



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
كلية طب الأسنان | College of Dentistry

# College of Dentistry Student Orientation Guide



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## Introduction:

The Student Orientation Guide stands as an indispensable resource for incoming students, purposefully designed to facilitate their direct involvement with the broad range of college facilities and activities. These orientation sessions are essential for introducing new students to the diverse academic, social, and cultural environment of the university. Furthermore, the meticulous curation of these sessions is aimed to cultivate and accentuate a positive educational perspective, promoting an open and welcoming environment that embraces all students.



## IAUdent Orientation Program:

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### Students Orientation Week

Sunday August 20, 2023 ~ 9AM – 12PM

General Student's Orientation - **(All Year Levels)**

Sunday August 20, - Saturday 26, 2023

General Dental Hospital Orientation Program (GOP) - **Online**

Sunday August 20, 2023 ~ 1PM - 3PM

2nd Year Students

White Coat Ceremony

2nd & 3rd & 4th Year Students

Student Council  
Student Club

5th & 6th Year Students

Academic Activities as  
scheduled

Tuesday August 22  
from 11AM – 12PM

4<sup>th</sup> & 5<sup>th</sup> & 6<sup>th</sup> Year Students

Group Practice  
Orientation & PRS

Wednesday August 23  
from 10AM – 12PM

5<sup>th</sup> & 6<sup>th</sup> Year Students

Dental Photography  
Lecture

Wednesday August 23  
from 12PM – 1:40PM

All Year Levels

General Safety  
Orientation

Thursday August 24, 2023 - 12PM

2nd & 6th Year Students

Policy Exam(PPQ)

Thursday August 24, 2023 - 1PM

All Year Levels

Basic Life Support (BLS)



## I. General Dental Hospital Orientation Program – (All Year Level):

The general Orientation program is offered through an online learning environment called "CEDENT" which is managed by the Continuous education and development Unit that was created for faculty, students, and hospital staff in order to introduce them to the main initiatives, ensure that they have a high level of awareness about hospital environment safety.

General Orientation program, which introduces newly hired staff, hospital trainees, interns, students, and contract workers to various aspects of professional interest and activities that they might encounter in the hospital which includes:

- General information about hazardous material including chemical and safety datasheet (SDS).
- General information about facility management and safety programs.
- General information on infection control and sharp disposal.
- Fire and safety guidelines.
- Risk Management including incident reporting system.
- General information about Quality Management and Patient Safety Program.
- General information about national and international accreditation programs.

## II. General Student's Orientation - (All Year Levels):

### 1. College Dean and Vice Deanships

The General Student Orientation program, encompassing all levels of student progression, is structured around five comprehensive axes. This carefully crafted program serves as a fundamental experience for students, giving them critical insights and information to successfully navigate their academic journey within the College of Dentistry.

**Axis 1: Welcome and Introduction by the Dean** The orientation commences with a warm welcome extended by the College of Dentistry's Dean. This initial phase aims to create a friendly and inclusive atmosphere that will serve as the foundation for an interesting and educational orientation. Then, students receive a thorough introduction to the College of Dentistry that explores the college's organizational structure, core values, and distinguishing characteristics. Students gain a foundational understanding of the college's identity and the resources available to support their academic journey.

**Axis 2: Academic Affairs and COD Regulations** This axis explores the academic world under the direction of the Vice Dean for Academic Affairs. It provides students with crucial academic updates, ensuring they are well-informed about modifications and academic conventions. The goal is to equip students with the knowledge required to complete their studies successfully and adhere to the college's academic regulations.

**Axis 3: Dental Hospital** This axis explores the dental hospital under the direction of the Vice Dean for Clinical Affairs. It provides students with overall view of the clinics, labs, and the faculties that located at AlNawras Campus, Rakah Campus, and Dental Hospital.

**Axis 4: Research, Innovation, and Postgraduate Programs** Under the guidance of the Vice Dean for Scientific Research and Innovation, this phase emphasizes the value of research and innovation within the college. It introduces students to postgraduate programs, while highlighting the college's dedication to intellectual research and development. By engaging with this axis, students gain insight into the opportunities for advanced study and research within the College of Dentistry.

**Axis 5: Accreditation, Development, and Community Engagement** The last axis, headed by the vice dean for community partnerships and development, illuminates the college's broader impact of the college. It covers vital aspects such as accreditation processes, the college's role in community engagement, and its commitment to developmental initiatives. This axis highlights the college's dedication to not only academic excellence but also its responsibility in contributing positively to society.

Collectively, these five axes comprise the General Student Orientation program, offering a comprehensive introduction to the College of Dentistry's academic, administrative, and community-related dimensions. Through these axes, students are equipped with the information and understanding required to start a successful and fulfilling educational journey within the college of dentistry

## 2. Registration:

The Registration Office situated under the authority of the Vice Deanship for Academic Affairs; it assumes crucial part in orienting students with fundamental university regulations. Moreover, the office streamlines the process of course registration, playing a vital role in facilitating students' academic endeavors with efficiency and precision.

## 3. Library:

The Library Directorate is crucial in exposing students to a wide range of library services and resources. Through a comprehensive orientation, students are guided through an exploration of the library's multifaceted facilities and offerings. These encompass both physical spaces and an extensive range of digital resources, purposefully designed to meet the diverse needs of our academic community.

Moreover, a strong emphasis is placed on nurturing students' information literacy skills. This enables them to critically evaluate available material, adeptly navigate complex databases, and engage in effective research practices. By honing these crucial skills, students are empowered to actively participate in intellectual inquiry and elevate their academic pursuits.

Students find unwavering support in the Library Directorate when they begin their educational journey since it makes it easier for them to access a wealth of information, stimulates interaction with reliable sources, and enhances their overall learning experience



## 4. Academic Advising:

The Academic Advising & Council Unit emphasizes how important it is to raise awareness of the psychological aspect of academic life. Recognizing the various challenges and opportunities that students encounter, a keen focus is placed on the emotional well-being and mental health of students. This emphasis serves to highlight the holistic approach that the university takes in fostering not only academic excellence but also the overall personal growth and development of its students.

Through these coordinated efforts, the Academic Advising services stand as a vital support system, guiding students toward a comprehensive understanding of the university's objectives, resources, and the imperative role of psychological well-being in their educational journey.

## 5. Student Council - (2<sup>nd</sup> & 3<sup>rd</sup> & 4<sup>th</sup> Year Students):

At the heart of student governance and representation, the Student Council President undertakes a leadership role of paramount significance. This position acts as a dynamic conduit, bridging the gap between the student body and the administrative tiers, serving as a potent voice that articulates the collective concerns, aspirations, and needs of the student community.

The Student Council President, is charged with the coordination with university authorities to solve a wide range of issues. This requires a complex blend of advocacy and diplomacy. These encompass academic policies, extracurricular initiatives, student welfare and general campus growth. By engaging in meaningful dialogue with both students and administrators, the President orchestrates an environment of constructive discourse, facilitating solutions that enhance the overall student experience.

Moreover, the president's responsibilities also include fostering a thriving school culture. This entails spearheading and supporting an array of student-driven activities, ranging from cultural events to community outreach endeavors. The President contributes to the creation of a cohesive and enriching campus atmosphere, by fostering an environment of inclusivity and shared ownership.

In essence, the Student Council President stands as a steadfast advocate, collaborator, and catalyst for positive change within the university community. Through strategic leadership, effective communication, and a commitment to student well-being, this role embodies the ethos of student engagement and empowerment, enriching the holistic development of each individual student and the university experience as a whole.

## 6. Student Club - (2<sup>nd</sup> & 3<sup>rd</sup> & 4<sup>th</sup> Year Students):

The College of Dentistry (COD) Student Club is an inclusive platform that encompasses a spectrum of Thanaya Clubs, which include the prominent Art, Fikr, Sports, Research, and Cultural Clubs. These clubs collectively enrich the student experience, fostering a well-rounded and engaging university journey.

Each of these specialized clubs curates a distinctive sets of activities that cater to diverse interests. Students have the chance to explore and participate in areas that resonate with their passions, from artistic expressions to intellectual conversations, research writing, athletic hobbies, and cultural festivities..

These clubs act as vibrant exhibits that highlight the variety of activities they provide. This includes creatively stimulating talks, spirited sporting events, spectacular cultural performances, and committed research endeavors, among other things. Importantly, students are provided with clear guidance on how to easily sign up for these events, which is crucial for guaranteeing easy involvement and participation.

In essence, the COD Student Club encapsulates the spirit of exploration and engagement, creating avenues for students to connect, learn, and thrive within a community of shared interests. Through these diverse clubs and their activities, students not only expand their horizons but also build enduring relationships and contribute to their overall growth throughout their university journey.

## 7. White Coat Ceremony – (2<sup>nd</sup> Year Students):

Within the esteemed College of Dentistry, the White Coat Ceremony is a respected ritual carried out by the Vice Deanship for Academic Affairs. This ceremonial event holds profound significance, symbolizing the pivotal moment when new students are welcomed into the fold of dental education.

During this remarkable occasion, personalized white coats are bestowed upon students, each emblazoned with their name. Far beyond being a mere garment, these white coats carry profound symbolism. They represent the embodiment of professionalism, the commitment to dental education, and the journey towards becoming skilled dental professionals.

Students are made aware of the obligations associated with their career choice through the individualized bestowal of white coats. This action demonstrates their dedication to lifelong learning and the advancement of dental knowledge.

With every white coat comes a sense of pride, motivation, and purpose. This tangible symbol becomes an integral part of students' daily lives, serving as a constant reminder of their dedication to the field of dentistry and their role as future oral health advocates.

In essence, the White Coat Ceremony within the College of Dentistry, guided by the Vice Deanship for Academic Affairs, not only marks an entry into dental education but also solidifies students' dedication to the noble profession they are embarking upon.



## Students Welcome Back Orientation

Time	Topic	Presenter
9AM – 10AM	Welcoming Remarks & COD Introduction	Dean College of Dentistry
	Academic Update & Protocols	Vice Deanship for Academic Affairs
	Dental Hospital, Clinical Evaluation & PRS	Vice Deanship for Clinical Affairs
	Research Themes	Vice Deanship for Scientific Research and Innovation
	Accreditation, Development & community Services	Vice Deanship for Development and Community Partnership
10AM – 12PM	Registration / SIS	Registration Office
	Library	Directorate of Library Affairs
	Academic Advising	University Council
12PM – 1PM	Prayer & Break	
1PM – 3PM	Student Council	Student Council President
	Student Club	All Thanaya Clubs
	White Coat Ceremony	Vice Deanship for Academic Affairs



### III. Group Practice Orientation & Competency – (4<sup>th</sup> & 5<sup>th</sup> & 6<sup>th</sup> Year Student):

The Group Practice Orientation & Competency program, a cornerstone within the College of Dentistry, offers students a comprehensive insight into the dynamics of peer mentorship, Clinical Competency Development, and the imperative clinic achievement.

During this integral program, students explore the importance of peer mentorship, comprehending how it contributes to a helpful and collaborative learning environment. This concept emphasizes the shared journey of acquiring dental expertise and underscores the value of collective growth.

A pivotal aspect of the program revolves around Clinical Competency Development, a cornerstone of professional preparedness. Through hands-on training, students enhance their clinical skills and understanding, laying a solid foundation for their future clinical endeavors. This experiential learning ensures they are equipped with the competence and confidence to excel in real-world dental practice.

Moreover, the program meticulously outlines the clinic achievement, shedding light on the essential guidelines and protocols that govern clinical interactions. By acquainting students with these prerequisites, the program ensures a seamless integration into the clinical environment while adhering to the highest standards of patient care and professional conduct.

In essence, the Group Practice Orientation & Competency program serves as a crucial transitional point by promoting peer camaraderie, imparting essential clinical skills, and providing an in-depth understanding of comprehensive care. Through this immersive experience, students are primed to embark on their clinical journey with both competence and compassion, well-prepared for the challenges and opportunities that lie ahead in their dental careers.

#### IV. Dental Photography Lecture – (5<sup>th</sup> & 6<sup>th</sup> Year Students):

As a vital component of the Student Orientation Guide, the Dental Photography Lecture introduces students to the intricate art and science of visual documentation within in the field of dentistry. This informative session is designed to equip students with the essential skills and knowledge needed to effectively capture and communicate dental cases through photography.

Students leave this presentation with a thorough understanding of the crucial part that photography plays in dentistry. They learn about the diverse applications of dental photography, ranging from clinical documentation and treatment planning to patient communication and educational purposes. By learning the complexities of lighting, framing, and equipment, students are empowered to capture high-quality images that accurately depict dental conditions and treatment outcomes.

Furthermore, the Dental Photography Lecture highlights the ethical considerations associated with patient photography and confidentiality. Students are sensitized to the importance of obtaining informed consent and maintaining the privacy and dignity of patients while capturing images for educational and diagnostic purposes.

By participating in this lecture, students learn about the technical complexities of dental photography and its importance in contemporary dentistry practice. Their capacity to communicate successfully with coworkers, patients, and other dental professionals is improved by the fundamental knowledge they possess. Ultimately, the Dental Photography Lecture contributes to the holistic development of students, positioning them to excel in their academic journey and future dental careers.

## V. General Safety Orientation - (All Year Levels):

Ensuring the safety and well-being of students, faculty, and staff is a paramount concern within the College of Dentistry. The institution places a strong emphasis on a comprehensive range of safety measures, encompassing both general safety protocols and specific measures tailored to the unique requirements of dental laboratories.

**General Safety Orientation:** The cornerstone of safety awareness begins with the General Safety Orientation. This comprehensive session equips students with essential knowledge and practices to navigate various safety aspects within the academic setting.

**Fire Safety:** During this introduction, students learn about fire safety practices, such as how to evacuate a building, where to find fire extinguishers and alarms, and how crucial it is to maintain your composure in the event of a simulation or an actual emergency. By fostering an understanding of these protocols, students contribute to a safer campus environment.

**Clinic Safety:** The orientation also emphasizes the importance of clinic safety, a key factor in healthcare settings. Proper hygiene practices, disposal of medical waste, and infection control measures are highlighted. By adhering to these protocols, students safeguard the well-being of patients and practitioners alike.

**Laboratory Safety:** The College recognizes the unique challenges of dental laboratories and ensures stringent safety practices. Students are educated about proper handling of dental equipment, including personal protective equipment (PPE) usage, to minimize exposure to potentially hazardous materials.



**Dental Laboratory Safety:** Dental laboratories must maintain a high level of safety consciousness due to their specialized nature. Students receive comprehensive training on equipment usage, including handpieces, curing lights, and dental lathes. Further, students are educated on the proper handling of dental materials, and adherence to strict infection control measures. Ventilation and control mechanisms manage exposure risks to dust, fumes, and other contaminants.

**Infection Control and Sterilization:** Infection control is paramount in dental practice. Students are trained in sterilization and disinfection procedures for instruments, equipment, and surfaces. Stringent protocols are in place to prevent cross-contamination and maintain a sterile environment.

**Radiation Safety:** Radiation protection is crucial while using X-rays for diagnosis. Students receive instruction on how to use radiographic equipment properly and how to take precautions to limit their own and their patients' exposure to ionizing radiation.

**Emergency Preparedness:** It is essential to be ready for medical emergencies. Students receive instruction in CPR, first aid, and how to effectively handle medical situations that could arise in dentistry settings.

In summary, the College of Dentistry takes a proactive approach to safety. By integrating a multi-faceted safety strategy that spans from general orientation to specialized laboratory protocols, the College ensures that students are equipped with the knowledge, skills, and resources needed to maintain a secure and conducive learning and working environment. This comprehensive approach underscores the College's commitment to fostering a culture of safety and well-being throughout every facet of its operations.

## VI. Policy Exam (PPQ) – (2<sup>nd</sup> & 6<sup>th</sup> Year Students):

Students' awareness of program policies and procedures

A policy and procedure quiz was initiated as a good practice in 2014-2015 to ensure students awareness of the regulations, their rights and responsibilities. Second year students are provided with the relevant policies and procedures by mail along with the schedule for the quiz. Student should score a minimum of 70% to pass the quiz, failing to pass he/she will re-take the quiz. They are also expected to submit the "declaration of the policy implementation" showing their acknowledgment about the policies. This practice resulted in increased students' awareness related to the rules and regulations, rights and responsibilities.

Students sit again for the PPQ in 5th year as a refreshment exercise. Additionally, when a new policy is developed, the PPQ exam related to that policy is administered for all students at the start of the academic year. This helps ensure that students are well-versed with the new policy.

## VII. Basic Life Support (BLS) - (All Year Levels):

Tailored specifically for students, the Basic Life Support (BLS) program within the College of Dentistry serves as a vital training initiative. Designed in alignment with American Heart Association (AHA) guidelines, this program equips students with the crucial skills necessary to respond confidently in urgent situations. All student is required to successfully pass BLS before their clinical training.

**Empowering Student Abilities:** BLS teaches vital life-saving skills that enable students to recognize life-threatening situations quickly. Students gain confidence using an Automated External Defibrillator (AED) and learn how to give adequate ventilations, deliver efficient chest compressions, and recognize cardiac arrest and respiratory distress. These abilities are pivotal in improving survival rates during critical emergencies.

**Incorporating AHA Expertise:** The foundation of the BLS curriculum is built upon the latest AHA Guidelines for CPR and Emergency Cardiovascular Care. All students will gain knowledge based on the most current best practices and scientific advancements, ensuring that they're well-equipped to respond effectively in emergency situations.

**Certified Competency:** The BLS program receives endorsement from accredited institutes, ensuring students of its quality and credibility. Students acquire practical experience through hands-on simulations that prepare them to react skillfully in high-pressure circumstances. These abilities are valuable not only in the academic setting but also in a variety of professional and social contexts.

In essence, the Basic Life Support (BLS) program tailored for students serves as a powerful tool, empowering them to take decisive action in emergency situations specially within clinical sitting. With alignment to AHA standards and certification from reputable institutes, the program contributes to a safer and more prepared community within the college of dentistry.



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