



وزارة التعليم
Ministry of Education
043

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

كلية التمريض | College of Nursing

Dean's Office
College of Nursing, Imam Abdulrahman Bin Faisal University

Ref : CON-IAU 047/01032021
Date : (G) 03 January 2021
(H) 19 Jumada I 1442

+966-013-333-1659 Ext. 31589
fmalqahtani@uod.edu.sa
Building 750

MEMORANDUM

TO : Ms. Rawan Al Ghamdi, Chair, Awareness and Community, Service Unit
Ms. Rayanah Al Ghamdi, Co-Chair, Awareness and Community Service Unit
Dr. Eshtiaq Al Faraj, Member, Awareness and Community Service Unit
Dr. Nagla Al Saleh, Member, Awareness and Community Service Unit
Dr. Hend Elshnawie, Member, Awareness and Community Service Unit
Dr. Sahar Elmetwally, Member, Awareness and Community Service Unit
Dr. Latifa Al Dossary, Member, Awareness and Community Service Unit
Ms. Fatimah Al Qahtani, Member, Awareness and Community Service Unit
Ms. Alaa Al Dolailan, Member, Awareness and Community Service Unit

FROM : Dr. Friyal Al Qahtani
Dean, College of Nursing (Female & Male Sections)
Imam Abdulrahman Bin Faisal University (IAU)

SUBJECT : Updated Appointment in the Awareness and Community Service Unit

Please be advised that you have been nominated to serve on the **Awareness and Community Service Unit** effective **22 August 2021, AY 2021/2022 in retrospect.**

The meeting of the Awareness and Community Service Unit will be on a monthly basis in addition to any Ad Hoc meeting as required. As respective Chairperson, Co-Chair and Members of this unit, you are expected to bring a much-needed perspective to the work, plans and future achievements of the Awareness and Community Service Unit.

Looking forward to your best cooperation.

Regards,

cc : All Department Chairpersons, Nursing Departments, CON, IAU
File

Attachment(s) : UOF



الرقم: _____
التاريخ: / / _____
المشروعات: _____



وزارة التعليم
Ministry of Education
043

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

كلية التمريض | College of Nursing

UNIT ORDER FORMATION (UOF)

Unit Name	:	Awareness and Community Service (Formerly Community Service Unit)
Unit No.	:	CON-CS-09-U-2015
Reporting To	:	Vice Dean for Quality Development and Community Service
Date Formed	:	Year 2008 (as a Committee)
Date Updated	:	01 Jun 2017; 10 Sept17; 07 Dec 17; 02 Sept18; 15 Jan 19; 21 Aug 2019; 05 Jan 2020; 17 August 2020; 03 Jan 2021
Last Updated	:	August 22, 2021

Introduction:

The purpose of the Community Service Unit is to provide students, faculty and staff with relevant volunteer experiences that match the needs of our society, as well as the skills and interests of our student volunteers. The Unit seeks to establish sustainable and reciprocal partnerships with local social service, governmental, educational and cultural agencies as we advise and support community service initiatives.

Unit Charges:

1. Study the needs of the local community.
2. Set up the College annual plan for the community services, in coordination with the other academic Departments in College.
3. Apply the approved plan of the community service.
4. To help engage the employees with the community services activities.
5. Document, organize and improve the community services activities.
6. Prepare a report on each community services and submit it to the **Vice Dean for Quality Development and Community Service.**
7. Measure the satisfaction of the communal parties regarding the provision of community services, and more importantly, to analyze that information and prepare a final report and submit it to the **Dean of the Nursing college.**
8. Plan, organize and deliver certain courses and training programs, in coordination with the relevant Academic Departments; which corresponds with the goals and available resources in the College, in order to meet the needs of the local community and individuals.
9. Prepare the scientific content of the programs and courses in cooperation with the faculties, teachers and clinical instructors.



الرقم: _____
التاريخ: ____/____/____
المشروعات: _____



كلية التمريض | College of Nursing

10. Coordinate on a regular basis, with the relevant Departments of College to organize and deliver the courses and training programs.
11. Provide the logistical equipment of the offered programs and courses such as the classrooms, laboratories and teaching aids based on the time of each session.
12. Prepare a list of the accepted candidates' in the courses and the training programs, and distribute them to the responsible Departments.
13. Follow up the attendance of the participants in the courses and the training programs.
14. Follow up and review the issuance of the documents and certificates for the courses and the training programs and then to deliver them.
15. Follow up the progress of the courses and the training programs based on the allocated time schedule.
16. Review and send the participation hours for each faculty, teacher and clinical instructor who participated in the delivery of any approved program from the Chairperson of the Unit.
17. Coordinate with the Deanship of Community Service and Sustainable Development to provide the programs and courses through the social partnership that are implemented by the university.
18. Register all the social partnerships on the university web site, mainly in the bank of the social responsibility icon.
19. Follow up the updates of the College web site regarding the Community Service Unit.
20. Prepare an annual report regarding the unit works and send it to the Vice Dean of the Quality and Development Affairs.

Membership:

Chairperson : Ms. Rawan Al Ghamdi, Demonstrator, Fundamentals of Nursing Department, CON, IAU

Co-Chairperson: Ms. Rayanah Al Ghamdi, Demonstrator, Community Health Nursing Department, CON, IAU

Members :

1. Dr. Eshtiaq Al Faraj, Assistant Professor, Nursing Education Department, CON, IAU
2. Dr. Nagla Al Saleh, Assistant Professor, Community Health Nursing Department, CON, IAU
3. Dr. Hend Elshnawie, Assistant Professor, Fundamentals of Nursing Department, CON, IAU
4. Dr. Sahar Elmetwally Badawi, Assistant Professor, Fundamentals of Nursing Department, CON, IAU
5. Dr. Latifa Al Dossary, Assistant Professor, Fundamentals of Nursing Department, CON, IAU
6. Ms. Alaa Al Dolailan, Demonstrator, Fundamentals of Nursing Department, CON, IAU
7. Ms. Fatimah Al Qahtani, Instructor, Fundamentals of Nursing Department, CON, IAU



وزارة التعليم
Ministry of Education
043

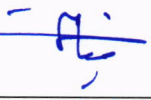
جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

كلية التمريض | College of Nursing

- Co-opted members** : Will be invited on the call of the Chairperson
- Ex-Officio** : None
- Unit Secretary** :
- Quorum** : 60% Faculty CON
Manner of Action : Majority
- The Unit will meet** : () Weekly (√) Monthly (√) Call of Chair
- Other Specifications** :
- Check One : () Standing (√) Ad Hoc () Task Force

Recommended and approved by:



Dr. Friyal Al Qahtani
Dean, Nursing College
Imam Abdulrahman Bin Faisal University (IAU)

cc: Dean's Office; Vice Dean for Quality Development and Community Services, CON-IAU; Quality Unit File



الرقم: _____
التاريخ: / / _____
المشروعات: _____