

Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University



**College of Applied Medical Sciences
Department of Nursing**

STUDENT HANDBOOK

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I. Nursing Department Study System

Nursing Department offers undergraduate program of study following the semester system. The period for the completion of the Bachelor's Degree in Nursing is four and half-academic years. It consists of nine academic semesters including the internship. The internship is a mandatory and a compulsory training period for all the students. It is evaluated on a pass/fail basis. To be awarded a Bachelor's Degree in Nursing. The student must complete 120 credit hours, *according to the National Qualifications Framework for Higher Education in the Kingdom of Saudi Arabia published in 1430 (2009)*.

II. Nursing Department Guiding Statement

The Nursing Program at King Faisal University (KFU) offers a Bachelor of Science Degree in Nursing that prepares competent, caring, and ethical nursing professionals and leaders to meet the ever-changing needs of the healthcare environment. The philosophy, mission, vision, core values, goals, and outcome statements ~~are~~ provide a guiding framework for the faculty, staff, students, and clinical partners.

A. Philosophy

Nursing Department philosophy and core values reflect our beliefs in a set of core values that are fundamental to nursing education and shared and upheld by the nursing students, faculty and staff, and our clinical partners.

The primary goals of nursing are to promote, restore, and maintain health, in addition to prevent disease, provide care and comfort throughout life, during illness, and at the end of life. The patient is the center of nursing care and may be an individual, family, group, or community in varying states of health.

The core competencies necessary to meet the primary goals of nursing are communication, assessment, critical thinking, and technical skills. The core competencies allow the nurse to assess, plan, design, provide, and manage culturally competent, cost-effective, high quality, and direct and indirect nursing care across the lifespan with diverse populations. Competence in nursing practice is best achieved through a thoughtful blending of theory, knowledge, and experience.

B. Vision

The vision of the Department of Nursing is to create a center of excellence in nursing education and to lead nationally and internationally with high quality performance in the areas of nursing practice, education, scientific inquiry and community engagement.

C. **Mission**

Our mission is to provide students with a high quality and innovative education and to foster scientific inquiry and professional service.

D. **Objectives**

1. Develop an innovative, dynamic, and socio-culturally relevant model of nursing education based on theoretically sound curricula, evidence-based practice, clinical immersion, and scholarly inquiry.
2. Develop a curricular foundation that promotes reflective, ethical, compassionate, innovative, and intellectually rigorous nursing practice.
3. Establish a community of learners inclusive of students, faculty, and clinical partners who embrace a spirit of inquiry and a commitment to continuous professional growth.
4. Promote resiliency and integrity in nursing graduates for practice in dynamic, diverse, and complex healthcare environments.
5. Foster a community of scholars that advance nursing through excellence in the discovery, application, integration, and dissemination of knowledge.
6. Provide service to the college, the university, the profession, and the community.

E. **Core values**

1. **Respect**

- Value and appreciate self and others across the boundaries of age, race, culture, gender, language etc. Seek to know, understand, acknowledge, and appreciate the uniqueness and contribution of self and others.
- Treat self and others in a caring and considerate manner.
- Recognize that the patient is the center of nursing care.

2. **Literacy**

- Examine and process information in a critical and reflective manner.
- Appreciate and judiciously use literature from nursing science, liberal arts, and other health sciences.
- Cultivate a sense of intellectual inquiry and engage in the process of lifelong learning and development.
- Embrace continual knowledge development as central to professional excellence and the advancement of nursing practice.

3. **Practice**
 - Develop competence and advance acquisition of nursing knowledge, skills, attributes, and abilities.
 - Communicate and collaborate as an integral member of the health care team.
 - Apply nursing knowledge and skill in diverse practice settings.
 - Provide care in accordance with professional standards, practice within the legal and ethical scope of nursing, and engage in continuous quality improvement of nursing care.
4. **Integration**
 - Draw on existing knowledge and develop new knowledge in order to establish a nursing practice that is critically reflective and dynamic.
 - Connect theory and multiple ways of knowing in the practice of nursing.
 - Behave and present self in a manner that projects confidence and inspires trust.
 - Act with integrity, responsibility, and accountability in the practice of nursing

III. Bachelor of Science in Nursing (BSN) Program

The Bachelor of Science in Nursing program provides excellent education that aims to prepare students as liberal-educated persons and bachelor-prepared professional nurses.

A. Goals

- Incorporate the values of respect, literacy, practice, and integration.
- Build on a solid foundation of liberal arts and sciences.
- Connect education to practice through partnerships and clinical immersion.
- Cultivate a learner-centered environment where individuals are empowered to think, conceptualize, reason, and make sense of the lived worlds.
- Provide opportunities for personal and professional development of students, faculty, staff, and clinical partners.
- Use knowledge and evidence based teaching practice.
- Prepare nursing graduates who are globally aware and informed for practice in a diverse and rapidly changing healthcare environment.

B. **Expected Outcome**

Upon the completion of the BSN program, graduates will be able to:

- Provide safe, effective, culturally-competent nursing care to individuals and families across the lifespan as a member of an interdisciplinary team and in the context of community.
- Integrate the core competencies of critical thinking, communication, assessment, and technical skills in nursing practice.
- Behave in a manner consistent with professional nursing standards of practice.
- Engage in continuous professional development activities.

IV. **General Policies**

All KFU policies apply to the Nursing Program, including but not limited to those pertaining to leave of absence, academic probation, academic dismissal, repeating courses, re-admission, progression, and graduation. All students are encouraged to utilize academic support services to maximize efficiency, effectiveness, and independent learning.

A. **Immunization Requirements**

In order to be eligible for clinical placements nursing students must provide proof of the Influenza Vaccine that is recommended annually, Hepatitis B and German Measles Vaccine from their local Primary Healthcare Centers. Governmental hospitals may have additional immunization requirements. Moreover, students must comply with any additional requirements imposed by the clinical agency to which the student is assigned.

B. **Technical and Professional Standards**

Pre-licensure students for the BSN degree must have abilities and skills in the following four areas: *communication, observation, motor function and endurance, and behavioral*. Reasonable accommodations may be made for some disabilities. However, pre-licensure BSN students must be able to perform in a reasonably independent manner, with or without accommodations.

1. **Communication**

- Nursing students must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Nursing students must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication: including ability to understand normal speech without seeing the speaker's face.

- Nursing students must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication. Examples include but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English, discriminating subtle differences in medical terminology.

2. **Observation**

- Nursing students must be able to observe a patient accurately. Examples include but are not limited to listening to heart and breathe sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; and palpating an abdomen.
- Nursing students must be able to detect and respond to emergency situations, including audible alarms (e.g., monitors, call bells, fire alarms).

3. **Motor function**

- Nursing students must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care.
- Nursing students must be able to complete assigned periods of clinical practice, including up to **6** hour shifts (including days, evenings, nights, weekends)
- Nursing students must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

4. **Behavioral**

- Nursing students must possess mental and emotional health required for total utilization of intellectual abilities.
- Nursing students must be able to tolerate physically demanding workloads.
- Nursing students must be able to respond and function effectively during stressful situations.
- Nursing students must be capable of adapting to rapidly changing environments, and respond with flexibility in uncertain situations.
- Nursing students must be able to interact appropriately with others; patients, families, members of healthcare team in various healthcare contexts.

C. **Physical Requirement in Clinical Setting**

Students must be able to meet all technical and professional standards in order to attend classes/lab/clinical. Clinical partners may have additional or partner-

specific technical standards, which take precedence over the nursing program technical standards. In such instances, the program will attempt to provide a comparable alternative learning experience but if that is not possible, students may not be able to progress in the program or complete program requirements.

V. Academic Policies

A. Grading System

Grade	Descriptive Grade	Letter Grades	Points
95 -100	Exceptional	A+	5.00
90 < 95	Excellent	A	4.75
85 <90	Superior	B+	4.50
80 < 85	Very Good	B	4.00
75 < 80	Above Average	C+	3.50
70<75	Good	C	3.00
65 < 70	High-Pass	D+	2.50
60 < 65	Pass	D	2.00
< 60	Fail	F	1.00
---	In Progress	IP	---
---	Incomplete	IC	---
---	Denial	DN	1.00
60 or more	No grade-Pass	NP	---
Less than 60	No grade-Fail	NF	---
---	Withdrawn	W	---
---	Unsatisfactory	US	---

Minimum passing grade is 60 % for all courses

Students at Nursing Department follow the KFU grade appeal process as stipulated in the University Study and Examination Bylaws and the Executive Rules at King Faisal University.

B. Course Work

All assignments are due at the times specified in the course syllabus. Faculty, at their discretion, may allow for a time extension. Unless additional time has been granted by the course coordinator for completion of an assignment, or unless otherwise stipulated in the course syllabus, a maximum achievable grade will be calculated upon receipt of the late assignment. The maximum achievable grade

will be based upon a loss of 5 points per day for each calendar day that a paper is late. All assigned work must be submitted, regardless of how late, to successfully complete the course and receive a course grade. Issues/concerns regarding the completion and or submission of the assignment must be brought to the attention of the course faculty prior to the due date of the assignment. Grades will not be re-considered after submission of the assignment and subsequent posting of the grade.

C. **Quiz/Examination Reviews**

Course faculty may review quizzes and/or exams at a scheduled time that may be before or after a regularly scheduled class or at any other mutually convenient time. Once the review has taken place, students will have no further access to their quizzes/exams for security reasons.

D. **American Psychological Association (APA) Style**

All formal papers must conform to guidelines of the Publication Manual of the American Psychological Association, 6th edition (2009), with the exception that page numbers must be included on all pages, the following references helpful:

- APA Research Style Crib Sheet:
<http://owl.english.perdue.edu/owl/resource/560/01/>
- APA Citation Style:
<http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>
- APA Style.Org: <http://www.apastyle.org/>

E. **Progression, Retention, and Dismissal**

Students must complete the Bachelor of Science in Nursing degree requirements within four and half years. If this time limit from the date of admission has elapsed, and the student has not completed the degree requirements, the student must request an extension in writing and meet with the Nursing Department Coordinator and the Dean of CAMS, who may approve or deny the extension request. Once the decision is made final, no further appeal is accepted. The students would be dismissed from the university in the following cases:

- If the student receives three warnings at most for low accumulative average (2 out of 5 or 1 out of 4), the University Council and on the recommendation of the College Council may give a fourth chance for those students who can raise their accumulative point grade averages by studying the available courses.
- If the student does not fulfill the graduation requirements within a maximum period of half the regular graduation period in addition to the full regular period of the program. The College Council may give an **exceptional chance**

to the student to fulfill the graduation requirements in a maximum period not exceeding double the regular period fixed for graduation.

- In case of exceptional circumstances, the University Council may amend the rules above and give students a chance not exceeding two semesters.

F. General Progression Guidelines

1. Progression in the nursing major is dependent upon the student maintaining a cumulative Grade Point Average (GPA) of 2 in all nursing courses (those with an “NDR” prefix).
2. Minimum passing grade for all professional courses is D 60 %.
3. Clinical and laboratory components of nursing courses are graded on a pass/fail basis. A passing grade in the clinical and/or lab portion of the course is required in order to receive a passing grade for the course.

G. Out of Sequence

If a student fails at any nursing course, he/she will be designated as “out of sequence” and will be encouraged to meet with the Student Affairs Committee to discuss his/her situation after receiving the final course grade. The respective course faculty may make a recommendation to the committee regarding progression that will be forwarded to the Nursing Department Coordinator and then to the Dean of (CAMS) for disposition. The decision of these people regarding progression is final. In order to ensure that all students are competent and safe in the delivery and application of patient care, any student who has been out of sequence **MUST**, at the discretion of the course faculty, return to the lab to demonstrate identified clinical skills and/or demonstrate a complete Health Assessment. Failure to comply with this expectation or to subsequently successfully demonstrate appropriate technique/ability will preclude the student from being assigned to attend any subsequent clinical rotation. This will result in a clinical failure and an overall course failure.

H. Medication Calculation Testing

Medication administration is an integral component of nursing care. In order to administer medications safely, students must demonstrate the competency to calculate medication doses accurately. Medication calculation proficiency is tested in NDR 3101215 Nursing Skills and Technologies, and also at the beginning of each Provider of Care course. Students must achieve a minimum passing grade of 95% NDR 3101215 and/or participate in clinical experiences. Students who do not achieve a passing grade of 95% after three attempts will receive a course grade of F, and will be ineligible to continue in the course and will be out of sequence in the program.

The results of the first math test in NDR 3101215 and in the Provider courses will represent the grade of record for that course. Individual course syllabi will reflect such practice. (Note: Students are *not permitted to use a calculator for math testing in NDR 3101215, but may use a calculator during subsequent medication calculation testing*).

Three opportunities are provided in each course to achieve a passing grade. Students who do not pass the first attempt are strongly encouraged to participate in remedial math practice prior to taking the second or third tests. Students are responsible for seeking guidance from course faculty regarding his/her *self-directed study* that can include such things as:

- Nursing Department library resources
- Online sources
- Referral to textbook websites
- Nursing laboratory resources (handouts, books, software, etc.)
- Math remediation with Academic Support Services

Students will participate in a medication practicum as a component of NDR **3101215** Skills and Technologies. Students will demonstrate the safe preparation of a variety of (laboratory) medications and the administration of the medication via various routes. Students will have three opportunities to successfully demonstrate the safe preparation and administration of medication.

I. **Online Standardized Testing**

Students in the nursing program are required to take online-standardized tests (HESI) throughout the curriculum. These standardized tests have been found to be predictors of success on the NCLEX-RN examination. Valuable feedback concerning the student's strengths and weaknesses can assist the student in examining learning outcomes, while providing important information to the faculty who are responsible for ensuring that students' learning experiences are leading to expected program goals and outcomes. Each course that utilizes a standardized online test may incorporate the grade earned on the standardized test as a percentage of the final course grade, which will be specified in the course syllabus. All students complete the standardized exit examination which preparing them to success in NCLEX-RN examination.

VI. Clinical and Classroom Policies

A. Attendance/Absence

The Nursing Program supports a learner-centered environment. Attendance and/or participation in classroom, lab, and clinical learning experiences directly correlate with successful course completion and represent a basic professional behavior. Therefore, the students are responsible to engage in their own learning and professional comportment. Regular class attendance is mandatory.

The student should attend the lectures and practical courses and would not be allowed to attend the final examination if the attendance percentage at the lectures and/or practical courses related to each course during the semester is less than (75%). The student who has not been allowed to attend the examinations due to the absence will be considered as fail in that course and the class work grade will be recorded and should be described as denial (DN).

1. Students' Warning Rules:

Three warning letters will be sent to the student for each course as follows:

At the rate of absenteeism

- 10 % 1st warning letter
- 15 % 2nd warning letter
- 20 % final warning letter

In the case of illness or prolonged excused absence, the student must notify the responsible course faculty within 5 days from the first date of absence. In the case of an approved excused absence, the course faculty will make reasonable attempts to assist the student to satisfy requirements of the course (e.g., make up classes and exams).

Students are expected to abide by instructions in each course syllabus regarding student responsibilities related to class absences. Students who fail to do so may be ineligible to receive an excused absence, regardless of the reason for the absence.

- Students are responsible for all class materials, content and assignments.
- Students are required to attend all scheduled lab and clinical learning experiences.
- Students may only make up missed class assignments, quizzes, and exams if a valid excuse has been granted. Graded work that is missed due to an unexcused/unapproved absence will be assigned a grade of **zero**.

- Students must notify by telephone, the clinical faculty and Lab/Clinical Coordinator of any tardiness and/or absences in **advance** of the start of the clinical shift to ensure patient safety. If the Lab/Clinical Coordinator approves the absence, it is the responsibility of the student to contact the course coordinator to schedule a clinical make-up. Notification of the course coordinator can be done through email.
- All lab and clinical absences must be made up. Lab makeup must be scheduled with the lab instructor/lab manager. Clinical make-up may be in actual clinical hours or a comparable assignment, at the discretion of the course coordinator, in collaboration with course faculty.

B. Punctuality

Punctuality is expected of students for all classes, labs and clinical experiences. Neither tardiness nor leaving early will be tolerated, as it affects adversely upon the student's learning experience disruptive to fellow students and faculty. The Nursing Department has adopted a standard practice to minimize disruption to the classroom-learning environment by closing the classroom or lab door(s) at the start of the class session.

Students are **expected to report to clinical/class experiences on time**. Students should plan appropriately to allow adequate time for commuting, and getting to the designated clinical unit/class in time to be ready to begin the clinical experience/class no later than the start of the appointed time (i.e., 7:00 a.m. means 7:00 a.m., not 7:01 a.m).

Students who are late to class or lab without an approved excused will considered late comers; being late three times is considered as one day absent and the student will be assigned to prepare an assignment with presentation to be discussed in the next class or lab at a time to be determined by the lab manager/course faculty.

If a student must be late or leave early, it is expected that the student will present an approved excused reason for leaving early approved by the appropriate lab manager/course faculty. If a student reports to class/lab late or leaves lab early without a prior excused reason for doing so, an incident report will be sent to the clinical /student affairs to take the appropriate action.

Students who are late to class or lab without an approved excused absence may be denied the opportunity to take a scheduled examination, at the responsible faculty member's discretion. If the tardiness is subsequently determined to be excused, students will be given an opportunity to make up the exam, which may

be given in an alternative format (e.g., oral exam, essay exam, etc.) at the discretion of the faculty member. Students with an excused absence, tardiness, or early departure are expected to complete the required work and obtain handouts, etc., from classmates, and are responsible for learning the missed material.

C. **Absence from Examinations**

Students are expected to take all quizzes and examinations at the scheduled time, unless the Clinical /Student Affairs Coordinator grant an excused absence. Once an excused absence is approved, students must arrange to make up the missed exam within 24 hours. Failure to notify faculty may result in a grade of **zero** for the examination. Opportunity for a make-up examination is at the discretion of the course coordinator/course faculty. A make-up examination may be given in a different format, such as an essay, at the discretion of the Course Coordinator/Course Faculty.

D. **Clinical Hours**

The student is expected to remain at the clinical agency/organization/facility for the entire period assigned. Student should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests may be granted at the discretion of the course faculty/instructor and no student shall leave the clinical site without instructor's notification and approval prior to leaving. If a student leaves the clinical area or lab without excuse, she/he shall be considered absent for this day. If repeated more than three times, student shall not be allowed to attend the examination and will be considered as fail in that course.

E. **Clinical Evaluations/Grades**

Clinical performance will be evaluated on a pass/fail basis. The stated clinical objectives for a course shall establish the criteria for evaluation. Evaluation is an ongoing process throughout the clinical experience, reflecting both written and verbal performance, as well as clinical practice. Criteria utilized in the evaluation consist of specific learning objectives that the student must achieve in order to receive a passing grade.

Clinical failure will result in overall course failure, regardless of course theory grade. Should a student fail clinical at any point in the course, the student will not be permitted to attend any subsequent classes or clinical experiences in that particular course. The student may continue to attend other previously enrolled courses for the duration of the semester, but will be unable to progress in the nursing major upon receipt of the course failure grade. The student does have the opportunity to appeal the clinical failure as per the Nursing Student Handbook but must do so within 48 hours of being notified of the clinical failure

due to the timing/flow of the nursing curriculum. It is not possible to extend the appeal to the end of the official college semester for those half-semester courses.

F. **Clinical Failure**

Students are expected to know both the legal and ethical parameters of professional nursing practice and to demonstrate accountability and responsibility for professional practice standards throughout their course of study. If a student's performance in a clinical nursing course or in any class is determined at any time to be **unsafe or unprofessional** in the judgment of the faculty, the clinical/course faculty will take immediate action (*See Appendix B*). The student may be immediately dismissed from the clinical agency/class and a grade of (F) will be recorded for the course. The student will fail the clinical and the overall course and may not attend any subsequent clinical experience during an appeal process (if appeal is opted by the student). Please note that the student, who chooses to appeal the clinical failure, must do so within 48 hours of being notified by course faculty.

G. **Clinical Warning**

When a concern about clinical competency or a breach of professional conduct arises, faculty may place a student on clinical warning status and initiate a clinical learning contract. Examples of incidents, which may lead to a clinical warning and a clinical learning contract, include, but are not limited to:

- Failure to demonstrate competence consistent with the clinical objectives of the course.
- Behavior deemed by the faculty member to be unsafe (behavior that places the student, the patient, or another staff member at risk of injury, or causes the student, the patient, or another staff member to be harmed).
- Failure to successfully complete an assigned laboratory skill, an assigned clinical paper, care plan, or other designated clinical assignment.
- Absence or tardiness that precludes an effective learning experience.
- Behavior that does not demonstrate professionalism at all times.

The clinical warning and/or clinical contract will be documented in the student's record. The information will indicate the date, time, place, and circumstances of the relevant incident(s). The information will be signed by the initiating clinical faculty and the student, and forwarded to the Clinical / Students Affairs Coordinator.

A copy of the clinical warning and/or clinical contract will be given to the student. The contract will clearly specify the objectives and means to achieve the objectives, evaluation criteria, and a timeframe by which the student must meet

the objectives of the contract. The evaluating faculty member will provide progress reports to the student during the period of the contract. Outcomes of the clinical warning and/or contract can be successful or unsuccessful. Should the outcome be favorable for the student, documentation of the improvement will be placed in the student's record and the contract may be discontinued.

If the warning represents a critical element, but not limited to attendance/tardiness, medication administration, organizational skills, documentation, etc., the student will remain on warning status during subsequent courses and/or for the duration of their tenure in the nursing program. Patterns of inappropriate behavior and/or weak clinical performance may result in a clinical failure. All information will be retained in the student's file for subsequent access by faculty. Should the student fail to meet the prescribed objectives and timeframes noted in the learning contract or if the identified behaviors persist, the result will be a clinical failure, and therefore, failure of the course and an inability to progress in the nursing major.

H. **Clinical Uniform/Dress Code**

Students are expected to maintain a clean, neat and well-groomed appearance. Students are expected to report to clinical experiences including the Patient Assessment and Clinical Simulation Laboratories wearing the designated uniform, with official patch and individual name tag, and appropriate footwear. Footwear includes white (non-canvas) rubber soled closed toe and heel shoes. No logo should be visible. *(See Appendix E) The following additional rules apply in all clinical settings:*

- No perfumes or scented products.
- Nails must be short and trimmed, no artificial press-on nails allowed.
- No nail polish.
- No visible tattoos or body piercings.
- No facial piercings, including the tongue.
- Long hair pulled back and off the collar.
- No jewelry except wedding band and wrist watch.
- No gum chewing.
- No children/visitors are allowed in the labs.
- No hoodies or sweatshirts are to be worn over scrubs.
- A long sleeve shirt or V-neck shirt solid white may be worn under the uniform in cold weather.

Non-adherence to proper dress code will result in immediate dismissal from the laboratory. The student will need to meet with the lab manager to schedule a laboratory make-up hours. Second offense will result in dismissal and the missed

hours will be considered an unexcused absence. Nursing students must follow standard precautions to minimize the risks of disease transmission during the administration of all parenteral medications at designated clinical/clinical facilities.

The nursing program policy requires gloves be worn for administration of all immunization and changed between patients. Hand hygiene must be practiced whenever the gloves are removed. Gloves do not prevent needle stick injuries. In the event of a needle stick injury, the student must notify the clinical instructor and / or course faculty immediately in order to receive appropriate and timely care and follow up as per facility protocol. An incident report must also be completed and one copy returned to the Nursing Department Coordinator.

I. Patient Assessment and Clinical Simulation Laboratories

Proficiency in performing clinical skills is an integral part of the nursing curriculum. The clinical laboratory environment provides an opportunity to attain the essential skills necessary to care for patients in hospital and other care settings. Various techniques will be utilized to support student learning, including video and audiotapes, computer-based instruction, demonstration, performance practice, and simulation. Students are expected to handle all lab equipment with care and to return all equipment to the designated area after use. Students are also required to dispose of all papers and other disposable supplies and to place used linen in the dedicated hampers. The labs should always be left neat and orderly.

Guidelines for the Patient Assessment and Clinical Simulation Laboratories:

- No eating, drinking or gum chewing.
- White lab coats and name tags must be worn at all times.
- Neat, clean, and comfortable clothing is required.
- No open-toed shoes or flip flops.
- Use of sharps must be under faculty supervision.
- All equipment must be left in the condition in which it was found.
- Any broken or malfunctioning equipment should be reported immediately to the lab manager.
- No children or visitors are allowed in the labs.

VII. Professional Comportment Rules

Professional comportment (the manner in which one behaves or conducts oneself) is expected of all nursing students in the Nursing Program at King Faisal University.

Professional comportment embodies the core values of the college and is defined as behaving in a way that exemplifies respect for individuals including those in the academic setting, healthcare setting, and community of practice.

Communication is an important element of professional comportment and as such should be practiced throughout the nursing program. Policies set forth in this handbook provide a framework to socialize students to behave in an ethical, responsible, and professional manner. Students are expected to display professional demeanor, interactions and boundaries with patients and their families, clinical staff, peers, faculty, and the public at all times (*See Appendix B*).

A. **Essential expected behaviors include, but are not limited to:**

- Consistent display of professional demeanor and appropriate interpersonal interactions and boundaries with patients, staff, and peers.
- Adherence to the professions' Code of Ethics.
- Timeliness and adherence to preparation, attendance, policies, and deadlines.
- Prompt notification of absence or tardiness according to the established absence policies.
- Adherence to Department of Nursing professional dress guidelines.

B. **Use of Cell Phones in the Clinical Setting**

The use of personal cell phones/electronic communication devices by nursing students during clinical hours is prohibited to ensure the safety and security of patient treatment environment and to ensure patient and employee privacy and confidentiality.

C. **Academic Honesty**

The primary purpose of the nursing program is the pursuit of academic excellence. Teaching and learning must occur in an atmosphere of mutual trust and respect. Such trust and respect can be developed and maintained only if honesty prevails in the academic community. Moreover, it is the shared responsibility of all members of the Nursing Department to maintain this climate of honesty.

Administrators, faculty, and students all benefit from the pursuit of academic excellence in an environment characterized by integrity, honesty, and mutual respect. Such integrity is fundamental to and represents an integral component of professional nursing education. In keeping with academic integrity, students are expected to be honest in their academic work such as submission of coursework and materials that are their own. Examples of dishonest conduct include but are not limited to:

- Cheating, i.e., copying examination answers.
- Collusion, i.e., working with another person or persons when independent work is prescribed.
- Falsification or fabrication of an assigned project, data, results, or sources.
- Giving, receiving, offering, or soliciting information included on examinations.
- Utilization of work previously submitted by another student who has progressed to a higher level.
- Destruction or alteration of the work of another student.
- The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.
- Plagiarism, the appropriation of information, ideas, or the language of other persons or writers and the submission of them as one's own to satisfy the requirements of a course. Plagiarism thus constitutes both theft and deceit. Assignments (compositions, term papers, computer programs, etc.) acquired either in part or in whole from commercial sources or from other students and submitted as one's own original work will be considered plagiarism.
- The unauthorized recording, sale, or use of lectures and other instructional materials.

In the case of dishonesty, the course faculty may give a grade of zero for the project, paper, and/or examination and may record an "F" for the course itself. When appropriate, dismissal from the Nursing Program may be recommended. Any faculty member encountering an academic offense such as those listed above will meet with the student involved to identify the allegation and file a written report to the Student/Clinical Affairs Coordinator, indicating reasons for believing the student has committed academic dishonesty. The Student/Clinical Affairs Coordinator may conduct a formal hearing to investigate the alleged violation according to the Student Code of Conduct.

VIII. Communication

Faculty make every effort to be available for their students. Office hours with sign-up sheets to meet with faculty are posted each semester. If a student cannot meet with faculty during these times, they should communicate this with the faculty via email so that another mutually convenient time may be arranged. Student emails to faculty will be answered within 48 hours. To ensure timely communication, students are expected to use the official email addresses as listed in the Students' Affairs Office of the Nursing Department. Faculty may not respond on weekends or vacations.

IX. Bachelor of Science in Nursing Study Plan

A. First Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
1001206	Anatomy and Physiology I	ASCC	4	3	1	3	3		
0815103	Basic Chemistry I	ASCC	4	3	1	3	3		
1731110	Medical Terminology	CCR	2	2		2	-		
1731108	Expository Writing I	ASCC	2	2		2	-		
1002210	Basic Biostatistics	CCR	1	1		1	-		
0817171	Algebra and Trigonometry	ASCC	2	2		2	-		
7401101	Islamic Faith and Contemporary Doctrines	CUR	2	2		2	-		
Total Semester Credit Hours			17						

- Compulsory University Requirement (CUR)
- Compulsory College Requirement (CCR)
- Nursing Department Requirement (NDR)
- Elective University Requirement (EUR)
- Elective College Requirement (ECR)
- Arts and Sciences Core Curriculum (ASCC)

B. **Second Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3101102	Introduction to Psychology	CCR	3	3	-	3	-	-	
3101106	Principles of Epidemiology	CCR	1	1	-	1	-	-	
1001207	Anatomy and Physiology II	ASCC	4	3	1	3	3	1001206	
3101105	Introduction to the Nursing Profession	NDR	1	1	-	1	-	-	
0815203	Basic Chemistry II	ASCC	4	3	1	3	3	0815103	
1731109	Expository Writing II	ASCC	2	2	-	2	-	1731108	
7401301	Contemporary Cultural Issues	CUR	2	2	-	2	-	-	
Total Semester Credit Hours			17						

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)
- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)
- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

C. Third Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3101201	Human Development	NDR	3	3	-	3	-	3101102	-
3101203	Quality Management in Health Care	CCR	2	2	-	2	-	-	-
7401418 7401401 7401317 7401318 7401302 7401102	Elective University Requirement 1	EUR	2	2	-	2	-	-	-
3101205	Nursing History, Knowledge & Narrative	NDR	2	2	-	2	-	3101105	-
3101208	Essential Concepts of Nursing	NDR	3	3	-	3	-	-	-
3101211	Emergency and First Aid	NDR	2	1	1	1	-	-	-
3101215	Nursing Skills & Technologies	NDR	4	3	1	3	3	-	-
Total Semester Credit Hours			18						

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)
- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)
- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

D. **Fourth Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3102202	Microbiology	ASCC	4	3	1	3	3		
3101207	Interpersonal Communication in the Health Professions	NDR	3	3	-	3	-	1731109	3101245
3101226	Pathophysiologic & Pharmacologic Approach to Nursing Practice	NDR	6	6	-	6	-	1001207	-
3101245	Health Assessment & Promotion	NDR	4	3	1	3	3	1001207	3101207
Total Semester Credit Hours			17						

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)
- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)
- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

E. **Fifth Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
3101301	Health Care Ethics	CCR	3	3	-	3			
3101325	Provider of Care I: Adult and Elder Health	NDR	8	4	4	4	12	3101211 31012153101 245	3101301
3101330	Nursing Informatics and Health Care Technologies	NDR	3	3	-	3			
7401418 7401401 7401317 7401318 7401302 7401102	Elective University Requirement 2	EUR	2	2	-	2			
Total Semester Credit Hours			16						

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)
- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)
- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

F. **Sixth Semester**

Code	Course	Type	Total Course Credit Hours	Hours				Pre-Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/Clinical	Class	Lab/Clinical		
7406415 7406201 7406212 0228409 7406305 3100513	Elective College Requirement	ECR	2	2	-	2	-		
3101335	Provider of Care II: Child-Bearing and Child-Rearing Family Health	NDR	6	3	3	3	9	3101325	
3101345	Provider of Care III: Mental & Social Health	NDR	6	3	3	3	9	3101325	
3101350	Scholarly Inquiry	NDR	3	3	-	3	-	3101330	
Total Semester Credit Hours			17						

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)

- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)

- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

G. Seventh Semester

Code	Course	Type	Total Course Credit Hours	Hours				Pre Requisite (s)	Co. Requisite (s)
				Credit		Contact/Weeks			
				Class	Lab/ Clinical	Class	Lab/ Clinical		
3101425	Provider of Care IV: Community & Public Health Nursing	NDR	6	3	3	3	9	3101325 3101335 3101345	
3101445	Provider of Care V: Coordinator of Care	NDR	8	4	3	3	9	3101325 3101335 3101345	3101425310 1450
3101450	Member of A profession and Capstone Leadership Project	NDR	4	3	3	3	9	-	3101425 3101445
Total Semester Credit Hours			18						

Total Credit Hours for the Semesters: 120 credits

- Compulsory University Requirement (CUR)
- Elective University Requirement (EUR)
- Compulsory College Requirement (CCR)
- Elective College Requirement (ECR)
- Nursing Department Requirement (NDR)
- Arts and Sciences Core Curriculum (ASCC)

***The eighth and ninth semesters are devoted to the Nurse Internship Program as part of the Bachelor of Nursing Program**

X. Nurse Internship Program

The King Faisal University nursing internship program provides the nursing student with the knowledge base and skill set needed to transition with confidence and competency to entry-level generalist clinical nursing practice. While providing the needed skills to meet the respective clinical agency/organization goals and mission, the program provides nursing students with the leadership skills to work collaboratively within a multidisciplinary team. The program bridges the gap between undergraduate education and entry-level professional nursing practice. The nurse internship program is arranged for all senior nursing students upon successful completion of the structured on campus-nursing curriculum. The internship program will run over a one year period and will comprise semesters eight (8) and nine (9) of the KFU BSN curriculum.

Program Description

The KFU nurse internship program is one-year long with distinct phases that are planned to assist the student nurse with an opportunity to apply the theory learned in all BSN courses to date. The program is highly supportive, with clinical learning experiences, narrative reflective assignments and structured computer-based learning. The internship program will include monitoring by KFU nursing faculty and structured seminars whereby students can de-brief share and discuss.

XI. Graduation

- Approved candidate for graduation from the curriculum plan will be notified by E-mail and will receive a course registration plan.
- Expected graduates should complete nursing department clearance at the end of their graduation semester.
- A graduate from the curriculum must complete 2 semesters of internship successfully prior to receiving her/his graduation certificate.
- Students who finished their 2 semesters of internship should complete the clearance forms of both the hospital and nursing department.

Appendices

Appendix A. Examination Rules and Regulations

Nursing Students'

Examination Rules and Regulations

Before the exam:

1. Exam timetable:

A final exam schedule showing exam location, date, starting and ending times is arranged and posted. Copy the exact information for each of your examination schedule.

2. Allowable items:

- 👤 Take the required materials to the exam and make sure that it is efficient and sufficient.
- 👤 Things to bring in the exam room.
 - Pens (permissible color is blue), pencils, ruler, and eraser.
 - An approved calculator for subjects that allow using a calculator during the exam.
 - Identification card.
- 👤 Calculators without tones or sound, hand-held and functional. Avoid keeping notes or routines in the calculator memory. The supervisor assigned shall clear the calculator memory before you enter an exam room (if the subject sources include it).

Unallowable items:

Do not bring the following items into the exam room:

- Blank paper or refill paper.
- Correcting fluid.
- Books, written notes or electronic notes.
- English dictionaries or any translator.
- Electronic devices except those that are allowed by the supervisor.
- Any form of stored or recorded information.

A. On the day of the exam:

- Arrive at least 30 minutes before the exam starts. Be at the exam room 10 minutes before the exam schedule.
- If you are more than 30 minutes late, you will not be allowed to enter the exam room.

1. At the exam room:

- Listen and follow the instructions of the supervisor.
- Bags and all personal belongings including glasses cases must be placed at the front or back of the room as directed.
- ID card must be on your desk throughout the exam.
- Each student is asked to sign an attendance sheet for each examination.
- Check that all pages in each exam booklet are printed correctly.
- If you have any inquiry and/ or clarifications, you may raise your hand.
- You are not allowed to leave in the first half of the exam time or the last 15 minutes of the exam, even for personal necessities or to use the toilet.

- If a student leaves an exam due to illness, he/ she should obtain a medical certificate from the University Polyclinic
- No student may leave and return to the exam room during the exam unless supervised by an invigilator while on permissible excuses.

2. **During the exam**

- Do not borrow materials from someone else.
- Do not talk to, communicate with, or do anything to disturb other students.
- Do not read or copy another student's work.
- Students are not permitted to loiter in the vicinity of exam rooms; during, or at the conclusion of an exam.
- Students are not permitted to talk or make noise near such rooms, as other exams may still be in progress.
- Students may not behave in any way which is distracting to other students.
- a. A student who ignores a request from an invigilator not to behave disruptively may be required to leave the exam room. The student's exam scripts will be submitted to the board of examiners as they were at the time when the student was required to leave. The invigilator will annotate the scripts with the time at which the student left, and submit an incidence report to the chairman of the board of examiners.
- It is the responsibility of the student to ensure that all his/ her scripts are appropriately marked with an identifying name and number.
- All examination answer booklets must be submitted intact.
- a. Student must not deface, remove or destroy any part of an examination booklet.
- b. Student must do all notes, rough work, and calculations in the examination answer booklet.
- Cheating during exam will be dealt with as a disciplinary offence under these regulations. In particular it is a disciplinary offence for a student to:
 - a. Have unauthorized items or texts at his/ her desk in the exam room during the exam.
 - b. Make use of unauthorized items or texts during the exam.
 - c. Copy from the script of another student during the exam.
 - d. Dishonestly receive help from another person during the exam.
 - e. Dishonestly give help to another person during the exam.
 - f. Act dishonestly in any way, whether before, during or after the exam, so as to obtain an unfair advantage in the exam.
 - g. Act dishonestly in any way, whether before, during or after the exam, so as to assist another student to obtain an unfair advantage in the exam.

• **Suspicion of cheating during the exam.**

Should a student be suspected of cheating during the exam, the invigilator will confiscate any unauthorized material, indicate on the student's script that it has been confiscated due to suspected cheating, and remove the script. The student will then be given further exam books and permitted to complete the exam. The invigilator will seek an explanation from

the student at the end of the exam, and submit an incident report to the chairman of the board of examiners.

• **Writing your answers**

- a. Follow all the instructions on the front cover of the exam booklet.
- b. Use only blue pen. Do not write in pencil unless instructed to do so.
- c. Write neatly, so the marker can read the answers.
- d. Cross out any work you do not want marked.
- e. Do not write or draw anything that may be regarded as offensive.
- f. Do not write to the marker or write in the part of the answer booklet 'For assessor's use only'.
- g. Do not write your answers for one standard in the answer booklet for another. If you have filled up your answer booklet, you may request extra paper.
- h. Fill in the details at the top of any additional sheets of paper provided and put them inside the answer booklet.

3. At the end of the exam

- Stop writing when the supervisor tells you to. Hand all material to be marked to the supervisor before you leave. If you take any work outside the exam room, it will not be marked.

Appendix B. Parameters of Unsafe and Unprofessional Conduct

Examples of unsafe practice include but are not limited to:

- Negligence in patient care.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Demonstrated and/or documented incompetence.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients or agency personnel.
- Falsifying a client's record.
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Diverting prescription drugs for own or another person's use.
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.

Unprofessional conduct shall include, but not be limited to:

- Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- Abusing a patient/client verbally, physically, emotionally.
- Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- Abandoning or knowingly neglecting patients/clients requiring nursing care.
- Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
- Providing one's license/temporary permit to another individual for any reason.
- Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.
- Misappropriating money or property from a patient/client or employee.
- Failing to notify, in writing, the appropriate party.

Engaging in any of the above behaviors, or violating the University Standards may result in dismissal from the course, Nursing Program, or University.

Appendix C. Code of Ethics

National student nurses' association (NSNA). Code of academic and clinical conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Islamic Ethics

Ethics is the study of right and wrong choice made by a person. In Islam, the duty of every Muslim is to obey value system of The Holy Book Quran and Sunnah (The saying and acts of The Prophet Muhammad. Saying of *Prophet Muhammad: I have been sent for the purpose of perfecting good morals* (Ibn Hambal, No: 8595). People groomed through value system of Quran and Sunnah exhibit these qualities in their personal and professional lives. Islamic value based system provides comprehensive pattern of management which protect all stakeholders of the society. Islamic value based system focuses moral development of human beings, thereby making sure that people follow the rule of law through their own will, not through fear or force. The Islamic principle is based on individual enterprise in business and likewise individual's reward. It is essentially based on promoting the humanity while upholding God's orders. Islam firmly forbids any favoritism in business relationships, between people based on their religion or gender.

Appendix D. Patient Bill of Right

Patient Bill of Right

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from doctors and other direct caregivers appropriate, current, and understandable information about diagnosis, treatment, and prognosis. Except in emergencies when the patient lacks decision-making ability and the need for treatment is urgent, the patient is entitled to the chance to discuss and request information about the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their risks and benefits. Patients have the right to know the identity of doctors, nurses, and others involved in their care, as well as when those involved are students, patients, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
3. The patient has the right to make decisions about the plan of care before and during treatment. The patient has the right to refuse a recommended treatment or plan of care to the extent allowed by law and hospital policy and to be informed of the medical consequences of this action. In case of refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfers to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Health care institutions must tell patients of their rights under law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records related to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will stress the confidentiality of this information when it releases it to any other parties entitled to review information in these records.

7. The patient has the right to review the records about his/her care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to a patient's request for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permitted, or when a patient has requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
9. The patient has the right to ask and be informed of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to take part in research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to take part in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by doctors and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

Appendix E. Nursing Students' Uniform



The jacket description:

- 1- White color
- 2- Wide
- 3- With long sleeves up to the wrist with the thin green frame
- 4- Not transparent and not describe what is underneath clothing.
- 5- Closed with buttons to the end.
- 6- Length up to 40 cm from the waist level.
- 7- Has two pockets.
- 8- King Faisal University (KFU) logo added to the left side.



The lab coat description:

- 1- White color
- 2- Wide
- 3- With long sleeves up to the wrist.
- 4- Not transparent and not describe what is underneath clothing.
- 5- Closed with buttons to the end.
- 6- Length up to 30- 40 cm from the knee level.
- 7- Has two lower pockets and one upper. King Faisal University (KFU) logo added to the lower right side pocket.
- 8- Has small V neck collar.



Skirt description:

- 1- White.
- 2- Wide.
- 3- Not transparent and not describe what is underneath clothing.
- 4- With elastic rubber band distensible.
- 5- Long up to the beginning of the shoe.



he shoes description:

- 1- White color
- 2-Leathery
- 3- Without ligaments
- 4- His broad heel rises from the ground 3 cm is tapered

Appendix F. International Council of Nurses' Pledge

In full knowledge of the obligations I am undertaking, I promise to care for the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, alleviate suffering, and promote health.

I will respect at all times the dignity and religious beliefs of the patients entrusted to my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and give loyal support and cooperation to all members of the healthcare team.

I will do my utmost to honor the international code of ethics applied to nursing and uphold the integrity of the nurse.

Appendix G. Nursing Student Handbook Verification Form

The Nursing Student's Handbook is a resource used to assist you in becoming acquainted with the academic and clinical policies. It contains information that is important for your academic, clinical success and progression.

My signature below indicates that, I have access to the Nursing Student's Handbook either in hard or online copy and that I acknowledge my responsibility for knowledge of the contents and adherence to the policies, protocols, and guidelines contained there.

Student's Name:

Student's ID:

Phone:

Email:

Signature:

Date: