

Manual of Tasks and Responsibilities

Faculty of Medicine in Rabigh



Prepared by

Vice Deanship for Development

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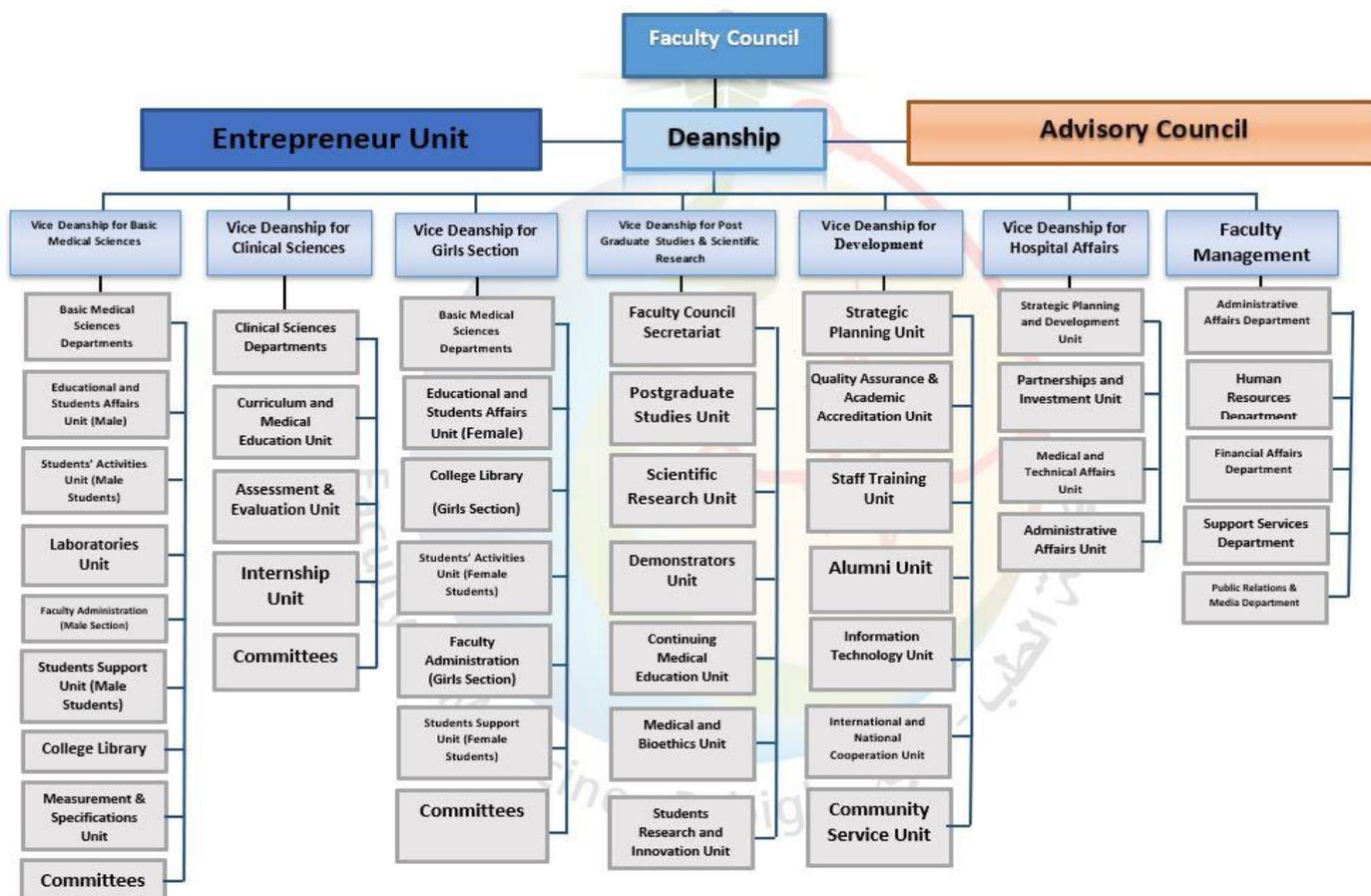
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Brief Introduction of the Faculty of Medicine in Rabigh

The journey of Faculty of Medicine in Rabigh (FMR) as a branch from King Abdulaziz University (KAU) commenced on 1st of August 2009 (10th of Sha'ban, 1430 AH) when the first batch of male students started their classes. It was preceded by the issuance of the Royal Decree of the Custodian of the Two Holy Mosques King Abdullah bin Abdulaziz, Chairman of the Council of Higher Education; vide decision No. 24/49/1429 dated 11/7/1429 AH. There are numerous reasons behind the decision to open a medical college in a relatively remote place like Rabigh. The Government priority is funding of health and education, in less-developed areas, in order to minimize the existing health care deficiency and cater for the needs of locally qualified doctors in both public and private sectors. By choosing Rabigh, a primarily upcoming industrial area, the college was destined to serve the human, health and economic development in the governorates near Jeddah and to meet the needs of the present and future labour market. Subsequently, the FMR proved to be a perfect fit in the Saudi Vision 2030, as it contributes to all of its three themes and related commitments. The first female students' batch joined on September 13th, 2017, which too is part of achieving the goals of Vision 2030, i.e. to increase women's participation in the workforce from 22% to 30%. Faculty of Medicine in Rabigh, has gradually grown out from its infancy and within a short period of time has emerged as an institution ready to actively contribute in achieving the health-related goals of the Nation

Organizational Structure





The College Council

The College Council is the highest authority of the college. The College Council is chaired by the dean and comprises of vice deans and chairpersons of departments and three appointed additional faculty members from the college. One of the vice deans serves as secretary of the council.

The College Council will convene at least once a month. Such meetings are to be attended by at least two thirds of the council membership. The resolutions of the council will pass by the absolute majority vote of the members in session and in case of a tie, the side on which the dean votes will be adopted. The resolutions of the council will be regarded as final unless objected by the president of the university within fifteen (15) days of the date of delivery to him. If the president objects to a resolution, such resolution will be returned to the council, and reconsidered. If the council still maintains its own opinion, the issue will be referred to the University Council for resolution. The related decision of the University Council will be final.

Tasks and Responsibilities of the College Council:

The College Council acts in accordance with the Article 34 of the Higher Education and Universities Law which stipulates that:

The College Council is responsible for considering the college's affairs, and is tasked with:

1. Suggesting recruitment, promotion and secondment of faculty members, teaching assistants, and instructors.
2. Suggesting or modifying study plans in coordination with the departments.
3. Suggesting curricula, textbook and references for the college's departments.
4. Encouraging and publishing scientific researches in coordination with the college departments.
5. Suggesting schedule for exams and developing relevant regulatory instructions.
6. Suggesting the College's Internal Regulation.



7. Suggesting the training plans and scholarships necessary for the College.
8. Suggesting the College's extracurricular activities.
9. Taking decisions related to student affairs within its capacity and marking recommendations to the University Council for otherwise affairs.
10. Consider the issues referred to it by the University Council, its Chairman or Deputy Chairman, for study or giving opinion

In addition, College Council has the responsibility of:

1. Recommending the approval of the College's strategic plan and approving College's research strategy and Community engagement.
2. Forming permanent or temporary committees.
3. Recommend approval of the study plans proposed by the academic and scientific departments.

Authority of the College Council:

STUDENTS' AND ACADEMIC AFFAIRS:

- ❖ Approve the barring of any student from appearance in exams and disqualification on case to case basis
- ❖ Approve reversal of previous bar on appearing in exam or disqualification
- ❖ Approve re-enrollment of the students.
- ❖ Approve the necessary controls and measures designed to correct and straighten the student's performance.
- ❖ Approve the equivalence of the curricula that a student has studied outside the university based on the recommendation of the academic departments.
- ❖ Recommend granting a student who has been dismissed on account of warnings to complete their study program.



FACULTY AFFAIRS:

- ❖ Recommend recruitment of teaching faculty members, lecturers and teaching assistants.
- ❖ Consider the promotion of a teaching faculty member
- ❖ Recommend approval of participation by the teaching faculty member in the conferences and symposia organized inside or outside the Kingdom.
- ❖ For Non-Saudi Faculty members, the College Council can recommend employment of those who have exceeded the statutory upper age limit of sixty Gregorian years.

SCHOLARSHIPS AND TRAINING AFFAIRS:

- ❖ Recommend sponsoring scholarships for teaching assistants and lecturers, extension or otherwise termination of their sponsorship.
- ❖ Recommend approval for changing the specialization, university or country of scholarship as may be requested by the departmental council.
- ❖ Recommend suspension of the sponsored student scholarship,
 1. If he / she changes his/her specialization, university or place of his/her study without the benefit of the faculty's approval.
 2. If he or she fails to continue his/her studies based on his / her study progress reports.
 3. If he or she violates the regulations and instructions or otherwise declines to carry them out.
 4. If he or she fails to secure the qualification within the prescribed period of time.
 5. If it is discovered that he / she has stopped studying
 6. If he or she applies for termination of the scholarship and returning to the Kingdom.



The Departmental Councils

Each council represents the highest authority of the department. The council is headed by the Departmental Head and consists of the department's faculty members.

The Departmental Council will meet regularly, at least once in two months, and must be attended by two thirds of the council's members. Its resolutions will pass by absolute majority vote of the council members in session and in case of a tie, the side on which the chairperson votes will prevail. The resolutions of the Council will be regarded as final unless objected by the dean of the college within fifteen days of delivery to him. If the dean opposes the resolution, such resolution will be returned to the council for reconsideration. If the council still think that the objection raised by Dean is incorrect, the decision of subject objection will be referred to the College Council for resolution.

Tasks and Responsibilities of the department board:

The Departmental Councils acts in accordance with the Article 43 of the Higher Education and Universities Law which stipulates that:

The Department Council

1. Proposes to the College Council a study plan, curricula, books, and references
2. Proposes to appoint faculty members, lecturers, and teaching assistants and their promotions
3. Studies scientific research projects
4. Distributes lectures, exercises, and training work to faculty members and teaching assistants
5. Organizes and coordinates the department's work.
6. The department council may form permanent or temporary committees from among its members.

Thus, Departmental Councils are responsible not only to look after all activities related to the respective Departments but is responsible to assist the College Council in all matters mentioned under responsibilities of College Council.



Job Descriptions, Tasks and Responsibilities

First: Dean, Faculty of Medicine in Rabigh

Dean holds the highest position in the faculty and reports to the competent vice president of the university. The tasks include supervision of the academic and administrative affairs of the college. Dean is also responsible to coordinate with the university for financial matters. Dean has the task to supervise the regulatory units of the college in accordance with the organizational structure and system, all leading to achievement of the strategic objectives of the college.

Responsibilities and Authorities:

- Head and preside over the college council, implement its resolutions and forward the minutes of its meetings to His Excellency the President of the university.
- Organize the working of the college advisory committee and carry out its recommendations.
- Ensure implementation of the decisions of the University Council related to the college.
- Approve the minutes of meetings of the departmental councils while reserving the right to object to their decisions within 15 days after the date of delivery to him.
- Supervise the development of the strategic plan
- Oversee the management of the faculty's educational, research and administrative affairs.
- Coordinate and promote the college's relationships with other entities inside and outside the university.
- Responsible for annual evaluation the performance of the college vice deans, and heads of the academic departments.
- Approve the annual performance evaluation reports generated by the vice deans and department chairpersons.
- Represent the college inside and outside the university.



- Supervise implementation of the college's study plans and programs.
- Encourage research and community related activities in the college.
- Grant regular and emergency leaves for the college employees
- Recommend service extension, re-employment on contract for the faculty member after the end of his / her service.
- Recommend termination of the employment contracts of non-Saudi faculty members.
- Approve the transfer of a student from outside the university to the college and vice versa.

Bodies attached to the Dean:

- Vice Deans' offices
- College Advisory Committee
- Entrepreneur Unit
- Faculty Management
- Administrative Affairs Department
- Human Resources Department
- Financial Affairs Department
- Support Services Department
- Public Relations & Media Department



Second: Tasks and Domains of Vice Deans

VICE-DEANSHIPS:

Faculty of Medicine in Rabigh has six Vice Deans assisting the deanship

- **Vice Deanship for Basic Medical Sciences**
- **Vice Deanship for Clinical Sciences**
- **Vice Deanship for Female Student Section**
- **Vice Deanship for Post Graduate Studies and Scientific Research**
- **Vice Deanship for Development**
- **Vice Deanship for Hospital Affairs**

The Vice Deans have general and deanship specific tasks and duties.

General tasks include,

- To serve as a member of the College Council
- To supervise and ensure a smooth functioning of all units under respective vice-deanships
- To supervise the working of all committees under the respective vice-deanships
- Submit periodic reports to the college dean related to the units and committees attached
- Coordinate with other Vice Deans, Departmental Heads and Head of different units and committees
- Execute the duties and functions assigned to him by the college dean.



VICE-DEANSHIPS OF COLLEGE

I. Vice Deanship for Basic Medical Sciences

Vice Deanship for Basic Medical Sciences is an administrative and academic post, mainly responsible for all affairs related to years of basic medical sciences i.e. 2nd and 3rd years.

Duties other than those mentioned earlier as general to all vice deans, include

- ❖ Supervision of the studies and examinations during basic medical sciences stage and to resolve all issues related to these
- ❖ Addressing of all issues related to students' affairs during basic medical sciences stage
- ❖ Supervision of the events and functions of the Orientation Day and introduction week for newly inducted students
- ❖ Supervision of all extracurricular activities in consultation with Students' Activities Unit including College's Annual Students' Day

Units under Vice Deanship for Basic Medical Sciences:

1. Basic Medical Sciences Departments

Vice Dean for Basic Medical Sciences is responsible to overview Departments of Anatomy, Physiology, Clinical Biochemistry, Pathology, Medical Microbiology and Pharmacology maintaining close coordination with departmental heads for all related matters. Issues related to female section are mainly dealt by Vice Dean for Female Section, in consultation with Vice Dean for Basic Medical Sciences.

2. Educational and Student Affairs Unit:

Members of the Unit are responsible for matters related to educational process and addressing affairs of students related to their educational needs. They communicate with the defaulters and find solutions to improve their level of education.



3. Laboratory Unit:

This Unit is responsible for establishment/maintenance of laboratories and for further procurement.

4. Unit of measurement and specifications:

It studies the needs of the college. It regulates the development of specifications and the study of technical presentations.

5. Students' Activity Unit:

Responsible for setting up student sports, cultural, social and religious activities and communicating with students and motivating them to participate.

6. Students Support Unit

Student Support Unit is providing necessary counseling and extending advices to students facing any academic or personal issue. Over the years, a good number of students have been benefitted due to support provided by the unit

7. Medical Students Club

In order to recognize, appreciate and polish different capabilities in students, other than academics, they are welcomed in different components of students' club. Medical Students' Club is fully run by students and the deanship and faculty has only a supervisory/advisory role.

8. College Library

Maintenance and upgradation of college library of the male student section is the domain of Vice Dean for Basic Medical Sciences

9. Faculty Administration

Vice Dean for Basic Medical Sciences assists the deanship in administrative matters of male section



2. Vice Deanship for Clinical Sciences

Vice Deanship for Clinical Sciences is an administrative and academic post, mainly responsible for all affairs related to years of clinical sciences i.e. 4th, 5th and 6th years along with the year of Internship.

Duties other than those mentioned earlier as general to all vice deans, include

- ❖ Supervision of the studies and examinations during clinical sciences stage and to resolve all issues related to these
- ❖ Addressing of all issues related to students' affairs during clinical sciences stage
- ❖ Addressing of all issues related to interns and internship
- ❖ Supervision of curriculum development in consultation with other related stakeholders
- ❖ Supervision of assessment and examination process and formulation and implementation of related policies

Units under Vice Deanship for Clinical Sciences

1. Clinical Sciences Departments

Vice Dean for Clinical Sciences is responsible to overview Departments of Medicine, Surgery, Pediatrics, Family and Community Medicine and ENT maintaining close coordination with departmental heads for all related matters.

2. Medical Education and Curriculum Unit

This unit is concerned with the development and updating of the college curriculum and study plans in line with the strategic plan and in accordance with the latest scientific developments. It follows up the implementation of these plans after adoption and the development of standards and models in this regard.

3. Assessment and Evaluation Unit:

This unit aims at achieving quality in conducting examinations for all scientific departments and courses in the college. It organizes and ensures the safety of the examination process according to the policies and procedures of King Abdulaziz University. It provides technical/logistic support in evaluating the exams and providing data, statistics and information.

4. Internship Unit:



This unit contributes to the preparation of students for the year of excellence. It aims to train students with the latest means of training, helps to implement the concept of integrated medicine practice and the development of medical skills.

5. Committees

3. Vice Deanship for Female Student Section

Vice Deanship for Female Student Section is an administrative and academic post, responsible for all academic and administrative affairs related to female students. The female student branch of the Rabigh Medical College of King Abdulaziz University was established on September 13th, 2017 at the Rabigh Campus. The Vice Dean of the student section was appointed, and the first batch of female students was inducted. Vice Dean for Female Student Section reports to the Dean of the college and she serves as a member of the College Council.

Duties other than those mentioned earlier as general to all vice deans, include

- ❖ Supervision of all educational, research, and administrative activities related to the female students.
- ❖ Supervision of the college's strategic plan and its execution applicable to the female students.
- ❖ Coordination of the college's relationships inside and outside the university in relation to the female students.
- ❖ Coordination and working with Vice Deanships of Basic Medical and Clinical Sciences for smooth delivery of educational process including examinations and assessments in the female section. This also includes the arrangements needed for visiting male faculty members in the female section
- ❖ Coordination and working with Vice Deanship of Post Graduate Studies and Scientific Research for research related activities involving female students
- ❖ Coordination and working with Vice Deanship of Development for related activities in female section
- ❖ Overseeing the extracurricular activities involving female students



Units under Vice Dean Office:

Vice Dean for Female Student Section will work with all units mentioned under different other Vice Deans and will supervise undermentioned units and working bodies

1- Basic Medical Sciences Departments

Vice Dean for Female Students Section is responsible to overview Departments of Anatomy, Physiology, Clinical Biochemistry, Pathology, Medical Microbiology and Pharmacology for issues related to female students. She maintains close coordination with Vice Dean for Basic Medical Sciences and departmental heads for all related matters.

2- Educational and Students Affairs Unit (Female)

Members of the Unit are responsible for matters related to educational process and addressing affairs of students of female section related to their educational needs. They communicate with the defaulters and find solutions to improve their level of education.

3- College Library (Girls Section)

Maintenance and upgradation of college library of the female student section is the domain of Vice Dean for Female Students Section

4- Students' Activities Unit (Female Students)

Responsible for setting up female student' sports, cultural, social and religious activities and communicating with female students and motivating them to participate.

5- Students Support Unit (Female Students)

Student Support Unit is providing necessary counseling and extending advices to students facing any academic or personal issue. ly

6- Faculty Administration (Girls Section)

Vice Dean for Female Students Section assists the deanship in administrative matters of female section

7- Committees



4. Vice Deanship for Post Graduate Studies and Scientific Research

Vice Deanship for Post Graduate Studies and Scientific Research is an academic and administrative position responsible for all the research activities involving students and faculty members. It is also responsible for matters pertaining to Post Graduate studies

Duties other than those mentioned earlier as general to all vice deans, include

- ❖ Supervision of all matters and activities related to postgraduate studies and scholarships.
- ❖ Oversee CME (Continuing Medical Education) activities in FMR
- ❖ Oversee the research activities undergoing in FMR
- ❖ Formulation of policies related to research
- ❖ Coordination with the University's Scientific Research Deanship and other research institutions
- ❖ Encourage the establishment of chairs or research excellence centers
- ❖ Granting of ethical approval of research projects
- ❖ Encouragement and support of faculty to get research grants
- ❖ Holding of Annual Research Day and research conferences
- ❖ Be in charge of the secretariat functions of the College Council.

Units under Vice Deanship for Post Graduate Studies and Scientific Research

1. Scientific Research Unit

The Unit is responsible for providing the appropriate work environment for scientific research. It supervises and ensures active participation of students and faculty in research activities, thus ensuring research contribution of the college in various fields. It also helps in establishing an academic environment for the distinguished researchers to provide studies and consultations in specialized fields.



2. Demonstrators Unit:

To motivate and encourage demonstrators to complete postgraduate studies. Prepare a road map to complete the studies for each demonstrator and follow up its implementation. Overcome the obstacles that prevent the continuation of the graduate studies of the demonstrators and maintaining a special file for each demonstrator. It ensures attendance of demonstrators during the preparatory courses for scholarships. Follow-up with the Supervisors of the demonstrators and provide them with the necessary information and data.

3. Students' Research and Innovation Unit:

Attracting, supporting and developing talented and creative students in various fields to benefit from their talents and energies in serving the nation.

4. Post Graduate Studies Unit:

Contribute to the preparation of a working environment for Post graduate programs and scientific research. It also interacts with the stake holders to develop knowledge and meet their needs and requirements.

5. Medical and Bioethics Unit:

It is responsible for reviewing the research on living creatures and ensuring their approval and the validity of approval procedures after the clarification and approval of conducting research in terms of ethics and periodic follow-up of the research.

6. Continuing Medical Education Unit:

- Continuing medical education is an important component of the institution's mission and contributes significantly to strengthening the institution's academic ranking locally and regionally
- The Continuing Medical Education Unit provides organizational support and facilitates the accreditation of scientific activities related to continuing medical education. All medical staff members are required to attend these activities, adding to their number of hours of education according to the CME accreditation. These include workshops, training courses and other scientific activities

7. Faculty Council Secretariat:



Vice Deanship for Post Graduate Studies and Scientific Research is responsible to assist dean in announcing, arranging and minuting Faculty Councils proceedings.

5. Vice Deanship for Development

Vice Deanship for Development is an academic and administrative post responsible for matters related to development and quality assurance of all departments of the College. The vice-deanship also ensures achievement of the quality standards for academic accreditation. Assessment of different courses from quality point of view also comes under the domain of Vice Deanship for Development.

Duties other than those mentioned earlier as general to all vice deans, include

- ❖ Supervision of the quality program of the college, its application and reinforcement
- ❖ Supervise the performance assessment of all courses.
- ❖ Promote a culture of quality throughout all departments and working units of FMR
- ❖ Supervise the process of the academic assessment and accreditation of the program.
- ❖ Conduction of training workshops related to quality and development.
- ❖ Assistance of Dean in strategic planning for the college
- ❖ Supervision of community related activities involving both the students and the faculty

Units under Vice Deanship for Development

1. Strategic Planning Unit:

This unit is concerned with the strategic planning of the Faculty of Medicine in Rabigh and communicates between the College and the different sectors of the University on all matters related to the Strategic Plan.

2. Quality and Academic Accreditation Unit:



The quality and academic accreditation unit works to spread the culture of quality and development, activate the quality assurance system, carry out internal audits, follow-up and meet the criteria of quality assurance, to build the institutional capacity and monitor effectiveness of education in order to obtain national accreditation.

3. Community Service Unit:

It aims at activating the community participation of faculty members and providing outstanding contributions to serve the local community.

4. Information Technology Unit:

It is a specialized unit whose function is to provide IT support to the needs of the college facilities.

5. Staff Training and Faculty Development Unit:

Developing a stimulating and attractive environment for faculty members, inculcating academic and administrative leadership; and supporting administrative development

6. Domestic and International Cooperation Unit:

Develop partnerships with the public and private sectors in the health field and promote local and international cooperation.

7. Graduates Unit:

The unit is responsible to maintain contact with the College graduates. It gathers and consider the input of college graduates for the improvement of the program.

The services provided include a newsletter informing the graduates about the activities of the college



6. Vice Deanship for University Hospital

Vice Deanship for University Hospital is an administrative post responsible for assisting the Dean in all matters pertaining to the under-construction University Hospital in Rabigh. This is a project of a 400-bed teaching hospital, located in the north of Rabigh City at the beginning of Rabigh Masturah Highway. The project was launched in the summer of 2014 and foundation stone was laid in 2015 and shall be completed in 2 phases. Vice Dean is also a member of the advisory committee for the University Hospital.

Chairperson of Academic Departments

FMR has twelve academic departments, six in basic sciences and six in clinical sciences

- Department of Anatomy
- Department of Physiology
- Department of Clinical Biochemistry
- Department of Pathology
- Department of Medical Microbiology
- Department of Pharmacology
- Department of Medicine
- Department of Surgery
- Department of Pediatrics
- Department of Family and Community Medicine
- Department of ENT

(Ophthalmology is under the Department of Surgery)

All these academic departments are headed by a chairperson also referred as Head of the Department (HOD). This is an academic and administrative post, responsible for



all the matters related to the respective department. HOD reports to the Dean of the college and serves as a member of the College Council.

Tasks and responsibilities of Departmental Chairperson:

- Supervise the management of the department's educational and administrative affairs.
- Supervise the departmental council as chairperson, ensure regular meeting of the council with maximum attendance, implement the council's decisions and transmit the minutes of the meetings to the college dean.
- Implement the decisions of the College Council related to the department.
- Responsible for the preparation of the strategic plan of the department and supervise its execution.
- Coordinate with Vice Deans and other departments for all matters pertaining to his/her department
- Supervise continuous upgrading the quality standards and development of the department's standards
- Report to the college dean any violations or breach of discipline done by a faculty member
- Distribute the teaching burden among the faculty members, lecturers and teaching assistants fairly.
- Monitor the development and training of junior members of the department.
- Supervise the various students' activities in the department.
- Monitor the conduction of the examinations including preparation, organization and conduct, checking and assessment, verification of results and endorsement of the grade transcripts
- Submit to the college dean a comprehensive annual report related to the performance of the department.

