



Physical Therapy Program Handbook for Students and Teaching Staff

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1957

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About the Department of Rehabilitation Health Sciences

Increased need in recent years devoted to health and rehabilitation due to the increase in the nonpermanent and permanent disabilities, which affect individuals as a result of accidents and diseases. No doubt that the tremendous scientific advances that occurred in this area in the world need to make this department necessary in our country. This is because increasing deficits negatively impact on the individual, family, school and work and this is reflected in the end to society and needs rehabilitation of health to have adequate time to enable a disabled person that achieves the highest level of self-reliance. The department contains four programs:

- ✓ Physical therapy program
- ✓ Occupational therapy program
- ✓ Speech and hearing program
- ✓ Respiratory program

Physical Therapy Program Description

The physical therapy program qualifies graduates to use the physical agents or modalities including manual therapy (strengthening exercises, circulatory exercise, range of motion and mobilization exercises, manual and mechanical traction, gait and posture training) hydrotherapy and electrotherapy (Infrared, ultrasound, pain relieve modalities) for rehabilitation of patients with neurological and musculoskeletal disorders and improve subject's quality of life. In addition to improve circulation, strengthen muscles, mobilize the joints, enhance coordination, improve the exercise tolerance and body fitness, encourage the patient to regain movement and to carry out activities of daily life.

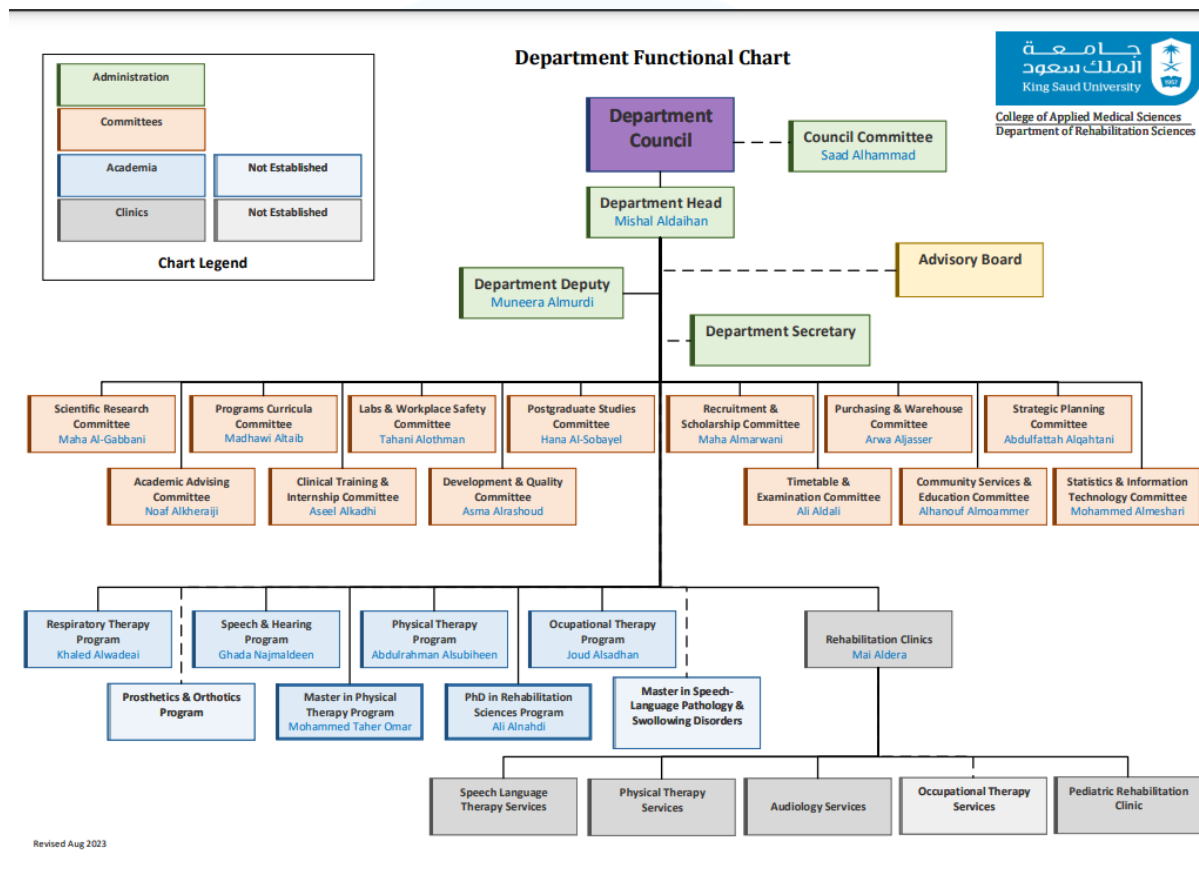
Physical therapy is effective for adults, geriatric, and children with different impairments, disorders or diseases affecting body systems and organs including musculoskeletal system,

cardiopulmonary system and nervous system. Physical therapy has remarkable role in preventing subject's posture misalignment and improve physical and psychological wellbeing of older people. It also helps athletes to prevent, treat, and rehabilitation sports 'injuries.

History of The Program

The physical therapy program has been established in the department of Health Rehabilitation Sciences at King Saud University 1980 in the Kingdom of Saudi Arabia for skilled physical therapists. Since its establishment as the first bachelor's program in this field in the Kingdom, it has been playing an important role in providing both the public and private health sectors with highly qualified professional graduates equipped with knowledge and skills in the field of natural therapy. The current program is internationally accredited by the Accreditation Agency for Programs of Study in Health and Social Sciences (AHPGS).

Rehabilitation Sciences Department Organizational Chart



1957

Bachelor's Degree in Physical Therapy

Program Mission

To enhance the quality of physical therapy and rehabilitation services nationally and globally by preparing competent physical therapists who provide evidence-based preventive and rehabilitative services, contribute to community health, and advance the physical therapy profession through scientific research.

Relationship between program mission and goals and the mission and goals of the institution/college:

- The program is aligned with the institution's mission/ college mission and goals to graduate qualified physical therapists needed for the development plans in the Kingdom as well as contribution to the community services and research activities related to the field.

For more information regarding the program mission (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/AcademicPrograms>

Program Goals

1. To provide an excellent physical therapy education that prepares competent graduates through high-quality evidence-based practice aligned with national and international standards.
2. To prepare highly competent physical therapists capable of independent practice and effective collaboration within healthcare teams, while engaging in scholarly and research activities that advance the physical therapy profession.
3. To contribute effectively to community service and development initiatives that address the needs of patients, the physical therapy profession, and society.

For more information regarding the program goals (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/AcademicPrograms>

Program Learning Outcomes

At the completion of the bachelor's degree of PT the graduate will be able to:

- Recognize all the essential components of the biological, physical, behavioral, technological and clinical sciences necessary for the practice of physical therapy.
- Identify the foundations of professional physical therapy practice, especially those related to human movement and functioning sciences, various medical and surgically intervened conditions in different areas of practice.
- Select the best research evidence to apply in the delivery of care, practice management and to examine the theoretical and scientific basis for physical therapy.
- Outline psychological, behavioral, social, economic aspects of diseases and their impact on patients and community under the scope of physical therapy practice.
- Integrate concepts from the anatomy and physiological sciences into physical therapy practice.
- Demonstrate the best evidence for practice in physical therapy and clinical judgment to compose the best care.
- Employ critical thinking, problem-solving and evidence-based practice in order to make clinical decisions.
- Apply all the fundamental elements of physical therapy practice in reference to patient management.
- Communicate effectively in a culturally competent manner with patients/clients, family members, caregivers, and multidisciplinary team members.
- Practice professional collaboration and work independently as a part of the rehabilitation team.
- Exhibit professional and ethical behavior that is consistent with the legal and ethical practice of the physical therapy profession.
- Illustrate self-assessment, professional development and life-long learning of physical therapy practice.

Graduate Attributes

- **Specialist:** They will have deep knowledge of concepts, terminology, and theories of physical therapy and rehabilitation field.
- **Effective communicator:** They will be able to communicate effectively in both Arabic and English in the academic field and work environment.

- **Leader:** Work effectively in a team environment, providing leadership, team building, exerting positive influence and demonstrating project management skills.
- **Honest:** They will demonstrate a knowledge of ethical, social, cultural and environmental issues relating to their disciplines.
- **Ambitious:** They are lifelong learner. They are open, curious, willing to investigate, and consider new knowledge and ways of thinking. They will have ongoing professional development and personal growth and enhancement.
- **Researcher:** They will be able to conduct original and distinguished scientific research in the physical therapy field accordance with the directions of the Kingdom and publish in approval publications.

For more information regarding the graduates attributes, please visit:

<https://cams.ksu.edu.sa/ar/node/2889>

Admission Criteria

The physical therapy program follows the rules of King Saud University for admission. The Deanship of Admissions and Registration Affairs receives the applications for admission in accordance with the following conditions:

1. The student must hold a general secondary certificate (i.e., High School Diploma) or any equivalent from inside or outside the kingdom of Saudi Arabia.
2. The general secondary certificate or any equivalent must not be more than 5 years old.
3. The student must have good behavior and conduct.
4. The student must successfully pass the examination, or the interview held by the senate. For physical therapy program there is an interview.

5. The student must be medically fit
6. The student must obtain the approval from his employer allowing him to study if he works in the public or private sector.
7. The student must meet any conditions assigned by the senate at the time of registration. For physical therapy program, the student must be a graduate of the scientific section of the high school and have 90% or more in subjects of biology and physics.
8. The student should not have been expelled from any university due to disciplinary or academic reasons.
9. The student who already has a bachelor's degree or any equivalent will not be admitted for another bachelor's degree. However, the senate is entitled to some exceptions.
10. The selection occurs between the applicants who meet the conditions on the basis of their scores (the general secondary certificate examination, the admission tests if they are available, and the special rate. in addition to the general potential tests).

For more information regarding the admission criteria (in Arabic), please refer to Admission Guide

https://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/imce_images/adm1443.pdf

Graduates Job Description

Professional Title: Physical Therapy Specialist

Job description of physical therapy Specialist (The definition of specialization or profession): Work of specialists in physical therapy in the rehabilitation of partial and total disability or permanent bidder resulting from disease or injury in accidents. Physical therapy provides direct patient service, consultation and is often engaged in research. They also serve in administrative capacities, including supervising and delegating responsibilities to

members of the physical therapy service. They work in primary, secondary and tertiary health care settings. Physical therapists are also engaged in the development of new approaches of intervention that will more effectively meet existing and emerging health needs in society including health promotion and disability prevention programs. Physical therapists are dedicated to improving the ability of an individual to function successfully regardless of the reason for disability: disease or trauma, developmental or acquired, acute or chronic in nature.

They are effective working with people of any age with a wide variety of functional limitations. Physical therapists also contribute significantly to the development of standards of practice in and to the development of relevant health policy.

Graduates Requirements

Terms of Graduation

In order to obtain a bachelor's degree in collage of Applied Medical Sciences in the field of rehabilitation health sciences- physical therapy Program from King Saud University, students must successfully pass 136 credit hours - eight levels (including the preparatory year and years of specialization), in addition to an internship year in a hospital or other relevant health sectors.

Graduates Requirements

Requirements	Credit hours
University Requirements	27 hours
College Requirements	17 hours
Program Requirements	92 hours
Internship Year	One year (52 working weeks)
Total	136 hours

Career Opportunities

Area for work and job opportunities for graduates of physical therapy program are in the sectors of health and rehabilitation centers, in-patient and out-patient departments in hospitals, private clinics, and sports clubs.

For more information regarding the graduates requirement (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/AcademicPrograms>

Curriculum Plan

The professional program consists of 24 credit hours of sequenced and integrated didactic and clinical courses plus a thesis of a relevant subject enrolled on completion of the credit hours. The rehabilitation sciences department at the College of Applied Health Sciences, King Saud University, offers all didactic coursework.

Level One

Preparatory Year (16 hours)

Level Two

Preparatory Year (16 hours)

Level Three

Course Code	Course Title	Credit Hours	Prerequisite(s)
RHS 221	Introduction to Physical Therapy Procedures	3(2+1)	-
CLS 224	Basic anatomy & physiology	3(3+0)	ZOOL 109
RHS 241	Human Anatomy	3(2+1)	-
RHS 243	Clinical Physiology	2(1+1)	-
RHS 321	Physical Therapy Procedures I	3(2+1)	-
RHS 341	Therapeutic Exercises & Human Anatomy	3(2+1)	-
Total		17 hours	

Level Four

Course Code	Course Title	Credit Hours	Prerequisite(s)
CHS 243	Basics of emergency care	2(1+1)	-
RHS 244	Neuroanatomy	3(2+1)	RHS 241
RHS 322	Physical Therapy Procedures II	3(1+2)	RHS 221, RHS 241, RHS243
RHS 325	Electrotherapy	3(2+1)	RHS243, RHS241, RHS321
RHS 346	Neurophysiology for Physiotherapist	3(2+1)	RHS 241, RHS243
RHS 366	Pharmacology	2(2+0)	RHS 241, RHS243
Total		16 hours	

Level Five

Course Code	Course Title	Credit Hours	Prerequisite(s)
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ICL106	Medical Jurisprudence	2(2+0)	IC 100 -/ NC IC 101 -/ NC IC 102 -/ NC IC 103 -/ NC IC 104 -/ NC IC 105 -/ NC IC 106 -/ NC IC 107 -/ NC IC 108 -/ NC IC 109 -/ NC QURN 100 -/ NC
BMT 227	Introduction to Computer Systems	2(1+1)	-
CLS 323	General Pathophysiology	3(3+0)	RHS243
RHS 231	Introduction to Clinical Studies	2(2+0)	RHS 241, RHS243
RHS 323	Physical Therapy Procedures III	3(1+2)	RHS322, RHS346
RHS 327	Hydrotherapy	3(2+1)	RHS322
RHS 333	Clinical Practice I	1(0+1)	RHS 241, RHS243
Total		16 hours	

Level Six

Course Code	Course Title	Credit Hours	Prerequisite(s)
BTM 228	Introduction of Biomechanics	2(2+0)	-
PSY 372	Rehabilitation Psychology	2(2+0)	-
RHS 331	Clinical Studies I	4(3+1)	RHS322, RHS 241, RHS243
RHS 422	Rehabilitation Procedures	2(1+1)	RHS322, RHS 241, RHS243, RHS346
RHS 423	Management of Physical Therapy Services	2(2+0)	-
RHS 424	Geriatric Rehabilitation	2(1+1)	RHS322, RHS 241, RHS 331, RHS346
RHS 442	Medical Aspects of Disabling Conditions	3(3+0)	RHS 241, RHS243, RHS346
Total		17 hours	

Level Seven

Course Code	Course Title	Credit Hours	Prerequisite(s)
BTM 438	Orthopedic Surgery & Rehab. Technology	2(2+0)	BMT228
RHS 425	Occupational Therapy	2(1+1)	RHS424
RHS 326	Physical Therapy for Pediatrics	3(2+1)	RHS322, RHS346
RHS 332	Clinical Studies II	4(3+1)	RHS244, RHS322, RHS341
RHS 336	Clinical Practice in Physiotherapy	2(0+2)	RHS322, RHS346
RHS 421	Advanced Physical Therapy Procedures	2(1+1)	RHS424
Total		15 hours	

Level Eight

Course Code	Course Title	Credit Hours	Prerequisite(s)
ARAB 100	Writing Skills	2(2+0)	-
RAD 463	Radiographs & Their Interpretation	3(2+1)	RHS331, RHS421
RHS 431	Clinical Studies III	3(2+1)	RHS421, RHS442
RHS 433	Clinical Practice III	3(0+3)	RHS331, RHS332, RHS336, RHS421
RHS 434	Selected Clinical Topics I	3(0+3)	RHS331, RHS332, RHS336, RHS421
RHS 481	Independent Study I	2(2+0)	RHS231, RHS323, RHS327
Total		16 hours	

For more information regarding the study plan (in Arabic), please visit:

https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/lkht_ldrsy_lj_tbyy.pdf

Course Description

Introduction to Physical Therapy Procedures, RHS 221, (3 Credits)

This course is concerned with giving the students the principles and skills on methods of assessment of the Musculoskeletal system from physical therapy view. It includes manual muscle testing, and measurement of range of motion for body joints generally, in addition to postural assessment and activity of daily living.

Introduction to Clinical Studies, RHS 231, (3 Credits)

The course focuses on a comprehensive presentation of mechanisms of injuries to bones, joints, and soft tissues and their treatment. The course materials also introduce students to medical and physiotherapeutic assessment, planning and treatment. This includes clinical signs, diagnoses, medical and physical therapy management, prognoses and complications.

Human Anatomy, RHS 241, (3 Credits)

This course focuses on the human anatomy as a basic science necessary for safe medical and paramedical practice. It is an overview of human anatomy (i.e., body structure and function), given in preparation for later courses that cover anatomical regions in greater depth. Special emphasis will be given on the musculoskeletal system.

Clinical Physiology, RHS 243, (3 Credits)

This course will provide an overview of basic cell functions, biological control systems, circulation, respiration, regulation of water and electrolyte balance, digestion and absorption of food, reproduction, defense mechanisms of the body, regulation of organic metabolism and energy balance, processing sensory information, control of body movement, consciousness and behavior.

Neuroanatomy, RHS 244, (3 Credits)

This course aims to provide students with a basic understanding of the structural organization of the human nervous system in sufficient depth to form the basis for further clinical or research studies of the nervous system.

Clinical Studies I, RHS 321, (3 Credits)

This course is concerned with the study of principles of physical agents, physiological effects, indication, contraindication, precautions and how to apply.

Physical Therapy Procedures II, RHS 322,(3 Credits)

This course introduces the concept of disability using traditional disablement model and ICF terminology. Therapeutic exercises targeting different impairments will be discussed in detail in this course including range of motion exercises, stretching exercises, joint mobilization, resistance exercises, aerobic and anaerobic exercises, balance exercises will be discussing in this course. Theories, purposes, and target impairments will be discussed for each technique. A major portion of the course will be dictated to practice of these various therapeutic interventions to make sure that students can implement these techniques safely and effectively.

General Pathophysiology, RHS 323,(3 Credits)

This course will provide the students with fundamental diagnostic skills. This course will link the importance of each assessment step to clinical significance of the neuromuscular system. The students will learn the appropriate assessment tools needed for different neuromuscular conditions and will be able to arrive at the appropriate diagnosis.

Electrotherapy, RHS 325,(3 Credits)

This course will provide the students with the basic principles related to physiological and therapeutic effects and hazards and safety of electrical stimulation modalities. In addition to basics of electro-diagnosis tests.

Physical Therapy for Pediatrics, RHS 326,(3 Credits)

The course acquaints the student with the different pediatric diseases and develop skills about the use of physiotherapy methods.

Hydrotherapy, RHS 327,(3 Credits)

The course acquaints the student with the different skills about the use of bathes, pool, parafine wax. Also hot, cold packs and ice application. Also, how to clarify indication, contraindication, precautions and its physiological effects

Introduction to Physical Therapy Procedures, RHS 331,(3 Credits)

The course is designed to develop an understanding of orthopedics, rheumatology and appropriate physiotherapy treatment. and develop the skills for clinical practice.

Physical Therapy Procedures II, RHS 332, (3 Credits)

The course is designed to study etiology, pathology, prognosis and treatment of the neurological symptoms and develop the skills for clinical practice

Clinical Practice I, RHS 333, (3 Credits)

The course will teach the techniques and clinical uses of the various massage manipulations through demonstration and practice sessions. Attention of the student will be drawn to the specific clinical application of each massage manipulation; the physiological and therapeutic effects as well as their dangers

and contraindications will be mentioned. Teaching and learning in this course will be through practice on human models in the laboratory.

Clinical Practice in Physiotherapy, RHS 336, (3 Credits)

The course acquaints the student with the skills about the use of physiotherapy methods for different pediatric diseases in clinical field.

Therapeutic Exercises & Human Anatomy, RHS 341, (3 Credits)

This course will discuss the kinesiology of the musculoskeletal system in the upper and lower extremities and the spine including structure and function of each joint. Joint specific osteokinematics and arthrokinematics will be covered in this course along with muscle and joint interactions.

Neurophysiology for Physiotherapist, RHS 346, (3 Credits)

The course includes the general neurophysiological bases of the nervous system, and a detailed study of function of the brain and spinal cord, the ascending, descending tracts of the cord and the cranial nerves.

Pharmacology, RHS 366, (3 Credits)

The course includes the general pharmacological bases and the common drugs, its effects, side-effects and dose used for the patients that can be indicated for physiotherapy.

Advanced Physical Therapy Procedures, RHS 421, (3 Credits)

This course is intended to study pathophysiology and clinical manifestations of common pulmonary disorders and review normal structural and functional basis of the respiratory system. The student should also demonstrate skills on how to evaluate and manage patients with pulmonary disorders.

Rehabilitation Procedures, RHS 422, (3 Credits)

The course focuses on understanding the evaluation of complex disability problems and the integration of physical therapy program with rehabilitation by uses the orthosis and prosthesis, and how to prescribe, fitting and train patient to apply them.

Management of Physical Therapy Services, RHS 423, (3 Credits)

This is an introductory course in physical therapy management. It will address fundamental healthcare management principles and concepts with a focus on physical therapy practice in different settings. The course provides an understanding of the Saudi health care system and will guide the students in preparing for licensure and employment seeking. It will also discuss some contemporary topics and professional issues relevant to PT management and administration.

Geriatric Rehabilitation, RHS 424, (3 Credits)

This course aims to provide students with fundamental skills and knowledge in the care of the elderly. The aging concept and selected theories are discussed, along with the physiologic and psychosocial changes. Physical and mental health problems associated with the aging process and evidence-based physical therapy practice in geriatrics are addressed. The course schedule is divided into three units: basics of geriatric physical therapy, principles of healthcare for older adults, and physical therapy for the most common pathological conditions among older adults.

Occupational Therapy, RHS 425, (3 Credits)

The course aims at applying the principles of and therapeutic skills of occupational therapy and how to train the patients with any problem to his previous job or a new job and how to use the different aids and facilities to minimize his effort.

Clinical Studies III, RHS 431, (3 Credits)

The course is designed to study the pathophysiology of common cardiovascular disorders, in addition to the evaluation and physical therapy modalities and/ or techniques. Students practice clinically the management and rehabilitation of cardiovascular diseases and surgery.

Clinical Practice III, RHS 433, (3 Credits)

The course aims at applying clinically the principles of and therapeutic skills to patients with any problem and how to work in team effectively.

Selected Clinical Topics I, RHS 434, (3 Credits)

This course is intended to reinforce the clinical application of principles of treatment and therapeutic skills to patients with cardiovascular, pulmonary and neurological diseases and to train the students how to write a report on a selected clinical problem and how to work independently.

Medical Aspects of Disabling Conditions, RHS 442, (3 Credits).

This course is a survey of common disabling conditions and diseases that cause biological illness or impairment of body function in special areas include cardiovascular, pulmonary, musculoskeletal integumentary, and neurological systems in addition to some selected cases of women's health disabling conditions. The overall goal is to facilitate the deep understanding of the mechanisms (pathological changes) through which disability may develop.

Independent Study I, RHS 481, (3 Credits).

This course presents the purpose and characteristics of research, basic principles of scientific methods, and interpretation of professional literature. Students will participate in clinical research activities, and critically analyze the current and new concepts.

For more information regarding the course description (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/sanitaryentitlingsciences/ptbcd>

Internship of Physical Therapy Program

After successfully passing their undergraduate courses, students must complete a training period (for one year; 52 weeks (with 50 working weeks) in hospitals or related health administration institutions following a training program approved by their departments, with mutual supervision between the College and training institutions. After successfully completing the internship period, the students receive certificates that entitle them to practice their profession.

Objectives of the Internship

1. Improve knowledge, skills, and attitude in the practice of physical therapy.
2. Define physical therapy goals and procedures and introduce the skills required to integrate this knowledge with relevant aspects of clinical care.
3. Guide and assist the interns through clinics, inpatient care, and rounds.
4. Plan education programs.
5. Clinical practice with a guide and assist to enhance problem-based capabilities through clinical assignments and case reports.
6. Analyze the pathophysiology of signs and symptoms to establish a physical therapy program.
7. Clinical practice with guidance and assist to enhance problem-based capabilities through clinical assignments and case reports
8. Analyze the pathophysiology of signs and symptoms to establish physical therapy program.
9. Develop an accurate and complete problem list and how to manage each problem.
10. Reading appropriate material.
11. Clinical practice with guide and assist to enhance problem-based capabilities through clinical assignments and case reports
12. Senior physiotherapist will teach the student these skills during the bedside teaching.
13. Clinical observation by the senior physiotherapist.

14. Demonstrate ethical issues related to the patients and highlight the health.
15. Assess ethical skill lab in which different ethical scenario will be performed under supervision.
16. Collaborate effectively and form and sustain effective therapeutic relationships.

Rules And Regulations of The Internship

- To start the internship period, students must complete all their undergraduate courses successfully with a minimum cumulative GPA of 2.0.
- Students must start their internship year two weeks after their final exams and no later than three months unless approved by the internship committee.
- Failing to start the internship within three months after the final exams, students must pass a written or practical exam or a personal interview depending on the decision of the department council.
- Failing to start the internship within 12 months after the final exams, students must attend 16 to 30 credit hours as an auditing student and pass them successfully over two academic semesters. The department council is responsible for assigning the courses the students must complete during these two semesters .
- Students lose their rights to obtain the internship completion certificate if they do not complete the internship within three years after the final exams.
- The specified period of training shall be on a continuous and uninterrupted basis. Nevertheless, should any situation warrant an Intern to go on an emergency leave, there would be an extension of the training at the end of the program for a specified period to equally compensate for the leave of absence determined by the Interns' Training Committee.
- If an intern has postponed or discontinued this period for more than one year, must pass a requalification exam or to repeat between 20-30 hours before continuing her training.

- For female interns, a maternity leave of 3 weeks is granted provided that a medical report is attached to the application form. If there is a sick leave form from the doctor, then the maternity leave might be extended after the acceptance of the college committee. Thereby an extension of the internship period is deemed until the requirements of the program are entirely fulfilled.
- Saudi trainees trained in a government hospital/health institution are eligible to receive the training. The monthly pay is SAR 2,500, in addition to free housing and transportation. For a non-governmental hospital, the fee will be stopped and will not be returned.
- Supervisors from the training institutions and hospitals send their evaluation of the intern's performance at the end of each rotation.
- At the end of the one-year internship program, interns will be awarded a certificate of completion of the internship signed by the Dean and the Vice-Dean for Administrative Affairs and Chairman of Interns' Training Committee, provided that he/she fulfilled the requirements of the program.

For More Information Regarding Internship: <https://cams.ksu.edu.sa/ar/node/3899>

Laboratories, Classrooms and Clinics

Program Classrooms

The Physiotherapy Program has provided classrooms that are fully equipped with needed technology in order to support the learning process. The KSU eLearning unit is fully committed to making effective use of learning technology, adding a creative dimension to learning and teaching using e-learning in a flexible, accessible and integrated manner. Hence, all the classes and labs are provided with computing resources, multimedia such ePodiums, smart boards, projectors, speakers etc., and

internet availability with strong and stable connection as well as good and adequate air conditioning and ventilation. Moreover, all these classes were provided with all the needed safety consideration including safety signs on the walls of the classes and laboratories, display the emergency contact number, as well as fire extinguishers and blanket.

Program Labs

Physical therapy program has many well-equipped laboratories in which the practical courses are applied. Students are divided into groups and practice under supervision of the program's demonstrators and teaching staff.

- ✓ Kinetic Exercise Lab 1
- ✓ Kinetic Exercise Lab 2
- ✓ Cardiac Rehabilitation Laboratory
- ✓ Occupational Therapy Lab
- ✓ Anatomy Lab
- ✓ Hydrotherapy And Swimming Lab
- ✓ Motion Analysis Lab
- ✓ Balance Test Lab
- ✓ Respiratory Lab 1
- ✓ Electrotherapy Lab 1
- ✓ Electrotherapy Lab 2
- ✓ Prosthetic Devices Lab
- ✓ ECG Lab
- ✓ Rehabilitation Lab
- ✓ Fitness Lab

Electro- Therapy Lab 1



Electro- Therapy Lab 2



Cardio Rehabilitation Lab



Prosthetic & Orthotic Lab



Physical Fitness



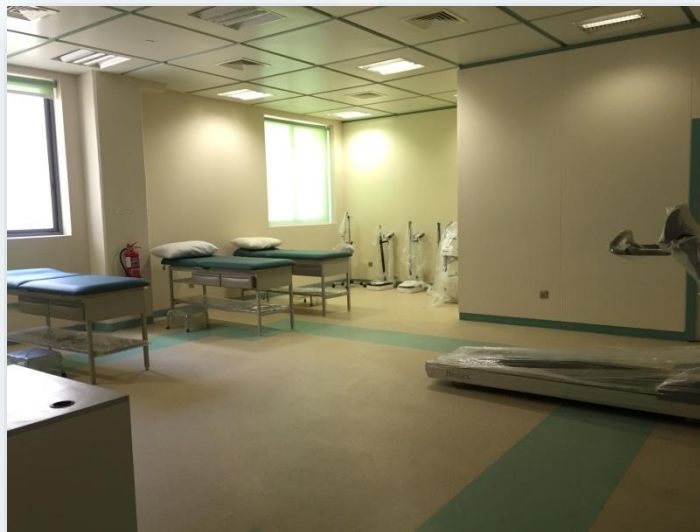
Anatomy & Physiology Lab



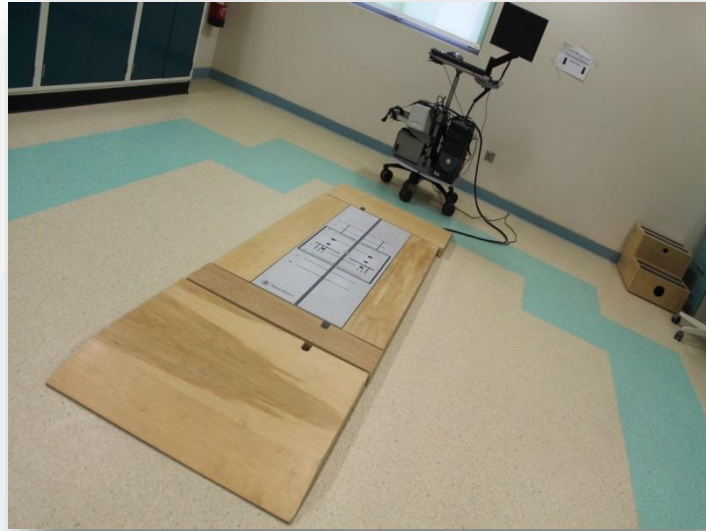
Respiratory Therapy Lab 1



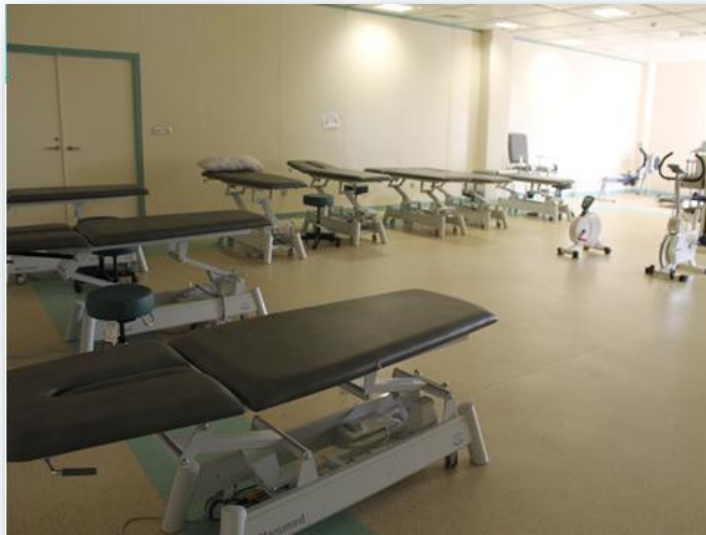
Respiratory Therapy Lab 2



Balance Lab



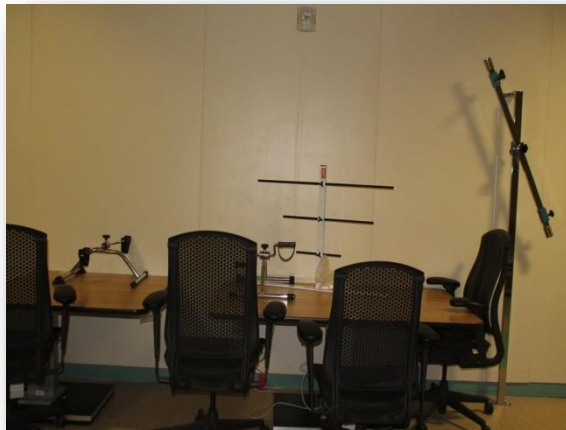
Therapeutic Exercise Lab 1



Therapeutic Exercise Lab 2



Occupational Therapy Labs



Simulated Home Lab

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Splinting Lab



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Physical Therapy Clinics

Clinic Number	Clinic Location	Clinic Name	Clinic Name (Arabic)	
B66	B11-B-075	PEDIATRIC Room-01	عيادة الاطفال	1
B67	B11-B-076	Cubical Room-01	عيادة 1	2
B68	B11-B-077	Cubical Room-02	عيادة 2	3
B69	B11-B-078	Cubical Room-03	عيادة 3	4
B65	B11-B-079	Cubical Room-04	عيادة 4	5
B71	B11-B-080	Cubical Room-05	عيادة 5	6
B10	B11-B-052	Physical Therapy Club	نادي العلاج الطبيعي	7
6 Clinics			Total	

Teaching and Staff Members

Core Department Faculty

They are the head and deputy head of the department. The details of the are available at the following link: <https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/faculty>

Academic Coordinators

They are the coordinators who carry out the work of the committees in the department, including members and rapporteurs. The details of the are available at the following link: <https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/faculty>

Administrative Coordinators

Administrative coordinators improve performance, raise productivity and address department problems, in addition to making statistics, maintaining a register of department members, communicating to provide services with students and members, and coordinating periodic meetings. The details of the are available at the following link: <https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/faculty>

Academic Staff

The faculty members within the department are qualified personnel of different nationalities and have graduated from different international universities and different research schools. The details of the faculty members are available at the following link:

Male: <http://cams.ksu.edu.sa/en/node/1275>

Female: <http://cams.ksu.edu.sa/en/node/1275>

Specialists and Technicians

They are responsible for providing appropriate health care for different cases by identifying the needs of patients, providing treatment alternatives, reducing the use of chemical drugs, choosing appropriate alternatives after studying the patient's condition and following up on various examinations and analyzes to ensure an appropriate treatment that helps the patient regain movement naturally. The details of the are available at the following link:

<https://cams.ksu.edu.sa/ar/SanitaryEntitlingSciences/faculty>

Physical Therapy Club

The Club of Physical Therapy was established under the umbrella of the Deanship of Demand Affairs, a cultural reference in which students and students of physical therapy share their experiences, Interests and activities.

Vision

An active student community that is aware of the role of physiotherapy and its responsibility towards society.

Mission

Promote demand and help them highlight their skills in different areas.

Objectives

1. Incubate the energies of the demand and encourage them to flourish.
2. Enabling the student to give his voice to the community and to represent the profession of physical therapy.
3. Participating in the international events/ days of diseases and defining the role of physical therapy in solving them.
4. Conducting a medical / educational exhibition and publications to raise awareness of the importance of physical therapy and to identify it.
5. Participating in the conferences organized by the relevant institutions and health institutions in relation to physical therapy.
6. Distinguish students in their field and develop their academic and research skills.
7. Introduce students to the latest developments in physical therapy internationally and the Kingdom of Saudi Arabia nationwide.

Students Regulations

Study Regulations and Exams

The list of study regulation and exams for the undergraduate level and the executive rules at King Saud University includes (53) subjects and (30) executive rules that include the following topics:

- Definitions.
- Admission Criteria for the New Students.
- Study System.

- Attendance and Apology for Studying.
- Postponement and interruption.
- Re-enrollment.
- Graduation.
- Dismissal from the university.
- Affiliation Procedure.
- Final Exams and Grades
- Final Exams Procedures
- Conversion Procedures (Inside or Outside the University)
- Visiting Student.
- General Provisions

For more information regarding the study regulations and exams, please visit:

<https://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/users/user983/Regulations44.pdf>

Guidance and Counselling Services

The main purpose of academic counselling is to facilitate the academic process for each student and to overcome obstacles, on the way, successfully through this important stage of

his life. Thus, it is inevitably to appoint a Committee for Academic advising at the division level to regulate the counselling and then appoint a faculty member as an advisor for each grade level, who would be responsible for following up this level until graduation.

Objectives of the Academic Counselling

- To facilitate the learning process through the active participation of students and enable them to:
 - determine the educational objectives appropriate to their abilities and aspirations
 - Improve their academic skills to overcome academic difficulties facing them.
 - Access to academic information and guidance and to increase awareness of the university message, its objectives and regulations.
 - participate in extra-curricular activities, discovery and development of talent
- To study cases of delinquent, drop-out students and to try to reduce and treat these problems.
- To guide and follow up students during their study at the university

Responsibility and Role of Students in Academic Counselling

Students have a central role in the process of academic counselling. They have the responsibility to ask for counselling from the academic counsellor. This will assist them in developing study plans, and to achieve the highest return from academic advising contacts. Student must be encouraged to make use of contacts with their advisors by:

- Informing them with the Office Hours of the academic advisor.
- Setting a date with the academic advisor, preferably to start the contact prior to each semester and to strive to identify those appointments early.
- Reviewing college manual, which explains all requirements that is needed by the department.
- Setting a target date for graduation and consult with his/her academic counsellor.

- Sharing with the academic advisor to develop a syllabus with a schedule including what is being planned to be studied in the following coming semester.
- Asking all questions that come to his/her mind. The academic advisor can help when a student has a clear vision of what he/she is planning to do.
- Bearing the responsibility for his academic progress. Where advice and guidance is an important tool for success, but above all a student, is primarily responsible for his/her success.

Academic Advising Guide (in Arabic): <https://goo.gl/vh59fi>

Rights and Duties

University Student Rights

In Academic Field:

1. The right of the student to provide them with the adequate educational environment for comprehension and grasping easily by ensuring all the educational facilities to support this aim.
2. The right of the student to get the educational and acknowledgement related to the university curriculums that are studied accordance with the university regulations and rules that control the academic function.
3. The right of the student to get the college and departments study plan, as well as the available specializations. Also, to know the educational schedules before they begin to study and to know also the registration rules which enable them to register themselves in the available curriculums, also to consider the priorities 6 The Student Rights Protection Unit arrangements according to fair standards when it is become not available to all students' desires.
4. The right of the student to eliminate or add any curriculums or even eliminate a whole semester in accordance with the study and registration rules within the limited period that is announced to the students.
5. The right of the student to abide the faculty members by the lectures timing, and fulfilling both scientific and practical fixed hours, not canceling lectures or changing its time, except when it is necessary, and it is very important to provide the students with substitute lectures instead of the missed lectures, thus all of this must be accomplished in accordance with the coordination between students and specified department.
6. The right of the student to ask and participate in an adequate scientific discussions with faculty members, without any supervision or penalty unless the discussion goes too far beyond the general moral and the appropriate manners and etiquette, both during lectures and during the office hours allocated to meet students.

7. The right of the student to be questions within the curriculum components and within the discussed matters, the tests should consider the equal and logical distribution of the marks, thus, to ensure the fair evaluation for the abilities of the students.
8. The right of the student to attend all tests unless there is a systematic obstacle, and the student must be informed with deprivations from attending exams with enough time.
9. The right of the student to know the typical answers for the seasonal exams' questions and the marks distribution to the answers parts which are considered the evaluation bases, in order to evaluate the student before the final exam.
10. The right of the student to revise his answers to the final exam according to the university regulations and rules that manage the system of revision and its terms.
11. The right of the student to know his results which he got in the monthly, sessional or final exams after evaluating and approving it.

In The Non- Academic Field

1. The right of the student to profit from social aid and care that are offered by the university and participate activities that are carried out in accordance with the university regulations and rules.
2. The right of the student to get the proper medical care by treating him in the hospital and medical centers affiliated to the university
3. The right of the student to profit from the university services and utilities (university references, university residence central and subsidiary libraries, sporting playgrounds, restaurants, parking...etc) according to the regulations and rules applied in the university.
4. The right of the student to get the financial rewards and bonus according to the rules especially the outstanding students.

5. The right of the student to be nominated for the training courses, programs and inside and outside trips, and his right to increase his participation in cultural activities and to participate in local society service activities and voluntary contributions.
6. The right of the student to complain of any matter that he is suffering from in his relationship with the teaching staff members, the department, the college or any of the university units. The student submits his complaint or petition according to the student' rights protection unit regulations and enabling him to follow his complaint path at the concerned unit.
7. The right of the student to defend himself before any unit in the university in any disciplinary case is sued against him, and his right to be not charged except after listening to his defense unless it is proved that his absence was because of u acceptable excuse and after recalling him for the second time.
8. The right of the student to complain from the disciplinary decision issued against him according to the stated rules in these cases by student discipline rules.
9. The right of the student to keep the contents of his university file, not to deliver any of the contents of his file except to the student himself or his guardian or to who is officially authorized, except when the investigation or judgment authority or any other governmental authority ask to disclose it. And it is not acceptable to disclose or spread the scores of the student exams for discipline or as a penalty.
10. The right of handicapped student to get the adequate service that is appropriated for his requirements according to the applied rules.

Undergraduate Student Obligations

In Academic Field:

1. The student is obligated to go on the study and undertake all the students' requirements in light of the rules and timing determining for the beginning and ending

- the session, transformation, registration, excuses, elimination, and addition according with the rules mentioned in the applied regulations in the university.
2. The student is obligated to respect the teaching staff members, employees, workers, from the university employees and others from the contracting companies with the university, the students in the university, the visitors, not to expose to them with hurt even by saying, doing or by any other action.
 3. The student is obligated to respect the rules and arrangement related to the lectures running. Attend and not absent from the lecture except only with accepted excuse according to the rules and regulations.
 4. The student is obligated to prepare the research and the different studies requirements for the curriculums without cheating, not sharing with others in prepare them with any form, to ascribe others' efforts to himself, follows any of illegal tricks to prepare these researching, the reports, the papers, studies and other of the basic requirements for the curriculums.
 5. The student is obligated to attend exams, discipline, not attempt to cheat attempting, assistance to commit it with any form, to pass off as, forgery or entering the forbidden materials or appliances to the examination sites or labs.
 6. The student is obligated to the guidance and instructions that are delivered to them by the responsible or the observers in the examination sites or labs, not break the calmness during undertaking the examination.

In The Non- Academic Field

1. The student is obligated to the university rules, regulations, instructions and the issued decision carrying out for it, not deceive over it, not infringe it, not use forger documents to get right or benefit other than what is mentioned in the related rules.

2. The student is obligated to carry the university ID during his presence in the university and submit it to the employee or to the teaching staff member when they request it and when perform any procedure for the student inside the university.
3. The student is obligated not to damage, trifle or breakdown the university properties (supplies or buildings) or by sharing with others.
4. The student is obligated by the related instructions with the university utilities and supplies arrangement, organization or using it in the specified purpose. The student is bounded by to get an advance permission from the concerned management to use the utilities and supplies in a purpose other than the specified purpose.
5. The student is obligated by the clothes and behavior that agreement with university and Islamic traditions. The student is bounded by not to commit any action against the Islamic common morals or the general morals considerate inside the university.
6. The student is obligated by calmness and tranquility inside the university utilities, abstaining from smoking inside it, not to make disturbance, illegal gathering, or legal gathering in other than the particular places.

For more information regarding the university student rights, please visit:

https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lwthyq_wlqwd_njlyz_0.pdf

Complaints and Grievances

- The student has the right to file a complaint and grievance in accordance with the rules governing the Student Rights Protection Unit.
- The student has the right to file a complaint and grievance about any matter that is harmed in his relationship with members of the faculty, department, college or any unit of the university.
- The student has the right to appeal against the disciplinary decision issued against him, in accordance with the rules established in this regard under the provisions for disciplinary action against students.
- The student is kindly requested to follow the following sequence in the event of any academic complaint regarding the course or course instructor:
 1. Go to the course professor and discuss the problem with him.
 2. If the problem is not resolved, go to the head of the department.
 3. If the problem is not resolved, go to the college representative.
- Enable the student to defend himself before any party at the university in any disciplinary case against him.
- Enable the student to know the fate of his complaint by the party responsible for it.

For more information regarding the steps to file a complaint (in Arabic), please visit:

https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/aly_tqdym_lshkw_0.pdf

For more information about the student rights protection unit (in Arabic), please visit:

<https://sa.ksu.edu.sa/ar/rules>

Committees

1. Post Graduate Committee
2. Scientific Research Committee
3. Curriculum Committee
4. Development and Quality Assurance Committee
5. Statistics and Information Technology Committee
6. Timetable and Examination Committee
7. Academic Advising Committee
8. Clinical Training Internship and Graduates Committee
9. Recruitment, Demonstrators and Lecturer Committee
10. Community Service and Continuing Education Committee
11. Laboratories and Laboratory Safety Committee
12. Purchasing and Warehouse Committee
13. Strategic Planning and Follow-Up Committee

Brief Committee Description

Post Graduate Committee

Roles and Responsibilities:

- Reviewing and developing plans for the department's postgraduate programs.
- Conducting admission tests for applicants for postgraduate studies in the department and nominating those proposed for their admission to the council.
- Determine the mechanism for comprehensive testing for graduate students.
- Providing academic guidance to postgraduate students.
- Updating the admission standards required by the department for postgraduate studies.
- Study requests submitted by students regarding granting additional opportunities, re-enrollment, etc., and submit them to the department council.

- Studying proposals for master's and doctoral theses and submitting them to the department council.
- Determine the mechanism for approving research proposals for doctoral dissertations and submitting them to the department council.
- Propose the number of students who can be accepted for the coming years.
- Proposing the distribution of academic courses to the department's faculty members.
- Recommending the appointment or change of an academic supervisor (internal or external) for male and female students.
- Preparing booklets and forms for graduate students and faculty members and updating them periodically.
- Providing academic guidance to postgraduate students.
- Providing training courses and workshops for graduate programs.
- Communicating with donors from inside or outside the university.
- Responding to all inquiries regarding graduate programs.
- Planning to create additional programs and tracks for postgraduate studies to keep pace with developments in the field and labour market requirements
- Proposing tracks for doctoral studies each year.

For more information regarding postgraduate committee (in Arabic) please visit:

<https://cams.ksu.edu.sa/ar/DPGSR>

Scientific Research Committee

Roles and Responsibilities:

- Preparing the department's annual research plan and following up on its implementation.
- Work to encourage faculty members and other researchers to conduct and publish innovative research at local, regional and international conferences.
- Work to encourage faculty members and other researchers to conduct joint research with Departments, colleges and external parties.
- Communicate with entities funding scientific research and inform faculty members of this to facilitate cooperation Research.
- Working to form research groups within the department in different specializations.

- Creating an information base for researchers and research activities in the department.
- Preparing and organizing seminars and scientific meetings in coordination with the Community Service and Continuing Education Committee.
- Holding workshops on scientific research and methods of publishing and documentation.
- Searching for the possibility of creating a periodical magazine in the field of specialization. In cooperation with other parties Such as scientific societies.
- Making Annual reports and submitting them to the council meeting.

For more information regarding scientific research committee (in Arabic) please visit:

<https://cams.ksu.edu.sa/ar/DPGSR>

Curriculum Committee

Roles and Responsibilities:

- Survey of similar study plans and programs that have been chosen by universities as a reference in developing the department's study programs.
- Review the current vision of the program, its mission, and its objectives, ensure that it is in line with the latest developments in the program, and present any amendment to the department council for approval.
- Specify the academic courses of the program.
- Review course descriptions, objectives, references, and outcomes, determine their compatibility with the educational outcomes of the academic program, and update this constantly to keep pace with aspirations.
- Update scientific materials assisting in teaching, such as books, references, databases, anatomical models, and others.
- The committee submits the study program to the department council to study it and suggest amendments to it if found.
- The Department Council studies the academic program, and in the event of any amendments to it, it is returned to the committee.
- Ensured that the amendments did not conflict with the standards and controls of the document (Nationalization Framework for Qualifications).
- Recommending the nomination of arbitrators or entities to arbitrate the study program.

- Discussing the proposals and views of the arbitration bodies, and if the Department Council accepts them, the program will be repeated
- The study will be submitted to the committee to make amendments to it, and if the committee does not take it or some of it, the committee must provide justifications to the department council.
- Submitting it to the College's Study Plans Committee to ensure that it complies with the standards and controls (National Qualifications Framework Document) and that it also agrees with the procedures specified by the University's Standing Committee for Study Plans and System. It is returned to the department if there are views or suggestions.
- Study the views and suggestions received from the college's Study Plans Committee, and make amendments.
- The study program, and if some or all of it is not taken into account, the committee must provide justifications and the explanations are sent to the college's study plans committee, to be presented to the college council.

For more information regarding the academic curricula committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/courses>

Development and Quality Assurance Committee

Roles and Responsibilities:

- Spread the culture of quality in the department and applying it.
- Implementing and following up on academic evaluation and accreditation activities in the department.
- Proposing goals or learning outcomes for the department's programs, as well as proposing ways or means to achieve them
- Objectives, or various evaluation methods to measure the outcomes or achievement of these objectives.
- Supervising the preparation and processing of course files.
- Preparing and processing department brochures and guides and department introductory brochures, job opportunities and plans for Scholarships.
- Receiving teams from various academic accreditation bodies from outside the university and quality committees from within the university.
- Supervise the self-evaluation process for the department's various programs and prepare self-study reports for the programs academy.

- Contributing to the college's development and quality unit, in spreading the culture of quality, academic accreditation, and organization
- Educational lectures, workshops, Quality and Academic Accreditation Week, and attending these events.
- Documenting the efforts and results of academic accreditation procedures in the department and submitting them to the department head.
- Continuously collect data and information about academic accreditation requirements and quality activities and applied in the section.

For more information regarding the quality committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/Development-Quality>

Statistics and Information Technology Committee

Roles and Responsibilities:

- Analysis of all five National Authority for Academic Accreditation and Assessment questionnaires in coordination with the Development and Quality Committee.
- Calculate the performance indicators related to the national academic accreditation standards for the department's programs.
- Inventory and update data related to the activities of various scientific programs (Bachelor, Master, PhD) in coordination with other committees, examples of which are: the number of students registered and withdrawn, the number of graduates.
- List the scientific work of each member of the faculty and the activities they carried out during the previous years, whether writing books, research projects, scientific research, or attending seminars or conferences inside or outside the Kingdom.
- Inventory the scientific activities carried out by the department, examples of which are seminars, conferences, lectures, Training courses, scientific consultations, research services, cultural and social activities and awareness that has been carried out in community service.
- Inventory awards and patents of invention obtained by the students or faculty members of the department.
- Analyze data on performance levels in the department and the extent of beneficiaries' satisfaction in each activity in coordination with the Development and Quality Committee.

For more information regarding statistics and information technology committee

(In Arabic) please visit: <https://cams.ksu.edu.sa/ar/STATU>

Timetable and Examination Committee

Roles and Responsibilities:

- Preparing study schedules for students in the department's bachelor's and master's programs.
- Preparing schedules of teaching load for faculty members, lecturers, teaching assistants, and office hours.
- Distribute the courses offered to the college halls and make optimal use of the halls allocated to the department.
- Checking the proportionality of the number of students in the section with the capacity of the hall registered for the course.
- Ensure that the basic requirements of classrooms are met.
- Follow up on distributing study schedules to students and registering, adding and deleting courses for department students.
- Raising the teaching load of the college dean for educational and academic affairs each semester.
- Coordination with college departments regarding the courses offered in the bachelor's program and program for the master's.
- Preparing the department's final exam schedules.
- Distribution of halls and observation rooms in the department's final exam schedule.
- Follow up on the progress of the department's final exams.
- Updating the study schedules and final exams committee's file periodically to suit the department's needs.

Academic Advising Committee

Roles and Responsibilities:

- Preparing a plan for the student counselling program and updating it annually.
- Guiding and directing students in the department regarding academic courses and necessary skills.

- Follow up on requests for the (Samar) system in the first weeks allocated for registration in each semester.
- Educating students about the support services and activities provided by the college.
- Receiving students' complaints and suggestions, responding to them, and finding appropriate solutions.
- Equivalency of students' courses in coordination with the Study Plans Committee.
- Helping students psychologically and socially in cooperation with the college's academic counselling unit.
- Holding meetings with struggling students to examine the reasons for their academic failure and to advise them academically and psychologically.
- Preparing strengthening programs to help students avoid cases of academic failure.
- Coordinating with faculty members to discover talented and creative students and develop their skills.
- Preparing the preparation week program for new students in the bachelor's program.
- Preparing student advisory councils in coordination with the Vice Dean/Department Head each semester.
- Participation in the introductory week for university majors for high school students.
- Follow up on distributing study schedules to students and registering, adding and deleting courses for department students.
- Preparing a periodic report on academic counseling activities and cases that were assisted, and distributing students to department academic advisors.

Clinical Training, Internship and Graduates Committee

Roles and Responsibilities:

- Distribution of honors students to training sites.
- Communicate with training centers and conduct correspondence within a sufficient period.
- Supervising training during the internship period.
- Maintaining a database of graduates that includes names, phones, and e-mail.
- Distribute graduation forms to those expected to graduate, ensuring students bring all the paperwork.
- Circulate to students expected to graduate at the beginning of each semester the work mechanisms and models required for the privilege.

- Coordinating with training agencies regarding personal interviews and entrance exams, if any.
- Approving the evaluation sent by the training authorities so that students can receive certificates of excellence.
- Preparing periodic reports regarding struggling honors students and submitting them to the deputy/head of the department.
- Joint training programs between the department and research centers are being held during summer.

For more information regarding the internship and graduates committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/node/2269>

Recruitment, Demonstrators and Lecturer Committee

Roles and Responsibilities:

- Study the department's needs for faculty members and the like and submit this to the department head.
- Considering the appointments of new faculty members by studying their applications, conducting interviews with them, and submitting their minutes and recommendations to the department council.
- Consider appointing teaching assistants, lecturers, researchers, and research assistants, conduct recruitment tests appropriate for them, and submit recommendations to the department council.
- Consider scholarship applications for teaching assistants and lecturers and verify the integrity of the programs they wish to join, their compliance with the department's scholarship policy, and the authenticity of acceptance papers and other documents.
- Follow up on the department's scholarship students at home and abroad, prepare periodic reports on their academic conditions, and submit them to the department council.
- Studying relevant topics referred to it by the department head and the department council.

For more information regarding the recruitment committee (in Arabic), please visit:

<https://cams.ksu.edu.sa/ar/node/4093>

Community Service and Continuing Education Committee

Roles and Responsibilities:

- Propose an annual community service and continuing education plan and present it to the department council.
- Activating the partnership between the department and various community institutions.
- Communicating with community institutions inside and outside the university concerned with the department's services.
- Working to encourage faculty members and the like to participate in service activities in society.
- Creating an information base for the department's community service activities.

For more information regarding the community service and continuing education committee, please visit:

<https://cams.ksu.edu.sa/ar/node/1691>

Laboratories and Workplace Safety Committee

Roles and Responsibilities:

- Maintaining the application of regulations, procedures, safety and environmental levels, and infection control standards Specific to laboratories.
- Inventorying materials, devices and equipment in various laboratories and laboratories and their needs for materials and organization of The process of placing it in the right place and maintaining it periodically.
- Ensure the availability of maintenance plans for laboratories, equipment, and student services.
- Working to provide information signs and security and safety tools in laboratories.
- Preparing laboratory-related forms (laboratory accident form, equipment and refrigerator follow-up form and others, waste disposal models).
- Supervising and following up on the modernization of equipment in student laboratories, providing the necessary maintenance for it, and ensuring its cleanliness.
- Preparing manuals including policies, rules and regulations that ensure safety in laboratories.
- Organizing periodic training courses on safety in laboratories for faculty members and students and how to deal with errors expected to occur in laboratories.
- Follow up on preserving and destroying laboratory chemical and biological waste.

- Spreading awareness, preparing and distributing guidance publications to students regarding security and safety procedures for various risks (chemical - biological) at the beginning of the academic year.
- Placing signs with security and safety procedures in the areas designated for each laboratory and emergency contact numbers.
- An inventory of the department's laboratory equipment and contents at the end of each semester and monitoring of the laboratory inventory Tools, equipment and other supplies.
- Supervising the cleanliness and arrangement of the department's laboratories and following up and observing the use of laboratory materials, devices, and models.
- Securing consumables, chemicals, glassware and specialized tools.
- Reporting the laboratories' shortcomings and needs, submitting them to the head/deputy of the department, and following up on their provision.
- Follow up with the relevant authorities regarding the maintenance and operation of scientific equipment.
- Proposing development plans for the department's laboratories.
- Periodic follow-up of the laboratory's workflow plan on a weekly basis, with reports submitted to the laboratory supervisor.
- Submit the quarterly report to the head/deputy of the department on the progress of the laboratories committee, including proposals to improve the functioning of the committee.

For more information regarding the Safety of Laboratories , please visit:

<https://cams.ksu.edu.sa/ar/node/4097>

Purchasing and Warehouse Committee

Roles and Responsibilities:

- Inventory the requirements for practical courses, including solutions and equipment, and submit them to the head/deputy of the department.
- Submitting the department's needs and other supplies through direct purchase to the department head/deputy.
- Translating the offers submitted by companies, with the need to coordinate with faculty members and submit them to the college purchasing committee.

- Receiving department requests and informing faculty members of this, with the need to document the receipt process.
- Limiting the contents of the department's warehouses and uploading them as needed.
- Continuous communication with the university's central repository to meet the needs of faculty members.

Strategic Planning and Follow-Up Committee

Roles and Responsibilities:

- Preparing a strategic plan for the department.
- Follow up on strategic plan projects.
- Preparing an annual report on the plan's achievements.
- Measuring performance indicators related to the strategic plan.
- Measuring the annual percentage of achieving the plan's objectives.
- Study emergency variables and create a risk management plan.