



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

2020

HIMT Program Policies and Procedures Manual



College of Public Health

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Notice

The Program of HIMT Policy and Procedure Manual may be changed at any time when necessary without prior notice to students, faculty and staff. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by the program of HIMT to promote fairness and academic excellence.

This manual provides policies and procedures to establish a standard that guides how we conduct as employees including how we work, interact with others and manage the business of the University. The policies contained in this manual are aligned with the values and goals of the University.

Introduction

The purpose of this manual is to provide information for all faculty members and students of the HIMT Program in the College of Public Health (COPH) at Imam Abdulrahman Bin Faisal University (IAU), about the program organizational structure, faculty duties and responsibilities, policies and procedures implemented in the HIMT program. In addition to these policies, students, faculty members and staff should consult the College of Public Health Faculty Handbook which is available in Vice Deanship for Quality and Development archive. Students, faculty members and staff are expected to become thoroughly familiar with these policies and procedures. Any inquiry related to these policies and procedures should be directed to the Quality and Accreditation Unit. The policies contained in this manual will be reviewed and updated annually so they remain appropriate and applicable and new evidence-based practices can be considered, to assure that all students, faculty members and staff have access to the most current version of policies and procedures.

The College of Medicine and Medical Sciences, was established in (1999) in Dammam campus of King Faisal University in the Eastern Province of Saudi Arabia. In 2010, the Dammam campus became the newly established University of Dammam which is now named Imam Abdulrahman Bin Faisal University (IAU). It is located on King Faisal Road, midway between Al-Khobar and Dammam, approximately 10 km from each. The College of Public Health was established at Imam Abdulrahman bin Faisal University in 1436-1437 H to produce distinguished academic qualified cadres in various public health fields. The College has three scientific departments: Environmental Health, Health Information Management & Technology and Public Health Department. The College offers a Bachelor's Degree in these three disciplines in addition to a Master's Degree in public health & Healthcare Quality and Patient Safety. Soon the College will open new postgraduate studies such as; Master of Science in Environmental Health as well as postgraduate diploma in Food Safety and Quality.

The College of Public Health is interested in providing a distinguished academic environment that will locally and regionally elevate the College and will graduate professionals in various public health programs through providing distinguished academic programs and scientific research, opening channels of communication and interaction with other health sectors and services to meet the growing needs of the Kingdom's population. Therefore, the College aspires to prepare students that will meet this challenge by focusing on the practical training programs and instilling concepts of lifelong learning, critical thinking, leadership and the ability to take responsibility for social, ethical and health issues.

College of Public Health

VISION

A leading college in Public Health education, research and community services, locally, regionally and internationally.

MISSION

Providing a high-quality professional experience focusing on education, research and community service in public health.

VALUES

Respect, Diversity, Innovation, Professionalism, Social responsibility, Teamwork and Collaboration.

Goals

- Develop and sustain excellent education and support services for CPH students.
- Achieve and maintain essential infrastructure, learning and financial resources to support the CPH.
- Recruit and retain highly qualified and diverse faculty and staff.
- Emphasize a culture of continuous quality improvement & implement risk management processes.
- Achieve prominence in high quality.
- Engage with practitioners, communities, alumni network and foster strategic plans to fulfill their needs.

Health Information Management and Technology Program

Overview

The Department of Health Information Management and Technology is concerned with the planning, collection, storage, retrieval and dissemination of health data for quality health care services. With the advances and innovations currently taking place across all disciplines, especially in the field of information, the need for highly qualified personnel in the field of health information management has increased.

Vision

To be pioneers in the profession of Health Information Management and Technology nationally and regionally.

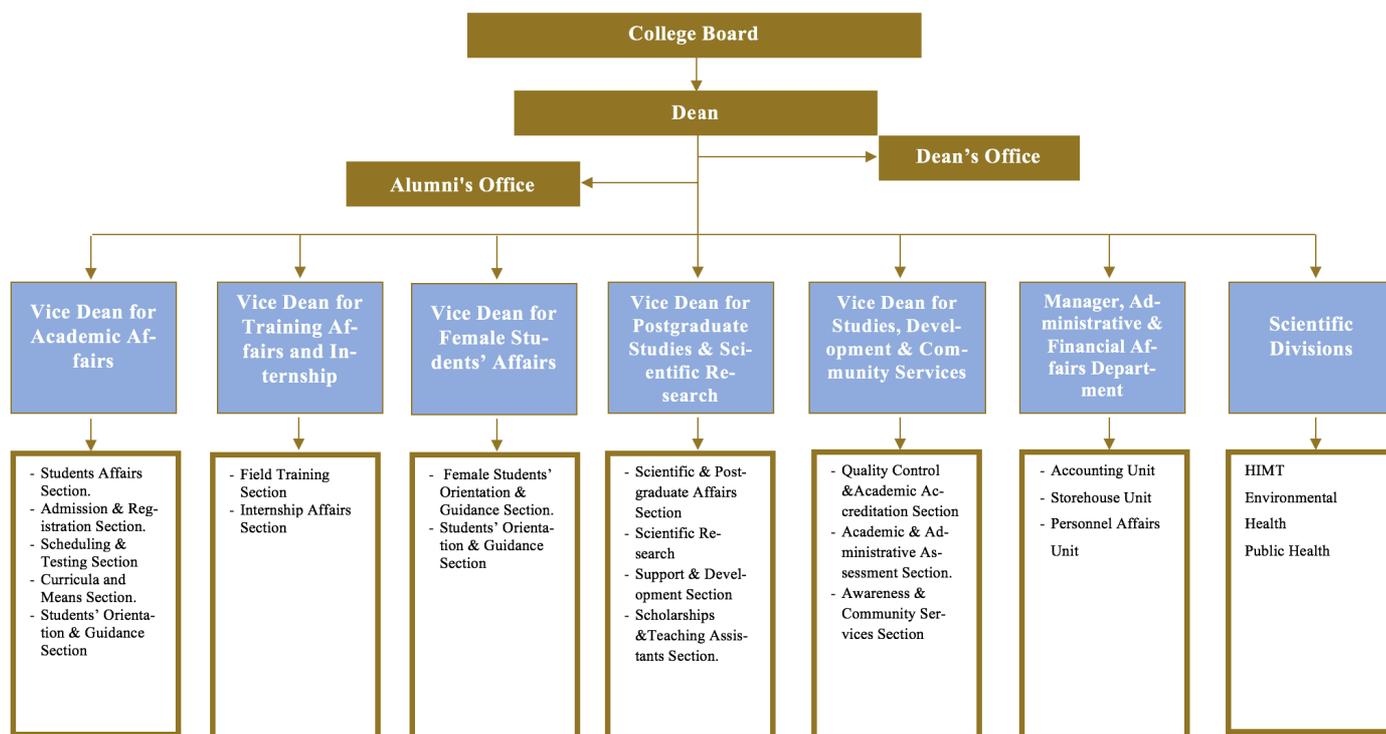
Mission

Prepare qualified specialists in the field of Health Information Management and Technology by offering distinguished education in multidisciplinary environment and conducting evidence-based research to enhance the delivery of healthcare and public health services.

Program goals

- Ensure a culture of teaching excellence where faculty members strive to improve their teaching practices and enrich students' learning experience.
- Develop a collaborative and supportive research environment that values conducting and publishing high-quality research.
- Preparing HIMT professionals to be leaders in the health fields.
- Increase community participation and publicize the achievements of the program.

College of Public Health Organization Chart



Faculty Duties and Responsibilities

Definition:

A faculty member is the person who is academically qualified to serve the university in teaching, scientific research and community service; and the professionals specialized in a branch of Medical Practice will provide clinical work.

Faculty members are Professors, Associate Professors and Assistant Professors. A faculty member spends 35-40 hours per week in teaching, research, supervision, administrative and clinical responsibilities and participates in different committees.

Organizational Attachment:

Commitments:

A faculty member is one of the members of the Departmental Board and is responsible to the chairperson of the department for all academic, administrative and clinical matters.

Coordination:

A faculty member coordinates with other faculty members and faculty equivalents in the department as well as with staff of the medical service team at the University Hospital and its units.

Functions:

Academic Responsibilities:

1. fulfil teaching load as specified by the Departmental Board or Chairman of the department. The teaching load is 10 teaching units for a professor, 12 teaching units for an associated professor and 14 teaching units for an assistant professor.
2. Perform assigned academic clinical and administrative assignments with competence and perfection.
3. Acquisition and application of the knowledge contained in the course description, and to follow the rules and regulations as stipulated in the allocated course.
4. Awareness of the program objectives and the competences required for graduation from the program in Medicine and Surgery, and taking these (objectives competencies) into consideration while teaching and evaluating students.
5. Abiding by the relevant rules and regulations of the department, the college and the university, while performing various academic activities.
6. Make use of available educational resources and recent teaching methods.
7. Provide students with the best knowledge and relevant training abilities. Keep close and precise supervision on the students while they are performing training activities in laboratory or clinical courses.
8. Exhibit a timetable at the office, and abide by office hours for preclinical faculty and coordinators of courses in the clinical department.

9. Perform academic counselling based on guidelines approved by the college.
10. Evaluate students on fair, clear parameters that will ensure realistic evaluation of students' academic performance, and submit the results of evaluations as required in the course.
11. Report unexpected obstacles of a student, such as academic weakness, or misconduct, or absence, to the course coordinator or the chairman of the department according to college approved regulations.
12. Abide by invigilation tables for tests and follow regulations and instructions given by the college in this regard.
13. Participate in teaching students for higher studies, interns and trainees in different programs on the college as specified by the Department Board or the Chairman.
14. Continuous update of knowledge about the rules and regulations that govern academic activities at all levels (the course, the program, the college and the university).
15. Active participation in programs promoting the skills of faculty members organized by the program, the college or the university.
16. Strive to achieve development and continuous update of knowledge, professional skills in different academic and clinical aspects, including teaching/learning and evaluation, in response to academic performance standards expected by the college and university.
17. Practice and encourage the spirit of teamwork with colleagues in the academic environment.
18. Propose programs, policies and plans conducive to improving the department and college.

Research Responsibilities:

1. Doing research and scientific studies according to their specialty.
2. Practice and encourage a spirit of teamwork and cooperation with colleagues in the research environment.
3. Make great efforts to publish research work in scientific journals that are refereed, and well-renowned, in accordance with regulations followed by Vice President for Higher Studies and Scientific Research.
4. Present research in distinguished scientific journals, books and scientific research media.
5. Scientific Publications should clearly indicate affiliation with the college and the university; this is also applicable when giving lectures about work done within the university.
6. Avoid plagiarism in scientific research, including: make up, forge or copy from research publications, or stealing research data from others, or any other practice that deviates from accepted norms within the research community, while preparing a research proposal/s or doing the actual research work, or when publishing the results.
7. Obtain an ethical permit from an authorized committee, before conducting any scientific research.
8. Observe ethical guidelines approved by the college and the university that relates to scientific research, and abide by these guidelines in all stages and aspects of research activities.

Clinical Responsibilities for practicing clinicians:

1. Observe the rules and bylaws of the University Hospital and abide by them.
2. Perform clinical duties assigned by the chairman of the department.
3. Ensure the safety of patients and the high quality of services during clinical and academic teaching and clinical practice.
4. Observe the ethics of Medical Practice outlined in the document of "Ethics for Health Professions".

Administrative Responsibilities:

1. Abide by the working hours stipulated by the Ministry of Higher Education System.
2. Observe the vision, mission, values and strategic objectives of the college and the university.
3. Implement projects related to the strategic plan of the college and the university.
4. Abide by all policies and procedures adopted by the department, the college and the university.
5. Perform departmental administrative duties assigned by the department.
6. Attendance and active participation in departmental board meetings.
7. Active participation in committees and units of the department, the college and the university.
8. Participate in questionnaires for quality that are run by the college and the university.
9. Take the initiative to propose programs, policies and plans to improve the work environment in the college.
10. Participate in applying quality assurance systems.
11. Update their respective curriculum vitae (CV) annually.
12. Present an annual report on professional, academic and research achievements.

Responsibilities towards the Community:

1. Participate in activities of community service and offer consultation services that do not contradict the college and university regulations.
2. Disseminate Health Education to the community in the respective area of specialization utilizing appropriate media and means.
3. Disseminate and adopt a culture that promotes health and disease prevention.
4. Participate in Continuing Medical Education activities directed towards health practitioners, as specified by the college and the university.

Ethical Responsibilities:

1. Observe all moral principles and conduct procedures as per university, and the Kingdom's Higher Education regulations.
2. Abide by and observe the values and principles of the College and the University.
3. Protect the name and prestige of the college and the university by observing the professional standards and by avoiding any say or deed that will abuse their names.
4. Active participation in promoting the mission of the college and the university by maintaining the highest academic, research and service standards.
5. Active participation to achieve the strategic goals of the college and the university.

6. Respect for the students, and offering consultation truthfully and faithfully.
7. Adopt truthful thinking while performing academic duties and responsibilities.
8. Respect the relation between faculty members and students, and avoid any utilization or annoyance to the students, or any discriminatory handling against them.
9. Protect the academic freedom of students, avoid insulting or humiliating them because of their academic performance or because of questions or inquiries they may present.
10. Observe fairness and justice while dealing with the students, professional colleagues and employees; and avoid any words or deeds that may reflect discrimination between them based on personal or unjust principles.
11. Acknowledge the freedom of speech and show respect for other views during discussions and exchange of ideas.
12. Avoid utilization of the name of the college of the university for personal gains and interests.
13. Admit to any financial interests with companies of trade or firms that render services or products to the college and has financial dealings with the college in any form.
14. Observe official working hours and avoid work with any party outside the university without prior consent of the college and the university.
15. Contribute to the safety of university properties and avoid any deed that might lead to wastage of university resources or its misuse.
16. Avoid humiliating or belittling other specialties or colleagues in the medical or health professions or other employees either by open statements or gestures at all times and in all circumstances.
17. Acknowledge any assistance or help in any form, related to scientific research.

Appointment Procedure:

Saudis are appointed by His Excellency the President of the University on the recommendation by the Departmental Board and Faculty Board. Non-Saudis are appointed in accordance with university regulations concerning expatriates.

Professional Development:

- Attendance of at least one scientific program per year in the area of specialization.
- Attendance of at least one program in academic leadership, personal development or scientific research per year.

Job Knowledge, capabilities and Skills:

- Knowledge of modern concepts and theories in the area of job field.
- Knowledge of rules and regulations and procedures applied in the university.
- Knowledge of concepts and applications and new developments in Medical Education.
- Knowledge of concepts and applications of quality assurance.
- High English Language Proficiency.
- Ability to solve problems and make decisions.
- Ability to use university site and computer application in his word.
- Ability to plan and organize work and to administer time.
- Ability to supervise, counsel and follow-up.
- Ability to appreciate students' problems and act wisely to find appropriate solutions thereof.
- Leadership skill and administrative innovations.
- Skills in presenting, lecturing, administration of dialogues and group discussions, and administration or large and small teaching groups.
- Skills in scientific research methodologies.
- Skills in preparing examination questions, planning its formats and analyzing its results and reports.
- Communication skills and establishing effective work relations with others, and ability to maintain these.
- Effective administration skills for meeting.
- Skills in preparing reports and making report files.

Evaluation:

Annual evaluation is carried out by the chairman of the department as per format for evaluating performance.

Policies and Procedures for Administration

Policy Statement:

Full-time faculty members are required to hold at least the minimum required office hours a week during the semester. These office hours are to be scheduled at times convenient to students seeking help from faculty members.

Responsibility

1. Vice Dean of Academic Affairs
2. Department Chairs
3. Faculty members

Policies and Procedures:

1. Operational procedures and regulations regarding faculty office hours: the purpose of this policy is to provide for minimum requirements regarding office hours to allow students access to faculty members. Faculty members are expected to be available during office hours.
2. Given variations in modality of courses (traditional and online), it is possible that some flexibility within this policy may best serve student needs for access to faculty. The faculty member shall notify students of the hours during which the faculty member is available for consultation. When faculty members are unable to hold a scheduled office hour, they should, when possible, notify all students and advisees.

Policies for Teaching Methodologies

Policy Statement:

The program of HIMT has adopted a variety of standard teaching methodologies for delivery of the curriculum, aligning these to achieve the defined learning outcomes of the courses and program.

Responsibility

4. Vice Dean of Academic Affairs
5. Department Chairs
6. Faculty members

Policies and Procedures

1. HIMT program faculty members are responsible for utilizing contemporary and innovative teaching methods based on integrated curriculum, which enables their thorough preparation for teaching and preparing students for their future profession.
2. Faculty members and staff are expected to meet students' diverse learning styles and expectations by ensuring the availability of contemporary resources and an appropriate learning environment to achieve the defined learning outcomes.
3. Operational procedures and regulations for the provision of textbooks and reading materials for each module and its availability to students as well as any required learning and teaching materials. The textbooks provided should be accurate and up-to-date as far as possible and accessible to students.
4. Course descriptions must be distributed to students at the beginning of each semester.
5. Teaching methodologies should enable the transfer of foundation knowledge to the student to facilitate achieving course learning outcomes.
6. All teaching methodologies should be integrated to allow progressive reinforcement of foundation in the curriculum, while minimizing unnecessary redundancy.
7. Teaching methodologies should work collaboratively so that information is structured in a way that demonstrates relationships between key concepts.
8. Teaching methodologies used for each course should incorporate a horizontal integration to facilitate achievement of the course learning outcomes.
9. Teaching methodologies used for each course should incorporate a vertical integration by linking to other types of learning experiences in the curriculum e.g., small group discussions.
10. Teaching methodologies used to support the alignment of course learning outcome with the program learning outcomes as a whole. Also, mapping the desired skills and knowledge for each level for the purpose of improving student skills across the program as a measure of quality assurance

Policies for Monitoring Student Performance and Progress

Policy Statement:

1. A methodical assessment of student progress towards the achievement of pre-established learning outcomes is continually utilized in the program. This enables program administrators to analyze and enhance the quality of teaching methods, learning outcomes and services provided. It also assists faculty in the development and improvement of their teaching methodologies.
2. Confidentiality: Data collected regarding a student's progress must be held in confidence, and no information should be disclosed to any individual without the consent of the student, with the exception of those College or University officials acting in their official capacity to serve the student's educational interest.
3. Modern statistical methods will be utilized to monitor the progression of students and analyze the results. Appropriate corrective action will be taken to support and improve the performance of underachieving students. Other traditional methods will also be used in this process to identify any potential barriers to students' learning.
4. This policy aims at providing reasonable and effective guidance to monitor student progress and provide timely interventions when corrective action is needed to ensure the achievement of expected learning outcomes.

Responsibility

1. Vice Dean of Academic Affairs
2. Department Chairs
3. Faculty members

Policies and Procedures

1. Student progress and achievement are evaluated through a variety of measures, including written and oral examinations, practical examinations, evaluation of problem-solving competencies, soft skills assessment and course assignments.
2. Operational procedures and regulations for providing feedback to students on assignments within one - two weeks of submission.
3. Students are expected to demonstrate professional behaviours in addition to succeeding academically. The student code of conduct contains specific guidelines for these expected behaviours. Students can be dismissed from the program for professional, ethical, disciplinary, and/or academic reasons.
4. Policy & procedure to provide an approach to deal with incidents of plagiarism in academic work of students. In all assessed work, students should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others through proper referencing and citation. It is also the responsibility of the students to ensure that they do not undertake any form of cheating. By informing the students about plagiarism

and when to take actions from the instructor, for example when it is above 25% plagiarism indicated through the software "Ithenticate". If it is suspected that plagiarism has occurred, serious actions must take place.

Violations of the academic standards on academic integrity:

- Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
 - Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate any provision of this code.
 - Plagiarism - the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment.
5. Course instructors will contact the student's academic advisor if evidence exists that the student is experiencing difficulty with a course. The advisor and Course instructor will coordinate a schedule of remedial activities: personal tutoring, extra sessions, assignments, etc. If the problem continues, the student's advisor will notify the Office of the Vice Dean for Academic Affairs. The student's advisor is mandated to have 1-1 meetings with their assigned students at least twice a semester to discuss their academic progress and to report that to the course instructor.

Examination and Assessment Policies

Policy Statement:

The Examination and Assessment policies of the program will ensure that examinations are conducted ethically to provide valid assessment of academic performance and the achievement of proficiency of learning outcomes without adding undue stresses on students. These policies outline the rights and responsibilities of students in the assessment process so that this process can add to their learning experiences.

These policies apply to assessment of students in the different courses offered by the program of HIMT. They encompass all types of assessment including continuous assessment, mid-term exams and finals, examinations and other types of assessments (assignments, presentations, practical requirements, etc.). These policies govern the actions of teaching staff, administrators and students in assessment activities.

Responsibility

1. Deanship of Admission and Registration
2. Vice Dean of Academic Affairs
3. Faculty members
4. Students

Policies and Procedures

1. The assessment of a student's performance in a course shall be just and fair.
2. All rules and arrangements related to examinations and assessments are transparently published and made available to students.
3. Based on the recommendations of the Board of the Department offering the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.
4. There should be more than one assessment for each course. This includes different types and/or different times during the course. The semester's work score should be evaluated either by:
 - a. Oral and practical examinations, research, other class activities, or some or part of all these and at least one written examination; or
 - b. At least two written examinations
5. Based upon the recommendation of the Board of the Department offering the course, the College Council may include practical or oral tests in final examination of any course and allocates percentage to these tests as part of the final examination score.
6. Students shall be provided with a description of the means of assessment to be used in each course including:
 - a. The number and types of assessment
 - b. The date, time and location of assessment (dates of examination, deadlines/ due dates for submission of assignments).
 - c. The weighting to be accorded with each assessment.

7. Pre-defined criteria are announced to students to indicate the method of grading and marking for different types of assessment in each course.
8. Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an 'IC' grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the IC grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an 'F' grade and will be included in the calculation of the semester and cumulative GPAs.
9. Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Policies 3, 4, and 5, based on a decision made by the College Council and the recommendation of the Council of Department teaching the course. The College Council shall specify ways to evaluate student achievement in such courses.
10. Students are required to adhere strictly to ethical and responsible conduct through all types of assessments. Academic misconduct including cheating, plagiarism and others are subject to penalty according to College and/ or University rules.

Confidentiality of Examination and Assessment

1. In the HIMT program, it is our policy not to upload the midterm and final examination to the OneDrive and we restore our exam questions and keep it in a secured PC with the course instructors for purposes of privacy and confidentiality.
2. For quality check purposes, a hard copy shall be provided to the Assessment and Examination Committee or sent in a protected file secured with a password for review purposes.
3. All examination related materials including questions sheets and answer sheets are confidential and shall be returned to the Course Director unless otherwise determined.
4. Assessment outcomes are confidential. No person involved in the process should divulge to any unauthorized person any information related to an individual student assessment or grades.
5. The College Council shall apply the principle of strict confidentiality in the examinations procedures.

Validity of Assessment

1. Assessment shall reflect the content of the course and its intended learning outcomes (ILOs).
2. Assessment activities and examinations are monitored by the Assessment and Examination Committee for the validity of the questions, their difficulty and discrimination ability.
3. The College Council may form a committee to coordinate with the departments in organizing the procedures of examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

Policies and Procedures for Scientific Research

Policy Statement:

Policy on establishing a list of all the research that has been conducted within the faculty whether it is on the Master's level, faculty level or undergraduate level. Also, to develop a template to categorize all the research done in the HIMT program.

Responsibility

1. Vice Dean for Post Graduate Studies and Scientific Research.
2. Faculty members
3. Staff
4. Interns
5. Students

POLICIES & PROCEDURES:

1. Faculty's Research: Faculty members are highly encouraged to expand knowledge by conducting a scientific research. The Research Unit should have complete and detailed database for any research activity done in the Program of HIMT or under its name (Publications, Projects, and Grants).

1.1. At the end of each academic year all staff members should submit list of their publications in the last year to the registrar office of the Research Unit.

1.2. An abstract of any research project that will be done in the Program of HIMT or under its name should be submitted to the registrar office of the Research Unit.

1.3. Principle investigators should inform the Research Unit about their accepted grants, budget, and progression of their research.