



كلية فقيه للعلوم الطبية
Fakeeh College for Medical Sciences

2025-2026

Organizational Guide

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Introduction to FCMS

- **The Vision**

“To be one of the leading medical and health sciences colleges in Saudi Arabia, fostering innovation and achieving educational and training excellence”.

- **The Mission**

“To prepare qualified compassionate graduates in medical and health specialties according to national and international educational standards, contributing to scientific research and community services”.

- **The Core Values (based on our islamic values and culture and in accordance with global academic standards)**

- Integrity
- Innovation
- Compassion
- Equality
- Quality focus
- Student focus

- **Strategic Goals of FCMS**

The third “Strategic Plan” covers nine strategic goals to achieve its vision and mission in 5 years (2021-2025). Accordingly, FCMS through its Strategic Plan is committed to the following strategic goals:

- **Goal 1:** Continue to strengthen commitment to teaching and learning excellence.
- **Goal 2:** Invest in innovative and effective technologies to advance academic performance.
- **Goal 3:** Improve the quality and availability of learning resources and facilities.
- **Goal 4:** Focus on student life and welfare.
- **Goal 5:** Leadership, governance, and quality improvement.
- **Goal 6:** Strengthen postgraduate studies and scientific research.
- **Goal 7:** Commitment to community engagement.
- **Goal 8:** Strengthen partnership and collaboration.
- **Goal 9:** Focus on Financial sustainability.

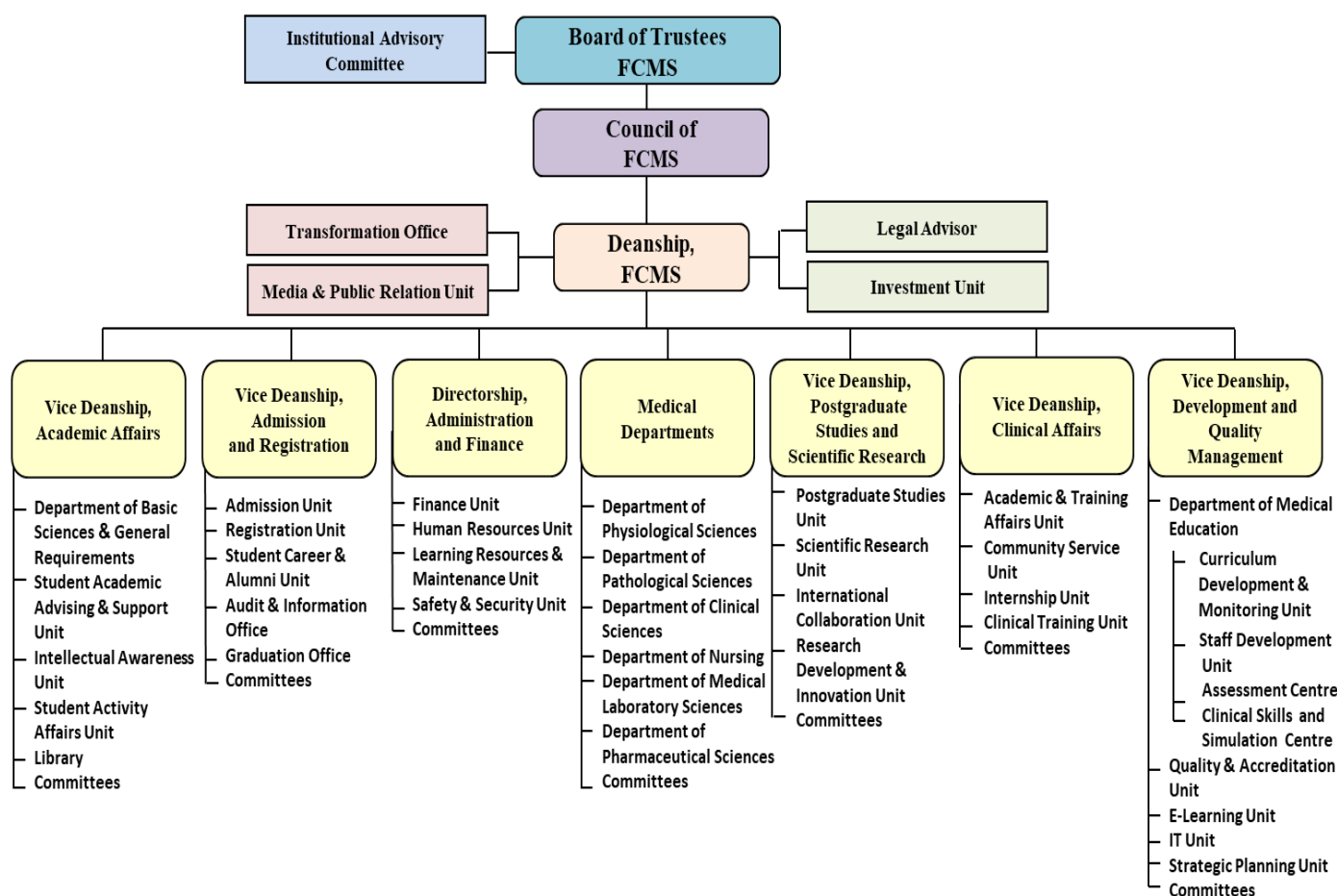
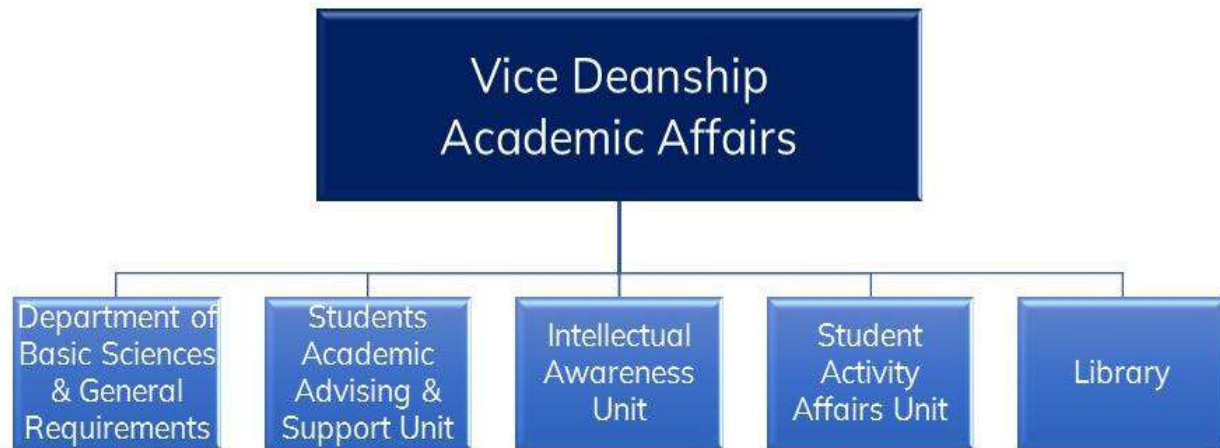


Figure 1: FCMS Organization Chart

FCMS Divisions

A. Vice Deanship – Academic Affairs:



Description of Departments and Units

Under the Vice Deanship - Academic Affairs:

Department/Unit Title:	Basic Sciences and General Requirements Department
Reports to:	Vice Dean for Academic Affairs
Responsible For:	Applicable courses of Undergraduate and Postgraduate programs

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Delivers general courses that prepare the students with basic scientific knowledge and needed skills and attitudes that are required for the programs offered at the College using all available resources.
- In addition to teaching and learning activities, the department members are involved in scientific research, academic advising, professional development, and community engagement activities.

2. Membership

- Faculty Staff members (PhD holders).
- Lecturers
- English Teachers

3. Major Functions

1.	Prepare the students with a strong background in Basic Sciences courses that are required for the study in MBBS, BSN, PharmD, and MLS Programs.
2.	Collaborate with different scientific departments in the college to deliver Basic Sciences courses.
3.	Coordinate the recruitment of part-time and full-time faculty members.
4.	Ensure that teaching staffs are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Prepare and review all documents related to the department.
6.	Monitor and report the quality of teaching and learning processes in offered courses and develop plans for improvement.
7.	Prepare and implement an operational plan of the department and contribute to the achievements of the mission and goals of the college.
8.	Monitor students' progress on a regular basis and arrange for guidance and advice as needed.
9.	Develop an annual budget and monitor financial expenditures in the department.
10.	Identify and evaluate the risks associated with departmental activities and take appropriate action to control these risks.
11.	Encourage faculty members' participation of in the research activities.
12.	Monitor the participation of faculty members in the community services activities.

13.	Establish a system of continuous quality monitoring and reporting as part of its 'Internal Quality Assurance System' (IQAS).
14.	Ensure that all staff members receive an appropriate orientation at the college level and department level.
15.	Ensure that departmental activities follow the standards set by Ministry of Education (MOE) and other relevant accrediting agencies which evaluate quality of academic programs.

4. Committees (if applicable)

Department Council

5. Department/Unit Policies

Policy Title	Policy No.

6. Performance Indicators

- KPI-P-9: Percentage of publications of faculty members
- KPI-P-10: Rate of published research per faculty member
- KPI-P-11: Citations rate in refereed journals per faculty member
- S5-I-01: Proportion of teaching staff participating in professional development activities during the past year.
- KPI-I-19: Percentage of faculty members participating in community engagement Activities.

7. Reports

- Department/Unit Annual Report
- Department operational plan achievement report
- Meeting minutes and annual report of Department Council

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
BSN	Introduction to Computer Science	COMP 101
	English Language I	ENGL 101
	Medical Terminology	HRSC 101
	Arabic Language I	ARAB 101
	English For Nurses	ENGL 103
	Islamic Studies I	ISLS 101
	Arabic Language II (OLD)	BSSC 402

	English (Grammatical Structure and Reading) II	ENGL 102
	Arabic Language II	ARAB 102
	Islamic Studies II	ISLS 102
	Islamic Studies III	ISLS 201
	Islamic Studies III (OLD)	BSSC 302
	Arabic-I (OLD)	BSSC 304
	Islamic Studies IV (OLD)	BSSC 401
PROGRAM	COURSE NAME	CODE
MLS	Islamic Studies I	ISLS 101
	English Language I	ENG 110
	Arabic I	ARB 101
	Mathematics	MATH 111
	Arabic Language II	ARB 102
	English Language and Medical Terminology II	ENG 140
	Islamic Studies III	ISLS 103
	English Language II	ENG 120
	English Language and Medical Terminology	ENG 130
	Islamic Studies II	ISLS 102
	Islamic Studies IV	ISLS 104
PROGRAM	COURSE NAME	CODE
MBBS	Arabic Language I	ARAB 101
	IT skills	COMP 101
	English Language I	ENGL 101
	Islamic Culture I	ISLM 101
	Islamic Culture III	ISLM 300
	Arabic Language II	ARAB 102
	English Language II	ENGL 102
	Medical Terminology	MTER 101
	Communication Skills	COMM 101
	Islamic Culture II	ISLM 201
PROGRAM	COURSE NAME	CODE
PharmD	English Language I	ENGD 101
	Islamic Culture I	ISLM 101
	Mathematics	MATH 101
	Arabic Language I	ARAB 101
	English Language II	ENG 102
	Medical Terminology	ENGD 103
	Islamic Studies II	ISLM 102
	Arabic Language II	ARAB 102
	Islamic Studies III	ISLM 103
	Computer Skills	CPIT 101
	Communication Skills	COMD 101

	Islamic Studies IV	ISLM 104
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Department/Unit Title:	Student Academic Advising and Support Unit
Reports to:	Vice Dean for Academic Affairs
Responsible For:	Academic Advising and Students supporting services within the institution

1. Purpose of Department/Unit

- This unit aims to guide and support the students in achieving educational, personal and career goals. Also provides guidance for both academic and non-academic issues by focusing on improving the learning environment for all college students.

2. Membership

- Unit Manager
- Supervisor of Academic Advising Section in the college
- Supervisor of Students' Support Section in the college
- Program representatives for Academic Advising Section
- Program representatives for Students' Support Section
- Administrative assistant

3. Major Functions

1.	Develops, implements, and reviews the academic advising plan during the academic year.
2.	Collaborates with the College departments to improve the learning environment and enhance students' welfare and academic achievement.
3.	Provides students with workshops or sessions to support them in developing their metacognitive skills and effective study strategies.
4.	Offers services to students who have special learning needs.
5.	Responds to critical and disciplinary incidents involving students.
6.	Arranges for extra tutorial sessions to meet the needs of students with poor academic performance.
7.	Works in collaboration with the departments to identify students who have issues and need support.
8.	Identify the students facing financial, social, or psychological problems and refer them to appropriate support network.
9.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
10.	Develop an annual budget and monitor financial expenditures.
11.	Monitor students' progress on a regular basis and arrange for guidance and advice as needed.
12.	Prepare report on students' progress and communicate with the concerned program directors in a timely manner.

4. Committees (if applicable)

Student Consultative Committee

5. Department/Unit Policies

Policy Title	Policy No.
Student Academic Advising Policy	STU-23
Students' Medical Welfare Policy	STU-05

Students' Grievance Policy	STU-06
Students' Reward's Policy	STU- 07
Students' Orientation Policy	STU- 11
Students Psychological Counseling Services	STU-12

6. Performance Indicators

- Number of students received services per academic year.
- Number of students received psychological counseling during the academic year.
- Number of sessions and workshops provided to students per academic year.
- Students' evaluation of academic advising services.
- Number of students received financial\social support during the academic year.
- Proportion of College budget allocated for student support services.

7. Reports

- Department/Unit Operational Plan achievement report
- Department/Unit Annual Report
- Committee Annual Report

8. Courses included in the Department

N/A

Department/Unit Title:	Intellectual Awareness Unit
Reports to:	Vice Dean for Academic Affairs
Responsible For:	Spreading the values of citizenship, moderation, and institutional responsibility at FCMS, reinforcing loyalty to religion, belonging to the Kingdom of Saudi Arabia (KSA) and developing intellectual awareness among its students and employees

1. Purpose of Department/Unit

- Promoting loyalty to religion and then to the rulers and reinforcing belonging to the KSA and its values.
- Spreading the culture of moderation and the values of tolerance and coexistence.
- Prevention of extremist ideology and handling its effects.

- Monitoring intellectual violations, extremist ideas and behavior and negative phenomena at FCMS.
- Encouraging research initiatives for intellectual issues and promoting national belonging and cohesion.

2. Membership

- Vice Dean for Academic Affairs
- Faculty members representing the programs of the college

3. Major Functions

1.	Monitor data, irregularities, phenomena, and expected risks related to intellectual awareness and functional and national duties, analyze their results, and develop remedial plans for them.
2.	Review the monitoring and prevention programs of extremist ideology in the college and follow up their implementation after their adoption.
3.	Propose research, studies, programs, and activities related to intellectual awareness, promotion of belonging and national cohesion and prevention of extremist ideology
4.	Prepare and review programs to promote moderation, belonging and national cohesion and supervise their implementation after their adoption.
5.	Prepare annual plans for programs and activities and periodic reports on the activity of the unit and submit them to the College Council for accreditation.
6.	Take care of scholarship students, promoting their intellectual aspects, moderation, and enhancing their relations with the Kingdom and their college.
7.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
8.	Monitor intellectual irregularities, extremist behavior and ideas, and negative phenomena in the college received from internal and external channels (in accordance with the regulations determined by the Ministry of Education).
9.	Receive, analyze, qualitatively classify reports, and propose and develop treatment plans for them then approve them from the stakeholder.
10.	Monitor and follow up the results of the programs and treatment plans that have been proposed and approved.
11.	Submit to the Dean of the College a confidential report on any of the employees of the College who are proven to have committed violations and criminal acts after verifying this and the absence of a malicious suspicion against the person or persons raised against them to complete what is necessary.
12.	Prepare, execute, and follow up on qualitative programs, and implement research aimed at preventing extremist ideology within the college after being approved by the supervisory committee of the unit in the college.
13.	Supervise the implementation of programs, activities, events, and research prepared by the Intellectual Awareness Center at the Ministry of Education to prevent extremist ideology.
14.	Train the leaders and employees of the college on programs to prevent extremist ideology.

15.	Implement approved remedial plans and programs aimed at addressing the negative effects of extremist ideology in coordination with the concerned authorities within the college and with the Center for Intellectual Awareness at the Ministry of Education.
16.	Review the annual plans for programs of promoting moderation and national belonging provided by the entities within the college.
17.	Supervise the implementation of approved qualitative programs -aimed at enhancing national belonging- that are implemented by departments within the college.
18.	Monitor and follow up the implementation results of the approved qualitative programs aimed at enhancing national belonging.
19.	Review the monthly reports received from the implementing bodies within the college for the programs of promoting national belonging.
20.	Prepare semi-annual reports on the performance of the college in relation to the work field of the unit.
21.	Prepare annual reports on the performance of the college in relation to the work field of the unit.
22.	Prepare the unit monthly reports in the field of prevention of extremist ideology and address its effects.
23.	Submit reports of emergency cases in the college to the college dean.
24.	Save and document all cases.
25.	Coordinate with the Ministry's Intellectual Awareness Center in all matters related to programs, activities, and reports of the unit performance.

4. Committees (if applicable)

Supervisory Committee on the Intellectual Awareness Unit

5. Department/Unit Policies

Policy Title	Policy No.
Policies and Procedure	In Progress

6. Performance Indicators

- The number of negative phenomena or intellectual violations that have been seized.
- Number of programs and activities aiming at preventing extremist ideology that have been implemented.
- Percentage of faculty members who have been trained on programs to prevent extremist ideology.

7. Reports

- Department/Unit Operational Plan achievement report
- Department/Unit Annual Report
- Committee Annual Report
- Prepare reports for emergency cases in the college

8. Courses included in the Department

N/A

Department/Unit Title:	Students' Activity Affairs Unit
Reports to:	Vice Dean for Academic Affairs
Responsible For:	Extracurricular activities within FCMS

1. Purpose of Department/Unit

- Students' Activity Affairs Unit aims at organizing the entire extracurricular activities of the college and helping to arrange and coordinate the inter-college activities in addition to setting up goals, directions, and policies for implementation of these activities.

2. Membership

- Unit Manager
- Faculty members representing the programs of the college
- Student representative from each program
- Supervisor of Public Relation Unit

3. Major Functions

1.	Develop and implement 'Extracurricular Activities plan' for the College considering the achievement of program goals and learning outcomes.
2.	Development of organization structure required to carry out the various activities
3.	Works in collaboration with other units and committees to facilitate the activities
4.	Monitors and supervises the action of activities and achievements
5.	Coordinate the activities of the sub sections
6.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
7.	Develop an annual budget and monitor financial expenditures
8.	Encourage students to participate in extracurricular activities
9.	Prepares activities report and an annual report of the unit

4. Committees (if applicable)

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5. Department/Unit Policies

Policy Title	Policy No.
Extracurricular Activities policy.	STU-14

6. Performance Indicators

- Proportion of extracurricular activity conducted during the academic year as planned.
- Proportion of students involved in extracurricular activities
- Proportion of staff involved in extracurricular activities
- Budget allocated for extracurricular activities

7. Reports

- Students' activity unit – Annual report
- Students' activity unit Operational plan achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Library
Reports to:	Vice Dean for Academic Affairs
Responsible For:	College Library male and female section

1. Purpose of Department/Unit

- To provide access to information resource that will support the needs of the teaching staffs and students.

2. Membership

- Library Manager
- Library Officers

3. Major Functions

1.	Manages the planning and administrative functions of library and digital library services.
2.	Provides effective access to library collections and resources.
3.	Maintains the organization of library materials.

4.	Provides library services in response to the information needs of library users.
5.	Assists faculty, teaching staff and students through various mechanisms by providing access to the needed information.
6.	Trains library users to effectively search the library catalogue and digital library resources.
7.	Provides a library loan service for both book and audiovisual materials and maintain the records.
8.	Receives recommended books list from Head of Departments and prepares for its procurement.
9.	Maintains circulation files, records, and statistics in proper order.
10.	Arranges scheduling of discussion rooms in the library for teaching staff and students.
11.	Communicates with other libraries to provide access to resources outside the college
12.	Organizes orientation sessions for students and faculty, providing guidance on utilizing the digital library, and develops essential resources and manuals for this purpose.
13.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
14.	Develops an annual budget and monitor financial expenditures.

4. Committees (if applicable)

NA

5. Department/Unit Policies

Policy Title	Policy No.
Library Policy.	INR-02
Acceptable Use of Electronic Information Policy	INR-07

6. Performance Indicators

- Stakeholders' satisfaction on library.
- Stakeholders' satisfaction on digital library.
- Proportion of books purchased out of the total requested books.
- Proportion of College budget allocated for library.

7. Reports

- Annual library report
- Operational Plan achievement report

8. Courses included in the Department

N/A

Job Description

GENERAL INFORMATION

Job Title:

Vice Dean for Academic Affairs

Department:

Academic Affairs

AUTHORITY

Reports to:

College Dean

Responsible for:

Faculty members

Liaises with:

Faculty members and administrations

JOB DESCRIPTION SUMMARY

Purpose:

Develop and direct all the programs in coordination with academic and administrative affairs focusing on the mission of the programs and that of the institution at large.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|---|
| 1. | Develops and implement plans to develop all academic programs at Fakeeh College for Medical Sciences. |
|----|---|

2.	Oversees in planning, implementation and evaluation of programs and related affairs covering all academic years.
3.	Monitors and evaluates staff performance and recommends improvement plans.
4.	Plans and implements extra-curricular activities to students
5.	Determines scheduling of courses and exams for all levels of all programs excluding internship years.
6.	Engages in faculty and staff employment processes.
7.	Maintains current knowledge of policies, procedures, and general program related legislations.
8.	Responsible for the development and implementation of all aspects of the strategic plan related to academic affairs.
9.	<p>Contributes to the development of the Manpower Plan and Annual Budget for the units and departments under his/her supervision.</p> <ul style="list-style-type: none"> - Submit an Annual Report on the activities of all the units and departments under his/her supervision. - Supervises the operation of all units and departments under his/her direct supervision as indicated in FCMS's governance.
10.	Chairs/advises committees related to academics, instruction, curriculum, and faculty staff members affairs.
11.	Collaborate with VDCA to ensure that the training laboratories and clinical facilities meet the Quality and Accreditation standards, related to the academic levels.
12.	Leads the accreditation processes of the programs according to standards of the accreditation agencies.
13.	Enforce standards of the accrediting agency which evaluates academic programs as directed by the Dean of the College.
14.	Provides high quality curricular and extra-curricular activities to enhance student's employability.
15.	Monitors standards of teaching and learning process and evaluate its effectiveness continuously.
16.	Reviews and recommends improvement plans for program enhancement as per the quality reports (Course reports/program reports).
17.	Fosters and maintains sound personal and professional relationships among the staff.
18.	Participates in quality improvement projects collaborating with the quality assurance unit of the College.
19.	Supervises the various community medicine (MBBS program) trainings and rotations according to the study plan.
20.	Collaborates with the VDCA to ensure appropriate clinical training is achieved in all programs according to approved study plans.
21.	Contribute to the preparation of the Annual Report for FCMS both in Arabic / English formats.

Other Job Functions

22.	Contribute to the preparation of the Annual Report for FCMS both in Arabic / English formats.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (PhD) in Education or equivalent
Experience:	At least 5 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Decision Making skills - Conflict resolution - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to all programs at FCMS and works in coordination with Quality & Accreditation Unit through the support of VDDQM.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION	
Job Title: Library Manager	Department: Library
AUTHORITY	
Reports to:	Vice Dean Academic Affairs
Responsible for:	Overall management of FCMS' libraries operations
Liaises with:	All staffs of DSFH and FCMS
JOB DESCRIPTION SUMMARY	
Purpose: Library manager oversee library staff and the daily operations of the library.	
JOB DUTIES STATEMENT	
Duties & Responsibilities	
1.	Formulates and implements policies and procedures of the library.
2.	Examines book reviews, publisher's catalogs, and other information sources as bases in recommending materials for acquisition.
3.	Trains, directs, and monitors tasks as receiving, shelving, and locating materials, to ensure that library services are adequately provided to stakeholders.
4.	Searches catalog files, bibliographical dictionaries and indexes and examine content of reference materials.
5.	Prepares library communications and provides guidance and orientation to its users.

6.	Directs, supervises, and coordinates activities within the library sections.
7.	Reviews and evaluates orders for print and non-print materials.
8.	Monitors and ensures the compliance with approved policies and procedures in all sections of FCMS library.
9.	Communicates with the program directors and ensure that all needed books and digital resources are made available in the library.
10.	Monitor daily utilization of various library resources and submit monthly reports.
11.	Analyzes and coordinates budget estimates and controls expenditures.
12.	Analyze the various publisher's resources and consults with program directors regarding the selection of materials.
13.	Provides orientation and regular training for faculty members and students on library resources.
14.	Prepares and submits monthly report and annual report to the Vice Dean for academic affairs.
15.	Coordinate with FCMS academic departments in procurement of library resources on annual basis.

Other Job Functions

16.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in library and information Science
Experience:	5 years of experience in progressive library management
Language:	Fluent in English and Arabic
Required Licenses/Registration:	N/A
Other Skills & Abilities: Excellent in Computer Skills <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Librarian

Department:

Library

AUTHORITY

Reports to:

Library Manager

Responsible for:

Daily activities of the library

Liaises with:

All staffs of DSFH and FCMS

JOB DESCRIPTION SUMMARY

Purpose:

Manages the activities within the library under the direction of the library manager.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Coordinates with the library manager regarding library policies and procedures and implements them.
2.	Fosters rapport with users and cooperates with academic departments in the utilization of common information resources.
3.	Furnishes information to stakeholders on library activities, facilities, rules, and services.
4.	Issues and receives resources for circulation or for use in the library.
5.	Maintains daily statistical records of library services.
6.	Supervises the proper arrangement of book/periodical and other library resources in the shelves for easy retrieval and monitors proper decorum and order in the library.
7.	Gives individual or group instructions and provides information assistance on use of reference.

8.	Describes or demonstrates procedures for searching catalog files, and searches catalog files and shelves to locate information.
9.	Supervises and maintains reference and circulation resources in the section.
10.	Assists faculty in locating references for use in class instruction by searching OPAC abbreviation and catalog files and shelves, and in giving suggestions and to reference materials available in the library, which are useful for their subjects.

Other Job Functions

11.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in library and information science
Experience:	At least two years of experience working in an academic library
Language:	Fluent in English and/or Arabic
Required Licenses/Registration:	N/A

Other Skills & Abilities: Excellent in Computer Skills

- Ability to adapt in a challenging environment.
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Director of Student Academic Advising & Support Unit

Department:

Student Academic Advising & Support Unit

AUTHORITY

Reports to:

Vice Dean for Academic Affairs

Responsible for:

Student advising and Support

Liaises with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Responsible for overseeing and managing all aspects of academic advising and support services provided to students. Ensures that all students have access to quality academic advising and that the support services are provided meet the needs of the student population. Works closely with faculty, staff, and administrators to develop and implement programs and strategies that enhance student success and retention.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|--|
| 1. | Develops and implements policies and procedures related to academic advising and support services. |
| 2. | Oversees the members of the Student Academic Advising & Support Unit and ensures that they are adequately trained to provide quality services to students. |
| 3. | Provides leadership and direction to academic advisors and unit members in managing the counseling and advising process for students. |
| 4. | Develops and maintains relationships with faculty members to stay informed on program changes that may impact student academic advising. |
| 5. | Coordinates with other departments of the college to ensure that advising and support services are integrated into the overall student experience. |

6.	Promotes the use of technology to enhance the delivery of advising and support services.
7.	Creates and maintains reports on the success of the Unit, identifying potential areas for improvement and providing recommendations that promotes continuous success.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree is required. Master's degree preferred in Education, Student Affairs, or related field required.
Experience:	At least two years of experience in academic advising, student support services, or related field.
Language:	Bilingual (Arabic / English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Member of Student Academic Advising & Support Unit

Department:

Student Academic Advising & Support Unit

AUTHORITY

Reports to:

Director of Student Academic Advising & Support Unit

Responsible for:

Student Academic Advising and Support

Liaises with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

The Student Academic Advising & Support Unit Member supports the Director of the Unit in managing academic advising and support services provided to students. This position is responsible for providing quality advising and support services to students and collaborating with faculty and staff to enhance student success and retention.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|--|
| 1. | Provides academic advising and support services to students in a professional manner. |
| 2. | Collaborates with faculty and staff to develop and implement programs and strategies that enhance student success and retention. |
| 3. | Ensures that all students receive timely and accurate academic advice support services and document these activities. |
| 4. | Maintains up-to-date knowledge of college programs, policies, and requirements to accurately advise students. |
| 5. | Stays informed of program changes and work with faculty to modify advising efforts accordingly. |
| 6. | Assists in developing and maintaining reports on the success of the Unit, identifying potential areas for improvement, and providing recommendations that promotes continuous success. |
| 7. | Participates in training and professional development activities to enhance knowledge and skills relevant to academic advising and support service. |

8.	Other duties as assigned by the Director of Student Academic Advising & Support Unit.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in education or a related field is required.
Experience:	At least 1 year experience working with students in an educational setting.
Language:	Bilingual (Arabic / English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Director of Intellectual Awareness Unit

Department:

Intellectual Awareness Unit

AUTHORITY**Reports to:**

Vice Dean for Academic Affairs

Responsible for:

Intellectual Awareness Unit

Liaises with:

Faculty members and students

JOB DESCRIPTION SUMMARY**Purpose:**

Responsible for organizing, implementing, and reporting intellectual awareness unit activities within the college.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1. Oversees the unit's operations and ensures ongoing follow-up on its activities.
2. Creates the annual operational plan for the unit.
3. Informs the Dean of the College any negative phenomena, intellectual violations, or emergency situations that are monitored in accordance with established procedures.
4. Collaborates with the Center for Intellectual Awareness to synchronize the operational framework of the unit.
5. Supervises the implementation of the unit's preventive and curative programs and activities.
6. Supervises the implementation of the annual plan.
7. Collaborates with individual college units to ensure the execution of assigned tasks within the operational work model, while providing regular progress reports to the college dean on the ongoing developments
8. Creates essential reports detailing the accomplishments and activities of the unit.

JOB REQUIREMENTS/QUALIFICATIONS**Education:**

Master's degree in medical / Health Specialties

Experience:	Minimum 2 years of Experience in the field
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Higher Education and SCFHS certificate
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students rights standards.

GENERAL INFORMATION**Job Title:**

Director-Student Activity Affairs Unit

Department:

Student Activity Affairs Unit

AUTHORITY**Reports to:**

Vice Dean for Academic Affairs

Responsible for:

Extracurricular Activities

Liaises with:

Unit members and administrators

JOB DESCRIPTION SUMMARY**Purpose:**

Responsible for developing, organizing, and managing all extracurricular activities (ECA) for students within the college. The director oversees a team of extracurricular activity coordinators and ensures that all programs and activities are in line with the college's values and objectives and contributing to the achievement of program learning outcomes.

JOB DUTIES STATEMENT**Duties & Responsibilities**

- | | |
|----|---|
| 1. | Develops and implements policies and procedures related ECA. |
| 2. | Conducts need assessment survey among students and prepares Institutional ECA plan. |
| 3. | Orients newcomer students on the ECA clubs and planned annual activities. |
| 4. | Orients unit coordinators and members on the ECA annual activities plan. |
| 5. | Collaborates with FCMS' Community Service Unit in some activities conducted inside and outside the college. |
| 6. | Communicates the activities Calander inside and outside college community through appropriate social media platforms. |
| 7. | Implements the institutional/programs ECA plans. |
| 8. | Ensure participation of staff from different programs in ECA planned activities. |
| 9. | Prepare an end-of-academic-year comprehensive report for all activities carried out and the student feedback survey. |

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree is required.
Experience:	Previous experience in a similar role overseeing extracurricular activities.
Language:	Fluent in English and Arabic
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Excellent communication and organizational skills - Presentation skills - Strong leadership, operational and managerial skills - Strong attention to detail and analytical skills - Out of the box thinking and problem-solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Member - Student Activity Affairs Unit

Department:

Student Activity Affairs Unit

AUTHORITY**Reports to:**

Director of Student Activity Affairs Unit

Responsible for:

Extracurricular Activities (ECA)

Liaises with:

Unit members, staff, and students

JOB DESCRIPTION SUMMARY**Purpose:**

Responsible for organizing, implementing, and reporting extracurricular activities for students within the college. The member liaises with extracurricular activity coordinators and ensures that all programs and activities are carried out based on the ECA plan.

JOB DUTIES STATEMENT**Duties & Responsibilities**

- | | |
|----|---|
| 1. | Assists in the planning and implementation of the ECA plan. |
| 2. | Collaborates with staff, students, and community partners to identify and develop engaging extracurricular opportunities for students. |
| 3. | Coordinates logistics, scheduling, and resources for extracurricular activities, ensuring that all necessary equipment and materials are available. |
| 4. | Monitors and evaluates the effectiveness of extracurricular programs, collecting feedback from students, and staff to continuously improve offerings. |
| 5. | Assists in securing funding and resources for extracurricular activities through grant writing, sponsorship negotiation, and fundraising initiatives. |

JOB REQUIREMENTS/QUALIFICATIONS**Education:**

Bachelor's degree is required in education, youth development, or related fields.

Experience:

Previous experience in a similar role overseeing extracurricular activities.

Language:

Fluent in English and Arabic

Required Licenses/Registration:

Ministry of Education

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Excellent communication and organizational skills
- Presentation skills
- Strong leadership, operational and managerial skills
- Strong attention to detail and analytical skills
- Out of the box thinking and problem-solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

B. Vice Deanship – Admission and Registration:



Description of Departments and Units

Under the Vice Deanship - Admission and Registration:

Department/Unit Title:	Admission Unit
Reports to:	Vice Dean for Admission and Registration
Responsible For:	Admission process

1. Purpose of Department/Unit

- The unit ensures fair implementation of the policies and procedures in relation to students' Admission.

2. Membership

- Admission Unit Director
- Admission Unit Officers

3. Major Functions

1.	Announces commencement of admission procedures on college website and other official social media platforms on timely manner.
2.	Updates and publicizes approved admission criteria and process to the prospective candidates.
3.	Prepares newsletters, announcements, brochures, and guides related to entry examinations and other requirements.
4.	Performs the admission process as per college policies and MOE regulations.
5.	Advises students on admission processes.
6.	Manages the electronic admission procedures.
7.	Helps the students on their enrollment completion.
8.	Invites accepted students to register, open files and send them for medical examination.
9.	Maintains students' records and other administrative files accurately and keep it updated as per regulation of the college.
10.	Keeps students records securely to prevent unauthorized access.
11.	Performs necessary procedures to receive students' scholarships through the sponsoring agencies.
12.	Manages students transfers (internal and external) according to regulations of FCMS and MOE.
13.	Prepares correspondence, data and statistics related to new students to college departments and MOE.

- | | |
|-----|---|
| 14. | Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college. |
|-----|---|

4. Committees (if applicable)

5. Department/Unit Policies

Policy Title	Policy No.
Admission Policy	STU-01
Transfer Policy	STU-02

6. Performance Indicators

- Proportion of students admitted from the applicants/ program.
- Proportion of students according to nationality in each program
- Percentage of students who got MOH scholarship by year.
- Student's satisfaction survey regarding admission process.

7. Reports

- Annual unit report
- Annual operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Registration Unit
Reports to:	Vice Dean for Admission and Registration
Responsible For:	Registration process

1. Purpose of Department/Unit

- Ensures fair implementation of the policies and procedures in relation to students' registration process within FCMS.

2. Membership

- Registration Unit Director
- Registration Unit Officers.

3. Major Functions

1.	Performs the registration process within the college as per MOE regulations and college policies.
2.	Advises students on registration processes.
3.	Prepares study schedules for all programs, in coordination with the academic departments.
4.	Registers students, according to the student's academic status, grade point average (GPA), and academic level.
5.	Prepares the academic calendar, focusing on important registration dates.
6.	Answers departmental inquiries regarding students' registrations.
7.	Manages the automatic registration process.
8.	Follows up the processes of deletion, addition, and amendment in coordination with the academic departments.
9.	Prepares lists of students' names registered for each course.
10.	Prepares correspondence and statistics related to student registration for each course per program.
11.	Monitors attendance and absence and preparing letters, in the occasion that the student receives a formal warning.
12.	Prepares lists of deferrals, withdrawals and students no longer permitted to take their examinations.
13.	Calculates the GPA for students for each semester and activate the registration process for the next semester.
14.	Maintains students records and information accurate and up to date and provide statistical data to college departments and MOE on regular basis.
15.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Student Academic Affairs Committee

5. Department/Unit Policies

Policy Title	Policy No.
Registration Policy	STU-03

6. Performance Indicators

Student's attrition rate for each program
Student's satisfaction regarding registration process.
Proportion of students entering programs who successfully complete first year.
Year to year progression rate.

7. Reports

Annual unit report
Annual operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Students Career and Alumni Unit
Reports to:	Vice Dean for Admission and Registration/ Dean
Responsible For:	Arrange career counselling sessions and follow up the graduates

1. Purpose of Department/Unit

- Students Career and Alumni Unit aims to guide FCMS graduates on their career planning and employment preparation and to create and maintain a link with college graduates and engage them in college activities and beyond.

2. Membership

- Manager of students' career and alumni unit
- Program Directors or representative from each program
- Supervisor of Media and Public Relations Unit
- Graduates' representative from all programs
- Senior students' representatives from all programs

3. Major Functions

1.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
2.	Provides the senior students and graduates with information and support for career counseling to help them to find job opportunities and further studies.
3.	Ensures continuous communication with college graduates and strengthen their bonding with the college through feedback activities.
4.	Works with the other departments in the college to facilitate career guidance and job search for the college graduates.
5.	Encourages graduates to update database on their professional status and work accomplishments to include in the college records.
6.	Creates database for all graduates with complete all information and communication links.
7.	Invites the graduates to attend and participate in the college events.
8.	Organizes annual 'Alumni Day'.
9.	Invites graduates' employers and gather their feedback on major college initiatives.
10.	Arranges career counselling sessions for senior level students by inviting experts from various specialties/programs offered at the college.
11.	Organizes annual 'Career Day' by inviting private /public employers around the city.
12.	Maintains regular communication with the graduates' employers and collect their feedback on graduates' performance.
13.	Prepares and publishes statistical data regarding the graduates' status.
14.	Develop an annual budget and monitor financial expenditures.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
Alumni policy	

6. Performance Indicators

- Proportion of graduates from undergraduate programs who within one year of graduation are:
 - (a) employed
 - (b) enrolled in further study
 - (c) not seeking employment or further study
 - (d) Numbers of graduates licensed by SCHS.
- Number of career counselling sessions conducted per year.
- Students' satisfaction with the career counselling sessions.
- Employers' satisfaction with the graduates' performance.

7. Reports

Unit Annual Report
Students' activity unit Operational plan achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Audit and Information Office
Reports to:	Vice Dean for Admission and Registration
Responsible For:	Assuring accuracy of students' data and information for internal and external reporting purpose.

1. Purpose of Department/Unit

- The main aim of this unit is fair implementation of the policies and procedures in relation to students' records and information.

2. Membership

- Audit and information office manager.

3. Major Functions

1.	Provides data and statistical reports related to students' status to Dean, vice Deanships and college departments. (progression rates, absenteeism rates, attrition rates)
2.	Manage students' database and ensure that the students' data and information are readily available for internal and external reporting purpose.
3.	Ensure that the personal data, such as name in Arabic and English Language as it is written on identity card and passport.
4.	Audits and verifies students' data and information and ensures its accuracy and completeness. (on both PeopleSoft and Oracle systems)
5.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
Confidentiality of information policy	GLM-12
Students record retention and disposal policy	STU-09

6. Performance Indicators

- Proportion of students' information verified during the academic year/program.
- Proportion of students' information corrected during the academic year/program.

7. Reports

- Annual unit report
- Annual operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Graduation Office
Reports to:	Vice Dean for Admission and Registration
Responsible For:	Graduation process

1. Purpose of Department/Unit

- The main aim of this unit is fair implementation of the policies and procedures in relation to students' graduation.

2. Membership

- Graduation office manager.

3. Major Functions

1.	Revises student records to ensure that all the graduation requirements have been completed.
2.	Prepares and verifies students' transcripts and save these documents (hard and soft copy) in students' file.
3.	Prepares and submits expected graduates list to the concerned program directors and Graduation Verification and Nomination of Students for Graduation Subcommittee (a subcommittee of the CC).
4.	Prepares and distributes graduation certificates, final grade records and transcripts for graduate students.
5.	Plans and organizes for the graduation ceremony.
6.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
Graduation Requirement Policy	LAT-16

6. Performance Indicators

- Proportion of students graduated within the minimum time frame.

7. Reports

- Annual unit report
- Annual operational plan achievement report

8. Courses included in the Department

N/A

Job Description

GENERAL INFORMATION

Job Title: Vice Dean for Admission and Registration	Department: Vice Deanship for Admission and Registration
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AUTHORITY

Reports to:	College Dean
Responsible for:	Students 'Admission, registration, students' career, and alumni units staff members.
Liaises with:	Faculty members and administrators.

JOB DESCRIPTION SUMMARY

Purpose:

Implementation of the policies and procedures in relation to students' admission, registration, scholarship, and graduation.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Manages the admission process as per the college and MOE regulations.
2.	Announces the admission process according to MOE and FCMS academic calendar.
3.	Prepares and announces the college admission criteria through college website and other social media platforms in a timely manner.
4.	Ensures that the applicant's admission forms are completed according to the college admission criteria.
5.	Arranges for the appointment of Mini Multiple Interview (MMI).
6.	Informs applicants about their admission and enrolment status.
7.	Supervises the electronic admission procedures.
8.	Ensures that the students' files and other administrative files are completed and updated as per approved policy and procedure.
9.	Ensures that the students' records are kept safely to prevent unauthorized access.
10.	Helps student on their reenrollment completion and informs them about College Council reenrollment decisions.
11.	Provides the students with information on course registration regulations.
12.	Manages the registration process at the beginning of each semester of the academic year on the dates specified for registration.
13.	Cooperates with the IT unit for the automatic registration of students, and the issuance of study schedules for students.
14.	Receives and answers departmental inquiries regarding student registrations.
15.	Retains and routinely provides data and statistical reports related to students' status to Dean, vice deanships, Quality and Accreditation Unit and college departments. (progression rates, absenteeism rates, attrition rates)
16.	Carries out students' internal transfers according to the regulations of the FCMS.
17.	Receives and processes transfer requests from outside the college.
18.	Develops and implements strategies to enhance students' retention.
19.	Performs necessary procedures to receive students' scholarships through the sponsoring agencies.
20.	Prepares class schedules in collaboration with the concerned program directors.

21.	Develops all aspects of the strategic plan related to admission and registration process and lead the implementation of related strategic projects.
22.	Contributes to the development of the Manpower Plan and Annual Budget for the units and departments under his/her supervision.
23.	Supervises the operation of all units and departments under his direct supervision as indicated in FCMS's governance.
24.	Submits an annual report on the activities of all the units and departments under his/her supervision.
25.	Monitors and reports KPIs of the units under his direct supervision in a timely manner.
26.	Oversees the process of reviewing the student records to ensure that all the graduation requirements have been completed.
27.	Monitors the process of preparation of student's transcript and ensures that the personal data, such as name in Arabic and English Language as it is written on identity card and passport.
28.	Ensures that students' statistical data and information are readily available for internal and external reporting purpose.
29.	Organizes and plans of the graduation ceremony, career day and alumni day.
30.	Contributes to the preparation of the Annual Report for FCMS both in Arabic / English formats.
31.	Participates in the different college committees.
32.	Contributes to teaching in the specialty courses.
33.	Participates in quality improvement projects collaborating with the Quality and Accreditation Unit of the College.
34.	Participates in staff and students' orientation programs and explain the functions of different units under the division.
35.	Enforces standards of the MOE and accreditation agencies.

Other Job Functions

36.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (Ph.D.) in a relevant specialty or equivalent
Experience:	At least 5 year's experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities:	
<ul style="list-style-type: none"> - Decision Making skills - Conflict resolution 	

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to all programs at FCMS and works in coordination with Quality & Accreditation Unit through the support of VDDQM.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Director of Admission Unit	Department: Admission Unit
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AUTHORITY

Reports to:	Vice Dean for Admission and Registration
Responsible for:	Ensures that the implementation of the admission process is done as per college policies and procedures.
Liaises with:	Faculty members, administrators, and students

JOB DESCRIPTION SUMMARY

Purpose: Develops and recommends admission policies and procedures at the College.
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JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Ensures that the admission process is announced on college website and other official social media platforms in a timely manner.
2.	Uses common software packages (word processing, spreadsheet, database) to produce unit reports.
3.	Updates and publicizes admission criteria and process to the prospective candidates.
4.	Prepares newsletters, announcements, brochures, and guides students to entry examinations and other requirements.
5.	Coordinates the admission process as per college policies and MOE regulations.
6.	Guides the students on admission processes.
7.	Manages the electronic admission procedures.
8.	Helps the students on their enrollment completion.
9.	Maintains students' records and other administrative files accurately and keep it updated as per regulation of the college.
10.	Keeps students records securely to prevent unauthorized access.
11.	Performs necessary procedures to receive students' scholarships through the sponsoring agencies.
12.	Manages students transfers (internal and external) according to regulations of FCMS and MOE.
13.	Prepares correspondence and statistics related to new students to college departments and MOE
14.	Participate in College Committees as assigned.
15.	Submits annual report on the achievements of the unit with KPIs data.
16.	Promotes a positive office environment with professional appearance.
17.	Collaborates with Quality and Accreditation Unit and ensures compliance with all Accreditation requirements.

Other Job Functions

18.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Masters' degree or Bachelor Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Registration Unit- Manager	Department: Registration Unit
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AUTHORITY

Reports to:	Vice Dean for Admission and Registration
Responsible for:	Ensures that the implementation of the registration process is done as per college policies and procedures.
Liaises with:	Faculty members, administrators, and students

JOB DESCRIPTION SUMMARY

Purpose: Develops and recommends policies and procedures related to students' registration process at the College.
--

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Coordinates the registration process within the college as per MOE regulations.
2.	Advises students on registration processes.
3.	Coordinates the preparation of study schedules for all programs.
4.	Manages the preparation of the academic calendar, focusing on important registration dates.
5.	Answers departmental enquiries regarding student registrations.
6.	Manages the automatic registration of students.
7.	Prepares correspondence and statistics related to student registration for each course per program.
8.	Monitors attendance and absence and preparing letters, in the occasion that the student receives a formal warning.
9.	Prepares and communicates the lists of deferrals, withdrawals and students no longer permitted to take their examinations.
10.	Manages the process of calculating the GPA for students for each semester and activating the next semester.
11.	Maintains students records and information accurate and up to date and provide statistical data to college departments and MOE on regular basis.
12.	Uses common software packages (word processing, spreadsheet, database) to produce unit reports.
13.	Participate in College Committees as assigned.
14.	Submits annual report on the achievements of the unit with KPIs data.
15.	Promotes a positive office environment with professional appearance.
16.	Collaborates with Quality and Accreditation Unit and ensures compliance with all Accreditation requirements.

Other Job Functions

17.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree or bachelor's degree Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities:	<ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills

- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Graduation Office- Manager	Department: Graduation Office
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AUTHORITY

Reports to:	Vice Dean for Admission and Registration
Responsible for:	Ensures implementation of policies and procedures related to students' graduation.
Liaises with:	Faculty members, administrators, and students

JOB DESCRIPTION SUMMARY

Purpose:
Develops and recommends policies and procedures related to students' graduation.

JOB DUTIES STATEMENT

Duties & Responsibilities	
1.	Coordinates the process of revising student records to ensure that all the graduation requirements have been completed.
2.	Manages the process of preparation and verification of students' transcripts.

3.	Prepares and submits expected graduates list to the concerned program directors and Graduation Verification and Nomination of Students for Graduation Subcommittee (a subcommittee of the CC).
4.	Manages the process of preparation and distribution of graduation certificates, final grade records and transcripts for graduate students.
5.	Plans and organizes for the graduation ceremony.
6.	Uses common software packages (word processing, spreadsheet, database) to produce office reports.
7.	Participate in College Committees as assigned.
8.	Submits annual report on the achievements of the office with KPIs data.
9.	Promotes a positive office environment with professional appearance.
10.	Collaborates with Quality and Accreditation Unit and ensures compliance with all Accreditation requirements.

Other Job Functions

11.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Masters' degree or Bachelor Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
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2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Audit and Information Office - Manager	Department: Audit and Information Office
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AUTHORITY

Reports to:	Vice Dean for Admission and Registration
Responsible for:	Ensures implementation of policies and procedures related to students' records and information.
Liaises with:	Faculty members, administrators, and students

JOB DESCRIPTION SUMMARY

Purpose: Develops and recommends policies and procedures related to students' records and information.
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JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Provides data and statistical reports related to students' status to Dean, vice deanships and college departments (progression rates, absenteeism rates, attrition rates).
2.	Manages students' database and ensure that the students' data and information are readily available for internal and external reporting purpose.

3.	Ensures that the personal data, such as name in Arabic and English Language as it is written on identity card and passport.
4.	Audits and verifies students' data and information and ensures its accuracy and completeness (on both PeopleSoft and Oracle systems).
5.	Uses common software packages (word processing, spreadsheet, database) to produce office reports.
6.	Participates in College Committees as assigned.
7.	Submits annual report on the achievements of the office with KPIs data.
8.	Promotes a positive office environment with professional appearance.
9.	Collaborates with Quality and Accreditation Unit and ensures compliance with all Accreditation requirements.

Other Job Functions

10.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's or bachelor's degree Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.

3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Audit and Information Office - Assistant

Department:

Audit and Information Office

AUTHORITY

Reports to:

Audit and Information Office – Manager

Responsible for:

Assist in implementation of policies and procedures related to students' records and information.

Liaises with:

Faculty members, administrators, and students

JOB DESCRIPTION SUMMARY

Purpose:

To assist Audit and Information Office Manager in developing policies and procedures related to students' records and information.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Organizes and saves files for male and female students and ensure that the contents of the file are complete and accurate.
2.	Assists in reviewing that the personal data, such as name in Arabic and English Language as it is written on identity card and passport.

3.	Reviews and updates the financial pledges for male and female students.
4.	Assists in auditing and verification of students' data and information and ensures its accuracy and completeness (on both PeopleSoft and Oracle systems).
5.	Uses common software packages (word processing, spreadsheet, database) to produce office reports
6.	Participates in College Committees as assigned.

Other Job Functions

7.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's or master's degree Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Organization skills
- Communication skills
- Presentation skills
- Analytical skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Director of Students Career and Alumni Unit

Department:

Students Career and Alumni Unit

AUTHORITY

Reports to:

Vice Dean for Admission and Registration

Responsible for:

Student advising and Support

Liaises with:

Faculty members, graduates, and administrators

JOB DESCRIPTION SUMMARY

Purpose: Provide guidance to FCMS graduates regarding career planning and employment preparation, while establishing and sustaining connections with alumni, engaging them in college activities and beyond.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|---|
| 1. | Develops and implements policies and procedures related to alumni. |
| 2. | Prepares and implements an operational plan of the unit |
| 3. | Supplies senior students and graduates with guidance and assistance for career counseling services. |
| 4. | Develops and maintains relationships with graduates |

5.	Establishes a comprehensive database containing detailed information and communication links for all graduates.
6.	Promotes the use of technology to enhance the delivery of services.
7.	Creates and maintains reports on the success of the Unit, identifying potential areas for improvement and providing recommendations that promotes continuous success.
8.	Organizes annual 'Alumni Day' and 'Career Day'.
9.	Consistently communicates with graduates' employers to gather feedback on the performance of the graduates.
10.	Develop an annual budget and monitor financial expenditures.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D./MSc. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic / English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

C. Directorship of Administration and Finance (DAF):



Description of Departments and Units

Under the Directorship of Administration and Finance (DAF):

Department/Unit Title:	Finance Unit
Reports to:	Director of Administration and Finance
Responsible For:	All financial issues related to Fakeeh College for Medical Sciences (FCMS)

1. Purpose of Department/Unit

- Finance unit deals with all financial matters and requirements of the College.

2. Membership

- Finance Unit Manager
- Accounts

3. Major Functions

1.	Ensures that necessary financial planning procedures are carried out on a regular basis.
2.	Guides the college budget preparation process according to policies and procedures in alignment with the strategic planning process.
3.	Ensures that all college programs, departments, and units have a dedicated budget allocation.
4.	Monitor and report on utilization of allocated budget.
5.	Processes transactions, maintains proper account keeping and supporting documents.
6.	Produces financial statements in a timely manner.
7.	Monitor students' fee collection process according to college policies and procedures and report status on regular basis.

8.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
9.	Ensures that adequate internal controls and annual audits are in place and reported.

4. Committees (if applicable)

Financial planning and monitoring Committee

5. Department/Unit Policies

Policy Title	Policy No.
Budget Preparation	INR - 28
Delegation of Finance and Spending	INR - 29
Unfair Practices	INR - 27
Tuition Fees Payment Policy	STU-15

6. Performance Indicators

- Proportion of total operating funds allocated to provision of student services.
- Total operating expenditure per student.
- Percentage of self-income of the institution.

7. Reports

- Department/Unit Annual Report
- Committee Annual Report
- Operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Human Resources Unit (HRU)
Reports to:	Director of Administration and Finance
Responsible For:	All Faculty and Staff of Fakeeh College for Medical Sciences (FCMS)

1. Purpose of Department/Unit

- The HRU is responsible for carrying out the college policies concerning recruitment of qualified academic, administrative, technical and services manpower, and provide them with all the benefits for the functional and psychological security in accordance with the college bylaws and regulations.

2. Membership

- HR Manager
- HR Officer
- Government Relation Officer

3. Major Functions

1.	Provides advice and assistances in implementing the manpower plan of the college.
2.	Prepares notices and advertisements for vacant staff positions.
3.	Schedules and organizes faculty and staff interviews.
4.	Conducts reference checks on possible candidates.
5.	Sends correspondences to candidates.
6.	Answers questions from new hires regarding policies, benefits, and schedules.
7.	Conducts new hire orientation and processes all pertinent documents.
8.	Opens new employee files and adds information to departmental database; maintains employee files and records up to date.
9.	Monitors daily attendance, investigates, and understands causes for staff absences.

10.	Provides recommendations on disciplinary actions according to college policies.
11.	Monitors scheduled absences such as holidays or travel and coordinates actions to ensure the staff absence has been adequately covered to ensure continuity of services.
12.	Tracks employee performance appraisal due dates and notifies supervisors; verifies whether a merit increase is due and any merit increase request, processes payroll adjustments for late merit increases.
13.	Maintains and ensures accuracy of eligibility, certification, and recruitment files, maintains applicant and special appointment records in database.
14.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.
15.	Acts as liaison between FCMS and the DSFH Human Resources Department, facilitating human resources actions such as recruitments and certifications, classification studies, medical exam issues, and labor-relations matters.
16.	Represents FCMS in human resources-related committees to ensure that FCMS concerns and issues are raised and addressed.
17.	Investigates claims of discrimination and harassment within the department, prepares reports of findings, and makes recommendations for action, and arbitrates employee complaints and formal grievances.
18.	Responds to human resources-related inquiries by external bodies and accreditation agencies.
19.	Interprets and advises on employment legislation, and conducts exit interviews.
20.	Deals with the College and employee's governmental issues.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
Employee Reward and Recognition Policy	FAS-01
Employee Benefits and Allowance Policy	FAS-02
Disciplinary Policy	FAS-03
Grievance Policy for staff	FAS-05
Hand Over Policy	FAS-06
Leave Policy	FAS-07
Manpower Plan Policy	FAS-08
Performance Appraisal Policy	FAS-09

Resignation and Termination Policy	FAS-10
Recruitment Policy	FAS-11
Promotion Policy	FAS-12
Attendance Policy	FAS-13
Staff Professional Development policy	FAS-14
Career Development and Succession Plan Policy	FAS-15

6. Performance Indicators

- Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement.

7. Reports

- Department/Unit Annual Report
 - Department/Unit Annual Report
 - Committee Annual Report
 - Operational plan achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Learning Resources and Maintenance Unit
Reports to:	Director of Administration and Finance
Responsible For:	All educational tools and classes in Fakeeh College for Medical Sciences (FCMS)

1. Purpose of Department/Unit

- To ensure that all educational resources that assist students in their academic studies, including lecture halls, laboratories, multi-media and audio-visual teaching materials are available and working properly. Also ensure that FCMS facilities are kept in a good hygienic condition, and it is well maintained.

2. Membership

- Unit Manager
- Lab Supervisors
- Maintenance Officer
- IT Specialist
- Library Manager
- Maintenance Team
- House Keepers

3. Major Functions

1.	Ensures the availability of sufficient range of learning resources to suit all learners.
2.	Ensures that all classes and laboratories are equipped with laptops, whiteboards, and projectors.
3.	Ensures that laboratories are provided with needed equipment, supplies and materials.
4.	Ensures that the required reference textbooks are available for students in the library.
5.	Ensures that all lecture halls are fully equipped to meet the requirements.
6.	Replaces any damaged educational tools.
7.	Prepares and follow up the implementation of preventive maintenance plan to ensure the maintenance of the FCMS facilities.
8.	Conducts daily rounds and proposes recommendations for corrective maintenance.
9.	Supervises and check to make sure that FCMS facilities are clean, and the environment is proper for the students and staff.
10.	Prepare and implement unit operational plan.

11.	Follows up with the maintenance work and fix the identified problem.
12.	Ensures that all lecture halls, laboratories, and the facilities are working properly.
13.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Safety and Facility Management Committee

5. Department/Unit Policies

Policy Title	Policy No.
Learning Resources Policy	INR-05
FCMS Laboratory Utilization Policy	INR-15
Maintenance Policy	INR-19
Environmental Round Policy	INR-21
Waste Management Policy	INR-22

6. Performance Indicators

- Stakeholders' satisfaction with the Learning Resources.
- Stakeholders' satisfaction with the facilities and equipment.
- Proportion of completion of preventive maintenance plan.
- Proportion of completion of corrective maintenance requests.
- Average turnaround time for corrective maintenance.
- Number of OVRs reported regarding learning resources, facility, and maintenance issues.

7. Reports

- Department/Unit Annual Report
- Unit Operational plan achievement report
- Committee Annual Report (If applicable)

8. Courses included in the Department

N/A

Department/Unit Title:	Safety and Security Unit
Reports to:	Director of Administration and Finance
Responsible For:	Safety and Security of Fakeeh College for Medical Sciences (FCMS)

1. Purpose of Department/Unit

- To ensure the safety and security of FCMS facilities, and to provide a safe educational environment for students and staff.

2. Membership

- Safety and Security Supervisor
- Safety and Security Senior Officer
- Safety and Security Officer
- Security Camera Observer

3. Major Functions

1.	Prepares a plan to ensure the safety and security of the facilities of FCMS.
2.	Monitors the implementation of the plans.
3.	Conducts environmental round and propose recommendations for improvement
4.	Ensures FCMS labs comply with the safety regulations.
5.	Ensures FCMS staff and students are educated on issues related to safety.
6.	Ensures policies and procedures established and implemented.
7.	Conducts orientations about fire safety and security for staff and students by coordinating with the Safety Department in Dr. Soliman Fakeeh Hospital (DSFH).
8.	Ensures safety and security for FCMS personnel and property.
9.	Ensures all classrooms and labs are vacant and locked with all equipment in place before leaving FCMS.
10.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

- Safety and Facility Management Committee
- Risk Management Committee

5. Department/Unit Policies

Policy Title	Policy No.
Security Plan Policy	INR-17
Building's Safety Plan Policy	INR-18
Fire Training Policy	INR-20
Environmental Round Policy	INR-21
No Smoking Policy	INR-25

6. Performance Indicators

- Number of fire safety trainings conducted during the academic year.
- Number of OVRs reported on safety related issues during the academic year.

7. Reports

- Department/Unit Annual Report
 - Environmental Report
 - Risk Management and Plan Report
- Committee Annual Report
 - Unit-Operational Plan Achievement Report

8. Courses included in the Department

N/A

Job Description

GENERAL INFORMATION**Job Title:**

Director of Administration & Finance

Department:

Directorship of Administration & Finance

AUTHORITY**Reports to:**

College Dean

Responsible for:

Finance Unit, HR Unit, Learning Resources and Maintenance Unit and Safety & Security Unit

Liaises with:

Administrators and faculty members

JOB DESCRIPTION SUMMARY**Purpose:**

To prepare and focus on implementation of the strategies and regulations of the administrative and finance affairs to contribute to the efficient and effective functioning of the College.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Plans, develops, and implements strategy for operational management and development to meet agreed organizational performance plans within agreed budgets and timescales.
2.	Responsible for manpower and budget planning, to ensure quality and effectiveness of the teaching and learning process at FCMS.
3.	Monitors and report the operational issues, identify opportunities and develop plans for the units under the division.
4.	Develops and implements policies and procedures-related to the various functions under Directorship of Administration & Finance.
5.	Establishes communication channels with other departments and other College's facilities.
6.	Conducts environmental rounds with appropriate staff (outsourced) and compile reports accordingly.
7.	Oversees the execution of all contracts-related to units under the supervision.
8.	Contributes to membership to various committees within the College.
9.	Makes recommendations on annual budgetary needs for the units under the supervision.
10.	Able to resolve conflicts and encourage teamwork.
11.	Monitor and follow up the matters relating to the administration affairs.
12.	Ensures the safety and security of personnel and facilities at the college and arrange regular safety orientation and environmental rounds.

13.	Develops master plan for major equipment's acquisition for the College and maintains an inventory of all equipment's in the College.
14.	Develops all aspects of the strategic plan related to admission and registration process and lead the implementation of related strategic projects.
15.	Develop and monitor the implementation of operational plans of the units under his/her supervision.
16.	Supervises the operation of all units and departments under his direct supervision as indicated in FCMS's governance.
17.	Participates in staff and students' orientation programs and explain the functions of different units under the division.
18.	Monitor and report achievement on Key Performance Indicators (KPIs) of units under the division.
19.	Participates in quality improvement projects collaborating with the Quality and Accreditation Unit of the College.

Other Job Functions

20.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	PhD in an academic field with an experience in administration
Experience:	At least 2 years' experience in administration within higher education setting. Professional communication skills and strong organizational/planning skills are highly preferred.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
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2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION	
Job Title: Finance Unit Manager	Department: Finance Unit

AUTHORITY

Reports to:	Director of Administration and Finance (DAF)
Responsible for:	Faculty members, administrators, and students
Liaises with:	All inter and intra departmental staff / Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

To lead the implementation of Financial Management policies and regulations and representing the College in the Corporate Finance division activities.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Assists in preparing yearly budgets and cash flow forecasts.
2.	Appraises the projects financially and advice the College Administration on cost/benefit analysis and related financial risks.
3.	Produces monthly management of accounts and support department directors on all aspects of budgetary control, including financial training and support.
4.	Identifies, monitor and report efficiency savings across all budget areas.
5.	Provides ongoing budgetary information to relevant departments.
6.	Ensures compliance with financial regulations and procedures.
7.	Co-operates and liaison with external auditors, initiating and managing audit procedures as necessary to ensure the compliance.
8.	Identifies additional finance required to fund the college's proposed activities.
9.	Develops, monitors, and reports on performance indicators for the department on regular basis.
10.	Prepare and implement operational plan for the Finance Unit.
11.	Communicates and reviews with the internal and external auditors.
12.	Provides orientation for the students and staff on the financial policies within FCMS
13.	Prepare financial statements and discuss the status with the DAF and College Dean.
14.	Submit annual unit report and operational plan achievement report as per college policies and procedures.

Other Job Functions

15.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in accounting and professional financial certification
Experience:	5 Years' experience in Finance Department
Language:	Bilingual (Arabic / English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none">- Finance & Accounting Program- Ability to adapt in a challenging environment- Time management skills- Computer skills- Organization skills- Communication skills- Presentation skills- Leadership and supervisory skills- Analytical skills & decision-making skills- Problem solving skills	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Accountant	Department: Finance Unit
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AUTHORITY

Reports to:	Director of Administration and Finance (DAF)
Responsible for:	Faculty members, administrators, and students
Liaises with:	All inter and intra departmental staff / Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

The general ledger accountant is accountable for creating journal entries and assembling supporting documentation, as well as for creating financial statements.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares daily journal entries.
2.	Performs general ledger operations.
3.	Reviews the prepared monthly closings and preparation of monthly financial statements.
4.	Reports to management regarding the financial status on regular basis.
5.	Approves the closing for inputting, matching, batching, and coding of invoices.
6.	Prepares various reports for senior leadership of FCMS.
7.	Provides fixed asset accounting, reconciliations, and depreciation journals.
8.	Reviews for account/bank reconciliations.
9.	Communicates and reports the critical financial matters to the DAF.
10.	Assists in internal and external audits, and budget preparation of FCMS.
11.	Communicates and reviews with the internal and external auditors.
12.	Attends unit meetings.
13.	Provides orientation for the students and staff on the financial policies within FCMS
14.	Liaison with the IT Unit, HR Unit and Admission Unit to ensure smooth flow of financial matters within FCMS.

Other Job Functions

15.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in accounting
Experience:	5 Years' experience in accounting
Language:	Bilingual (Arabic / English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Finance & Accounting Program - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students rights standards.

GENERAL INFORMATION

Job Title: Human Resource (HR) Manager	Department: Human Resource Unit
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AUTHORITY

Reports to:	Director of Administration and Finance
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Responsible for:	HR Staff
Liaises with:	Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

To lead the management and implementation of college policy and practice regarding Human Resources Management and representing the College in the Corporate Human Resources division.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Identifies staff vacancies, assist with job descriptions preparation, advertisements, conduct interviews, perform background/reference checks, and select/recommend applicants.
2.	Provides current and prospective employees with information about college vision, mission, job description, employment related policies, working conditions and career development opportunities.
3.	Assists with preparation of legal agreements for employees and outside contractors.
4.	Oversees the evaluations, classification and grading of job titles and job positions.
5.	Plans and conducts new employee orientation to foster positive attitude and knowledge of individual performance expectations towards achieving organizational objectives.
6.	Provides orientation for staff members on employment regulations of the college.
7.	Prepare employee contracts and make necessary updates according to college management decisions and updates in governmental regulations.
8.	Serves as a link between College Administration and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
9.	Maintains employee records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
10.	Represents the College in human resources-related committees to ensure that College concerns and issues are raised and addressed;
11.	Investigates claims of discrimination and harassment, prepares reports of findings, and makes recommendations for action; arbitrates employee complaints and formal grievances.
12.	Responds to human resources-related inquiries by external bodies and accreditation agencies.
13.	Monitor staff attendance and punctuality according to college regulations.
14.	Prepare monthly staff salaries and address staff concerns.
15.	Ensure staff welfare through the implementation of available mechanisms at the college and ensure a positive work environment at the college.
16.	Prepare employee contracts and make necessary updates according to college management decisions and governmental updates.

17.	Implement policies for staff professional development and promotion and process the requests with the concerned authorities.
18.	Prepare and review HR related policies and procedures and ensure it is updated and communicated to college staff members.
19.	Co-operates and liaison with external auditors, initiating and managing audit procedures as necessary to ensure the compliance.
20.	Identifying additional finance required to fund the college's proposed activities.
21.	Develop, monitor, and report on performance indicators for the department on regular basis.

Other Job Functions

22.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in business administration with specialization in Human Resource management or equivalent.
Experience:	5 years of experience performing related duties.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	N/A
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills & Decision-making skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Human Resource Officer	Department: Human Resource Unit
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AUTHORITY

Reports to:	Human Resource Manager
Responsible for:	Government Relation Representative
Liaises with:	Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

The Human Resource Officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Provide advice and assistance in developing human resource plans.
2.	Prepare notices and advertisements for vacant positions. Schedule and organize interviews. Conduct reference checks on possible candidates.
3.	Sends correspondence to prospective candidates; answers questions from new hires regarding policies, benefits, and schedules; conducts new hire orientation and processes all pertinent documents.
4.	Opens new employee files and adds information to departmental database; maintains employee files and records up to date.
5.	Monitor daily attendance. Investigate and understand causes for staff absences. Provide advice and recommendations on disciplinary actions.
6.	Monitor scheduled absences such as holidays or travel and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.
7.	Tracks employee performance appraisal due dates and notifies supervisors; verifies whether a merit increase is due and any merit increase request; processes payroll adjustments for merit increases.
8.	Maintains and ensures accuracy of eligibility, certification, and recruitment files; maintains applicant and special appointment records in database.
9.	Gathers and analyzes salary data and makes salary recommendations for new or revised classifications; gathers and analyzes information on salary, benefits, and human resource practices for labor relations purposes.
10.	Acts as a liaison between FCMS and the Human Resources Department, facilitating human resources actions such as recruitments and certifications, classification studies, medical exam issues, and labor-relations matters; and prepares written narratives.
11.	Represents FCMS in human resources-related committees to ensure that FCMS concerns and issues are raised and addressed;
12.	Investigates claims of discrimination and harassment within the department, prepares reports of findings, and makes recommendations for action; arbitrates employee complaints and formal grievances.
13.	Conducts orientation for staff on regulations of the department.
14.	Responds to human resources-related inquiries by external bodies and accreditation agencies.
15.	Interpreting and advising on employment legislation; Conduct exit interviews.
16.	Collaborate with the students in arranging the necessary fund from government bodies.

Other Job Functions

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| 17. | Other duties as assigned within the scope of responsibility and requirements of the job. |
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in business administration with specialization in Human Resource management or equivalent.
Experience:	One year of experience performing Human Resources related duties.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none">- Enjoy working with people.- Be patient, tactful, diplomatic, and approachable, and able to deal with people who are stressed or upset.- Be able to stay calm in difficult situations.- Have good commercial awareness.- Have good spoken and written communication skills.- Be confident about gathering facts and statistics and making financial calculations for planning and other uses.- Respect the importance of confidentiality, as you will be dealing with employees' personal details.- Have good organizing skills and be able to develop plans, policies, and forecasts.- Have problem solving skills to deal with disputes, grievances, and staffing problems.- Be able to work as part of a team.- Be able to work accurately, with good attention to detail.- Be able to use databases, spreadsheets, and word processing and accounts packages.	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Safety and Security Officer

Department:

Safety and Security Unit

AUTHORITY

Reports to:

Safety and Security Senior Officer

Responsible for:

Ensuring the safety and security of personnel and FCMS premises

Liaises with:

College staff and students

JOB DESCRIPTION SUMMARY

Purpose:

To provide high quality, professional service to all visitors, FCMS staff and students at FCMS and ensure their safety and security in FCMS premises.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Works in the reception area of FCMS dealing with all enquiries, whether in person or by telephone.
2.	Welcomes students, visitors and guests and directs appropriately.
3.	Responds to routine questions and refer calls.
4.	Prepares daily report on logbook by gathering data on visitors and the telephone enquiries.
5.	Provides routine, information to the public and visitors.
6.	Ensures that all visitors are signed into and out of FCMS.
7.	Ensures safety and security for FCMS personnel and property.
8.	Answers alarms and conduct investigation.
9.	Monitors and authorizes entry and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
10.	Avoids access to FCMS campus and facilities by unauthorized personnel.
11.	Operates and monitors detecting devices to screen individuals and prevent passage of prohibited persons into restricted areas.
12.	Helps handicapped individuals in the usage of the elevators.
13.	Conduct regular rounds to ensure safety and security with no break of rules and regulations.
14.	Conduct fire drills and make sure that the staff and students participate in these events.
15.	Attend regular training sessions and keep updated about safety regulations and policies.
16.	Monitor and check the working condition of safety equipment on regular basis.
17.	Ensures that all classrooms and labs are vacant and locked with all equipment in place before leaving FCMS.

Other Job Functions

18.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Intermediate, secondary school and related training.
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities:	

- Ability to adapt in a challenging environment
- Knowledge in using fire alarms and other security equipment
- Polite and courteous
- Organization skills
- Excellent communication skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Senior Officer - Safety and Security

Department:

Safety and Security Unit

AUTHORITY

Reports to:

Director of Administration and Finance

Responsible for:

Implementing safety and security related policies and procedures within FCMS

Liaises with:

FCMS staff, faculty, and students

JOB DESCRIPTION SUMMARY

Purpose:

To provide high quality, professional service to ensure safety and security at FCMS premises.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Develop and review the safety and security related policies and procedures in alignment with government regulations.
2.	Develop and implement safety and security plans for FCMS and provide orientation to the staff and students.
3.	Assesses security needs at FCMS, controls employee and visitor access to buildings and property.
4.	Assigns tasks and supervises the activities of subordinates.
5.	Patrols buildings, responds to and reports unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.
6.	Monitors and controls all security monitoring systems and alarms.
7.	Responds to and investigate all student and staff-related safety issues and implement plans and programs to minimize future incidents.
8.	Provides job training to new security personnel and evaluates staff training needs.
9.	Prepares shift schedules in order to ensure continuous security coverage.
10.	Monitors and authorize entry and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
11.	Arranges and conducts safety and security awareness programs for FCMS staff on regular basis.
12.	Able to act in a confident manner and must know how to evacuate the building in case of emergencies.
13.	Documents information on unusual incidents; and filing systems and controls access to confidential information.
14.	Develop reports to management as required.
15.	Audits and provides the advice in developing, reviewing and implementing safety & security practice in accordance with FCMS policy.
16.	Conducts regular site inspections, recording the remediation needs to keep project moving forward safely.
17.	Develops continuous quality improvement and safety programs, such as rewarding employees for safe behavior.

Other Job Functions

18.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree from a recognized university /college and training in the field or equivalent.
Experience:	Minimum 2-5 years related experience
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	

Other Skills & Abilities:

- Excellent communication skills
- Conflict Resolution Skills
- Customer Service Skills
- Ability to adapt in a challenging environment
- Knowledge in using fire alarms and other security equipment and monitoring systems
- Teamwork
- Organization skills
- Problem solving skills
- Computer skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Security Camera Observer

Department:

Safety and Security Unit

AUTHORITY

Reports to:

Safety and Security Unit Manager, Director of Administration and Finance (DAF)

Responsible for:

Maintaining safety and security across all FCMS premises

Liaises with:

College staff and students

JOB DESCRIPTION SUMMARY

Purpose:

To provide high quality, professional service to all visitors FCMS staff and students at FCMS and ensure safety and security in FCMS premises.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|--|
| 1. | Observes and reports on all areas under surveillance. |
| 2. | Ensures adherence to all regulatory requirements through observation via the surveillance CCTV system. |
| 3. | Ensures safety and security for FCMS personnel and property. |

4.	Monitors entry and departure of employees, visitors, and other guests to guard against theft and maintain security of premises.
5.	Avoids access to FCMS campus and facilities by unauthorized personnel.
6.	Operates and monitors detecting devices and all surveillance equipment to screen individuals.
7.	Conducts College rounds to ensure safety, security and no breakage of rules and regulations.
8.	Ensures that all classrooms and labs are empty and locked with all equipment in place before leaving FCMS.
9.	Records any irregular activities.
10.	Handles other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Intermediate, secondary school and related training
Experience:	At least 2 years' experience in a related position.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging and confined environment. - Knowledge in using firearms and other security equipment. - Polite and courteous. - Organization skills. - Excellent verbal and in writing communication skills with various levels of management. - Problem solving skills. 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the safety issues related to his / her job.
2.	Responsible for the quality improvement related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION	
Job Title: Administrative Assistant	Department: Directorship of Administration and Finance

AUTHORITY	
Reports to:	Director of Administration and Finance
Responsible for:	Complete the administrative functions of the assigned departments
Liaises with:	College staff and students

JOB DESCRIPTION SUMMARY	
Purpose:	Help in all aspects of administrative management.

JOB DUTIES STATEMENT	
Duties & Responsibilities	

1.	Uses common software packages (word processing, spreadsheet, database) to produce Department/unit reports
2.	Promotes a positive office environment with professional appearance
3.	Arranges meeting schedules venues and communicates in a timely manner.
4.	Involves minutes taking during face to face or online meetings.
5.	Participates in proofreading and editing documents.
6.	Maintain the general filing system and file of all correspondence.

7.	Maintains and updates files.
8.	Schedules and coordinates meeting, interviews, events, and other similar activities.
9.	Works with college committees and collaborate with other departments in achieving college goals and objectives.
10.	Participates in departmental training and development activities as appropriate.
11.	Composes reports and prepares official letters as needed.
12.	Maintains professional standards and confidentiality of information.
13.	Adheres to the policies and procedures of FCMS.
14.	Ensures that all official communications from and to the department are up to date, documented and filed with complete confidentiality.
15.	Other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree Proficient user of PC and Microsoft Office applications, Word, Excel, PowerPoint, Outlook
Experience:	At least 2 years related experience.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.

- | | |
|----|---|
| 4. | Responsible for complying with the FCMS code of conduct and the student's rights standards. |
|----|---|

D. Medical Departments:



Description of Departments and Units

Under the Medical Departments:

Department/Unit Title:	Department of Physiological Sciences
Reports to:	Deanship, FCMS
Responsible For:	Undergraduate and postgraduate programs offered at FCMS.

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Provides expertise and teach different aspects of physiological science courses (Anatomy, Embryology, Histology, Medical Genetics, Biochemical Information and Physiology) to FCMS students. In addition to teaching and learning activities, the department members are involved in scientific research, academic advising, professional development, and community engagement activities.

2. Membership

- Head of the department
- Professors
- Associate professors
- Assistant professors
- Lecturers
- Laboratory supervisors

3. Major Functions

1.	Provides expertise and teaches different aspects of physiological sciences courses to medical students included within the various programs in the college.
2.	Coordinates with departments/units within the college to implement the program curricula.
3.	Monitors students' progress on a regular basis and arrange for guidance and advice as needed.

4.	Ensures that teaching staff are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Oversees the implementation of approved curriculum and ensures quality of teaching and learning process.
6.	Conducts the program self-evaluation process and accreditation preparation.
7.	Prepares and implements department operational plan and contribute to the achievements of the mission and goals of the department, as well as the college.
8.	Participate with other colleague and students in research projects.
9.	Engagement in community service to contribute in the Saudi community

4. Committees (if applicable)

Physiological sciences department Council

5. Department/Unit Policies

Policy Title	Policy No.
Policies applicable from the involved programs' policy manual	

6. Performance Indicators

- S3-I-01: Proportion of courses in which student evaluations were conducted during the year.
- S3-I-02: Proportion of courses in which there was an independent verification, within the institution, of standards of student achievement during the year.
- S3-I-03: Students overall rating on the quality of their courses.
- KPI-I-12: Proportion of teaching staff with verified doctoral qualifications.
- S9.2: Proportion of teaching staff participating in professional development activities during the past year.
- S5-I-01: Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- KPI-I-16: Percentage of publications of faculty members
- S8-I-01: Proportion of full-time teaching and other staff actively engaged in community service activities.

7. Reports

- Department Annual Report
- Committee Annual Report
- Course reports
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
BSN	Biostatistics	HRSC 102
	Biology	HRSC 103
	Human Anatomy	HRSC 201
	Human Physiology	HRSC 202
	Biochemistry	HRSC 203
	Pathophysiology	HRSC 205
PROGRAM	COURSE NAME	CODE
MLS	Mathematics	MATH 111
	Biology I	BIOL 111
	Chemistry for Health Sciences	CHEM 111
	Biology II	BIOL 122
	General Physics	PHYS 111
	Principles of Human Anatomy	ANT 211
	Principles of Human Physiology	PHSL 222
	Pathophysiology	CLS 320
PROGRAM	COURSE NAME	CODE
MBBS	Biostatistics	BIOS 101
	Human Biology	BIOL 101
	Introduction to Chemistry	CHEM 101
	Medical Physics	PHYS 101
	Foundation of Medicine A	MED 210
	Principles of Research	MED 211
	Early Clinical Experience	MED212
PROGRAM	COURSE NAME	CODE
PHARMD	Biostatistics	BSTD 101
	Mathematics	MATH 101
	General Chemistry	CHED 101
	General Physics	PHYD 101
	Human Cell Biology	BIOD 101
	Anatomy & Histology	PHM 211
	Body Function I	PHM 212
	Body Function II	PHM 222
	Microbiology	PHM 213

Department/Unit Title:	Department of Pathological Sciences
Reports to:	Deanship, FCMS
Responsible For:	Undergraduate and postgraduate programs offered at FCMS.

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Provides expertise to teach different aspects of Pathological Science courses (Medical Microbiology, Parasitology, Clinical Biochemistry & Pathology) to FCMS students. In addition to teaching and learning activities, the department members are involved in scientific research, academic advising, professional development, and community engagement activities.

2. Membership

- Head of the department
- Professors
- Associate professors
- Assistant professors
- Lecturers
- Laboratory supervisors

3. Major Functions

1.	Provides expertise and teach different aspects of pathological sciences courses to medical students and various other programs in the college.
2.	Coordinates with departments/units within the college to implement the department curricula.
3.	Monitors students' progress on regular basis and arrange for guidance and advice as needed.
4.	Ensures that teaching staffs are highly qualified and experienced and continuously developing their professional and academic skills of pathological sciences.
5.	Oversees the implementation of approved curriculum within the college programs and ensures quality of teaching and learning process.
6.	Participates in the college committees, self-evaluation process and accreditation preparation.
7.	Prepares and implements department operational plan and contribute to the achievements of the mission and goals of the department, as well as the college.

8.	Participate with other colleague and students in research projects.
9.	Engages in community service activities to contribute to the Saudi community development.
10.	Review the course content, teaching strategies and assessment methods based on feedback from various involved stakeholders.

4. Committees (if applicable)

Pathological Sciences Department Council

5. Department/Unit Policies

Policy Title	Policy No.
Policies applicable from the involved programs' policy manual	

6. Performance Indicators

- S3-I-01: Proportion of courses in which student evaluations were conducted during the year.
- S3-I-02: Proportion of courses in which there was an independent verification, within the institution, of standards of student achievement during the year.
- S3-I-03: Students overall rating on the quality of their courses.
- KPI-I-12: Proportion of teaching staff with verified doctoral qualifications.
- S9.2: Proportion of teaching staff participating in professional development activities during the past year.
- S5-I-01: Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- KPI-I-16: Percentage of publications of faculty members
- S8-I-01: Proportion of full-time teaching and other staff actively engaged in community service activities.

7. Reports

- Department Annual Report
- Committee Annual Report
- Course reports
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
BSN	General Microbiology	HRSC 204
	Pharmacology	HRSC 206
	Biochemistry	HRSC 203
PROGRAM	COURSE NAME	CODE

MLS	Clinical Bacteriology II	CLS 412
	Clinical Biochemistry I	CLS 311
	Clinical Biochemistry II	CLS 321
	Clinical Virology	CLS 414
	General Clinical Microbiology	CLS 312
	Hematology and Hemostasis I	CLS 313
	Hematology and Hemostasis II	CLS 324
	Introduction to Microbiology	MIC 223
	Clinical Mycology	CLS 323
PROGRAM	COURSE NAME	CODE
MBBS	Renal and Urinary System Module	MED 321
	Blood, Cardiovascular and Respiratory System, BCR Module	MED 310
	GIT	MED 320
	Foundation of Medicine B	MED 220
PROGRAM	COURSE NAME	CODE
PHARMD	Microbiology	PHM 213
	Pathophysiology 1	PHM 311
	Pathophysiology II	PHM 321

Department/Unit Title:

Department of Clinical Sciences

Reports to:	Deanship, FCMS
Responsible For:	Undergraduate and postgraduate programs offered at FCMS.

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Provides expertise and teach different aspects of Clinical Sciences courses to medical students. In addition to providing teaching and learning activities, the department members are involved in scientific research, academic advising, community activities, professional development activities, and training of students in clinical settings.

2. Membership

- Head of the department
- Professors
- Associate professors
- Assistant professors
- Lecturers
- Laboratory supervisors
- Clinical Preceptors

3. Major Functions

1.	Provides expertise and teach different aspects of clinical sciences courses to medical students.
2.	Coordinates with departments/units within the college to implement the MBBS program Curriculum.
3.	Monitors students' progress on a regular basis and arrange for guidance and advice as needed.
4.	Ensures that teaching staff are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Oversees the implementation of approved curriculum within the department and ensures quality of teaching and learning process.
6.	Participates in the program self-evaluation process and accreditation preparation.
7.	Prepares and implements department operational plan and contribute to the achievements of the mission and goals of the department, as well as the college.
8.	Monitors the clinical training of the students.
9.	Assists in auditing the clinical placements.
10.	Organizes the process of planning, implementing and evaluating the college orientation program for students before their training at the clinical sites.
11.	Conducts orientation session for clinical preceptors.

12.	Supervises clinical preceptors in teaching and assessment of students at clinical sites.
13.	Monitor students and staff satisfaction with the clinical training program and implement improvement plans as needed.
14.	Participates in the Quality improvement activities within the department.
15.	Encourages staff members to participate in scientific research and community services activities.

4. Committees (if applicable)

Department Council

5. Department/Unit Policies

Policy Title	Policy No.
Policies applicable from the involved programs' policy manual	

6. Performance Indicators

- Proportion of courses in which student evaluations were conducted during the year.
- Proportion of courses in which there was an independent verification, within the institution, of standards of student achievement during the year.
- Students overall rating on the quality of their courses.
- Proportion of teaching staff with verified doctoral qualifications.
- Proportion of teaching staff participating in professional development activities during the past year.
- Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- Number of papers or reports presented at academic conferences during the past year per full time equivalent faculty members.
- Proportion of full-time teaching and other staff actively engaged in community service activities.

7. Reports

- Department Annual Report
- Committee Annual Reports
- Course reports
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
MBBS	Introduction to Medical profession and Clinical Skills	MED 410

	Medical Ethics	MED 412
	Clinical Pharmacology	MED 414-C
	Evidence Based Medicine	MED 413
	Toxicology and drug monitoring	MED 413
	Clinical and Diagnostic Virology	MED 413
	Behavioral Sciences	MED 422
	Laboratory Medicine and Diagnostic Radiology	MED 423
	Internal Medicine	MED 511
	Special Senses II	MED 512
	Mental Health & Psychiatry Module	MED 513
	Public Health	MED 514
	Child Health	MED 521
	Clinical Nutrition	MED 524-A
	Elective III & IV (Forensic Sciences)	MED 514 - 524
	Medico- legal Sciences	MED 523
	Surgery I	MED 522
	Anesthesia and Critical Care	MED 613
	Surgery II	MED 621
	Patient Safety	MED 614
	Women's Health	MED 611
	Emergency Medicine and Accidents	MED 622
	Family Medicine	MED 612
	Management in Healthcare Organizations	MED 623
	Research Project	MED 624

Department/Unit Title:	Department of Nursing
Reports to:	Deanship, FCMS
Responsible For:	Undergraduate and postgraduate Nursing Programs

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.

- Prepares highly qualified professional nurses by implementing curricula and learning resources that match with the national and international educational standards able to participate in scientific research with commitment to community engagement.

2. Membership

- Head of the department
- Professors
- Associate professors
- Assistant professors
- Lecturers
- Laboratory supervisors
- Clinical Instructors

3. Major Functions

1.	Provides leadership in the ongoing development of the undergraduate and postgraduate nursing programs within the college.
2.	Coordinates with departments/units within the college to implement the nursing curricula.
3.	Monitors students' progress on regular basis and arrange for guidance and advice as needed.
4.	Ensures that teaching staffs are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Monitors the clinical and internship training of the students.
6.	Oversees the implementation of approved curriculum within the department and ensures quality of teaching and learning process.
7.	Conducts the program self-evaluation process and accreditation preparation.
8.	Prepare and implement department and program operational plans and contribute to the achievements of the mission and goals of the department, program as well as the college.
9.	Encourages staff members to participate in scientific research and community services activities.

4. Committees (if applicable)

Nursing Departments Council

5. Department/Unit Policies

Policy Title	Policy No.
Policies applicable from the involved programs' policy manual	

6. Performance Indicators

- Students' overall evaluation on the quality of their learning experiences.
- Proportion of courses in which student evaluations were conducted during the year.
- Proportion of courses in which there was an independent verification, within the institution, of standards of student achievement during the year.
- Proportion of programs in which there was an independent verification of standards of student achievement by people (evaluators) external to the institution during the year.
- Ratio of students to teaching staff.
- Students overall rating on the quality of their courses.
- Proportion of teaching staff with verified doctoral qualifications.
- Percentage of students entering programs who successfully complete first year.
- Proportion of students entering undergraduate programs who complete those programs in minimum time.
- Proportion of graduates from undergraduate programs who within one year of graduation are:
 - (a) employed
 - (b) enrolled in further study
 - (c) not seeking employment or further study
- Student evaluation of academic and career counseling.
- Stakeholder evaluation of library and media center.
- Stakeholder evaluation of the digital library.
- Stakeholder evaluation of Websites.
- Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement.
- Proportion of teaching staff participating in professional development activities during the past year.
- Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- Number of papers or reports presented at academic conferences during the past year per full time equivalent faculty members.
- Proportion of full-time teaching and other staff actively engaged in community service activities.
- Number of community education programs provided.

7. Reports

- Department Annual Report
- Committee Annual Reports
- Annual Program Reports
- Course reports
- Program operational plan achievement report
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
BSN	English I	ENGL 101
	Medical Terminology	HRSC 101
	Introduction to Computer Science	COMP 101
	English (Writing and Presentation)	ENGL103
	Arabic Language I	ARAB 101
	Biology	HRSC 103
	Biostatistics	HRSC 102
	Islamic Studies I	ISLS 101
	Islamic Studies II	ISLS 102
	Arabic Language II	ARAB 102
	Communication and Interpersonal Relationships	BSSC 101
	English (Grammatical Structure and Reading) II	ENGL102
	Human Anatomy	HRSC 201
	Human Physiology	HRSC 202
	Biochemistry	HRSC 203
	Fundamentals of Nursing I	NURS 201
	Pathophysiology	HRSC 205
	Fundamentals of Nursing II	NURS 203
	General Microbiology	HRSC 204
	Pharmacology	HRSC 206
	Health Assessment	NURS 202
	Psychology	BSSC 201
	Islamic Studies III	ISLS 201
	Growth and Development	HRSC 301
	Medical-Surgical Nursing I	NURS 301
	Ethical Issues in Nursing	NURS 304
	Medical-Surgical Nursing II	NURS 305
	Islamic Studies IV	ISLS 301
	Nursing Informatics	NURS 303
	Psychiatric and Mental Health Nursing	NURS 302
	Women Health Nursing	NURS 306
	Nursing Research	NURS 403
	Child Health Nursing	NURS 401
	Elective Course I	NURS 404
	Critical Care Nursing	NURS 402
	Elective Course II	NURS 408
	Graduation Research Project	NURS 407
	Nursing Leadership & Management	NURS 406
	Community Health Nursing	NURS 405

Department/Unit Title:	Department of Medical Laboratory Sciences (MLS)
Reports to:	Deanship, FCMS
Responsible For:	MLS Program

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Prepares qualified professional medical laboratory specialists according to national and international educational standards, able to participate in scientific research with commitment to community engagement.

2. Membership

- Head of the department
- Professors
- Associate professors

- Assistant professors
- Lecturers
- Laboratory supervisors

3. Major Functions

1.	Provides leadership in the ongoing development of the Medical Laboratory Sciences (MLS) program within the college.
2.	Coordinates with departments/units within the institution to implement the MLS program curricula.
3.	Monitors students' progress on regular basis and arrange for guidance and advice as needed.
4.	Ensures that teaching staffs are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Monitors the internship training of the students.
6.	Oversees the implementation of approved curriculum within the department and ensures quality of teaching and learning process.
7.	Conducts the program self-evaluation process and accreditation preparation.
8.	Prepares and implements department and program operational plans and contribute to the achievements of the mission and goals of the department, program as well as the college.
9.	Encourages staff members to participate in scientific research and community services activities.

4. Committees (if applicable)

MLS Department Council

5. Department/Unit Policies

Policy Title	Policy No.
MLS program Policy Manual	

6. Performance Indicators

- Students' overall evaluation on the quality of their learning experience.
- Proportion of courses in which student evaluations were conducted during the year.
- Proportion of courses in which there was an independent verification, within the program, of standards of student achievement during the year.
- Proportion of courses in which there was an independent verification of standards of student achievement by people (evaluators) external to the institution during the year.
- Ratio of students to teaching staff.

- Students overall rating on the quality of their courses (average rating of students on a five-point scale on overall evaluation of courses).
- Proportion of teaching staff with verified doctoral qualifications.
- Percentage of students entering programs who successfully complete first year.
- Proportion of students entering undergraduate programs who complete those programs in minimum time.
- Proportion of graduates from undergraduate programs who within one year of graduation are:
 - Employed
 - Enrolled in further study
 - Not seeking employment or further study
- Student evaluation of academic and career counseling.
- Stakeholders' evaluation of library and media center.
- Stakeholders' evaluation of the digital library.
- Stakeholders' evaluation of websites.
- Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement.
- Proportion of teaching staff participating in professional development activities during the past year.
- Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- Number of papers or reports presented in at academic conferences during the past year per full-time equivalent faculty members.
- Proportion of full-time teaching and other staff actively engaged in community service activity.
- Number of community education programs provided by the program.

7. Reports

- Department Annual Report
- Committee Annual Report
- Reports
- Annual Program Reports
- Course reports
- Program operational plan achievement report
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
MLS	Islamic Studies I	ISLS 101
	English Language I	ENG 110

Arabic Language I	ARB 101
Mathematics	MATH 111
Biology I	BIOL 111
Chemistry for Health Sciences	CHEM 111
Introduction to Health Sciences	IHLS 111
English Language II	ENG 120
Biology II	BIOL 122
English Language & Medical Terminology I	ENG 130
Islamic Studies II	ISLS 102
General Physics	PHYS 111
Arabic Language II	ARB 102
Islamic Studies III	ISLS 103
English Language & Medical Terminology II	ENG 140
Biochemistry for Health Sciences I	BICH 211
Introduction to Microbiology	MIC 223
Principles of Human Anatomy	ANT 211
Principles of Human Physiology	PHSL 222
Biochemistry for Health Sciences II	BICH 222
Human Genetics	GEN 222
Islamic Studies IV	ISLS 104
Psychology	PSY 224
Introduction to Computer Technology	COMP 110
Introduction to Clinical Laboratory Sciences	CLS 310
Clinical Biochemistry I	CLS 311
Haematology & Homeostasis I	CLS 313
Principles of Histopathology & Cytopathology	CLS 314
Electron Microscopy	CLS 318
Hematology & Hemostasis II	CLS 324
Epidemiology, Biostatistics & quality assurance	CLS 315
General Clinical Microbiology	CLS 312
Pathophysiology	CLS 320
Clinical Biochemistry II	CLS 321
Clinical Bacteriology I	CLS 322
Clinical Mycology	CLS 323
Clinical Immunology & Serology	CLS 325
Immuno-Hematology & Blood Bank I	CLS 413
Clinical Biochemical Instrumentation & Methodology	CLS 411
Introduction to Laboratory Management	CLS 421
Clinical Parasitology	CLS 326
Clinical Bacteriology II	CLS 412
Immuno-Hematology & Blood Bank II	CLS 423
Laboratory Practice & Leadership	CLS 422

	Clinical Virology	CLS 414
	Gene Technology & Molecular Biology	CLS 410
	Histopathology & Cytopathology	CLS 424

Department/Unit Title:	Department of Pharmaceutical Sciences
Reports to:	Deanship, FCMS
Responsible For:	PharmD Program

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Prepares qualified Doctor of Pharmacy (PharmD) graduates according to national educational standards, able to participate in scientific research with commitment to community engagement.

2. Membership

- Head of the department
- Professors
- Associate professors
- Assistant professors
- Lecturers
- Laboratory supervisors

3. Major Functions

1.	Provides leadership in the ongoing development of the PharmD program within the college.
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2.	Coordinates with departments/units within the institution to implement the PharmD program curricula.
3.	Monitors students' progress on a regular basis and arrange for guidance and advice as needed.
4.	Ensures that teaching staff are highly qualified and experienced and continuously developing their professional and academic skills.
5.	Monitors the clinical and internship training of the students.
6.	Oversees the implementation of approved curriculum within the department and ensures quality of teaching and learning process.
7.	Conducts the program self-evaluation process and accreditation preparation.
8.	Prepare and implement department and program operational plans and contribute to the achievements of the mission and goals of the department, program as well as the college.
9.	Encourages staff members to participate in scientific research and community services activities.

4. Committees (if applicable)

Pharmaceutical Sciences Department Council

5. Department/Unit Policies

Policy Title	Policy No.
PharmD program Policy Manual	

6. Performance Indicators

- Students' overall evaluation on the quality of their learning experience.
- Proportion of courses in which student evaluations were conducted during the year.
- Proportion of courses in which there was an independent verification, within the program, of standards of student achievement during the year.
- Proportion of courses in which there was an independent verification of standards of student achievement by people (evaluators) external to the institution during the year.
- Ratio of students to teaching staff.
- Students overall rating on the quality of their courses (average rating of students on a five-point scale on overall evaluation of courses).
- Proportion of teaching staff with verified doctoral qualifications.
- Percentage of students entering programs who successfully complete first year.
- Proportion of students entering undergraduate programs who complete those programs in minimum time.
- Proportion of graduates from undergraduate programs who within one year of graduation are:
 - Employed
 - Enrolled in further study.
 - Not seeking employment or further study

- Student evaluation of academic and career counseling
- Stakeholders' evaluation of library and media center.
- Stakeholders' evaluation of the digital library.
- Stakeholders' evaluation of websites.
- Proportion of teaching staff leaving the institution in the past year for reasons other than age retirement.
- Proportion of teaching staff participating in professional development activities during the past year.
- Proportion of full-time member of teaching staff with at least one refereed publication during the previous year.
- Number of papers or reports presented at academic conferences during the past year per full-time equivalent faculty members.
- Proportion of full-time teaching and other staff actively engaged in community service activity.
- Number of community education programs provided by the program.

7. Reports

- Department Annual Report
- Committee Annual Reports
- Annual Program Reports
- Course reports
- Program operational plan achievement report
- Department operational plan achievement report

8. Courses included in the Department

PROGRAM	COURSE NAME	CODE
PharmD	Islamic Studies I	ISLM 101
	Mathematics	MATH 101
	English Language I (4+2 tutorial)	ENGD 101
	Biostatistics	BSTD 101
	Islamic Studies II	ISLM 102
	English Language II	ENGD 102
	Medical Terminology	ENGD 103
	General Chemistry	CHED 101
	General Physics	PHYD 101
	Computer skills	CPIT 101
	Communication Skills	COMD 101
	Human Cell Biology	BIOD 101
	Arabic Language I	ARAB 101
	Anatomy & Histology	PHM 211
	On Becoming a pharmacist	PHM 214
	Pharmaceutical Organic Chemistry I	PHM 215
	Biochemistry I	PHM 221
	Islamic Studies III	ISLM 103

	Body Function I	PHM 212
	Pharmaceutical Calculations	PHM 216
	Arabic Language II	ARAB 102
	Pharmaceutical Organic Chemistry II	PHM 225
	Microbiology	PHM 213
	Islamic Studies IV	ISLM 104
	Body Function II	PHM 222
	Immunology	PHM 223
	Pharmaceutics I	PHM 224
	Pathophysiology I	PHM 311
	Principles of Pharmacology	PHM 312
	Principles of Medicinal Chemistry	PHM 313
	Pharmaceutics II	PHM 315
	Principles of Scientific Research	PHM 326
	Biochemistry II	PHM 317
	Pathophysiology II	PHM 321
	Medicinal Chemistry	PHM 323
	Pharmacology	PHM 324
	Drug Information	PHM 325
	Pharmaceutical Marketing	PHM 314
	Physical Assessment	PHM 316
	Introduction to Community Pharmacy	PHM 322
	Biopharmaceutics	PHM 327
	Pharmacy Laws and Ethics	PHM 328
	Health Informatics	PHM 412
	Health Insurance and Drug coding	PHM 413
	Evidence Based Herbal Medicine	PHM 415
	Basic Pharmacokinetics	PHM 424
	Pharmaceutical Industry	PHM 425
	Integrated pharmacotherapy I	PHM 411
	Pharmaceutical Biotechnology	PHM 414
	Complementary and Alternative medicine	PHM 423
	Foundations of Social and Administrative Pharmacy	PHM 416
	Integrated pharmacotherapy II	PHM 421
	Introduction to Hospital Pharmacy	PHM 422
	Pharmacoeconomics	PHM 426
	Integrated pharmacotherapy III	PHM 511
	Integrated pharmacotherapy IV	PHM 512
	Applied Pharmacokinetics	PHM 514
	Hospital Pharmacy	PHM 513
	Integrated pharmacotherapy V	PHM 521
	Introduction to APPE	PHM 523

	Leadership in Health Care	PHM 526
	Quality Control of drugs	PHM 515
	Entrepreneurship	PHM 516
	Integrated pharmacotherapy VI	PHM 522
	Public Health & Pharmacoepidemiology	PHM 524
	Research Project	PHM 525
	Clinical Rotation I	PHM 611
	Clinical Rotation II	PHM 612
	Elective Rotation I	PHM 617
	Clinical Rotation III	PHM 613
	Clinical Rotation IV	PHM 614
	Elective Rotation II	PHM 618
	Inpatient Pharmacy Rotation	PHM 615
	Outpatient Pharmacy Rotation	PHM 616

Job Description

GENERAL INFORMATION

Job Title:

Head of Department

Department:

Academic Affairs

AUTHORITY

Reports to:

Vice Dean for Academic Affairs

Responsible for:

Faculty members

Liaises with:

Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Lead, manage and develop the department to ensure that it achieves the highest possible standards of excellence in all its activities.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Assists, develops, reviews, and monitors the academic program for the assigned specialty and participates in teaching.
2.	Directs planning, implementation and evaluation of programs and related affairs.
3.	Develops departmental policies and procedures and planning documents (vision, mission, and goals).
4.	Plans and implements professional development activities for faculty members.
5.	Assists in scheduling of courses and exams in the programs.
6.	Assists in the selection and screening of applicants and focuses on monitoring the performance and evaluation of faculty members.
7.	Maintains current knowledge of policies, procedures, and other program related legislation.
8.	Responsible for planning, development, and implementation of all aspects of the strategic planning of the program.
9.	Develops an annual budget and monitoring financial expenditures in the department.

10.	Responsible for establishing training laboratories with needed equipment and oversees the clinical training in programs as needed.
11.	Serves as liaison officer with accrediting agencies which evaluates academic programs.
12.	Participates, develops, and leads quality, accreditation and improvement activities for the program.
13.	Participate, reviews, and recommends improvement plans for program enhancement as per the quality reports (course reports/program reports)
14.	Assists in the selection & screening of student applicants, as well as in overseeing the progress & evaluation of current students.
15.	Participates, develops, monitors, and reports on performance indicators of the department on regular basis.
16.	Develops an annual budget and operational plan to support the programs.
17.	Develops a plan for research within the department including participation from faculty members and students.
18.	Establishes a system of continuous quality monitoring and reporting as part of its 'Internal Quality Assurance System' (IQAS).
19.	Develops, monitors and reports on achievement of departmental Key Performance Indicators (KPIs) on regular basis.
20.	Identifies and evaluates the risks associated with departmental activities and take appropriate action to control these risks.
21.	Ensures that all departmental staffs receive an appropriate orientation to the organization and the programs.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (PhD) in specialty from a recognized university. Leadership training Certificates preferred.
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Deputy Head of Department

Department:

Academic Affairs

AUTHORITY**Reports to:**

Head of Department

Responsible for:

Faculty members and staff

Liaises with:

Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY**Purpose:**

In collaboration with head of department coordinates the administration of all aspects of the departmental activities.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Assists to develop and implement long-term goals and objectives to achieve the successful outcome of the department/program.
2.	Monitors and report the implementation of policies and procedures in the department.
3.	Leads the implementation of faculty performance management program.
4.	Monitors the implementation of research plan within the program including participation from faculty members and students.
5.	Follows up the implementation of the Community engagement plan and report the achievements.
6.	Monitors the implementation of quality guidelines at the program level and report as part of its 'Internal Quality Assurance System' (IQAS).
7.	Develops, monitors and report on achievement of program Key Performance Indicators (KPIs) on regular basis.
8.	Identifies and evaluates the risks associated with program activities and take appropriate action to control these risks.
9.	Determines class schedules and examination schedules for theory, laboratory and clinical sessions.
10.	Contributes to teaching in the specialty courses in undergraduate and post graduate programs.
11.	Assists in the selection and screening of faculty members and monitor their performance on a continuous basis.

12.	Conducts orientation session for department staff members and act as a mentor.
13.	Assists in the selection & screening of student applicants and ensure their progress in the program.
14.	Conducts orientation sessions for students and interns and monitor their progress.
15.	Makes periodic visits to clinical facilities and ensures that students receive adequate training and support.
16.	Ensures that training laboratories are fully equipped to facilitate students' practice.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (Ph.D.) in specialty is required from a recognized university
Experience:	At least 3 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Build Relationships - Leadership - Communicate Effectively - Creativity/Innovation - Make Decisions - Solve Problems 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Program Director

Department:

Academic Affairs

AUTHORITY**Reports to:**

Head of Department

Responsible for:

Faculty members and staff

Liaises with:

Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY**Purpose:**

Coordinate the administration of all aspects of the program including planning, organizing, staffing, leading, and controlling program activities. Ensures that the program curriculum appropriately reflects the mission of the program and that of the institution.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Develops and implements long-term goals and objectives to achieve the successful outcome of the program.
2.	Develops program policies and procedures and planning documents (vision, mission, goals, and strategic plan).
3.	Plans and monitors the implementation of all aspects of the program strategic plan.
4.	Develops an annual budget and operating plan to support the program.
5.	Establishes a performance management process for all program staff members.
6.	Develops a plan for research within the program including participation from faculty members and students.
7.	Prepares the Community engagement plan and monitor and report the achievements.
8.	Establishes a system of continuous quality monitoring and reporting as part of its 'Internal Quality Assurance System' (IQAS).
9.	Develops, monitors and reports on achievement of program Key Performance Indicators (KPIs) on regular basis.
10.	Identifies and evaluates the risks associated with program activities and take appropriate action to control these risks.
11.	Contributes to teaching in the specialty courses.
12.	Assists in the selection and screening of faculty members and monitor their performance on a continuous basis.

13.	Ensures that all program staff receives an appropriate orientation to the organization and the programs.
14.	Assists in the selection & screening of student applicants and ensure their progress in the program.
15.	Ensures effective communication with students and interns and ensure their welfare.
16.	Liaises with other Head of Departments to ensure the effective and efficient program delivery.
17.	Establishes training laboratories with needed equipment and supplies to efficiently practice the procedures.
18.	Oversees the effectiveness of clinical training according to the curriculum framework and professional practice requirements.
19.	Develops a program evaluation framework to assess the strengths of the program and to identify areas for improvement.
20.	Ensures that program follows the standards set by Ministry of Education (MOE) and other relevant accrediting agencies which evaluate quality of academic programs.
21.	

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (Ph.D.) in specialty is required from a recognized university
Experience:	At least 5 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Build Relationships - Leadership - Communicate Effectively - Creativity/Innovation - Make Decisions - Solve Problems 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION	
Job Title: Professor	Department: Academic Affairs
AUTHORITY	
Reports to:	Head of Department

Responsible for:	Ensure the effectiveness of the program delivery according to the curriculum framework and professional practice requirements
Liaises with:	Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Responsible for carrying out assigned curriculum /course activities and implement teaching activities in accordance with the college rules and regulations. Participates in assessment and development of all academic activities, scientific research, community engagement, and administrative processes

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Designs and be responsible for the content of specific areas of teaching and learning within the program.
2.	Uses innovative, interactive, and student-centered teaching strategies in the theoretical sessions.
3.	Provides support for students on practical sessions, fieldwork, or clinical training, as required.
4.	Adheres to defined course specifications, Learning Outcomes (LOs), teaching and learning strategies, and methods of assessment; and to contribute to the preparation of the program report.
5.	Reviews and selects textbooks and other instructional materials that facilitate learning.
6.	Completes teaching load and other academic responsibilities as per College regulations.
7.	Guides and supports to enhance the quality of teaching and learning process at the College and ensures that the quality assurance standards and procedures are followed.
8.	Ensures that student feedback on teaching is sought through questionnaires and other methods, and to respond constructively to such feedback.
9.	Prepares the course reports at the end of each course and creation of plans for improvement for the next semester.
10.	Prepares the course portfolios that includes documents of teaching, learning and assessment activities throughout the course.
11.	Participates in the preparation of the program portfolio that include major program documents such as program specification, program annual report, program survey results.
12.	Participates in the continuous review and development of the curriculum.
13.	Participates in the peer review and assessment processes.
14.	Supervises undergraduate and post-graduate student's research projects and dissertation.
15.	Supervises student's assignments and project work.
16.	Engages students in fair and equal scholarly activities and to report academic misconduct as needed.

17.	Contributes to the assessment and development of the FCMS strategic plan.
18.	Contributes to the assessment and development of the departmental/program “Operational Plan”.
19.	Participates in program and institutional committees and working groups.
20.	Monitors the program plans, including scientific research and community engagement.
21.	Participates and contributes to the development of institutional plans.
22.	Contribute to the activities of departments and units within the College.
23.	Participates in professional and academic development programs.
24.	Participates in community engagement activities.
25.	Makes a full active research contribution, both individually and in collaboration with others.
26.	Participates in scholarly and research activities related to their respective disciplines.
27.	Attends and presents research findings and papers at national and international conferences and to contribute to the reputation of the College.
28.	Publishes a minimum of two peer-reviewed papers per year in journals with appropriate impact factors, using the available funds to support research within the College.
29.	Acts as a research mentor for junior staff members and students and leads research teams.
30.	Be committed to quality assurance and improvement guided by the Internal Quality Assurance System (IQAS) (part of the FCMS – Quality Management System).
31.	Participates in program self-evaluation process.
32.	Undertakes specific departmental roles and management functions as required by the authorities.
33.	Other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctorate degree in the specialty (Ph.D.) From a recognized university /college. Academic rank as a professor as approved by MOE guidelines meeting the following criteria. <ul style="list-style-type: none"> - 6 points of research (excluding Ph.D. dissertation). - 6 years of experience. - Community service. 	
Experience:	0-4 years of experience after professor rank	
Language:	Bilingual (Arabic and English)	
Required Licenses/Registration:	Ministry of Education	
Other Skills & Abilities:	<ul style="list-style-type: none"> - Ability to adapt in a challenging environment 	

- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with Quality Department of the college.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Associate Professor

Department:

Academic Affairs

AUTHORITY

Reports to:	Head of Department
Responsible for:	Oversees the effectiveness of the program delivery according to the curriculum framework and professional practice requirements
Liaises with:	Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Responsible for carrying out assigned curriculum /course activities and implement teaching activities in accordance with the college rules and regulations. Participates in assessment and development of all academic activities, scientific research, community engagement, and administrative processes.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Designs and be responsible for implementation of teaching and learning process within the program.
2.	Uses innovative, interactive, and student-centered teaching strategies in the theoretical sessions.
3.	Provides support for students on practical sessions, fieldwork, or clinical training, as required.
4.	Adheres to defined course specifications, Learning Outcomes (LOs), teaching and learning strategies, and methods of assessment; and to contribute to the preparation of the program report.
5.	Reviews and selects textbooks and other instructional materials that facilitate learning.
6.	Completes teaching and other academic activities as per college regulations.
7.	Supports and enhances the quality of teaching and learning process at the College to ensure quality assurance standards and procedures are followed.
8.	Ensures that student feedback on teaching is sought through questionnaires and other methods, and to respond constructively to such feedback.
9.	Prepares the course reports at the end of each course and creation of plans for improvement for the next semester.
10.	Prepares the course portfolios that includes documents of teaching, learning and assessment activities throughout the course.
11.	Participates in the preparation of the program portfolio that include major program documents such as program specification, program annual report, program survey results.
12.	Co-operates with colleagues in the continuous review and development of the curriculum.
13.	Participates in the peer review and assessment processes.
14.	Supervises undergraduate and post-graduate student's research projects and dissertation.
15.	Supervises student's assignments and project work.
16.	Engages students in fair and equal scholarly activities and to report academic misconduct as needed.
17.	Contributes to the assessment and development of the FCMS strategic plan.
18.	Contributes to the assessment and development of the program "Operational Plan".
19.	Participates in program and institutional committees and working groups.
20.	Monitors the program plans, including scientific research and community engagement.
21.	Participates and contributes to the development of institutional plans.
22.	Contributes to activities of departments and units within the College.
23.	Participates in professional and academic development programs.

24.	Participates in community engagement activities.
25.	Makes a full active research contribution, both individually and in collaboration with others.
26.	Participates in scholarly and research activities related to their respective disciplines.
27.	Attends and presents research findings and papers at national and international conferences and to contribute to the reputation of the College.
28.	Publishes a minimum of two peer-reviewed papers per year in journals with appropriate impact factors, using the available funds to support research within the College.
29.	Be committed to quality assurance and improvement guided by the Internal Quality Assurance System (IQAS) (part of the FCMS – Quality Management System).
30.	Participates in program self-evaluation process.
31.	Other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctorate degree in the specialty (PhD) from a recognized university /college. Academic rank as associate professor as approved by MOE meeting the following criteria. <ul style="list-style-type: none"> - 4 points of research (excluding PhD dissertation). - 4 years of teaching experience. - Community service. 	
Experience:	0-6 years of experience with research background and publications with associate professor rank.	
Language:	Bilingual (Arabic and English)	
Required Licenses/Registration:		Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Supervisory skills - Analytical skills - Problem solving skills 		

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the college.
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2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Assistant Professor

Department:

Academic Affairs

AUTHORITY

Reports to:

Head of Department

Responsible for:

Ensures the effectiveness of the program according to the curriculum framework and professional practice requirements

Liaises with:

Other assistants, faculty members and administrators as needed

JOB DESCRIPTION SUMMARY

Purpose:

Responsible for carrying out assigned curriculum /course activities and implement teaching activities in accordance with the college rules and regulations. Participates in assessment and development of all academic activities, scientific research, community engagement, and administrative processes.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Designs and be responsible for the content of specialty areas of teaching and learning within the program.
2.	Uses innovative, interactive, and student-centered teaching strategies in the theoretical sessions.
3.	Provides support for students on practical sessions, fieldwork, or clinical training, as required.

4.	Adheres to defined course specifications, Learning Outcomes (LOs), teaching and learning strategies, and methods of assessment.
5.	Reviews and select textbooks and other instructional materials that facilitate learning.
6.	Completes teaching and other academic activities as per college regulations.
7.	Supports and enhances the quality of teaching and learning process at the College to ensure quality assurance standards and procedures are followed.
8.	Ensures that student feedback on teaching is sought through questionnaires and other methods, and to respond constructively to such feedback.
9.	Prepares the course reports at the end of each course and creation of plans for improvement for the next semester.
10.	Prepares the course portfolios that includes documents of teaching, learning and assessment activities throughout the course.
11.	Participates in the preparation of the program portfolio that include major program documents such as program specification, program annual report, program survey results.
12.	Co-operates with colleagues in the continuous review and development of the curriculum.
13.	Participates in the peer review and assessment processes.
14.	Supervises undergraduate and post-graduate student's research projects and dissertation.
15.	Supervises student's assignments and project work.
16.	Engages students in fair and equal scholarly activities and to report academic misconduct as needed.
17.	Contributes to the assessment and development of the FCMS strategic plan.
18.	Contributes to the assessment and development of the program "Operational Plan".
19.	Participates in program and institutional committees and working groups.
20.	Monitors the program plans, including scientific research and community engagement.
21.	Participates and contributes to the development of institutional plans.
22.	Contribute to the functions of departments and units within the College.
23.	Participates in professional and academic development programs.
24.	Participates in community engagement activities.
25.	Makes a full active research contribution, both individually and in collaboration with others.
26.	Participates in scholarly and research activities related to their respective disciplines.
27.	Attends and presents research findings and papers at national and international conferences and to contribute to the reputation of the College.
28.	Publishes a minimum of two peer-reviewed papers per year in journals with appropriate impact factors, using the available funds to support research within the College.

29.	Be committed to quality assurance and improvement guided by the Internal Quality Assurance System (IQAS) (part of the FCMS – Quality Management System).
30.	Participates in program self-evaluation process.
31.	Undertakes specific departmental roles and management functions as required by the authorities.

Other Job Functions

32.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctorate degree in the specialty (Ph.D.) From a recognized University /College
Experience:	0-1 years of experience
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:	Ministry of Education
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Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Lecturer

Department:

Academic Affairs

AUTHORITY

Reports to:

Head of Department

Responsible for:

Implements teaching process according to the curriculum framework and professional practice requirements

Liaises with:

Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

The lecturer is responsible for teaching in classrooms, clinical and laboratory settings. His/her role will include teaching related fields and assessment activities.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|----|--|
| 1. | Teaches assigned hours per week and provide office hours each week for consultation with students. |
| 2. | Works closely with members of the institution in curriculum and program development, teaching innovation, student retention, testing, grading, assessment. |
| 3. | Works collaboratively with colleagues to facilitate students' learning and to promote student success through evidence-based practice. |
| 4. | Reviews and selects textbooks and other instructional materials that facilitate learning. |
| 5. | Supervises & guides students in academic and social activities. |
| 6. | Plans and prepares lectures, lab sessions, and other activities that foster learning. |
| 7. | Incorporates instructional technology into classroom and lab settings to facilitate learning. |

8.	Participates in departmental, divisional, and college-wide committees; and professional, and community activities.
9.	Supervises student's assignments, project work and participate in mentoring activities.
10.	Engages in on-going professional development activities and research initiatives in the subject area and in the teaching/learning process.
11.	Develops and apply appropriate teaching techniques and materials which create interests among the students.
12.	Works full time in college and exerts utmost efforts to fulfill his/her academic mission and maintain its quality.
13.	Performs other assigned duties, within the scope of responsibility and requirements of the job.

Other Job Functions

14.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in Specialty or related field is required from a recognized university /college
Experience:	Minimum 2 years of experience in related field
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Clinical Instructor	Department: Academic Affairs
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AUTHORITY

Reports to:	Clinical Training Coordinator/Program Director
Responsible for:	Management of students' training in the clinical settings
Liases with:	Faculty members and preceptors

JOB DESCRIPTION SUMMARY

Purpose:

The Clinical Instructor will be a Clinical resource person for the students and will be responsible for their training, assignments, and clinical evaluations.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Orients new students to hospitals' departments, policy and procedures, clinical achievement manual, the availability and location of educational resources and patient safety precautions and emergency protocols.
2.	Designs and implements students' clinical training rotations.
3.	Assigns appropriate cases to students according to the learning outcomes and course requirements.
4.	Arranges students training and supervision by preceptors.
5.	Demonstrates skills for the students either in skills laboratory or in clinical setting.
6.	Monitors student's progress throughout clinical training period.
7.	Remains available for students during their clinical training and give them guidance, support and corrections while performing procedures.
8.	Acts as a role model for students.

9.	Conducts systematic observations and objective judgments on students' performance.
10.	Gives each student timely feedback about his/her performance and provides suggestions for improvement.
11.	Enhances the effectiveness of clinical training by making himself/herself available for students' questions and learning needs in clinical area.
12.	At the end of each rotation, discusses the clinical evaluation with each student, and provide guidance for future performance.
13.	Provides suggestions for program modifications or improvements based on changes in the department/hospital policies or changes in practice in the field.
14.	Participates in committees, working groups and other initiatives as required by the College administration.
15.	Contributes to community service and extracurricular activities.
16.	Works in improving and updating knowledge and skills through participating in continuous academic and professional development activities.

Other Job Functions

17.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's Degree in the specialty with valid SCHS licensure & BLS Certification
Experience:	Two (2) years' experience is preferred
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Saudi Council for Health Specialties License (SCHS)
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills. - Computer skills. - Organization skills. - Communication skills. - Presentation skills. - Analytical skills. - Problem solving skills. 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to his / her job.
2.	Responsible for students& patients' safety with clinical setting.

3.	Responsible for maintaining the confidentiality of information that access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Year Coordinator	Department: Academic Affairs
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AUTHORITY

Reports to:	Program Director
Responsible for:	Ensure quality of teaching and learning process
Liaises with:	Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Work closely with the relevant academic departments and Vice Deans to support the implementation of the courses of the program of the assigned year.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Works closely with the relevant program committees.
2.	Supports the chair of the Year Coordinator subcommittee of the program.
3.	Oversees and monitors the students' affairs, enrolments and statistics pertaining to the relevant year of the program.
4.	Prepares the class schedules in collaboration with other involved departments and VDAA.
5.	Consults with students regarding assessment schedules and examination timetable during the Year.
6.	Meets with students to ensure continuous feedback regarding issues related to their learning within the program.
7.	Prepares periodic reports on the activities within the concerned year at the end of each semester and an annual report at the end of the academic year.
8.	Oversees the effectiveness of theoretical, practical and/or clinical training sessions according to the curriculum framework and professional practice requirements.
9.	Supervises the course delivery at various levels (Theory, Lab and/or Clinical) and report variances.
10.	Monitor the development and implementation of the student portfolio contents.

11.	Monitors students' progress and co-ordinate necessary support services.
12.	Other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. in the specialty
Experience:	Minimum 5 years' experience in administrative position
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	SCFHS License
Other Skills & Abilities: <ul style="list-style-type: none"> - Leadership skills - Organization skills - Ability to adapt in challenging environment - Time management skills - Communication skills - Presentation skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Laboratory Supervisor

Department: Academic Affairs

AUTHORITY

Reports to: Head of Department

Responsible for: Students' training in the College laboratories

Liaises with: Faculty members and students

JOB DESCRIPTION SUMMARY

Purpose: To function as a resource person and instructor for students in the laboratories.

JOB DUTIES STATEMENT

Duties & Responsibilities

1. Conducts orientations for students regarding laboratories' policy and procedure, required educational resources and safety precautions and emergency protocols.
2. Updates laboratory policies and practices under the supervision of the program director.
3. Ensures readiness of the laboratory area and equipment prior to sessions.
4. Informs laboratory manager on required supplies and equipment's needed for training.
5. Ensures safe storage of hazardous materials, including chemical reagents.
6. Supervises gathering and disposing of laboratory waste materials according to safety/infection control regulations.
7. Schedules the use of the lab equipment according to the needs of different groups of students.
8. Supervises general cleaning procedures in the laboratory.
9. Ensures working status of laboratory equipment before and after each session.
10. Contributes to maintaining a safe environment in the laboratory and becomes aware of updated safety regulations.
11. Provides students feedback on their academic progress and laboratory skills.
12. Provides extra sessions for students who require additional learning support.
13. Utilizes appropriate teaching methods that promote students' critical thinking, problem solving, decision-making skills.

14.	Ensures proper handling of laboratory equipment by students during the practice sessions.
15.	Ensures a conducive learning environment within the laboratory.
16.	Works in improving and updating knowledge and skills through participating in continuous academic and professional development activities.

Other Job Functions

17.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's Degree in specialty is required from a recognized university /college
Experience:	Two (2) years related experience is preferred
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Saudi Council for Health Specialties License
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to his / her job.
2.	Responsible for the safety of students and patients in responsible clinical setting.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

Job Title: Clinical Preceptor	Department: Academic Affairs
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AUTHORITY

Reports to:	Internship coordinator
Responsible for:	Supervise, monitor, follow-up and evaluate the students and interns in the clinical field.
Liaises with:	Hospital Internship Coordinator, Faculty Members, Clinical Instructor's, and Unit Managers

JOB DESCRIPTION SUMMARY

Purpose:

Serves as a role model in providing conducive clinical teaching, training, supervising, and evaluating the students/intern's clinical performance.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Serves as a role model to the students /intern's demonstrating best clinical practice and provide positive learning experience.
2.	Works with hospital internship coordinator and clinical instructors to plan, implement and evaluate students /intern's learning experience.
3.	Meets with undergraduate/interns to set up clinical hours, review student skills checklist, and set goals based on increasing level of responsibility.
4.	Provides ongoing clinical experiences allowing for appropriate and increasing levels of independence based on assessment of students /intern's readiness and safety.
5.	Checks and records daily attendance of the students/interns.
6.	Guides the students /interns in gathering data, preparing, and organizing their comprehensive case study for the case-based discussion.
7.	Assesses and monitors the intern's performance throughout the period of internship program related to their knowledge, skills and attitude using the evaluation tool and criteria in the clinical portfolio.
8.	Provides the clinical instructor a report on specific issues and concerns related to the interns' performance, behavior, and attitude in the unit.
9.	Assigns students /interns to have patients to facilitate actual patient interaction and perform procedures under their supervision.
10.	Conducts students /interns' workplace-based assessment such as MiniCEX and DOPS in collaboration with the clinical instructors.
11.	Conducts intern's Overall Competency Evaluation at the end of each clinical rotation together with the clinical instructors.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree
Experience:	2 years' experience at DSFH
Language:	Language (English or Arabic)
Required Licenses/Registration:	Saudi Commission for Health Specialties
Other Skills & Abilities: <ul style="list-style-type: none">- Ability to adapt in a challenging environment- Computer skills- Time management skills- Communication skills- Presentation skills- Problem solving skills	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the student's rights standards.

GENERAL INFORMATION

Job Title: Laboratory Manager

Department: Academic Affairs

AUTHORITY

Reports to:	Head of Departments
Responsible for:	Supervising and managing the functions of FCMS laboratories
Liaises with:	Faculty members and Laboratory Supervisors

JOB DESCRIPTION SUMMARY

Purpose: To direct and oversee FCMS laboratories' operations.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Conducts orientations for faculty members and students regarding laboratories' policies and procedures, required educational resources and safety precautions and emergency protocols.
2.	Establishes and updates laboratory policies and practices under the supervision of the program director.
3.	Conducts laboratory annual inventory.
4.	Orders required supplies and equipment needed for training for all FCMS laboratories.
5.	Provides input for budget preparation regarding equipment, supplies and materials needed for FCMS laboratories.
6.	Ensures safe storage of hazardous materials, including chemical reagents.
7.	Supervises collection and disposal of waste materials according to safety/infection control regulations.
8.	Schedules the use of the lab equipment according to the needs of all FCMS programs.
9.	Ensures supervision of students, maintaining safe practices and abiding by all established policies and procedures for the laboratories.
10.	Maintains equipment in good working order.
11.	Coordinates the plans for interdisciplinary use of skill labs.
12.	Arranges and supervises general cleaning procedures in the laboratory.
13.	Ensures laboratory equipment's maintenance in a timely manner and maintains records of action taken.
14.	Maintains a safe environment in the laboratory and become aware of updated safety regulations to be followed in the laboratories.
15.	Creates and maintains a respectful and interactive learning environment, and a confidential debriefing process venue.

16.	Maintains records of student attendance and behavior in the laboratory and provides feedback to students and the corresponding program director.
17.	Ensures that necessary equipment/materials are available before the start of each academic semester.
18.	Participates in the yearly assessment of the resources and the utilization of the skills lab.
19.	Coordinates the planning and implementation of the standardized/simulated patient sessions.

Other Job Functions

20.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in medical specialty is required from recognized university. Leadership training /Certificate is preferred
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education, SCFHS Licensure.
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program in collaboration with the program directors and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Clinical Training Coordinator

Department:

Clinical Sciences

AUTHORITY**Reports to:**

Head of Department

Responsible for:

Students and interns

Liaises with:	Faculty members, and Internship and Student Training Unit Manager and administrators.
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JOB DESCRIPTION SUMMARY

Purpose:

To monitor the clinical training of FCMS students and interns in different clinical placement settings.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Monitors of the clinical training and internship across all degree programs within the college in observership, shadowing, electives, bedside teaching, clinics and community settings.
2.	Assists in auditing the clinical placements for the sake of proper selection and ensure its suitability for training according to the clinical training guidelines and regulations.
3.	Assists in developing the schedules for clinical rotations to ensure the distribution of adequate number of students according to the capacity of each clinical site.
4.	Guarantees that all students/interns have fulfilled the eligible criteria for starting the clinical training.
5.	Notifies students/interns to comply with all policies and procedures of the hospital.
6.	Be familiar with each clinical rotation learning outcomes.
7.	Ensures that the students/interns maintain the professional appearance and professional behavior throughout their clinical training period.
8.	Checks and records daily attendance of the students during scheduled clinical training and coordinates with vice Dean for Academic Affairs to issue warning letters to those who exceeded the allowable percentage of absenteeism.
9.	Submits a summary report of the attendance to the concerned head of departments daily.
10.	Arranges students training and supervision by preceptor.
11.	Guides the students/interns in completing their clinical portfolio.
12.	Reviews weekly tasks of students/interns' clinical portfolio.
13.	Supervises clinical preceptors in teaching and assessment of students at clinical sites.
14.	Monitors student's progress throughout clinical training period.
15.	Ensures that the learning outcomes of the clinical teaching sessions are covered.
16.	Conducts daily site visits at the clinical placements (hospital and community settings) and get student/intern's clinical learning experience feedback.
17.	Submits reports to the respective head of department for specific issues and concerns related to the student's performance and attitude in the clinical sites.
18.	Contributes to community service activities and extracurricular activities for students.

19.	Participates in college committees, working groups and other initiatives as required by the College administration.
20.	Works in improving and updating knowledge and skills through participating in continuous professional development activities.

Other Job Functions

21.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in medical / health Specialties
Experience:	Minimum 2 years of Experience in the field
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education and SCFHS certificate
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Course/ Block/Module Coordinator	Department: Academic Affairs
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AUTHORITY

Reports to:	Head of Department/ Program Director
Responsible for:	Coordination of activities within the module
Liaises with:	Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Ensures that the module is effectively organized and delivered including all aspects of teaching, assessment, identifying resource and staffing requirements

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Participates with the Medical Education Department and Program Director in developing module's overall structure and ensure the content of the module is appropriate and relevant.
2.	Ensures that the teaching and assessment of the module complies with the approved course specification and all required sessions are scheduled.
3.	Coordinates the work of all staff contributing to the module in terms of teaching, assessment, and feedback; and oversees the clinical training in the module and provide support to those staff as necessary.
4.	Provides students with orientation about the learning outcomes of the modules, the teaching and assessment methods and the required references.
5.	Advises the program director on the staffing and other resources needed for the module.
6.	Ensures that appropriate material is available for student use (Textbooks, Supplies, materials, etc.) and ensure that accuracy and availability of teaching materials on the Blackboard.
7.	Monitors student performance on the module and review student attendance.
8.	Conducts assessment of the module including the co-ordination of marking and the preparation of the theoretical, practical, and clinical examinations.
9.	Coordinates the marks for all module components and ensure that all marks are submitted to the program director by the required deadlines.
10.	Ensures that effective feedback on assessed student work is received in a timely manner in compliance with the FCMS policies and procedures.
11.	Enforces the college policies and procedures on cases of suspected cheating/plagiarism, complaints, and appeals. Ensure that all submitted module requirements are checked for plagiarism and handle or refer such cases accordingly.
12.	Ensures that External Examiners' comments are considered.
13.	Develops and submits course report on time and consider strategies for improving the module in line with feedback from different stakeholders. Any proposed changes to the module must follow the College Policies and procedures.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (Ph.D.) in specialty is required from a recognized university. Leadership training /Certificate is preferred
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)

Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Anatomy Lab Technician	Department: Physiological Sciences department
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AUTHORITY

Reports to:	Head of Department
Responsible for:	
Liaises with:	Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose: To assists in the cadaver dissection procedures necessary for the gross human anatomy course as well as helping supervise dissectors and providing teaching support for the related courses.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Works collaboratively with course instructors to facilitate students' learning and to promote student success.
2.	Participates in departmental, and other professional development and community service activities.
3.	Coordinates and participates in setting up and maintaining the Gross Anatomy Laboratory on a daily basis, to include ensuring that cadavers and skeletons are properly prepared, and equipment and instruments are in proper working condition.
4.	Supervises student's assignments project work and participates in mentoring activities.
5.	Works effectively with students, faculty, and staff.
6.	Develops and apply appropriate teaching techniques and materials, which create interests among the students.
7.	Works Full-time in College and exerts utmost efforts to fulfill his/her academic mission and maintain its quality.
8.	Work to a high level of competence across a wide range of specialized procedures, techniques, and practices in all areas of the Mortuary and Post-mortem Services.
9.	Perform established procedures for setting up and checking equipment for correct operation.
10.	Perform maintenance and calibration of Post-mortem equipment.
11.	Resolves problems relating to equipment and techniques, informing and referring to more experienced staff.
12.	Disposes safely the mortuary waste, cleans any spillages, and keep working areas clean from hazardous materials.
13.	Monitors stock levels of reagents, consumables and initiate requisition and approval process.
14.	Ensures that the laboratory safety policies are complied with and that safe working practices are adhered to.
15.	Ensures that all adequate teaching materials and supplies are readily available as required.
16.	Prepares anatomy laboratory prior to each session according to the course plan.
17.	Assists course instructors with effective implementation of lab sessions.
18.	Ensures that the laboratory is in order following each laboratory session.
19.	Ensures that laboratory policies and procedures are followed by laboratory users.
20.	Uses the laboratory computer and manual filing systems to retrieve details in response to enquiries.

Other Job Functions

21.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in Anatomy
Experience:	Minimum 4-5 years of experience in related field
Language:	English
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none">- Ability to adapt in a challenging environment- Time management skills- Computer skills- Organization skills- Communication skills- Presentation skills- Leadership and supervisory skills- A methodical approach to work- Accuracy and attention to detail	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Skill Lab Coordinator

Department:

Academic Affairs

AUTHORITY

Reports to:

Head of Department

Responsible for:

Coordinating the activities in FCMS skill laboratories

Liaises with:

Other assistants, faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose: To provide lab supervisors with the necessary guidelines and training required to maintain safe, clean, and well-maintained environment in the laboratories and protect costly laboratory equipment.

JOB DUTIES STATEMENT

Duties & Responsibilities

1. Organizes and directs the daily activities of the skill laboratories.
2. Supervises laboratory personnel, oversees quality assurance and quality control measures.

3.	Establishes and executes lab safety protocols and ensures that equipment and facilities are maintained in collaboration with the course coordinators and lab supervisors.
4.	Creates, assesses, and analyzes policies and procedures for the laboratory that address all of its operational tasks.
5.	Prepares the laboratory schedules based on the student's semester schedule and send all laboratory schedules for course coordinators and lab supervisors.
6.	Guides Lab supervisors in proper return of all used equipment to the appropriate storage areas.
7.	Ensures that Lab supervisors that utilize the lab must fill the lab utilization form before leaving the lab.
8.	Ensures that all are known and follow the guidelines of safety laboratory.
9.	Encourages lab supervisors to give recommendations to improve safety and to maintain health and safe laboratory environment.
10.	Perform formal regular lab equipment inspections and review and approve use of medications, body fluids, emergency equipment, and hazardous substances.
11.	Monitor the staff and students' compliance with laboratory safety policy.
12.	Report any incident accident and to the program director /head of department and college safety committee.
13.	Analyzes and suggests selected purchase equipment and monitor maintenance and service agreement.
14.	Performs laboratory inventory, storage, and supplies usage.
15.	Manages and resolve administrative and technical problems.
16.	Maintains laboratory records, reports, and files.

Other Job Functions

- | | |
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| 17. | Other duties as assigned within the scope of responsibility and requirements of the job. |
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in medical or allied health speciality from an accredited college or university with
Experience:	Four years of laboratory experience including one year of administrative or supervisory responsibility.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills 	

- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

E. Vice Deanship – Postgraduate Studies and Scientific Research:



Description of Departments and Units

Under the Vice Deanship – Postgraduate Studies and Scientific Research:

Department/Unit Title:	Postgraduate Studies unit
Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible For:	Postgraduate Programs

1. Purpose of Department/Unit

- Organize postgraduate Studies educational as well as administrative duties.

2. Membership

- Manager-Postgraduate Studies Unit.
- Head of departments,
- Faculty Members teaching in postgraduate programs.

3. Major Functions

1.	Oversees postgraduate studies student selection and admission process.
2.	Ensures that all academic aspects of postgraduate studies are followed as per college regulation which is in compliance with the regulations of Ministry of Education.
3.	Monitors the implementation of approved policies and procedures among all offered programs.

4.	Conducts market needs assessment and advice on academic content, its delivery and administrative arrangements for new programs and courses as guided by the college's regulations.
5.	Monitors the students' progress within the offered programs.
6.	Processes thesis proposal approvals for master students.
7.	Assigns supervisors for postgraduate thesis and examiners for viva voce.
8.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Postgraduate Studies Committee

5. Department/Unit Policies

Policy Title	Policy No.
Admission policy	STU-01
Tuition fees policy	STU-15

6. Performance Indicators

- Proportion of students admitted in postgraduate programs as per approved seats.

7. Reports

Department/Unit Annual Report
Unit annual operational plan achievement report
Committee Annual Report

8. Courses included in the Department

N/A

Department/Unit Title:	Scientific Research Unit
Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible For:	Coordinate the scientific research activities at FCMS by providing needed administrative and logistical support.

1. Purpose of Department/Unit

- The Scientific Research Unit (SRU) at FCMS is established to coordinate the scientific research activities within the College, and streamline research activities of academic staff, graduate, and undergraduate students.

2. Membership

- Director of the Scientific Research Unit
- Faculty representative- Nursing Department
- Faculty representative- Medical Laboratory Sciences Department
- Faculty representative- Pathological Science Department
- Faculty representative- Physiological Sciences Department
- Faculty representative- Clinical Sciences Department
- Faculty representative- Basic Sciences and General Requirements Department
- Faculty representative- Medical Education Department

3. Major Functions

1. Initiates the preparation of FCMS's Strategic scientific research plan considering the need assessment, strategic goals, and community needs.

2.	Facilitates the approval process of research proposals for faculty staff, undergraduate and postgraduate students as per recommendation of the Scientific Research Committee (SRC).
3.	Ensures collaborative research and enhances research networking and infrastructure within FCMS.
4.	Supports and strengthens graduate and undergraduate research capabilities by arranging training opportunities and access to research facilities.
5.	Ensures timely submission of research proposals to Institutional Review Board (IRB) and provides feedback to faculty members and students.
6.	Develops and periodically reviews policies and procedures to guide the research activities within FCMS.
7.	Monitors and reports the achievement of scientific research activities within FCMS through appropriate Key Performance Indicators (KPIs).
8.	Manages the distribution of research budget to fulfill the needs of the approved research projects.
9.	Monitors the implementation of a Strategic Scientific Research Plan and ensure active participation of faculty members, students and employees.
10.	Co-ordinates the scientific research activities among all programs offered at FCMS in collaboration with the Scientific Research Committees at each program level.
11.	Builds an annual database of the scientific research output of the faculty members and students within FCMS.
12.	Submits an annual report about the college's research activities and its achievements.
13.	Disseminates research outcomes of faculty members and students through conferences, meetings, and other activities.
14.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Scientific Research Committee

5. Department/Unit Policies

Policy Title	Policy No.
Research Intellectual Property Policy	RAI-01
Institutional Review Board (IRB) Research Governance Policy	RAI-02
National & International Research Collaboration Policy	RAI-03
IRB Conflict of Interest Policy	RAI-04
Publication Reward Policy	RAI-05
Thesis Policy	RAI-06
Encouraging Scholarly and Research Activities at FCMS	RAI-07

Research Budget Distribution Policy	RAI-08
Scientific Research Activity Policy	RAI-09
Scientific Research Fund Policy	RAI-10
Article Processing Charge Disbursement Policy	RAI-11
Research Plan Development and Monitoring at FCMS Policy	RAI-12
Scientific Research Centers and Chairs at FCMS Policy	RAI-13
FCMS Research Database Policy	RAI-14
Monitoring the Graduate Programs at FCMS Policy	RAI-15
Thesis Extension Policy	RAI-16

6. Performance Indicators

- Proportion of submitted students' research proposals approved by the IRB during the year.
- Proportion of submitted faculty members' research proposals approved by the IRB during the year.
- Number of refereed publications every year per full time equivalent teaching staff.
- Number of papers or reports presented at academic conferences every year per full time equivalent faculty members.
- Number of papers or reports presented at academic conferences every year by undergraduate and postgraduate students.
- Percentage of publications of faculty members.
- Rate of published research per faculty member.
- Citations rate in refereed journals per faculty member.
- Number of patents, innovations, and awards of excellence.
- Proportion of the budget dedicated to research.
- Proportion of external funding for research
- Proportion of submitted students' research projects published or presented in a conference.
- Number of research collaborations established during the year with national universities.
- Number of research collaborations established during the year with international universities.

7. Reports

- Department/Unit Annual Report
- Unit annual operational plan achievement report
- Committee Annual Report

8. Courses included in the Department

N/A

Department/Unit Title:	Research, Development, and Innovation Unit
Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible For:	Coordinate the scientific research projects submitted for external fund by providing needed administrative and logistical support.

1. Purpose of Department/Unit

- The Research, Development, and Innovation Unit (RDIU) at FCMS is established to coordinate the scientific research projects within the College, and streamline research external fund of academic staff, graduate, and undergraduate students.
- To monitor submitted projects from FCMS to the Research Development and Innovation Authority and other external sources.

2. Membership

- Director of the Research, Development, and Innovation Unit.
- Dean of Fakeeh College for Medical Sciences.
- Faculty representative from each Department.
- Scientific Research Sub-Committee Chairperson from each Program.
- Scientific Research Unit Manager.

3. Major Functions

1.	Facilitates the submission process of research proposals for faculty staff, undergraduate and postgraduate students to the Research Development and Innovation Authority and other external sources.
2.	Ensures collaborative research and enhances research networking capacity and infrastructure within FCMS and affiliated facilities.
3.	Reviews proposals submitted by faculty staff, undergraduate and postgraduate students to external fund entities.
4.	Diversifies external funds to support the scientific research activities at FCMS.
5.	Develops and periodically reviews policies and procedures to guide the research activities within FCMS.

6.	Selects appropriate Key Performance Indicators (KPIs) to monitor achievement of the Research Development and Innovation Unit.
7.	Manages the research budget to fulfill the needs of the approved research projects.
8.	Co-ordinates the scientific research activities among all programs offered at FCMS in collaboration with the Scientific Research Committees at each program level.
9.	Disseminates research outcomes of faculty members and students through conferences, meetings, and other activities.
10.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Scientific Research Monitoring Committee.
Scientific Research Committee in each program.

5. Department/Unit Policies

Policy Title	Policy No.
Scientific Research Centers and Chairs at FCMS Policy	RAI-13

6. Performance Indicators

- Proportion of submitted students' research proposals for external fund during the year.
- Proportion of submitted faculty members' research proposals for external fund during the year.
- Number of external funded papers or reports presented at academic conferences every year per full time equivalent faculty members.
- Number of external funded papers or reports presented at academic conferences every year by undergraduate and postgraduate students.
- Number of patents, innovations, and awards of excellence.
- Proportion of external funding for research

7. Reports

- Department/Unit Annual Report to the Vice Dean for Postgraduate Studies and Scientific Research.

8. Courses included in the Department

N/A

Department/Unit Title:	International Collaboration Unit
Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible For:	International collaboration logistics, management, and related work

1. Purpose of Department/Unit

- The International Collaboration Unit (ICU) at FCMS is manages international collaboration agreement with world-recognized Universities

2. Membership

- Director of the International Collaboration Unit.
- Faculty representative from each Department.
- Scientific Research Sub-Committee Chairperson-from each Program.
- Scientific Research Unit Manager.

3. Major Functions

1.	Identifies the areas for collaboration with international universities keeping in focus the FCMS's strategies and future developments.
2.	Recommends institutions for collaboration, based on approved criteria that can help the FCMS to advance its mission and goals.
3.	Drafts the components of international agreements as per policies and procedures.
4.	Monitors and manages the progress of international collaboration agreements with world-recognized universities.
5.	Maintains up to date communications with the institutions and arranges the visits of international collaborators with needed log related logistics
6.	Monitors the effectiveness of the collaboration based on the Key Performance Indicators established with each collaboration.
7.	Conducts regular orientation and awareness sessions for faculty members, students and staff on the status of established international collaborations.
8.	Develops and implements International Collaboration Unit operational plan.
9.	Develops, reviews, and updates unit policies and procedures on regular basis.

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| 10. | Submits reports on the effectiveness of collaboration with each one of the international universities. |
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4. Committees (if applicable)

5. Department/Unit Policies

Policy Title	Policy No.
Establishing collaboration with international universities	
Monitoring the progress and effectiveness of collaboration with international universities	
Research Collaboration Policy	RAI-03

6. Performance Indicators

- FCMS' expenditure on international collaboration during the year.
- Number of collaborations established at the institutional level with international universities.
- Number of collaborations established at the program level with international universities.
- Proportion of achievement of operational plan of the unit.
- Proportion of reports submitted on effectiveness of international collaboration universities.

7. Reports

- Department/Unit Annual Report

8. Courses included in the Department

Job Description

GENERAL INFORMATION

Job Title:

Vice Dean for Post-Graduate Studies and Scientific Research

Department:

Vice Deanship for Post-Graduate Studies and Scientific Research

AUTHORITY

Reports to:

College Dean

Responsible for:

Faculty members and staff

Liaises with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Lead and manage the development, implementation, and evaluation of all aspects of the postgraduate study programs and Scientific Research at Fakeeh College for Medical Sciences.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Provides academic leadership in the conceptualization and implementation of Post-Graduate Programs.
2.	Leads program faculty in the development of the curriculum and manages the processes of curricular change and review.
3.	Works with the College Dean and administrators to develop Post-Graduate Plan, Handbook and policies and procedures for each program.
4.	Performs the administrative and managerial functions necessary to plan, implement, review, and evaluate the operations of the postgraduate programs in co-ordination with the Dean.
5.	Develops strategic Scientific Research Plan and Postgraduate studies Plan in alignment with FCMS' Strategic Plan to improve academic research in FCMS.
6.	Develops an annual budget for research and monitoring expenditure within FCMS.
7.	Develops promotional and marketing plans to support the Post-Graduate Programs in FCMS.
8.	Participates in activities including staff meetings, College events and Committees as assigned by the Dean.
9.	Collaborates with administrators and other program directors within FCMS to develop innovative programs that meet the expectation of community and stakeholders.
10.	Connects with peer institutions and external organizations to stay current and contribute to the field on matters related to Post-Graduate Programs and Scientific research.

11.	Implements an on-going professional development training programs for Post-Graduate Programs' faculty and staff.
12.	Identifies student's needs and requirements in each program and coordinates the advising and counseling services.
13.	Guides decisions relating to students' evaluation and monitor their progress in all programs.
14.	Exhibits effective communication and working relationship conducive to maintain a professional and efficient work environment within FCMS.
15.	Strengthens the research base by increasing the number of research collaborations, research studies by undergraduate and post-graduate students and faculty members.
16.	Reviews all new Post-Graduate Programs' proposals by collaborating with College Curriculum committee prior to submission for formal approval.
17.	Supervises the performance of the Post-Graduate Programs and reports to the Dean.
18.	Develops, monitors and reports on performance indicators for all programs on regular basis.
19.	Ensures the achievement of FCMS mission in relation to Scientific Research activities.
20.	Prepares the Strategic Scientific Research plan and monitors its implementation and reports its achievements.
21.	Create a culture that fosters Scientific Research among FCMS' staff and students.
22.	Other duties as assigned by FCMS Dean within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctoral Degree from recognized university
Experience:	Doctoral degree with 5 years of experience in teaching Post-Graduate Programs and at least 3 years' experience in administration in Higher education institutions with distinguished research background and a strong record of academic publication.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Scholarly activities skills - Organization skills - Leadership skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement projects in the program.
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2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the student's rights and standards.

GENERAL INFORMATION

Job Title:

Scientific Research Unit Director

Department:

Scientific Research Unit

AUTHORITY

Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible for:	Scientific research activities at FCMS
Liaises with:	Scientific research subcommittee chairpersons, program directors, and head of departments

JOB DESCRIPTION SUMMARY

Purpose:

Enhance Scientific research within the College, and facilitates research activities of academic staff, graduates, and undergraduate students.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and contributes to the college's scientific research plan based upon research priorities and community needs.
2.	Calculates and reports needed scientific research KPIs and monitors their achievements.
3.	Develops and formulates action plans of recommendations generated from the scientific research plan.
4.	Oversees research proposals for faculty staff, undergraduate and postgraduate students as per recommendation of the Scientific Research Subcommittee.
5.	Facilitates collaborative research and enhance research networking capacity and infrastructure within FCMS and affiliated facilities.
6.	Supports and strengthen graduate and undergraduate research by providing students with scientific research workshops, training opportunities, and access to research facilities.
7.	Monitors the implementation of the college's research plan.
8.	Provides an annual unit report and college's research activities.
9.	Disseminates research results through conferences, meetings, and other activities.
10.	Conducts scientific awareness sessions for staff and students.
11.	Develops and updates scientific research policies and procedures
12.	Circulates and disseminates national and international scientific research events, announcements, and research opportunities to faculty and students.
13.	Encourages formulation of scientific research groups among staff and students.
14.	Facilitates research projects submitted from staff and students.
15.	Empowers staff and students with needed research skills and tools

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. degree in medical or health specialties
Experience:	At least 2 years' experience in academic administration
Language:	Arabic/English
Required Licenses/Registration:	At least three publications in ISI journals
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment. - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Postgraduate Studies Unit Director	Department: Postgraduate Studies Unit
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AUTHORITY

Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible for:	Postgraduate Studies Programs at FCMS

Liaises with:	Postgraduate program directors and head of departments
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JOB DESCRIPTION SUMMARY

Purpose:

Organizes and facilitates postgraduate studies educational and administrative duties.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and contributes to the college's postgraduate studies plan based on FCMS strategic goals and community needs.
2.	Calculates and reports needed postgraduate studies KPIs and monitors their achievements.
3.	Develops and formulates action plans of recommendations generated from the postgraduate studies plan report.
4.	Reviews the assigned thesis supervisors, internal, and external examiners.
5.	Recommends the academic advisors for all postgraduate students.
6.	Reviews the nominated scholarship candidates and Joint Supervision program candidates from all postgraduate programs.
7.	Monitors the implementation of the college's postgraduate studies plans.
8.	Provides an annual unit operational plan and its achievement report with evidence.
9.	Revises staff workload in all postgraduate programs.
10.	Conducts postgraduate awareness sessions for staff and students.
11.	Develops and updates postgraduate policies and procedures.
12.	Circulates and disseminates national and international postgraduate events, announcements, and to faculty and students.
13.	Encourages formulation of scientific research groups among staff and postgraduate students.
14.	Facilitates research projects submitted from staff and postgraduate students.
15.	Empowers staff and postgraduate students with needed research skills and tools in collaboration with the Scientific Research Unit.
16.	Oversees postgraduate studies student selection admission process in collaboration with the Admission Unit.
17.	Maintains the college's academic standards followed within the unit.
18.	Gives advice on administrative arrangements for new programs and courses (as guided by the college's Guidelines on Approval of Programs).
19.	Monitors the academic students' progress within each postgraduate program.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. degree in medical or health specialties	
Experience:	At least 2 years’ experience in academic administration At least three publications in ISI journals	
Language:	Arabic/English	
Required Licenses/Registration:		Saudi Council for Health Specialties
Other Skills & Abilities: <ul style="list-style-type: none">- Ability to adapt in a challenging environment.- Time management skills- Computer skills- Organization skills- Communication skills- Presentation skills- Leadership and supervisory skills- Analytical skills- Problem solving skills		

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Research, Development, and Innovation Unit Director	Department: Research, Development, and innovation Unit
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AUTHORITY

Reports to:	Vice Dean for Postgraduate Studies and Scientific Research
Responsible for:	Manage the coordination of scientific research projects submitted for external funding by offering essential administrative and logistical support.

Liaises with:	Faculty staff members and admin staff
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JOB DESCRIPTION SUMMARY

Purpose:

Oversee the coordination of scientific research projects within the College and facilitate the external funding for academic staff, graduate, and undergraduate students.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.
3.	Assist in the submission process of research proposals for faculty staff, undergraduate, and postgraduate students to the Research Development and Innovation Authority and other external funding sources.
4.	Ensures collaborative research and enhances research networking capacity and infrastructure within FCMS and affiliated facilities.
5.	Evaluates proposals submitted by faculty, undergraduate, and postgraduate students to external funding entities.
6.	Diversifies external funding sources to support scientific research endeavors at FCMS.
7.	Coordinates scientific research activities across all programs offered at FCMS in collaboration with Scientific Research Committees at each program level.
8.	Disseminates research findings from faculty members and students through conferences, meetings, and related activities.
9.	Provides the Quality and Accreditation Unit with annual report including the required Key Performance Indicators (KPIs).
10.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities:	
<ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills 	

- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Director of International Collaboration Unit	Department: International Collaboration Unit
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AUTHORITY

Reports to:	Vice Dean for Postgraduate Studies and Scientific Research (VDPSSR)
Responsible for:	International collaboration logistics, management, and related work
Liaises with:	FCMS Dean, Vice Deans faculty members and staff

JOB DESCRIPTION SUMMARY

Purpose:

To monitor the management, logistics, and activities related to the International Collaboration Unit.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Specifies the collaboration opportunities with international universities while considering FCMS's strategies and forthcoming advancements.
2.	Suggests suitable institutions for partnership according to established criteria to aid FCMS in furthering its mission and objectives.
3.	Maintains up to date communications with the institutions and arranges the visits of international collaborators with needed log related logistics
4.	Develops and implement International Collaboration Unit operational plan
5.	Develops, reviews, and updates unit policies and procedures
6.	Arranges the visits of international collaborators and related logistics
7.	Submits reports on the effectiveness of collaboration with each one of the international universities.
8.	Submits the annual unit operational plan achievement reports
9.	Submits unit annual reports to the Quality and Accreditation Unit

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. degree in medical or health specialties
Experience:	At least 2 years' experience in academic administration
Language:	Fluent in English
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

F. Vice Deanship – Clinical Affairs:



Description of Departments and Units

Under the Vice Deanship – Clinical Affairs:

Department/Unit Title:	Community Service Unit
Reports to:	Vice Dean for Clinical Affairs
Responsible For:	Implement strategic community engagement plan and follow up the community Services activities

1. Purpose of Department/Unit

- The community services unit in FCMS aims to develop and implement 'Strategic community engagement plan' according to the mission and goals of Fakeeh College of Medical Sciences (FCMS).

2. Membership

- Director - Community Service Unit
- Head of Departments
- Program Directors
- Supervisor of Media and Public Relations Unit
- Students' representatives

3. Major Functions

1.	Defines the scope of community engagement activities based on the needs within the community and prioritize activities accordingly.
2.	Develops and implements Community engagement activities calendar in alignment with community engagement plan.
3.	Raises awareness on importance of community engagement initiatives for faculty staff and students.
4.	Enhances collaboration between various community-based agencies aiming to strengthen partnership with FCMS and to contribute to the community.
5.	Creates strategies to enhance the public portfolio of FCMS.
6.	Establish a community engagement database and publicize the activities.
7.	Submits an annual community engagement portfolio.
8.	Submits annual report on community services activities.
9.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
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6. Performance Indicators

- S8-I-01: Proportion of full-time teaching and other staff actively engaged in community service activities.
- S8-I-02: Proportion of students actively engaged in community service activities.
- KPI-I-23: Rate of community programs and initiatives
- KPI-I-22: Satisfaction of beneficiaries with the community services
- S8-I-03: Proportion of full-time teaching and other staff that actively engaged in School Awareness Program activities.
- S8-I-04: Number of students that actively engaged in School Awareness Program (SAP) activities.
- S8-I-05: Satisfaction of beneficiaries of SAP activities
- S8-I-06: Number of secondary school students that participated in the International Schools Visit Program (ISVP) activities.
- S8-I-07: Number of College students that actively engaged in the ISVP activities.
- S8-I-08: Satisfaction of beneficiaries of the ISVP activities (out of 5.0)
- S8-I-09: Proportion of full-time teaching and other staff that actively engaged in Vaccination Campaign Program (VCP) activities.
- S8-I-10: Number of students that actively engaged in VCP activities.
- S8-I-11: Satisfaction of beneficiaries of the VCP activities (out of 5.0)
- S8-I-12: Proportion of full-time teaching and other staff that actively engaged in International Awareness Days (IAD) activities.
- S8-I-13: Number of students that actively engaged in IAD activities.
- S8-I-14: Satisfaction of beneficiaries to IAD activities (out of 5.0)
- S8-I-15: Proportion of full-time teaching and other staff that actively engaged in Charity Visits Program (CVP) visits.
- S8-I-16: Number of students actively engaged in CVP visits.
- S8-I-17: Satisfaction of beneficiaries of the CVP visits (out of 5.0)

7. Reports

Unit Annual Report
Committee Annual Report
Operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Internship Unit
Reports to:	Vice Dean for Clinical Affairs
Responsible For:	Internship year

1. Purpose of Department/Unit

- Providing an excellent training environment for interns and responsible for overseeing the design, implementation, and evaluation of field experiences for interns.

2. Membership

- Executive Director-Internship Unit
- FCMS-MBBS program internship coordinator
- FCMS-PharmD program internship coordinator
- FCMS-Nursing program internship coordinator
- FCMS-MLS program internship coordinator

3. Major Functions

1.	Conducts a training site audit to confirm the adequacy of resources for an effective internship experience for all offered programs at FCMS.
2.	Prepares field practice policies and procedures.
3.	Communicates with the various approved training sites in a timely manner.
4.	Ensures selection, orientation and training for the clinical preceptors and clinical instructors and clinical supervisors.
5.	Determines the interns schedule in field training and distributes the interns in the different training sites.
6.	Follows and reviews the required interns' documents for field training.
7.	Prepares the master rotation plan for interns and follow up planning for field training.
8.	Develops, implements, and evaluates the orientation program and training during internship year.
9.	Conducts regular visits to training sites to follow up the interns and provide the necessary support during training periods.
10.	Designs interns' assessment formats and rubrics.
11.	Ensures a formal evaluation for each intern prior to completion of their rotation.
12.	Conducts regular meetings with interns and clinical preceptors.
13.	Prepares necessary reports using approved formats.
14.	Monitors and reports on interns' satisfaction on the internship training program.
15.	Coordinates with the hospital and college internship coordinators to ensure interns' achievement of competencies and learning outcomes.
16.	Follows up the evaluation process during internship year.
17.	Prepares and implements a Professional Development Program (continuing education program) for the advancement of knowledge, professional growth and self-development of interns.
18.	Implements preparation sessions for Saudi Council for Health Specialties Licensure examination in coordination with the concerned program directors.

19.	Monitors interns' progress throughout internship period.
20.	Maintains an accurate system of documentation regarding interns' progress and internship training.
21.	Reviews interns' feedback regarding their field training and develops and monitor the implementation of action plan to close the identified gaps.
22.	Ensures completion of field experience specification and field experience report by concerned program directors.
23.	Prepares and implements an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Institutional - Clinical training and internship Committee

5. Department/Unit Policies

Policy Title	Policy No.
Internship Policies of all offered programs	

6. Performance Indicators

- Preceptor: interns' ratio in field training.
- Interns' satisfaction on 'Orientation Program' - College.
- Proportion of Interns completed 'Internship Training' on time.
- Interns' satisfaction with the Orientation Program - Hospital.
- Preceptor satisfaction on Interns' performance.
- Interns' satisfaction on preceptors' performance.
- Interns' satisfaction with the field training program.
- Proportion of interns successfully completed SCFHS licensure within one year of graduation.

7. Reports

Unit Annual Report
Committee Annual Report
Operational plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Clinical Training Unit
Reports to:	Vice Dean for Clinical Affairs
Responsible For:	Clinical training in all programs offered within FCMS

1. Purpose of Department/Unit

- Providing an excellent training environment for students and responsible for overseeing the design, implementation, and evaluation of clinical training for students.

2. Membership

- Executive Director-Clinical Training Unit
- FCMS-MBBS Program Director
- FCMS-PharmD Program Director
- FCMS-Nursing Program Director
- Head of Clinical Sciences Department
- Clinical Training Coordinators

3. Major Functions

1.	Conducts a clinical site audit to confirm the adequacy of resources for effective clinical training for all offered programs at FCMS.
2.	Prepares clinical training policies and procedures.
3.	Communicate with the various approved training sites on timely manner.
4.	Ensures selection, orientation and training for the clinical preceptors, clinical instructors and clinical supervisors.
5.	Monitors that the students complete the eligibility requirements to start the clinical training.
6.	Determines the students schedule in clinical training and distributes the students in the different training sites.
7.	Follows up and review the required students' documents for clinical training.
8.	Develops, implements, and evaluates the clerkship orientation program.
9.	Conduct regular visits to training sites to follow up the students and provide their needs and the necessary support during training periods.
10.	Monitors students' progress throughout clinical training as per policy.
11.	Conducts regular meetings with students and clinical preceptors.
12.	Prepares necessary reports using approved formats.
13.	Monitor and report on students' satisfaction on clinical training.
14.	Coordinates with the hospital and college coordinators to ensure students' achievement of competencies and learning outcomes.
15.	Monitors the planning and implementation of the standardized patient sessions as per policy.
16.	Monitors the implementation of the shadow file with proper supervision and ensures compliance to the college policies and procedures.
17.	Monitors the students' attendance in the clinical training sessions, as per policy and procedures.
18.	Maintains an accurate system of documentation regarding students' progress in clinical training and reports to concerned program directors.
19.	Reviews students' feedback regarding their clinical training and develops and monitors the implementation of action plans to close the identified gaps and the quality loop.
20.	Prepare and implement an operational plan of the unit and contribute to the achievements of the mission and goals of the college.

4. Committees (if applicable)

Institutional -Clinical training and internship Committee

5. Department/Unit Policies

Policy Title	Policy No.
Clinical Training Policies of all offered programs	

6. Performance Indicators

- Preceptor: students' ratio in clinical training.
- Students' satisfaction on clinical training Orientation Program by college.
- Students' satisfaction with the Orientation Program by Hospital.
- Students' satisfaction with the clinical training.
- Students' satisfaction with the clinical preceptors.
- Preceptors' satisfaction with the students' performance.
- Number of collaborations established with external training sites for Clinical training.

7. Reports

Department/Unit Annual Report
Annual operational plan achievement report

8. Courses included in the Department

N/A

Job Description

GENERAL INFORMATION

Job Title: Executive Director of Internship Unit	Department: Vice Deanship Clinical Affairs
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AUTHORITY

Reports to:	Vice Dean for Clinical Affairs
Responsible for:	Conducting internship training at FCMS
Liaises with:	Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

To ensure that the internship training is conducted according to the policies and procedures and field specification of each offered program at FCMS. In addition, ensure that the evaluation of learning experience is being conducted according to the specified criteria.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Ensures that the implementation of internship processes at DSFH and other clinical training sites recognized by FCMS is done in compliance with the policies and procedures under proper supervision.
2.	Ensures that the proper selection of internship training sites according to specified criteria and the requirement of the program and its suitability for training in coordination with the concerned program director.
3.	Participates in the clinical preceptor selection process and conduct “Preceptorship Training Program” for clinical preceptors in coordination with the concerned program directors.
4.	Monitors that the interns complete the eligibility requirements to start the internship program including the Internship Orientation (college and training site(s) orientation) program in coordination with the concerned program directors.
5.	Ensures that the interns complete training requirements (medical checkup, vaccinations, BLS..... etc) according to the College policies and procedures in coordination with the concerned program directors.
6.	Ensures that the interns are thoroughly oriented (through structured orientation program) on training site policies and procedures.
7.	Guarantees that all interns are aware of the “Patient Safety” principles and protocols to be followed in each clinical unit and at all levels.
8.	Conducts regular visits to field training sites and establish relationships and give the guidance in training the interns and provides feedback as per policy in coordination with the concerned program directors.
9.	Communicates regularly with the program directors on the progress of the internship training.
10.	Orients the preceptors/mentors from the training area on training objectives, assessment and evaluation criteria and other related regulations, as per policy in coordination with the concerned program directors.
11.	Reviews and updates internship policies and training manual according to the changing needs.
12.	Ensures that the interns’ evaluation is completed in a timely manner and as specified in the field experience specifications on weekly basis, as per policy in coordination with the concerned program directors.
13.	Notifies the program directors on any issues regarding training.
14.	Monitors interns’ progress throughout internship period as per policy in coordination with the concerned program directors.

15.	Assists the preparation sessions for Saudi Council for Health Specialties Licensure examination in coordination with the concerned program directors, as per policy.
16.	Implements a Professional Development Program for interns in coordination with the concerned program directors.
17.	Monitors the interns' and preceptors' satisfaction on periodic basis, as per policy and procedures.
18.	Monitors the interns' attendance throughout internship period, as per policy and procedures in coordination with the concerned program directors.
19.	Reviews and recommends improvement plans for internship enhancement as per the field experience reports.
20.	Reviews interns' feedback regarding their field training and develops and monitors the implementation of action plans to close the identified gaps.
21.	Submits an Annual Report on the activities of the unit.

Other Job Functions

22.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. in Medical / Health Specialties
Experience:	Minimum 5 years of Experience in the field
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	SCFHS-license preferred
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.

4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.
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GENERAL INFORMATION

Job Title: Executive Director - Clinical Training Unit	Department: Vice Deanship Clinical Affairs
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AUTHORITY

Reports to:	Vice Dean for Clinical Affairs
Responsible for:	Conducting clinical training at FCMS
Liaises with:	Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose: To ensure that the clinical training is conducted according to the policies and procedures and course specification of each offered program at FCMS. In addition, ensure that the evaluation of learning experience is being conducted according to the specified criteria.
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JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Ensures that the implementation of clinical training processes at DSFH and other clinical training sites recognized by FCMS is done in compliance with the policies and procedures under proper supervision.
2.	Ensures that the selection of clinical sites are done according to the specified criteria and the requirements of the program and its suitability for training in coordination with the concerned program director.
3.	Participates in the clinical preceptor selection process and conduct “Preceptorship Training Program” for clinical preceptors in coordination with the concerned program directors.
4.	Monitors the students’ completion of the eligibility requirements to start the clinical training including the clerkship orientation (College and training site(s) orientation) program in coordination with the concerned program directors.
5.	Ensures that the students complete training requirements (medical checkup, vaccinations,... etc) according to the College policies and procedures in coordination with the concerned program directors.
6.	Ensures that the students are thoroughly oriented (through structured orientation program) on training site policies and procedures.
7.	Guarantees that all students are aware of the “Patient Safety” principles and protocols to be followed in each clinical unit and at all levels.
8.	Conducts regular visits to clinical training sites and establish relationships and give the guidance in training the students and provides feedback as per policy in coordination with the concerned program director.
9.	Communicates effectively on regular basis to program directors on the progress of the clinical training.
10.	Orients the preceptors/mentors from training area on training objectives, assessment and evaluation criteria and other related regulations, as per policy in coordination with the concerned program directors.
11.	Reviews and updates clinical training policies and procedures according to the changing needs.
12.	Ensures that the documentation of students’ evaluation is completed in a timely manner as specified in the course specifications on weekly basis, as per policy in coordination with the concerned program directors.
13.	Notifies the program directors on any issues regarding clinical training.
14.	Monitors students’ progress throughout clinical training as per policy in coordination with the concerned program directors.
15.	Monitors the planning and implementation of the standardized patient sessions as per policy in coordination with the concerned program directors.
16.	Monitors the implementation of the shadow file with proper supervision and ensure compliance with the college policies and procedures in coordination with the concerned program directors.
17.	Monitors the students’ and preceptors’ satisfaction on periodic basis, as per policy and procedures.

18.	Monitors the students' attendance in the clinical training sessions, as per policy and procedures and communicates with the concerned program directors.
19.	Reviews and recommends improvement plans for clinical training enhancement as per the course reports.
20.	Reviews students' feedback regarding their clinical training and develops and monitors the implementation of action plan to close the identified gaps.
21.	Submits an Annual Report on the activities of the unit.

Other Job Functions

22.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. in Medical / Health Specialties
Experience:	Minimum 5 years of Experience in the field
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	SCFHS- license preferred
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Community Services Unit Director	Department: Community Services Unit
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AUTHORITY

Reports to:	Vice Dean for Clinical Affairs
Responsible for:	Implement Institutional community engagement partnership plan and oversee the progression of community services activities and volunteer initiatives.
Liaises with:	Faculty staff members, admin staff and students

JOB DESCRIPTION SUMMARY

Purpose: Develop and implement 'Strategic community engagement partnership plan' aligned with the mission and goals of Fakeeh College of Medical Sciences (FCMS).

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.

3.	Contributes to formulating the community engagement partnership plan of the college by engaging stakeholders
4.	Defines the scope of community engagement activities by assessing the specific needs within the community and subsequently prioritizes activities based on these identified needs.
5.	Creates and executes a calendar of community engagement activities that aligns with the established community engagement plan.
6.	Enhances collaboration between various community-based agencies aiming to strengthen partnership with FCMS and to contribute to the community.
7.	Create a community engagement database and promote the activities to the public.
8.	Oversees the implementation of the community engagement partnership plan and provides guidance.
9.	Reviews the operational plan achievement reports and recommends improvement strategies.
10.	Contributes to the preparation of annual reports of the community engagement partnership plan of the college.
11.	Provides the Quality and Accreditation Unit with annual report on community services activities including the required Key Performance Indicators (KPIs).
12.	Submits an annual community engagement portfolio along with the necessary supporting evidence/documentation.
13.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Director- Clinical Skills and Simulation Centre	Department: Clinical Skills and Simulation Centre (CSSC)
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AUTHORITY

Reports to:	Head of Medical Education Department
Responsible for:	Providing a safe simulated learning and training environment
Liaises with:	Faculty staff members, admin staff and students

JOB DESCRIPTION SUMMARY

Purpose: Enhance learners' competencies for all programs offered by FCMS and other organizations
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JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the CSSC and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates policies and procedures related to CSSC.
3.	Orients and trains the faculty members from different departments of the college to develop and run simulation scenarios.
4.	Facilitates simulation sessions including the use of OSCE rooms for practical examinations.

5.	Guides in developing scenarios and cases to be in alignment with the course learning outcomes and standards of best practice.
6.	Provides curricular and assessment guidance for educational activities related to simulation.
7.	Fosters simulation research activities to improve on the delivery of the training and outcome of the various programs within FCMS.
8.	Prepares, implements, and monitors the CSSC's budget.
9.	Monitors regular inventory of CSSC equipment and maintains updated records.
10.	Coordinates routine maintenance of CSSC equipment and ensure its functionality.
11.	Creates links with the external organization and provides service for external parties and thus maximize the utilization of CSSC facility and ensure building revenue.
12.	Publicizes the activities of CSSC to internal and external stakeholders using FCMS' official social media platforms.
13.	Keeps record of the CSSC activities with dates, number of attendees, learning objectives and resources required.
14.	Assures that requirements for accreditations, or certifications are met and documented,
15.	Prepares annual report on CSSC achievements including the required Key Performance Indicators (KPIs).
16.	Prepares and implements orientation sessions for internal and external stakeholders.
17.	Develops necessary improvement plans based on the CSSC achievement report.

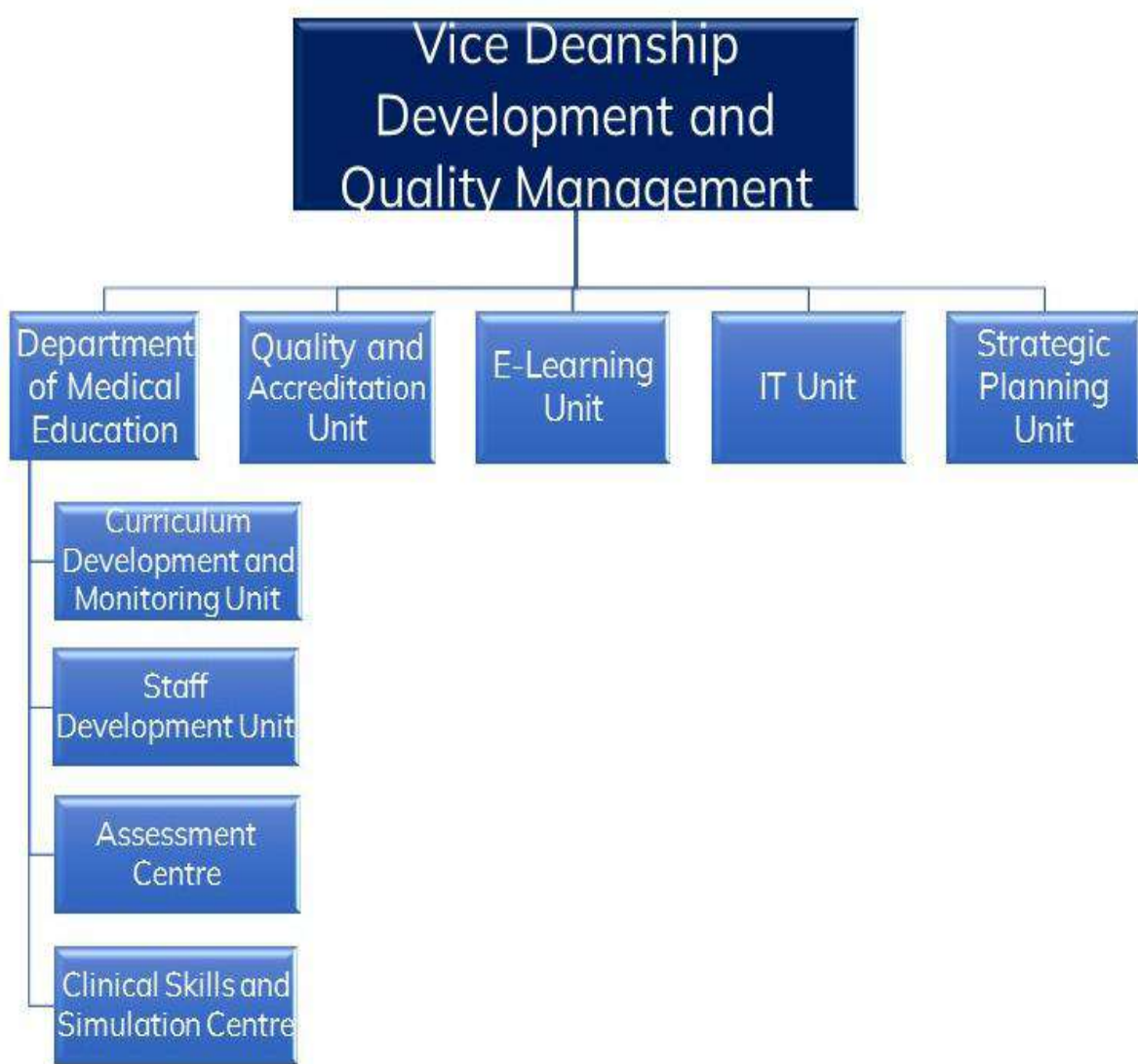
JOB REQUIREMENTS/QUALIFICATIONS

Education:	PhD/ Master's degree in a health care discipline CHSE Certification
Experience:	Minimum 3 years of professional experience
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Analytical skills - Problem solving skills - Organizational Skills. - Presentation Skills - Analysis of information requirements. - Relevant programming languages - Data presentation & reporting - Leadership and supervisory skills - Decision making skills - Teamwork 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

G. Vice Deanship – Development and Quality Management:



Description of Departments and Units

Under the Vice Deanship – Development and Quality Management:

Department/Unit Title:	Medical Education Department
Reports to:	Vice Dean for Development and Quality Management
Responsible For:	Support academic, professional development and medical educational activities in FCMS

1. Purpose of Department/Unit

- Supervises and facilitates the academic, scientific research, administrative and financial affairs related to its scope of activities.
- Achieves educational excellence and promote innovation in the college's educational programs (undergraduate and postgraduate) through providing varieties of educational services, monitoring curriculum implementation and improving students' assessment methods and processes.

2. Membership

- Head of Department
- Faculty members
- Lectures

3. Major Functions

1.	Provide guidance in the development of curricula for undergraduate and postgraduate programs which are relevant to KSA, in-line with best-evidence medical education (BEME) and contemporary medical education and ensure that it is consistent with the Global Standards for Basic Medical Education.
2.	Promotes the development of curricula that give the students opportunities to experience a range of clinical specialties and that reflect the changing patterns of health care in a variety of environments including hospitals and community services.
3.	Identifies gaps and unintentional redundancies within the curriculum by developing a curriculum mapping and benchmarking for all programs at FCMS.
4.	Conducts annual review of the curriculum to determine strengths and identify areas for improvement and closing the loop of quality for curriculum development and implementation for all programs at FCMS.
5.	Ensures that patient safety components are integrated into the curricula of all programs at FCMS using best practices.
6.	Ensures that the students to have different teaching and learning opportunities that balance teaching in small (PBL, TBL and small group discussion) and large groups (interactive lectures and flipped classes), experiential learning in clinical contexts, learning in the community, the use of information technology, simulated training environments etc., whilst providing sufficient self-directed learning opportunities for students studying at FCMS.

7.	Promotes development of curricula that are structured to provide a balance of learning opportunities integrating the learning of basic and clinical sciences, social and behavioral sciences, and thereby enable students to make links between theory and practice.
8.	Facilitates development of curricula that are well aligned with curriculum intentions, learning and teaching strategies, together with appropriate assessment methods.
9.	Ensures students receive timely and accurate guidance about assessments, including assessment format, content and length and that students receive regular feedback regarding their performance.
10.	Facilitates orientation of faculty staff members and students to the system of education and evaluation in the College and acquaint them with the new approaches in medical education and rationale for their use to make them more able and willing to support the system as well as playing a more positive and effective role in their education to become life-long learners.
11.	Provides medical education advice and support to the Institutional Curriculum Monitoring Committee to help fulfillment of goals especially in relation to overseeing curriculum development, implementation activities, review and modification for all programs delivered at FCMS.
12.	Follows-up, through the programs' Curriculum Committee, the implementation of identified curriculum innovations and modifications with appropriate monitoring tools and processes.
13.	Conducts in collaboration with the Staff Development Unit, continuing medical education activities for (full and part-time) faculty staff members in the form of individual one-to-one tuition, seminars, debates, and mini workshops focusing on improvement of planning, designing, implementing, monitoring and evaluating health professional's curricula and their component parts.
14.	Assist faculty staff members and students to conduct research in medical education with special reference to curriculum development in close collaboration with the Scientific Research Unit (SRU) at FCMS.
15.	Participate in accreditation activities at the level of institutional and program to ensure that the curricula are reviewed from internal and external perspectives.
16.	Review of PBL cases for each course for all programs at FCMS, for cultural and clinical relevance on a theme and Block or module basis.
17.	Orient and develop faculty staff members and students for effective PBL and TBL experiences including development of face-to-face sessions, online and printed materials.
18.	Conduct research on the effectiveness of PBL and TBL.
19.	Prepares and implements an operational plan of the department and contributes to the achievement of the mission and goals of the college.
20.	Develops structured courses for MSc Medical Education program.
21.	Develops different teaching and learning strategies and structured assessment plan for MSc Medical Education program.
22.	Conduct workshops and other educational activities for the MSc Medical Education program.
23.	Improve instruction strategies and assessment methods regularly based on students' feedback and interaction for the MSc Medical Education program.
24.	Participate in all undergraduate and post graduate committees for programs at FCMS.

25.	Discuss issues related to curriculum development and evaluation in accordance with the best evidence based medical education.
26.	Guide the committee members to take important decisions related to curriculum development, review, and evaluation.

4. Committees (if applicable)

Department Council
Institutional Curriculum Review and Monitoring Committee

5. Department/Unit Policies

Policy Title	Policy No.
MSc Medical Education Program-Policy Manual	

6. Performance Indicators

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7. Reports

Department/Unit Annual Report
Master of Medical Education Program Annual Report
Department Operational Plan Achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Curriculum Development and Monitoring Unit
Reports to:	Head of Medical Education Department
Responsible For:	Supporting academic and educational activities in FCMS

1. Purpose of Department/Unit

- Curriculum Monitoring and Development Unit (CMDU) at FCMS is established to review and evaluate the overall content and appropriateness of the educational program and curriculum on a defined and regular basis to ensure that the objectives serve as guides for establishing curricula and provide the basis for

evaluating the effectiveness of the educational program.

2. Membership

- Manager of CMDU
- Representatives from all programs:
Faculty Members

3. Major Functions

- | | |
|----|---|
| 1. | Supports and provides advice on curriculum development and evaluation in accordance with the best evidence medical education. |
| 2. | Monitors the content of different courses and identifies gaps and redundancies |
| 3. | Address potential new areas for curriculum development. |
| 4. | Monitors the implementation of curriculum development plans. |
| 5. | Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college. |

4. Committees (if applicable)

5. Department/Unit Policies

Policy Title	Policy No.
Curriculum Monitoring and Development unit Policies	
Curriculum Review Policy	LAT-01
New Academic Approval Program Policy	LAT-05
Academic Quality Monitoring and Evaluation System Policy	LAT-06

6. Performance Indicators

- Proportion of courses reviewed for minor changes during the year/program.
- Proportion of courses reviewed for major changes during the year/program.
- Proportion of course reports reviewed during the year/program.
- Proportion of program reports reviewed during the year/program.
- Percentage of compliance of new program initiation process in compliance with FCMS policy and procedures/program.
- Proportion of eligible programs completed the comprehensive curriculum review process within FCMS.

7. Reports

- Curriculum Monitoring and Development Unit Annual Report
- CMDU-Operational plan achievement report.

8. Courses included in the Department

N/A

Department/Unit Title:	Staff Development Unit
Reports to:	Head of Medical Education Department
Responsible For:	Providing a range of courses, workshops, and seminars to support staff academic and career development

1. Purpose of Department/Unit

- Staff Development Unit (SDU) of FCMS is established to promote and support academic and administrative work that enhances individual and institutional capabilities of the staff members.

2. Membership

- Manager-Staff Development Unit

- Representatives from all programs:
Faculty Members
Lecturers
Clinical Instructors
Laboratory Supervisors

3. Major Functions

1.	Provides comprehensive advice, guidance, and development opportunities for all staff to support the college in the attainment of its objectives.
2.	Conducts annual need assessment surveys and prepares academic and professional development plans at institutional and program levels.
3.	Ensures that academic staff maintain currency in learning and teaching practices in their field and continuously improve their effectiveness as academicians.
4.	Arrange sessions by involving internal and external experts in the specific area of specialization.
5.	Supports staff members to attend external workshops and training sessions that help them acquire new skills and improve their job performance.
6.	Provides opportunities for employees to improve their skills aiming to achieve future advancement of the College.
7.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.

4. Committees (if applicable)

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5. Department/Unit Policies

Policy Title	Policy No.
Staff Professional Development Policy	FAS-14
Career Development and Succession Plan Policy	FAS-15
Staff Orientation Policy	FAS-04

6. Performance Indicators

- Proportion of teaching staff participating in professional development activities during the past year.
- Proportion of staff development activities conducted each academic year as per plan.
- Proportion of staff development activities reported each academic year.
- Overall staff satisfaction rate on professional development activities
- Proportion of teaching staff participating in external professional development activities during the academic year

7. Reports

- Department/Unit Annual Report
- Operational Plan Achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Assessment Centre (AC)
Reports to:	Head of Medical Education Department
Responsible For:	Overseeing the student Assessment Process at FCMS.

1. Purpose of Department/Unit

- The Assessment Centre at FCMS is committed to support all its educational programs to implement a standardized and high-quality student assessment with the net results of improving teaching and learning and achieving the Learning Outcomes (LOs) at both program and course levels.

2. Membership

- Director- Assessment Center
- Representatives from all programs:
Faculty Members

3. Major Functions

1.	Develops an assessment framework for all programs by following the necessary steps of quality assurance (Six Step Approach).
2.	Works with the Curriculum Development and Monitoring Unit to standardize the student assessment process in the College.
3.	Supports program and course coordinators to establish and maintain a question bank that have undergone validity and reliability testing.
4.	Oversees the process of Learning Outcomes (LOs) Assessment and submits the final annual report on achievement of LOs.
5.	Conducts item analysis and reviews item performance with the Assessment Committee.
6.	Monitors the internal verification of student achievement and arrange for the external verification process in collaboration with the various programs assessment committees within FCMS.
7.	Moderates the process of e-assessment program for all courses, and programs.
8.	Monitors the activities of all program assessment committees at FCMS including annual reports and KPIs.
9.	Disseminates the policies and procedures related to students' assessment within FCMS.
10.	Submits feedback to the Dean, on all conducted examinations with full analysis of its items, clarity, subjectivity, and compliances to rules adopted by the FCMS with corrective measures and recommendations.
11.	Conducts training activities with the support of Staff Development Unit, on all areas of assessment to help academic staff members to master all required skills to develop high quality course assessment.
12.	Conducts scientific research in relation to the areas of students' assessment according to FCMS policies and procedures.
13.	Collaborates with Medical Education Department and Quality and Accreditation Unit in the development of assessment framework and assessment plan in FCMS.
14.	Provides the college with information on recent trends in assessments.
15.	Provides expert advice on assessments and closing the loop of assessment within all programs.
16.	Submits an annual report on the activities of the AC to the Dean of FCMS.
17.	Prepares and implements an operational plan of the center and contribute to the achievement of the mission and goals of the college.

4. Committees (if applicable)

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5. Department/Unit Policies

Policy Title	Policy No.
FCMS Student Assessment Plan and Management Policy	LAT-10

FCMS Students Assessment Policy	LAT-07
Examination policy	LAT-04
Student Examination Cheating Policy	STU-10
Plagiarism Policy	LAT-02
Blueprint for Written Examination Policy	LAT-11
Writing Multiple Choice Questions (MCQs) Policy	LAT-13
Assessment of Learning Outcomes (LOs) Policy	LAT-14
Feedback to Students Policy	LAT-29

6. Performance Indicators

- Percentage of courses which developed test Blueprint for the Mid and Final Examination.
- Percentage of Courses which their exam has undergone item analysis with full report to course coordinators.
- Percentage of courses which their exam undergone the internal verification process.
- Percentage of courses which their exam undergone the external verification process.
- Percentage of courses that establish questions bank with at least 75% with the required items.
- Percentage of Academic staff members who received training courses in student assessment.
- Proportion of courses in which new assessment methods are introduced during the academic Year.
- Proportion of Assessment policies complied within FCMS.
- Students' satisfaction with the assessment methods
- Overall rating of FCMS faculty on assessment center services.

7. Reports

- Department/Unit Annual Report
- Operational Plan Achievement Report

8. Courses included in the Department

N/A

Department/Unit Title:	Clinical Skills and Simulation Centre (CSSC)
Reports to:	Head of Medical Education department
Responsible For:	Providing a safe simulated learning and training environment

1. Purpose of Department/Unit

- CSSC is established to create an optimal environment conducive to offer training programs and unique research setting beneficial for students and medical/health professionals. Furthermore, to offer students with a realistic clinical experience in a safe environment. These learning opportunities enable them to enhance their clinical skills and reduce medical errors.

2. Membership

- Director of the Clinical Skills and Simulation Centre
- Faculty representative- PharmD Program.
- Faculty representative- MBBS Program.
- Faculty representative- Nursing Department.
- Faculty representative- MLS Program.
- Faculty representative- from each Postgraduate Program.

- Technician

3. Major Functions

1.	Provide a safe simulated learning and training environment, whereby the quality of patient care and professionalism is emphasized, through the use of evidence-based clinical practice and appropriate evaluation methods.
2.	Prepare and implement an operational plan of the CSSC and contribute to the achievements of the mission and goals of the college.
3.	Encourage utilization of innovative technology and standards of best practices in simulation.
4.	Develop, review, and update CSSC policies and procedures according to international standards and in alignment with FCMS guidelines.
5.	Foster simulation research activities to improve on the delivery of the training and outcome of the various programs within FCMS.
6.	Create simulation based educational programs and courses for health professionals including medical students, doctors, nurses, and other healthcare professionals.
7.	Incorporate various learning models that encompass simulation techniques, such as virtual patients and electronic models.
8.	Organize CSSC facilities to support learning needs of both undergraduate and postgraduate programs of FCMS and other organizations.
9.	Monitor stakeholders' satisfaction and consider improvements based on their recommendations.
10.	Establish collaboration with external organizations.
11.	Maintain a team of faculty members well trained to handle simulation-based educational sessions in all offered programs at FCMS.
12.	Submit CSSC annual report and an annual operational plan achievement report and develop necessary improvement plan based on the annual report.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
CSSC scenario development and approval policy	
CSSC session scheduling policy	
CSSC assets and equipment management policy	
CSSC collaboration with external organizations policy	

6. Performance Indicators

- Number of sessions conducted in each program/semester.
- Number of training sessions conducted for faculty staff members to design simulation scenario.
- Number of collaborations established with external organizations.
- Number of external health professionals who utilized CSSC facilities during the year.
- CSSC utilization rate.
- Proportion of budget allocated for CSSC to the total college budget.
- Stakeholders' satisfaction with the CSSC.
- Proportion of external funding for CSSC.
- Revenue generated from training sessions.

7. Reports

- Annual CSSC Report
- Annual CSSC Operational Plan achievement Report

8. Courses included in the Department

Department/Unit Title:	Quality and Accreditation Unit (QAU)
Reports to:	Vice Dean for Development and Quality Management
Responsible For:	Supervising and monitoring the implementation of Quality Management System and Quality Strategic Plan within FCMS.

1. Purpose of Department/Unit

- This unit (QAU) aims to establish processes that ensure the delivery of high-quality education through the implementation of academic and supportive standards recommended by Ministry of Education and national and international accreditation bodies.

2. Membership

- Executive Director - Quality and Accreditation Unit
- Quality Officers
- Head of Departments/Units
- Representative of Quality from all FCMS departments/ Unit.
- Data Analyst

3. Major Functions

- | | |
|----|--|
| 1. | Advises on institution-wide priorities and strategies for quality improvement. |
|----|--|

2.	Assists academic and administrative units in the development of Quality improvement strategies.
3.	Establishes and monitors self-assessment processes and reporting achievements.
4.	Provides advice and support for faculty and staff on quality matters as required.
5.	Specifies criteria for selection and formats for indicators, and benchmarks.
6.	Develops and monitors implementation of Quality Management System (QMS) within FCMS.
7.	Advises on operational procedures for the planning and implementation of quality processes.
8.	Maintains systematic collections of reports on performance, including data on indicators and benchmarks that will be required for analysis and reporting on trends in performance.
9.	Guides the institution wide risk management process and follow up the risk management plan.
10.	Leads the Internal Quality Assurance System (IQAS) audit process at the institutional and program level.
11.	Reviews and updates all FCMS policies and procedures and communicates it with the stakeholders.
12.	Monitors the implementation of Risk Management Plan.
13.	Prepares appropriate surveys and questionnaires to gauge the opinion of stakeholders within the college.
14.	Conduct surveys using appropriate platform and analyze the surveys and communicate the results to the concerned entities.
15.	Spreads the culture of closing the loop of quality in all processes and monitors its compliance.
16.	Coordinates and leads the self-study process at Institutional and Program Levels.
17.	Prepares and implements on operational plan of the unit and contribute to the achievement of the mission and goals of the college.

4. Committees (if applicable)

Quality and Accreditation Steering Committee

5. Department/Unit Policies

Policy Title	Policy No.
Organizational Management and Hierarchy Policy	GLM-03
Committee Formation Policy	GLM-04
Quality Improvement Project (QIP) Development, Implementation, and monitoring	GLM-05
Conflict of Interest Policy	GLM-06
Benchmarking Policy	GLM-14

Quality Evaluation Surveys Policy	GLM-19
Occurrence, Variances, Reporting (OVR) Policy and Procedure	GLM-18
Internal Quality Assurance System (IQAS) Monitoring Policy	GLM-16
Encouraging Creativity and Innovation Policy	GLM-15
Key Performance Indicator Policy	GLM-17
Quality Management System Implementation within FCMS	GLM-20

6. Performance Indicators

- Overall achievement rate of Quality Strategic Plan.
- Proportion of offered programs completed IQAS cycle during the academic year.
- Proportion of Key Performance Indicators reported annually.
- Stakeholders' satisfaction with QAU.
- Proportion of Occurrence Variance Reports investigated and closed during the academic year.
- Proportion of programs accredited by national accreditation agency.
- Number of collaborations established with international accreditation agencies for FCMS programs' accreditation.

7. Reports

- Annual Unit Report
- Quality Strategic Plan- Annual Report
- QAU-Operational Plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	E-Learning Unit
Reports to:	Vice Dean for Development and Quality Management
Responsible For:	E-learning resources and its management

1. Purpose of Department/Unit

- The unit aims to ensure availability of all e-learning resources, its functional operation and training and support for the users at FCMS.

2. Membership

- E-Learning Unit Manager
- Blackboard Administrator
- Technical support staff

3. Major Functions

1.	Advises on processes to ensure the effective delivery of E-learning strategies within FCMS.
2.	Encourages students and staff to explore advanced technologies for learning, communication, and support purposes.

3.	Analyses and reports on the financial, legal, technical and security aspects of the delivery of e-learning.
4.	Recommends models of success and application for future technology implementation.
5.	Leads research-led innovation in teaching through Virtual Learning Environments.
6.	Develops communication plan and using new channels to ensure that all staff are informed about and involved in the e-learning strategy implementation.
7.	Advises on the provision of specialized support for students those facing difficulties, related to the use of e-learning resources.
8.	Recommends staff names for special reward to promote e-learning culture within FCMS.
9.	Ensures that the students are thoroughly briefed on range of e-services and these services are effectively communicated to students.
10.	Monitors effectiveness and quality of e-learning strategies through various measures and report on periodic basis.
11.	Ensures that all requests and practices are fulfilled in relation to development and implementation of e-learning educational tools.
12.	Conducts training sessions and orientations for staff and students on the use of e-learning resources.
13.	Prepares user manuals and communicate this to staff and students.
14.	Prepares and implements an operational plan of the unit and contribute to the achievement of the mission and goals of the college.
15.	Prepares and compiles annual report on its achievements.

4. Committees (if applicable)

N/A

5. Department/Unit Policies

Policy Title	Policy No.
FCMS Blackboard General Use Policy	INR-12

6. Performance Indicators

- Stakeholders' satisfaction with the learning resources.
- Stakeholders' satisfaction with the Digital Library
- Stakeholders' satisfaction with the Blackboard
- Number of hits on Blackboard/Semester

7. Reports

- Department/Unit Annual Report

- Operational Plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Information Technology Unit (ITU)
Reports to:	Vice Dean for Development and Quality Management
Responsible For:	Manages FCMS' Hardware, Software and Network

1. Purpose of Department/Unit

- The unit aims to manage the computer systems, its functional operations, and provide support for the users at FCMS.

2. Membership

- ITU Manager
- Software Developer
- Hardware Engineer
- Technical support staff

3. Major Functions

1.	Conducts orientation and training for students, faculty members and staff on use of IT systems and devices.
2.	Liaisons in any development and customization request from the FCMS Management with DSFH IT unit.

3.	Acts as support Level 1 - FCMS Academic Management System Admin to support students and faculty members for any AMS problems, troubleshooting and to escalate the problems to Level 2 support - FCMS IT Department.
4.	Follows, reviews, and tests all new System requirements and train the users.
5.	Set-ups prerequisites for the academic year and related procedures.
6.	Manages the Student's Information System, train and support the users.
7.	Manages the Survey System, create surveys as per the business needs and extract the survey's results in readable format and statistical graphs.
8.	Provides student progress feedback to primary instructors.
9.	Manages the attendance system for staff, train and support the users.
10.	Submits college systems deliverables, ensuring adherence to quality standards.
11.	Prepares college systems status reports by collecting, analyzing, and summarizing information and trends.
12.	Ensures that FCMS' website is kept updated regularly and announces events on time.
13.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.

4. Committees (if applicable)

Information System Management Committee

5. Department/Unit Policies

Policy Title	Policy No.
Personal Use of Computer Policy	INR-01
Computer Upgrade & Replacement Policy	INR-03
Student Wi-Fi Policy	INR-04
Data Backup and Recovery Policy	INR-06
Data Security Policy	INR-10
Utilization of Speedwell eSystem	INR-32

6. Performance Indicators

- Percentage of College budget allocated for IT.
- Percentage of IT budget allocated for software licenses.
- Percentage of IT budget allocated for IT maintenance.
- Stakeholder evaluation of IT services.

- Stakeholder evaluation of college website.

7. Reports

- Department/Unit Annual Report
- Committee Annual Report
- Operational Plan achievement report

8. Courses included in the Department

N/A

Department/Unit Title:	Strategic Planning Unit
Reports to:	Vice Dean, Development and Quality Management
Responsible For:	Strategic planning and monitoring the implementation

1. Purpose of Department/Unit

- It is established to support the FCMS leadership in strategic planning processes thus helping in the decision-making process within the college. The unit embraces the culture of strategic thinking throughout the college to achieve the vision and mission and strategic goals of the college. It contributes to the follow-up of the strategic plan of the college as well as the dissemination of strategic thinking among stakeholders. Also, it contributes to problem solving, reference point and support all faculty staff members and other stakeholders in the process of strategic planning and development.

2. Membership

- Executive Director- Strategic Planning Unit
- Strategic Project Champions
- Strategic Project Teams

3. Major Functions

1.	Contributes to the preparation of strategic plan and operational plans of the college and programs by involving all stakeholders.
2.	Develops sets of performance indicators (PIs) for the strategic plan.
3.	Monitors the achievement of PIs in relation to action plan of the strategic plan.
4.	Disseminates the culture of strategic thinking to prepare the platform for implementation of strategic plans within the college environment.
5.	Contributes to the development of other plans including a Quality Strategic Plan, Strategic Scientific Research Plan, Strategic Community Engagement Plan.
6.	Co-ordinates with the FCMS' program management to prepare Programs' Operational plans in alignment with the institutional strategic plan.
7.	Collaborates with the Heads of Departments and Directors of Units to prepare the operational plans of the departments and units.
8.	Monitors and guides the implementation of the operational plans.
9.	Reviews the operational plan achievement reports and recommends improvement strategies.
10.	Formulates dedicated multidisciplinary strategic project teams responsible for implementation of the strategic projects.
11.	Contributes to the collaboration and partnership agreements between the college and any other national and international peer higher education institutes.
12.	Contributes to the preparation of annual reports of the strategic plan of the college.
13.	Prepares and implements an operational plan of the SPU and contributes to the achievement of the mission and goals of the college.

4. Committees (if applicable)

Strategic Planning Steering Committee

5. Department/Unit Policies

Policy Title	Policy No.
Periodic revision of College mission, vision and By-laws	MVS-01
Strategic Planning Policy	MVS-03
Operational Planning Process Policy	MVS-04

6. Performance Indicators

- All performance indicators related to the strategic plan projects.

7. Reports

- Department/Unit Annual Report
- Committee Annual Report
- Strategic Plan annual achievement reports
- SPU-Operational Plan Achievement Report

8. Courses included in the Department

N/A

Job Description

GENERAL INFORMATION

Job Title:

Vice Dean for Development and Quality Management

Department:

Vice Deanship, Development & Quality Management

AUTHORITY

Reports to:

FCMS Dean

Responsible for:

Implementing Strategic thinking, Quality culture and promote innovation and development in educational processes within FCMS

Liases with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY

Purpose:

Responsible for ensuring that the services provided, and outcomes produced will meet the academic standards and ensures quality assurance and continuous performance improvement standards.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Oversees the teaching, learning and assessment process at FCMS and assure quality of educational process.
2.	Supervises the functions of all units and departments under his/her division.
3.	Oversees the implementation of the college-wide Quality Management System (QMS) and prepare action plans to ensure continuous monitoring and evaluation.
4.	Collaborates with all academic and administrative departments and units in relation to quality assurance and performance improvement activities within the college.
5.	Lead the national and international accreditation process.
6.	Ensures the highest possible academic quality standards in all processes starting from students' admission to graduation.
7.	Contributes to the effective quality enhancement strategies.
8.	Spreads the culture of innovation and development at the college.
9.	Leads the strategic planning and operational planning activities for the college.
10.	Seeks for opportunities to integrate technology in educational and supporting process and enhance customer experience.
11.	Establishes collaborations and partnerships with national and international institutions for benchmarking.
12.	Monitors plans implementation at all levels and report progress.
13.	Ensure that feedback is gathered from stakeholders on various processes and consider their recommendations for improvement.
14.	Oversees the risk identification and risk management process at FCMS.
15.	Submits an annual report of all committees, units, and departments under his/her supervision.
16.	Accomplishes other tasks/duties as assigned by the Dean of the college.

Other Job Functions

17.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. degree in administration and quality
Experience:	Minimum 3 years' experience in quality related projects/administration is preferred
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities:	
<ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills 	

- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Executive Director - Quality and Accreditation Unit

Department:

Quality and Accreditation Unit

AUTHORITY**Reports to:**

Vice Dean for Development and Quality Management

Responsible for:

Implementing the quality standards at FCMS

Liaises with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY**Purpose:**

Responsible for ensuring that the services provided, and outcome produced meets institution-wide set of quality standards.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1. Initiates and oversees the development of comprehensive Quality Management System.
2. Reviews regularly the performance standards considering changing needs of the organization and policies and procedures of the college and Governmental bodies.
3. Coordinates with the other departments and units for the development, implementation, and evaluation of the facility's overall quality improvement programs.
4. Provides leadership in the development and management of the quality improvement initiatives: identifying trends, prioritizing, and recommending improvements.
5. Develops and implements systems, policies, and procedures for the identification, collection, and analysis of performances.
6. Provides strategic oversight of proactive and reactive quality improvement activities.
7. Monitors performance according to agreed standards and takes necessary action to communicate/advise/assist according to performance levels.
8. Oversees the reporting of events as required by regulatory agencies.
9. Collects and analyses performance data against defined parameters and reporting as necessary on performance against standards.
10. Leads, facilitates, and advises on internal quality improvement strategies.
11. Acts as a member in committees to ensure that the work is done according to the required standards.
12. Ensures compliance with national and international accreditation standards.

13.	Initiates and participates in quality improvement projects collaborating with the executive authorities.
14.	Reviews and verifies the accuracy of data and establishes a central database.

Other Job Functions

15.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree or PhD in Quality Management
Experience:	Minimum 3 years' experience in quality related projects/administration is preferred.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education

Other Skills & Abilities:

- Ability to adapt in a challenging environment
- Time management skills
- Computer skills
- Organization skills
- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at DSFNC.
4.	Responsible for complying with the DSFNC code of conduct and the students' rights standards.

GENERAL INFORMATION**Job Title:**

Quality Consultant

Department:

Quality and Accreditation Unit

AUTHORITY**Reports to:**

Executive Director-Quality and Accreditation Unit

Responsible for:

Guiding the Quality assurance and Accreditation activities at FCMS

Liaises with:

Faculty members and administrators

JOB DESCRIPTION SUMMARY**Purpose:**

Responsible for ensuring the quality assurance activities at FCMS comply with quality standards set by the accreditation agencies.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1. Oversees the academic and administrative process followed at FCMS and identifies quality improvement priorities.
2. Designs the quality assurance and quality control programs at various levels.
3. Prepares quality guidelines and training workshops for staff and students.
4. Guide the implementation of quality improvement initiatives.
5. Review reports on the performance indicators and their improvement strategies.
6. Oversee the implementation of Quality Strategic Plan and its progress reports and advice accordingly.
7. Advice on performance improvement according to agreed standards.
8. Monitor the implementation of Quality Management System and report the outcome.
9. Report the quality assurance activities at FCMS to relevant bodies.
10. Guide the quality improvement projects collaborating with the executive authorities.

Other Job Functions

11. Other duties as assigned within the scope of responsibility and requirements of the job.

JOB REQUIREMENTS/QUALIFICATIONS

Education:	PhD degree/master's degree in quality management or equivalent.
Experience:	Minimum 5 years' experience in quality related projects/administration is preferred.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

Quality Officer

Department:

Quality and Accreditation Unit.

AUTHORITY

Reports to:

Executive Director Quality and Accreditation Unit.

Responsible for:**Liaises with:**

Faculty and staff.

JOB DESCRIPTION SUMMARY

Purpose:

Assist in ensuring the services provided and outcome produced meets institution-wide set of quality standards.

JOB DUTIES STATEMENT

Duties & Responsibilities

- | | |
|-----|--|
| 1. | Assists in the development of comprehensive quality improvement programs. |
| 2. | Coordinates the development and implementation of institutional/program policies and procedures. |
| 3. | Plans and implements improvement projects related to quality priorities. |
| 4. | Provides ongoing support to faculty and staff members in quality initiatives. |
| 5. | Prepares quality reports and documents as needed. |
| 6. | Analyzes various data to facilitate the process of decision making. |
| 7. | Follows up the implementation of quality plans and quality improvement projects. |
| 8. | Keeps track of FCMS policies and policies to ensure its alignment with accepted standards. |
| 9. | Updates the documents related to quality standards. |
| 10. | Observes opportunity for improving the quality of performances of the existing system and suggest plans for improvement. |
| 11. | Coordinates with staffs of different departments and driving the group to plan and formulate comprehensive quality improvement procedures. |

Other Job Functions

12.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Bachelor's degree in Administration or Quality.
Experience:	Minimum 2 years experience in quality related projects/administration is preferred.
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for participating in the quality improvement activities related to his / her job.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at DSFNC.
4.	Responsible for complying with the DSFNC code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Director-Information Technology Unit	Department: Information Technology Unit
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AUTHORITY

Reports to:	Vice Dean for Development and Quality Management
Responsible for:	Providing IT support for educational and other supporting activities at FCMS.
Liaises with:	All faculty and staff members in the college.

JOB DESCRIPTION SUMMARY

Purpose:

Develop and implement computer programs store, locate, and retrieve specific documents, data, and information pertinent to college function.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Conducts system analysis, development, and routine maintenance of existing computer programs.
2.	Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
3.	Conducts trial runs of programs and software applications to be sure these will produce the desired information and that the instructions are correct.
4.	Performs or directly revise, repair, or expand the existing programs to increase operating efficiency or adapt to new requirements.
5.	Ability to debug problems caused by hardware, operating systems software, application programs, or network failures.
6.	Corrects errors by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
7.	Collaborates with computer manufacturers and other users to develop new programming methods.
8.	Provides technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing Microsoft based systems.
9.	Retrieves and backup data as and when required.
10.	Maintains paper and electronic filing system of records, correspondence, and other materials.
11.	Develops and spread awareness of user references.
12.	Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
13.	Maintains quality service by establishing and enforcing standards for FCMS.
14.	Ensures high level of IT system security and anticipate possible threats and initiate proactive steps to mitigate the risks.

Other Job Functions

- | | |
|-----|--|
| 15. | Other duties as assigned within the scope of responsibility and requirements of the job as assigned by the college dean. |
|-----|--|

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in Software Engineering or equivalent.
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Experience:	Minimum 3 years of professional experience.
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Language:	
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Required Licenses/Registration:	
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Other Skills & Abilities:

- Analytical skills
- Problem solving skills
- Organizational Skills.
- Analysis of information requirements.
- Relevant programming languages
- Data presentation & reporting
- Leadership and supervisory skills
- Decision making skills
- Teamwork

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

- | | |
|----|---|
| 1. | Responsible for the quality improvement projects of the college by chairing the quality committee. |
| 2. | Responsible for the safety issues related to his / her job. |
| 3. | Responsible for the confidentiality of information that they have access to or came across during their work at FCMS. |
| 4. | Responsible for complying with the FCMS code of conduct and the students' rights standards. |

GENERAL INFORMATION

Job Title: Director - Assessment Centre	Department: Medical Education Department
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AUTHORITY

Reports to:	Head of Medical Education Department
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Responsible for:	Overseeing student assessment activities within FCMS
Liaises with:	Faculty members & Program Directors

JOB DESCRIPTION SUMMARY

Purpose:

Support all FCMS educational programs to implement and provide a standardized and high-quality student assessment with the net results of improving teaching and learning and achieving the Learning Outcomes (LOs) at both program and course levels.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Complies with the student assessment policies/rules and regulations at FCMS.
2.	Supervises the overall operation of the Assessment Center at FCMS.
3.	Supports program directors, head of departments, and course coordinators to generate high quality assessment after going through necessary steps of quality assurance, to close the loop of assessment.
4.	Works with the Curriculum Review and Monitoring Committee to standardize the assessment process in the College.
5.	Supports program directors and course coordinators to establish and maintain item bank that have undergone validity and reliability testing.
6.	Monitors and oversees the whole process of assessment of learning outcomes.
7.	Monitors the development of item analysis reports with the members of assessment center and reports to QASC.
8.	Monitors the internal verification process of student achievement and arranges for the external verification process in collaboration with the various programs' assessment committees at FCMS.
9.	Moderates the whole process of e-assessment program for all courses, in coordination with the IT Unit.
10.	Monitors all the activities of all program assessment committees at FCMS including annual reports and KPIs.
11.	Develops and disseminates all policies and procedures related to students' assessment in FCMS.
12.	Submits feedback to the Vice Deanship, Development and Quality Management and Dean, on all conducted examinations with full analysis of its items, clarity, subjectivity and compliances to rules adopted by FCMS with corrective measures and recommendations.
13.	Conducts training activities with the support of Staff Development Unit, on all areas of assessment to help academic staff members to master all required skills to develop high quality assessment methods.

14.	Conducts scientific research in relation to the areas of students' assessment according to FCMS policies and procedures.
15.	Collaborates with Medical Education Department (MED) and Quality and Accreditation Unit (QAU) in the overall assessment framework and assessment plan in FCMS.
16.	Provides expert advice to the College on recent trends in assessments and submits an annual report on the overall activities of the assessment center.
17.	Collaborates with Program Directors, MED, QAU to close the loop of assessment within all programs.

Other Job Functions

18.	Other duties as assigned within the scope of responsibility and requirements of the job.
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JOB REQUIREMENTS/QUALIFICATIONS

Education:	Doctor of Philosophy (PhD) in Medical Education or equivalent
Experience:	At least 5 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the program and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title:

E-Learning Unit Director

Department:

E-Learning Unit

AUTHORITY

Reports to:

Vice Dean for Development and Quality Management

Responsible for:

E-learning resources and its management

Liaises with:

Faculty staff members, admin staff and students

JOB DESCRIPTION SUMMARY

Purpose:

Guarantee the accessibility of all e-learning resources, their proper functionality, and provide training and support for users at FCMS.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.
3.	Provides guidance on procedures to ensure the efficient implementation of E-learning strategies within FCMS.
4.	Suggests successful models and their application for future technology implementations.
5.	Provides guidance on offering specialized assistance to students experiencing challenges associated with utilizing e-learning resources.
6.	Conducts training sessions and orientations for both staff and students to familiarize them with the utilization of e-learning resources.
7.	Oversees the efficacy and quality of e-learning strategies using diverse measures and provides periodic reports on their performance.
8.	Creates user manuals and disseminates them to both staff and students for their reference and guidance.
9.	Prepares and compiles annual report on unit achievements.
10.	Provides the Quality and Accreditation Unit with annual reports from the unit, including the required Key Performance Indicators (KPIs).
11.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Master's degree in Software Engineering or equivalent
Experience:	Minimum 3 years of professional experience
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none">- Analytical skills- Problem solving skills- Organizational Skills.- Analysis of information requirements.	

- Relevant programming languages
- Data presentation & reporting
- Leadership and supervisory skills
- Decision making skills
- Teamwork

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Executive Director of Strategic Planning Unit	Department: Strategic Planning Unit
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AUTHORITY

Reports to:	Vice Dean for Development and Quality Management
Responsible for:	Strategic planning and monitoring the implementation
Liaises with:	Faculty staff members and admin staff

JOB DESCRIPTION SUMMARY

Purpose:

Support the FCMS leadership in strategic planning processes thus helping in the decision-making process within the college.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.
3.	Contributes to formulating the strategic and operational plans of the college and its programs by engaging stakeholders
4.	Participates to the development of other plans including a Quality Strategic Plan, Strategic Scientific Research Plan, Strategic Community Engagement Partnership Plan and Postgraduate studies Plan.
5.	Co-ordinates with the FCMS' program management to prepare Programs' Operational plans in alignment with the institutional strategic plan.
6.	Collaborates with Department Heads and Unit Directors to create departmental and unit operational plans
7.	Oversees the implementation of the operational plans and provides guidance.
8.	Reviews the operational plan achievement reports and recommends improvement strategies.
9.	Contributes to the preparation of annual reports of the strategic plan of the college.
10.	Provides the Quality and Accreditation Unit with annual reports from the unit, including the required Key Performance Indicators (KPIs).
11.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none">- Ability to adapt in a challenging environment- Time management skills- Computer skills- Organization skills	

- Communication skills
- Presentation skills
- Leadership and supervisory skills
- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Curriculum Development and Monitoring Unit Director	Department: Medical Education
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AUTHORITY

Reports to:	Head of Medical Education Department
Responsible for:	Supporting academic and educational activities in FCMS
Liaises with:	Faculty staff members and admin staff

JOB DESCRIPTION SUMMARY

Purpose:

Monitor the effectiveness of the FCMS programs.

JOB DUTIES STATEMENT**Duties & Responsibilities**

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.
3.	Provide guidance in the development of curricula for undergraduate and postgraduate programs which are relevant to KSA, in-line with best-evidence medical education (BEME)
4.	Monitors the implementation of curriculum development plans.
5.	Identifies gaps and unintentional redundancies within the curriculum by developing a curriculum mapping and benchmarking for all programs at FCMS.
6.	Conducts annual review of the curriculum to determine strengths and identify areas for improvement and closing the loop of quality for curriculum development and implementation for all programs at FCMS.
7.	Ensures that the staff utilize various student-centered teaching strategies properly.
8.	Verifies that the staff effectively apply diverse student-centered teaching strategies.
9.	Provides the Quality and Accreditation Unit with annual reports from the unit, including the required Key Performance Indicators (KPIs).
10.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills 	

- Analytical skills
- Problem solving skills

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.

GENERAL INFORMATION

Job Title: Staff Development Unit Director	Department: Medical Education
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AUTHORITY

Reports to:	Head of Medical Education Department
Responsible for:	Provide a range of courses, workshops, and seminars to support staff academic and career development
Liaises with:	Faculty staff members and admin staff

JOB DESCRIPTION SUMMARY

Purpose:

To promote and support academic and administrative work that enhances the capabilities of the staff members.

JOB DUTIES STATEMENT

Duties & Responsibilities

1.	Prepares and implements an operational plan of the unit and contributes to the achievement of the mission and goals of the college.
2.	Develops, reviews, and updates unit policies and procedures.
3.	Conducts annual need assessment surveys and prepares academic and professional development plans at institutional and program levels.
4.	Arranges sessions by involving internal and external experts in the specific area of specialization.
5.	Supports staff members to attend external workshops and training sessions that help them acquire new skills and improve their job performance.
6.	Conducts annual need assessment surveys and prepares administrative staff development plan.
7.	Plan and organize new staff orientation sessions.
8.	Provides the Quality and Accreditation Unit with annual reports from the unit, including the required Key Performance Indicators (KPIs).
9.	Develops necessary action plans based on the unit achievement report

JOB REQUIREMENTS/QUALIFICATIONS

Education:	Ph.D. holder
Experience:	At least 2 years' experience in academic administration
Language:	Bilingual (Arabic and English)
Required Licenses/Registration:	Ministry of Education
Other Skills & Abilities: <ul style="list-style-type: none"> - Ability to adapt in a challenging environment - Time management skills - Computer skills - Organization skills - Communication skills - Presentation skills - Leadership and supervisory skills - Analytical skills - Problem solving skills 	

QUALITY IMPROVEMENT IS THE RESPONSIBILITY OF EVERY FCMS STAFF MEMBER

1.	Responsible for the quality improvement related to the unit and works in coordination with the Quality and Accreditation Unit of the College.
2.	Responsible for the safety issues related to his / her job.
3.	Responsible for the confidentiality of information that they have access to or came across during their work at FCMS.
4.	Responsible for complying with the FCMS code of conduct and the students' rights standards.