	<input type="checkbox"/>		

Program Requirements:	CME Credits Requirement:	Flyer Requirements:
» Bait Alkhebra » Checklist » Timetable » Completed Utilization Form » Course Materials for Participants if available	» Curriculum Vitae of all Instructors involved. » Saudi Council ID copy » Learning Objectives » CME Request Form.** **If CSSC has applied for CME Credits for the same course, CSSC will only require the updated CV of the instructors if available.	» Instructor/s Name » Course Description » Course Objectives » Target Audience » Preferred Color Scheme » Photos to attach to the flyer
Please submit all the applicable requirements to CSSC E-mail: csc.kau.edu@gmail.com		

Educational Resources: <i>Please put a check for the I.T. Items/ Simulation Models required.</i>		
I.T. Items	Simulation Models	
1. Laptop <input type="checkbox"/>	1. RR-CRM Menu <input type="checkbox"/>	7. OB-Gyne Program (PG) <input type="checkbox"/>
2. Data Show <input type="checkbox"/>	2. CRM <input type="checkbox"/>	Other Simulation Models:
3. Screen <input type="checkbox"/>	3. TOT <input type="checkbox"/>	1. _____
4. Laser Pointer <input type="checkbox"/>	4. Anesthesia Program (PG) <input type="checkbox"/>	2. _____
5. Speakers <input type="checkbox"/>	5. EM Program (PG) <input type="checkbox"/>	3. _____
6. Cable Connections <input type="checkbox"/>	6. Pediatric EM Program (PG) <input type="checkbox"/>	4. _____
7. Adaptors <input type="checkbox"/>	7. ICU Program (PG) <input type="checkbox"/>	5. _____

*For information on the following Manikins/Models, please refer to the Learning Resources Guide.

Get access to the Learning Resources Guide via <https://online.fliphtml5.com/vdyeb/ljnj/>