



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY  
كلية العلوم الطبية التطبيقية  
College of Applied Medical Sciences

# Emergency Medical Care Program

## | Student Handbook |

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## About the Department

### Welcome Message

Welcome to Imam Abdulrahman Bin Faisal University and congratulations on joining the Emergency Medical Care Department. The beginning of this academic journey is a moment of pride and excitement. This handbook has been carefully prepared to guide you throughout your study years, providing you with important information about the department, academic requirements, student services, and expectations. We are confident that your time in the department will equip you with the skills, knowledge, and professionalism to serve your community and contribute to the advancement of emergency medical services in the Kingdom of Saudi Arabia and beyond.

**Dr. Talal AlShammari**

**Chairman of the Emergency Medical Care Department**

**College of Applied Medical Sciences**

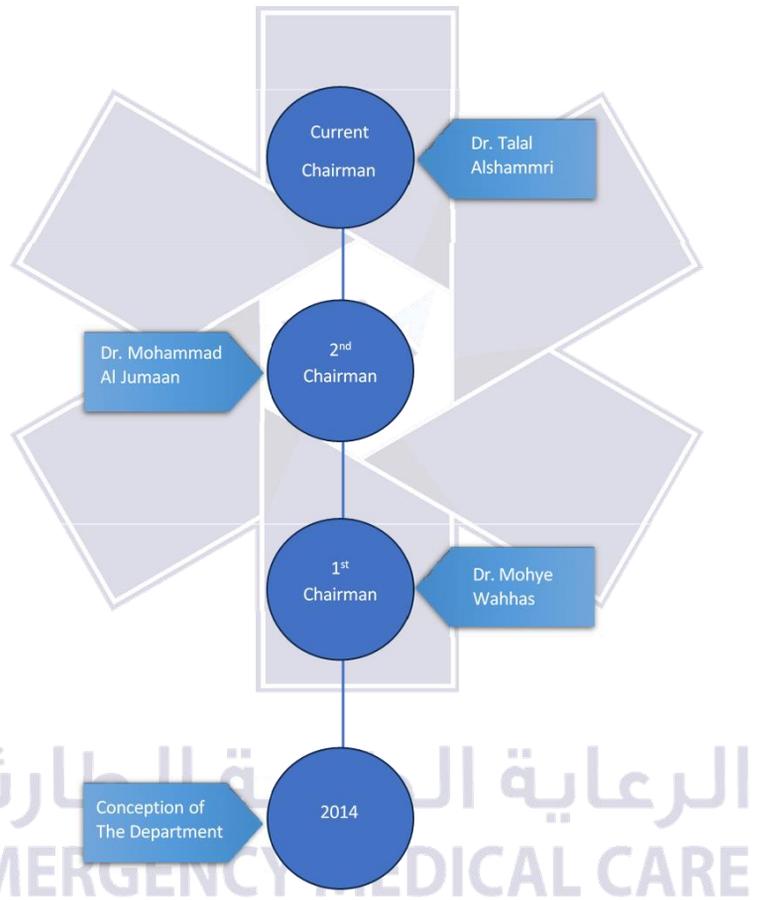
**Imam Abdulrahman Bin Faisal University**

## Introduction

The Emergency Medical Care (EMC) program is designed to prepare students with advanced knowledge and skills in pre-hospital emergency care. The program provides strong foundations in medical sciences, patient assessment, emergency interventions, and leadership in clinical settings. Students are trained through a combination of classroom learning, simulation labs, clinical practice, and field internships.

## Brief History

The Emergency Medical Care Department was established to meet the growing demand for highly qualified paramedics in Saudi Arabia. Since its establishment, the department has contributed to developing leaders in emergency care who integrate Saudi ethics and Islamic values into professional medical practice.



## Vision, Mission, and Values

### Vision

A leading program in the field of emergency medical care nationally, regionally and internationally.

### Mission

To develop excellence in emergency medical care education, community service, research and clinical care while incorporating Saudi ethics and Islamic values.

### Values

Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility.

## Program Goals

**Goal.1** | Provide high quality educational program in Emergency Medical Care.

**Goal.2** | Enhance teamwork and communication.

**Goal.3** | Instill program values and encourage professional development.

**Goal.4** | Prepare competent, well-trained paramedics.

**Goal.5** | Promote scientific research, and information literacy among students.

**Goal.6** Promote community paramedic service and partnership.

## Program Learning Outcomes

### Knowledge:

1. Explain the required theoretical knowledge associated with the Emergency Medical Care (EMC) profession.
2. Describe the theoretical knowledge associated with research and evidence-based practice for health care providers.

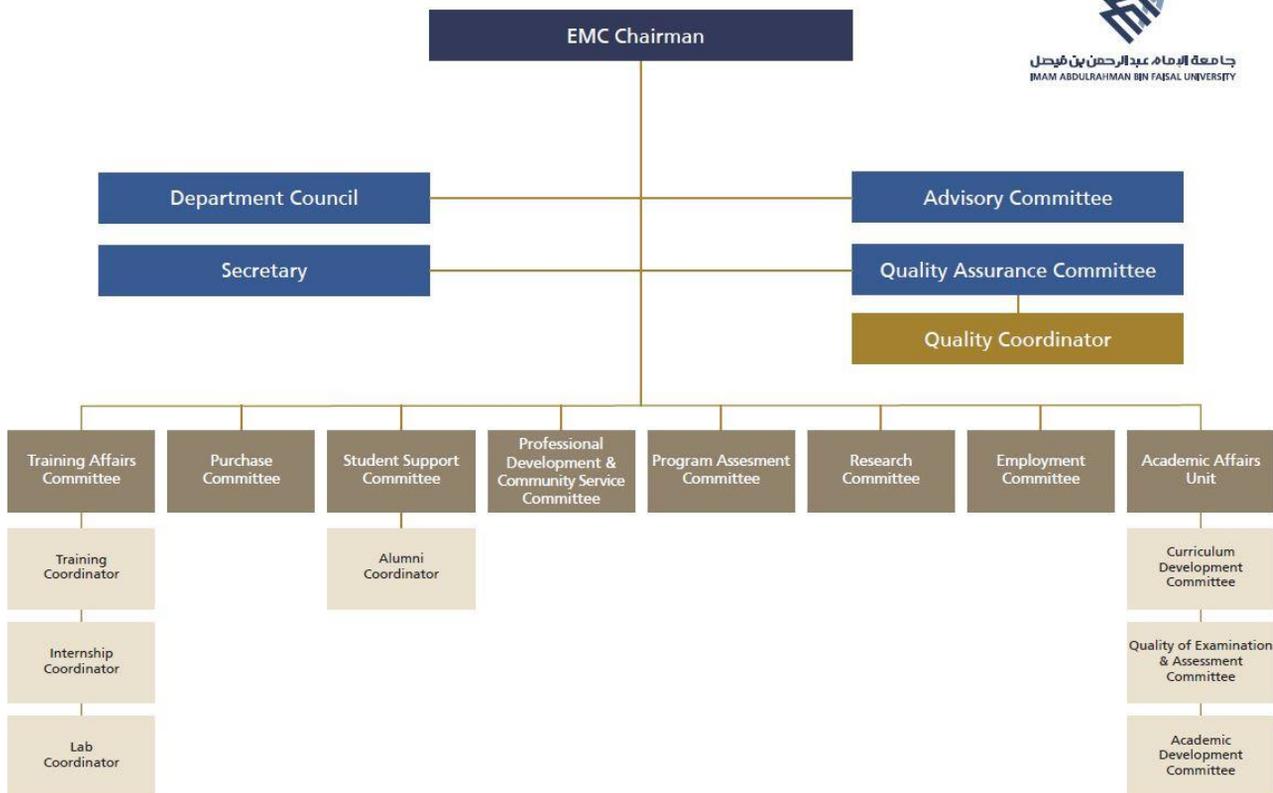
### Skills:

1. Practice safe and effective clinical care as an autonomous EMC professional.
2. Show professional judgment, decision-making, critical thinking and problem-solving skills for EMC practice.
3. Illustrate emotional management, effective communication and information literacy skills for the EMC profession.
4. Prepare for and manage disasters with community participation as an EMC professional.

### Values

1. Illustrate Islamic values with a non-discriminatory code of ethics for professional practice.
2. Show capacity for leadership, personal wellbeing, flexible learning and teamwork in a multi-disciplinary practice.

# Organizational Chart



## Faculty and Staff Members

Name	Academic Degree	Position	Contact Email
Dr. Talal Alshammri	PhD	Chairman	<a href="mailto:tmaalshammri@iau.edu.sa">tmaalshammri@iau.edu.sa</a>
Dr. Salem Aldossary	PhD	Quality Coordinator	<a href="mailto:sraldossary@iau.edu.sa">sraldossary@iau.edu.sa</a>
Dr. Mohamed Kandel	PhD	Academic Coordinator	<a href="mailto:makandel@iau.edu.sa">makandel@iau.edu.sa</a>
Dr. Hany Ellouly	PhD	Academic Advisor	<a href="mailto:haellouly@iau.edu.sa">haellouly@iau.edu.sa</a>
Mr. Samer Al Haliq	MSc	Internship & Training Coordinator	<a href="mailto:saalhalig@iau.edu.sa">saalhalig@iau.edu.sa</a>
Dr. Amir Sayed	Professor	Professor	<a href="mailto:aosayed@iau.edu.sa">aosayed@iau.edu.sa</a>
Mr. Romeo L. Bangasan	MSc	Lecturer	<a href="mailto:rlbangasan@iau.edu.sa">rlbangasan@iau.edu.sa</a>
Mr. Hussain Alajmi	MSc	Lecturer	<a href="mailto:hmalajmi@iau.edu.sa">hmalajmi@iau.edu.sa</a>
Mr. Abdulaziz Al Ghaseb	MSc	Lecturer	<a href="mailto:asalghaseb@iau.edu.sa">asalghaseb@iau.edu.sa</a>
Mr. Fahad Alsaqabi	MSc	Lecturer & Lab Supervisor	<a href="mailto:fsalsaqabi@iau.edu.sa">fsalsaqabi@iau.edu.sa</a>
Mr. Omar Alshaykh	MSc	Lecturer	<a href="mailto:oaalshaykh@iau.edu.sa">oaalshaykh@iau.edu.sa</a>
Mr. Suhail Alghamdi	BSc	Demonstrator	<a href="mailto:suamalghamdi@iau.edu.sa">suamalghamdi@iau.edu.sa</a>

## Curriculum Plan

### Study Plan Overview

The Emergency Medical Care program at IAU is an 8-level academic program followed by a one-year internship. The program provides students with theoretical knowledge, practical skills, and clinical experience to prepare them for professional practice in emergency medical care.

### Program Structure:

- Levels 1-2: Foundation courses (English, Arabic, Computer Skills, Sciences)
- Levels 3-4: Core biomedical sciences and introduction to EMS
- Levels 5-6: Advanced EMS courses, clinical assessments, and practical training
- Levels 7-8: Special populations, trauma, critical care, research, and healthcare management
- Level 9: Internship (12 months, split into two 6-month periods, no credit hours)

Total Credit Hours: Academic courses only (internship is non-credit)

### Key Features:

- Strong focus on clinical skills and patient care
- Progressive learning from basic sciences to advanced EMS practice
- Emphasis on research, ethics, and professional communication
- Mandatory internship to consolidate learning in real healthcare settings

# Curriculum Plan

## Course Descriptions by Year & Semester

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENGL- 101	General English Language 1	Required		4	College
	BIOL- 105	Biology 1	Required		3	College
	PHYS - 106	Physics	Required		3	College
	COMP- 107	Computer Skills	Required		3	College
	ISLM- 181	Creed and Family in Islam	Required		2	Institution
Level 2	ENGL- 102	General English Language 2	Required	ENGL- 101	3	College
	ENGL 103	English for Academic and Specific Purpose	Required		3	College
	BIOL- 108	Biology 2	Required		3	College
	CHEM- 109	Chemistry	Required		3	College
	LRSK- 104	Learning and communication Skills	Required		2	College
	ARAB- 182	Arabic Language Skills	Required		2	Institution
Level 3	ANAT 201	Anatomy	Required	BIOL 108	4	Program
	PHYL 202	Physiology	Required		3	Program
	EMS 203	Introduction to Emergency Medical Services	Required		2	Program
	HIST 281	History and civilization of Kingdom of Saudi Arabia	Required		2	Institution
	EPID 205	Epidemiology and Biostatistics	Required		3	Program
Level 4	EMS 206	Foundation of Paramedic Practice	Required	EMS 203	3	Program
	PATH 207	Pathophysiology	Required	PHYL 202	3	Program
	ISLM 282	Islamic Ethics and Values	Required		2	Institution
	EMS 209	Basic Medical Emergencies	Required	ANAT 201, PHYL 202	5	Program
	EMS 210	Clinical Assessment	Required		3	Program

# Curriculum Plan

## Course Descriptions by Year & Semester

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 5	PHARM 301	Applied Pharmacology	Required	PHYL 202	4	Program
	EMS 302	Medical Emergencies 1	Required	EMS 209	3	Program
	EMS 303	Airway and Respiratory System Emergencies	Required	EMS 209	5	Program
	BUS 381	Entrepreneurship	Required		2	Institution
	EMS 304	<b>Clinical Paramedic Practice (Basic)</b>	Required	EMS 209	4	Program
Level 6	EMS 305	Cardiovascular Emergencies	Required	EMS 209, EMS 301	5	Program
	EMS 306	Medical Emergencies 2	Required	EMS 209	3	Program
	EMS 307	Trauma 1	Required	EMS 210	4	Program
	EMS 308	<b>Clinical Paramedic Practice (Intermediate)</b>	Required	EMS 304	4	Program
	RESM 309	Research Methodology	Required	EPID 205	2	Program
Level 7	EMS 401	Clinical Paramedic Practice (Advanced)	Required	EMS 308	4	Program
	EMS 402	Trauma 2	Required	EMS 307	4	Program
	EMS 403	Research Project	Required	EMS 309	6	Program
	EMS 404	Special Population	Required	EMS 305	6	Program
	HIMT 405	Health Informatics	Required		2	Program
Level 8	EMS 406	Emergency Medical Services Management	Required		2	Program
	EMS 407	Disaster Management	Required		3	Program
	EMS 408	Critical Care Practice	Required	EMS 401	4	Program
	EMS 409	Mobile Integrated Healthcare	Required		2	Program

## Students' Rights and Responsibilities

### Student Rights

1. Students are entitled to a supportive academic environment that fosters learning and intellectual growth.
2. They have the right to receive course materials and knowledge that align with the approved university curriculum.
3. Personal information concerning students must remain strictly private and confidential.
4. Before any disciplinary action is taken, students have the right to be notified, receive written clarification of the decision, and be granted the opportunity to appeal.
5. Students are free to express their opinions and engage in academic discussions related to their field of study.
6. Students may expect faculty members to adhere to scheduled lecture times, office hours, and breaks, and to provide make-up classes for any canceled sessions.
7. Admission to colleges or academic programs should be based on established university regulations and fair selection criteria.
8. Students have the right to access their study timetable prior to the beginning of each semester to complete course registration in a timely manner.
9. They are entitled to review their full study plan and curriculum before commencing their academic journey.

## Students' Rights and Responsibilities

### Student Rights

10. Students have the right to view their grades for all coursework and examinations once evaluated.
11. They must be informed in advance of any academic warnings or restrictions from attending final examinations, along with the reasons.
12. Exam questions should reflect the taught curriculum and be distributed fairly and logically in terms of grading.
13. Assignments and coursework submitted by students during the semester should be returned after evaluation.

### Student Responsibilities

1. Students are expected to respect the university's regulations, policies, and traditions, and to represent the institution in a positive and honorable manner.
2. They are responsible for attending lectures, labs, and clinical sessions regularly and on time, and for adhering to the university's attendance policies.
3. Students must maintain academic honesty by avoiding plagiarism, cheating, or any form of misconduct in assignments, examinations, or research.
4. They are expected to participate actively in the learning process, complete required assignments, and prepare adequately for assessments.
5. Students should demonstrate professional behavior, integrity, and respect in their interactions with faculty, staff, peers, and patients during training or clinical practice.
6. They are responsible for safeguarding university property, resources, and facilities, and for using them appropriately.
7. Students are expected to dress in a manner that reflects professionalism and complies with the university's dress code, especially in clinical and laboratory settings.

# Students' Rights and Responsibilities

## Student Responsibilities

8. They should take responsibility for monitoring their academic progress, seeking academic advising when needed, and meeting all graduation requirements.
9. Students are encouraged to contribute positively to the university community by engaging in extracurricular, cultural, and volunteer activities.
10. They must communicate respectfully and professionally with faculty, staff, and colleagues, using official university channels for academic or administrative matters.
11. Students should uphold the values of teamwork, collaboration, and service, especially when representing the university in community or professional activities.
12. They are responsible for protecting the confidentiality of patients, research data, and institutional records encountered during their academic or clinical training.

## Complaints and Grievances

1. Students have the right to raise academic or administrative complaints and grievances through established university procedures.
2. All complaints will be handled with fairness, confidentiality, and without prejudice.
3. Students should initially seek resolution at the departmental level; if unresolved, the matter may be escalated according to university policy.
4. Written complaints must be submitted through the official channels outlined in the university's complaints and grievances policy.
5. Students will be informed of decisions and outcomes in writing within a reasonable timeframe.
6. Retaliation against any student for filing a complaint or grievance is strictly prohibited.

# Students' Rights and Responsibilities

## Complaints & Grievances Process

Step 1 – Identify the Issue: Student experiences an academic or administrative concern.

Step 2 – Informal Resolution: Discuss with the faculty member, course coordinator, or academic advisor. (Many issues are resolved at this stage.).

Step 3 – Departmental Level: If unresolved, submit the complaint in writing to the Department Office.

Step 4 – College/University Committee: If still unresolved, escalate to the College or University Complaints Committee as per IAU policy.

Step 5 – Formal Review & Decision: The complaint is reviewed fairly and confidentially. Student receives a written response within a reasonable timeframe.

Step 6 – Protection from Retaliation: Students are protected from retaliation for filing complaints in good faith.



# Students' Rights and Responsibilities

## Student Fund

The Student Fund exists to support learners in both academic and non-academic aspects of university life. It provides financial assistance to students in need, helps fund cultural, social, and athletic activities, and contributes to programs that enhance student well-being. The fund also encourages student participation in conferences, workshops, and scientific competitions, ensuring equal opportunities for growth and development.

## Academic Advisors and Counselors

At IAU, each student in the Emergency Medical Care program is assigned an academic advisor who supports them throughout their studies. Advisors guide students in selecting courses, understanding degree requirements, and addressing academic concerns. Students are expected to meet with their advisor at least once per semester to review their progress and ensure compliance with university policies.

In addition, the University Counseling Center, under the Deanship of Student Affairs, provides professional services to support students' personal, psychological, and career-related needs. Advisors may refer students to counselors when specialized support is required. These services are confidential and designed to help students overcome challenges, make informed decisions, and achieve both academic and personal success.

Students are encouraged to stay in regular contact with their assigned advisor and to utilize counseling services as needed in line with IAU's academic advising and counseling procedures.

## How Advising & Counseling Works at IAU



### Student

↓ (seeks academic/personal guidance)



### Academic Advisor

•Helps with course selection, study plan, GPA monitoring, and academic issues.

↓ (if issue is beyond academic scope)



### Counseling Center

•Provides personal, psychological, and career counseling.



### Resolution & Follow-up

•Student continues with improved academic progress and support.

## **Students' Rights and Responsibilities**

### **University Student Services**

The university offers a variety of services aimed at supporting students in their academic and personal lives. These include access to libraries, electronic learning resources, computer labs, transportation, housing (for eligible students), and health services. Career guidance, training workshops, and extracurricular activities are also provided to foster leadership, creativity, and community engagement. Through these services, the university ensures that students enjoy a comprehensive educational experience that extends beyond the classroom.

## What Is Expected from Students

### Attendance

Students are required to attend all scheduled classes, laboratories, and clinical training sessions. Active participation is essential, as learning depends on both individual effort and group interaction. According to IAU policies, students who are absent for **15% of the course** will receive a written warning, and those who are absent for **25% of the course** will not be permitted to take the final examination. Official excuses must be submitted for any absence.

### Dress Code

Students must adhere to a professional appearance that reflects the healthcare environment. This includes wearing the designated uniform or laboratory coat during classes, labs, and clinical training. Hair should be neat, and personal grooming must reflect cleanliness and professionalism. The use of cell phones is not allowed during lectures, labs, or clinical rotations.

### Communication

Respectful and professional communication is expected at all times. Students should use official university channels (such as email and Blackboard) for academic correspondence and must regularly check their university email. In case of absence from class, laboratory, or clinical training, students are expected to notify the concerned instructor, clinical coordinator, or training supervisor promptly and provide valid documentation.

## What Is Expected from Students

### Professionalism

Professional behavior is a core expectation of all Emergency Medical Care students. This includes:

- Demonstrating ethical conduct, honesty, and integrity.
- Maintaining patient confidentiality during clinical training.
- Showing punctuality, responsibility, and reliability.
- Working cooperatively as part of a team.
- Displaying respect for faculty, staff, peers, and patients.

Students are encouraged to continuously evaluate their performance, seek improvement, and uphold the values of the paramedic profession by providing safe, compassionate, and evidence-based emergency care.

# Academic Guidelines

## Admission Rules

- Applicants must meet the general admission requirements set by Imam Abdulrahman Bin Faisal University (IAU).
- Admission to the Emergency Medical Care program requires successful completion of the **Preparatory Year (Health Track)** with a GPA of **3.0 or higher**.
- Selection is based on GPA ranking and availability of seats.
- The applicant must have good conduct and fulfill any medical or fitness requirements related to the field of study.

## Transfer Rules

- Transfer requests are considered according to IAU regulations.
- The student must have completed at least **two semesters** and no less than **24 credit hours** at the previous institution.
- Transfers to the preparatory year are not accepted.
- At least **50% of graduation requirements** must be completed at IAU.
- The student's cumulative GPA should not be less than **3.0 out of 5** at the time of transfer.

## Study Load and GPA Policies

- The student's academic load (number of registered credit hours) is directly linked to GPA:

**GPA below 2.0** → Maximum 12 credit hours.

**GPA 2.0 – 2.5** → Maximum 15 credit hours.

**GPA 2.5 – 4.0** → Normal load as per study plan.

**GPA above 4.0** → Maximum of 23 credit hours.

- Students in their expected graduation semester may request up to **five additional credit hours**, with approval.
- GPA is calculated by dividing the total grade points earned by the total number of registered credit hours.

## Academic Guidelines

### Examination Guidelines

- Students must know the **time, date, and venue** of their exams and arrive at least **20 minutes early**.
- Entry to the exam hall requires presenting a **valid university ID**.
- Students may enter the exam hall up to **30 minutes after** the start time in emergency cases only, with approval from the invigilator.
- Students absent from final exams due to a valid excuse, approved by the College Council, may be granted an alternative exam during the following semester.
- Examination questions are based strictly on course content, with fair and balanced grade distribution.

### Postponement and Dropping the Program

- Students may postpone their studies for up to **two consecutive** or **three non-consecutive semesters**, by applying before the end of **the second week of the semester**.
- Students may request to drop the semester (apology) no later than **five weeks before final exams**, with proper approval.

### Withdrawal and Failure Rules

- A student may withdraw from one or more courses in a semester according to IAU executive regulations.
- Attendance requirements:
  - Absence  $\leq 15\%$  → Student may sit for the final exam.
  - Absence **15–25%** → Allowed to sit for final exam **only with an approved excuse**; otherwise, barred.
  - Absence  $> 25\%$  → Automatically denied from final exams.
- Students who fail a course must **re-register and repeat it** in the following semesters. Additional courses may be taken if there is no schedule conflict, but progression rules apply (e.g., completion of lower-level courses before higher-level enrollment).

## Career Opportunities

### Graduates from Emergency Medical Care program can work in

1. Ambulance Services: Governmental (e.g., Saudi Red Crescent) and private.
2. Hospitals: Emergency departments and trauma centers.
3. Pre-hospital Care: Providing advanced care in emergencies.
4. Disaster Management: With the Ministry of Health and Civil Defense.
5. Military & Security: National Guard, Armed Forces, and Ministry of Interior.
6. Air Ambulance: Critical care during air transfers.
7. Education: Teaching and training future paramedics.
8. Industry: Providing emergency care in sectors like oil and gas



**| For detailed program information, please contact EMC chair**

Dr. Talal AlShammari  
Chairman of the Emergency Medical Care Department.  
College of Applied Medical Sciences  
**Email:** [tmaalshammri@iau.edu.sa](mailto:tmaalshammri@iau.edu.sa)  
**Building:** A43