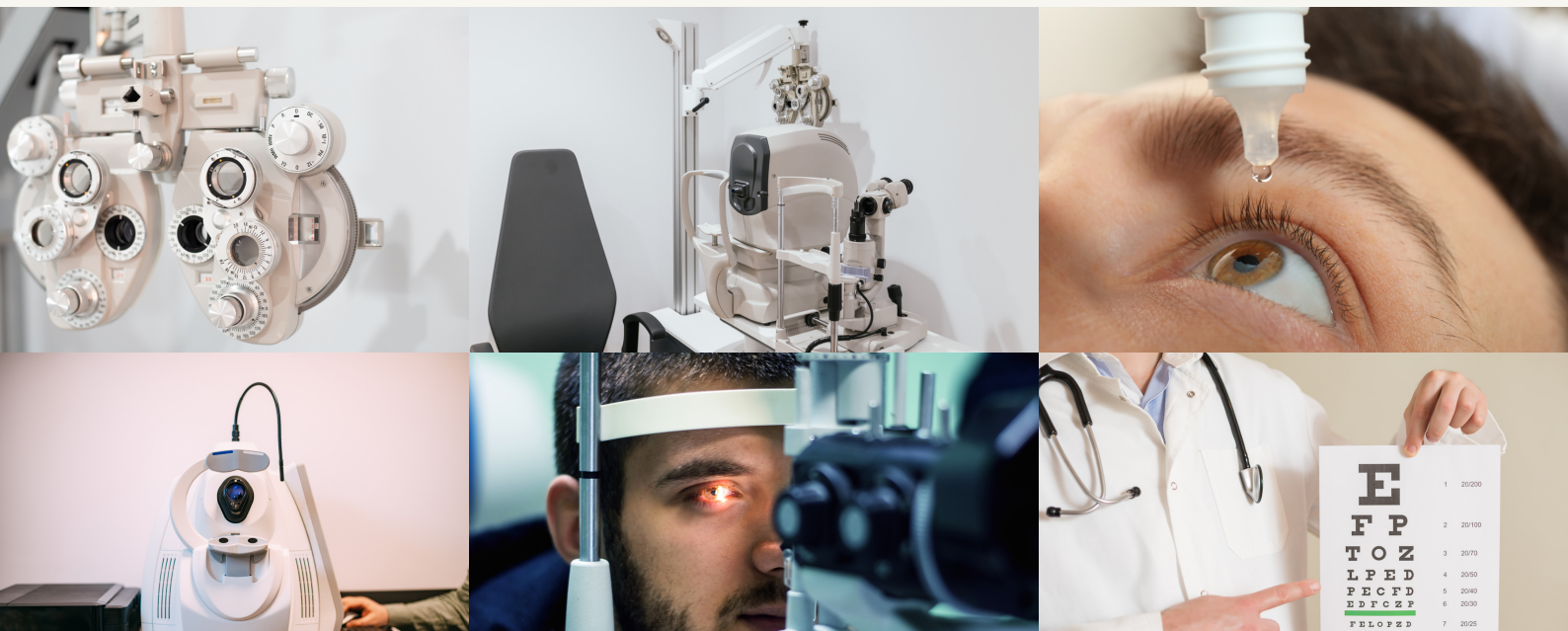


OPTOMETRY DEPARTMENT

STUDENT CLINIC AND LABORATORY GUIDELINES

ENGLISH VERSION
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Created and revised by: Laboratories and Workplace Safety Committee
Optometry Department



Website

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1.0 Introduction:

Your Role as a Healthcare Professional

Welcome to the Optometry clinical and laboratory facilities of the King Saud University College of Applied Medical Sciences. These spaces are not merely classrooms; they are active healthcare environments where you will begin your journey as a primary eye care provider.

The transition from student to clinician is defined by a commitment to professionalism, patient safety, and ethical practice. Every action you take—from your appearance and communication to your handling of equipment—directly impacts patient trust, the quality of care, and the safety of everyone in the facility.

This guide outlines the essential policies governing your conduct in our clinics and labs. Adherence to these standards is not a matter of simple rules, but a fundamental component of your education and a non-negotiable requirement for all future eye care professionals. By following these guidelines, you demonstrate respect for your patients, your colleagues, your university, and the optometry profession itself.

2.0 Professional Appearance and Dress Code

Your appearance is the first and most visible sign of your professionalism. A clean, standardized, and appropriate dress code is essential to instill patient confidence, ensure a hygienic environment, and meet safety standards. This policy applies to all students in clinical and laboratory settings, including those conducting research such as courses OPTO 498, OPTO 499, OPTO 599.

2.1 Core Principles

The dress code is built on four fundamental principles:

- **Professionalism:** Your attire should identify you as a member of the KSU healthcare team and command patient respect.
- **Hygiene:** All clothing must be clean, neat, and well-maintained to prevent the spread of infection.
- **Safety:** Clothing and footwear must allow for ease of movement and provide physical protection.
- **Identification:** Your official university ID must be worn visibly at all times to ensure clear identification for patients and staff.

2.0 Professional Appearance & Dress Code

2.2 Required Attire for Clinics

The following table details the specific requirements for professional attire. All items must be clean and free of logos or distracting images.

Item	Specification	Rationale
Medical Coat	A clean, full-length white medical coat is mandatory.	Projects a unified, professional image and serves as a protective barrier.
Clothing Underneath	Clean medical scrub is mandatory. Attire must be modest, professional, and allow for ease of movement. Jeans, sportswear, gowns, and abayas are strictly prohibited.	Ensures modesty, professionalism, and the ability to perform clinical tasks comfortably.
Footwear	Closed-toe, comfortable shoes are required. Shoes must be clean. Slippers and sandals are strictly prohibited.	Protects feet from dropped instruments or chemical spills, a critical safety measure.
University ID	Must be worn prominently and visibly on the upper body at all times.	Allows for immediate identification by patients, staff, and faculty.
Specific Note for Female Students	In addition to the white medical coat, adherence to the religious veil is required.	Respects and incorporates cultural and religious norms within the professional framework.
Fingernails	Fingernails must be kept short, clean, and well-trimmed. Long, artificial, or polished nails are prohibited when handling contact lenses or performing patient procedures.	Prevents corneal abrasions, ensures proper handling of delicate lenses and ophthalmic equipment, and maintains hygiene.

Note: Non-compliance with this dress code may result in being denied entry to clinical or laboratory sessions. Please refer to Section 6.0 for details on consequences.

2.0 Professional Appearance & Dress Code

2.2 Required Attire for Laboratories

The following table details the specific requirements for professional attire. All items must be clean and free of logos or distracting images.

Item	Specification	Rationale
Clothing	Clean medical scrub is mandatory. Attire must be modest, professional, and allow for ease of movement. Jeans, sportswear, gowns, and abayas are strictly prohibited.	Provides a secondary layer of protection; close-fitting sleeves prevent contact with equipment.
Footwear	Sturdy, closed-toe, low-heeled shoes that fully cover the foot are required (e.g., sneakers). Open-toe shoes, sandals, slippers, or perforated shoes are strictly prohibited.	Essential for protecting feet from heavy dropped equipment, sharp objects, and chemical spills.
Personal Protective Equipment (PPE)	Safety glasses or goggles must be worn when instructed, especially during procedures involving chemicals, lathes, or projectiles.	Protects eyes from splashes, flying debris, and other lab-specific hazards.
Hair & Accessories	Long hair must be tied back. Avoid dangling jewelry, scarves, or ties that could get caught in equipment.	Prevents entanglement in mechanical instruments, reducing the risk of injury.
Fingernails	Fingernails must be kept short, clean, and well-trimmed. Long, artificial, or polished nails are prohibited when handling contact lenses or performing patient procedures.	Prevents corneal abrasions, ensures proper handling of delicate lenses and ophthalmic equipment, and maintains hygiene.

Note: Non-compliance with this dress code may result in being denied entry to clinical or laboratory sessions. Please refer to Section 6.0 for details on consequences.

3.0 Conduct & Protocols

Your professional conduct is essential for maintaining a safe, efficient, and respectful learning and clinical environment. Adherence to the following protocols is mandatory.

3.1 Laboratory Protocols

When working in the instructional laboratories, you are expected to:

- **Handle Equipment with Care:** Avoid interference with the lab equipment. Use all instruments only for their intended purpose and according to proper procedures.
- **Maintain Hygiene:** Use all instruments only for their intended purpose and according to proper procedures.
- Turn off all equipment after use unless instructed otherwise.
- **Equipment Location:** Do not move any device, tool, or equipment from its original assigned location without explicit approval from a lab supervisor and instructor.
- **Keep an Organized Workspace:** Store tools appropriately in their designated areas after use.
- **Ensure a Professional Environment:**
 - Minimize noise and distractions within the lab premises.
 - Limit the use of mobile phones to essential communication purposes.
- **Prioritize Safety:**
 - Refrain from consuming food or beverages in the lab areas.
 - Promptly report any malfunctions, damage, or issues to lab authorities.
- **Professional Environment:** Refrain from consuming food or beverages in the clinic areas.
- No stickers, advertisements, or signs may be placed in labs, clinics, or their hallways without written permission from the responsible personnel (lab/clinic supervisors).
- **Incident Reporting Responsibility:**
 - **It is the student's responsibility to immediately report any equipment issue**, including:
 - **Malfunction:** Any device that is not working correctly.
 - **Damage:** Any visible damage to equipment.
 - **Need for Maintenance:** Any suspected need for calibration or service.
 - **Injury:** Any incident, however minor, that results in personal injury or a safety hazard.
 - Reports must be made directly to the lab supervisor and/or lab staff.

Note: Non-compliance with this dress code may result in being denied entry to clinical or laboratory sessions. Please refer to Section 6.0 for details on consequences.

3.0 Conduct & Protocols

Your professional conduct is essential for maintaining a safe, efficient, and respectful learning and clinical environment. Adherence to the following clinical protocols is mandatory.

3.2 Clinical Protocols

When working in the patient clinic, you are expected to demonstrate the highest level of professionalism:

Patient Interaction:

- Identify yourself clearly to patients before examining them.
- Communicate with patients in a professional, respectful, and understandable manner.

Clinical Responsibilities:

- Manage patient records with due diligence and confidentiality.
- Handle medical instruments with respect and in accordance with proper procedures.

Clinic Operations:

- Record your arrivals and departures by signing in and out of clinic areas.
- Promptly report any equipment malfunctions or issues to clinic authorities.
- Professional Environment: Refrain from consuming food or beverages in the clinic areas.

No stickers, advertisements, or signs may be placed in labs, clinics, or their hallways without written permission from the responsible personnel (lab/clinic supervisors).

Equipment Location: Do not move any device, tool, or equipment from its original assigned location without explicit approval from a clinic staff.

Incident Reporting Responsibility:

- It is the student's responsibility to immediately report any equipment issue, including:
 - Malfunction: Any device that is not working correctly.
 - Damage: Any visible damage to equipment.
 - Need for Maintenance: Any suspected need for calibration or service.
 - Injury: Any incident, however minor, that results in personal injury or a safety hazard.
- Reports must be made directly to the clinic supervisor and/or staff.

Note: Non-compliance with this dress code may result in being denied entry to clinical or laboratory sessions. Please refer to Section 6.0 for details on consequences.

4.0 Patient Privacy & Confidentiality

As a healthcare student, you are ethically and legally obligated to protect patient privacy. Breaches of confidentiality violate patient trust, professional ethics, and laws. Adherence to this policy is mandatory for all students.

Core Principles

- **Confidentiality:** All patient information, including personal details, medical history, and examination findings, is strictly confidential.
- **Minimum Necessary:** Access and discuss patient information only to the extent necessary for their direct care and your educational training.
- **Professional Discretion:** Patient information must never be discussed in public areas, on social media, or with anyone not directly involved in the patient's care.

Scenario	Acceptable Practice	Prohibited Practice
Discussion	Discussing cases quietly with supervisors or your direct clinical team in private areas for educational purposes.	Talking about patients in hallways, elevators, cafeterias, or where you can be overheard.
Medical Records	Accessing only the records of patients under your direct care. Ensuring electronic health records (EHR) are logged out after each use.	Browsing records of patients you are not treating. Sharing login credentials. Leaving a computer terminal unattended while logged into the EHR.
Physical Documents	Keeping any printed patient information secured and out of public view. Shredding all unused documents containing patient identifiers.	Leaving patient files on desks, in unsecured printers, or taking them outside the clinic.
Digital Data	Using only approved, secure university systems for storing or transmitting patient data.	Sending patient information via personal email, messaging apps (WhatsApp, SMS), or storing it on personal devices (laptops, phones, USB drives).

Consequences: Breaches of patient confidentiality will be treated with the utmost seriousness and will result in immediate disciplinary action, up to and including suspension from clinical activities and referral to the college disciplinary committee.

5.0 Safety & Infection Control

Adherence to strict safety and infection control protocols is non-negotiable in a healthcare setting. These procedures protect you, your patients, your colleagues, and the community from potential harm and the spread of infectious diseases.

4.1 Waste Disposal Protocol

Proper waste segregation and disposal are critical for safety. All students must follow these guidelines without exception.

Waste Category	Examples	Disposal Method
General Waste	Paper, packaging, clean wrappers, non-contaminated tissues.	Place in standard black-bin liners.
Infectious/Clinical Waste	Used gloves, contact lenses, gauze, dressings, any materials contaminated with blood or bodily fluids.	Place in designated yellow-bag containers.
Sharps Waste	Needles, lancets, microcapillary tubes, glass slides, ampoules, or any object that can puncture the skin.	Immediately dispose of in designated, puncture-resistant sharps containers. Never overfill.

6.0 Consequences of Non-Compliance

Adherence to the policies in this guide is a mandatory condition of your participation in clinical and laboratory activities at the Optometry Department. Non-compliance undermines patient safety, professional standards, and the learning environment. The following disciplinary actions will be enforced to ensure accountability.

Disciplinary Action Protocol

Violations will be addressed through a progressive discipline system designed to correct behavior. The severity and frequency of the violation will determine the action taken.

Level of Violation	Violation Type	Consequence(s)
Level 1	Minor/First-Time Offense (e.g., forgotten ID, unapproved mobile phone use, minor hygiene lapse)	• Verbal Warning & Corrective Action: The student will be immediately corrected by a supervisor or faculty member and must comply on the spot. • Formal Record: A written record of the incident will be filed with the department.
Level 2	Repeat Minor Offense or Single Major Offense (e.g., repeated Level 1 offenses, improper dress code, failure to sanitize equipment)	• Formal Written Warning: The student will receive an official written warning from the clinic or lab director. • Possible Suspension: May result in temporary suspension (e.g., one clinical session) from clinic/lab activities.
Level 3	Serious or Repeated Major Offense (e.g., breach of safety protocol, disrespectful conduct towards patients/staff, moving equipment without approval, mishandling patient records)	• Immediate Suspension: The student will be immediately removed from the clinical or lab session. • Referral to Department Head: The case will be escalated to the Department Head for review. • Formal Disciplinary Meeting: The student will be required to attend a meeting to discuss the violation. • Academic Penalty: May result in a grade reduction for the associated clinical course or module.
Level 4	Gross Misconduct or Threat to Safety (e.g., willful damage to equipment, gross negligence risking patient harm, violation of ethical codes)	• Immediate and Long-Term Suspension: Permanent or long-term suspension from all clinical and laboratory facilities. • Official University Disciplinary Procedures: The matter will be referred to the college's disciplinary committee, which may impose further sanctions according Student Code of Conduct and Discipline (To view the regulations, click here).

7.0 Contact & Assistance

For any questions, to report an issue, or to seek clarification regarding the policies in this guide, students are encouraged to communicate promptly. The following channels are available for assistance.

Primary Contact:

- Department of Optometry Administration
 - Email: OPTO@KSU.EDU.SA
 - This is the preferred method for non-urgent inquiries and official reporting.

For Urgent Matters in Real-Time:

- Clinic/Lab Supervisor: Immediately notify the supervising faculty member, clinician, or lab technician present during your session.
- Clinic Front Desk: Contact the clinic reception for immediate operational assistance.

Note: When reporting equipment malfunctions or safety incidents, please provide a clear description of the issue, the specific equipment involved (including Studnet ID), the location, and the time of the occurrence.