

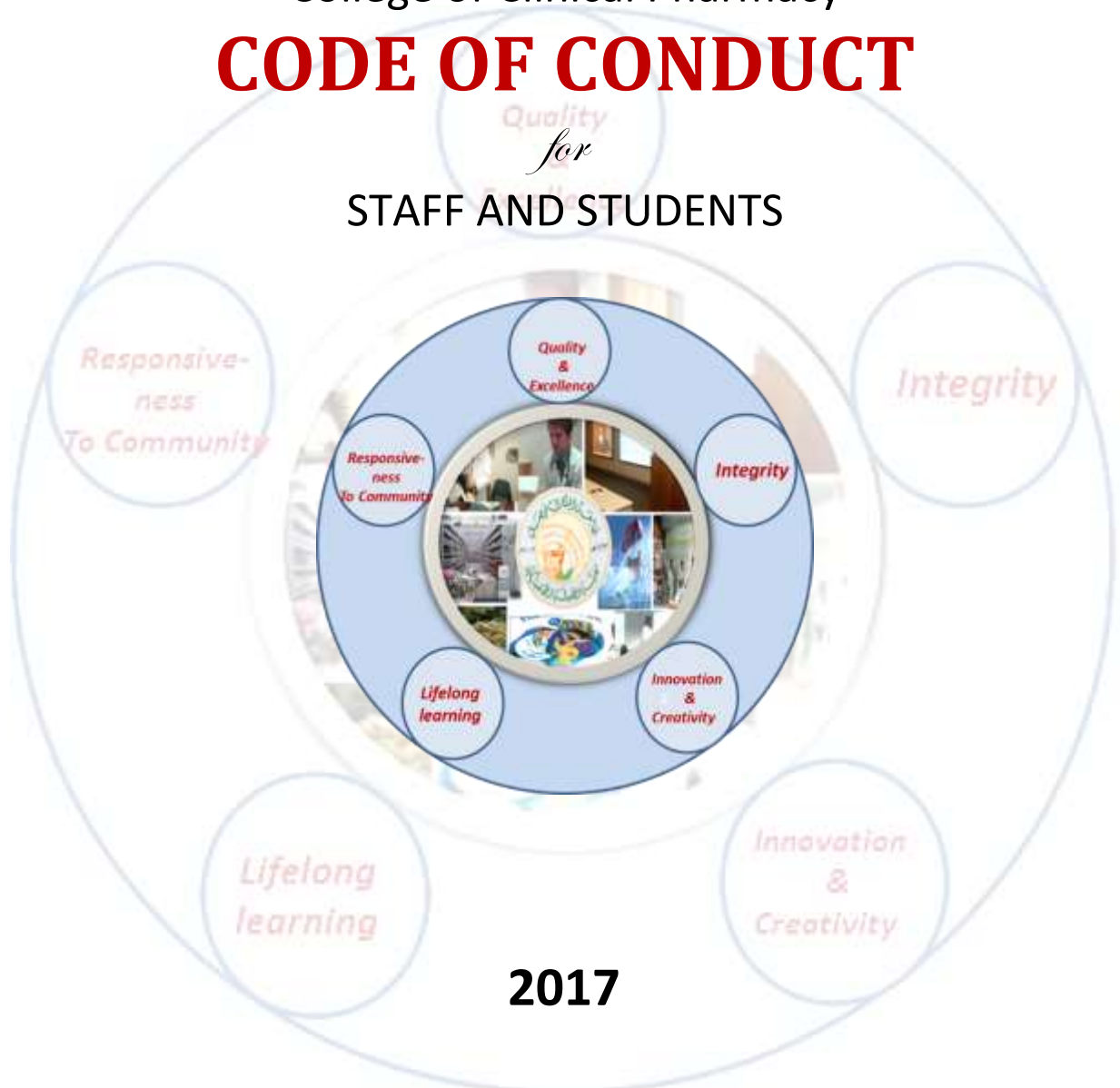


Ministry of Education
King Faisal University
College of Clinical Pharmacy

CODE OF CONDUCT

Quality
for

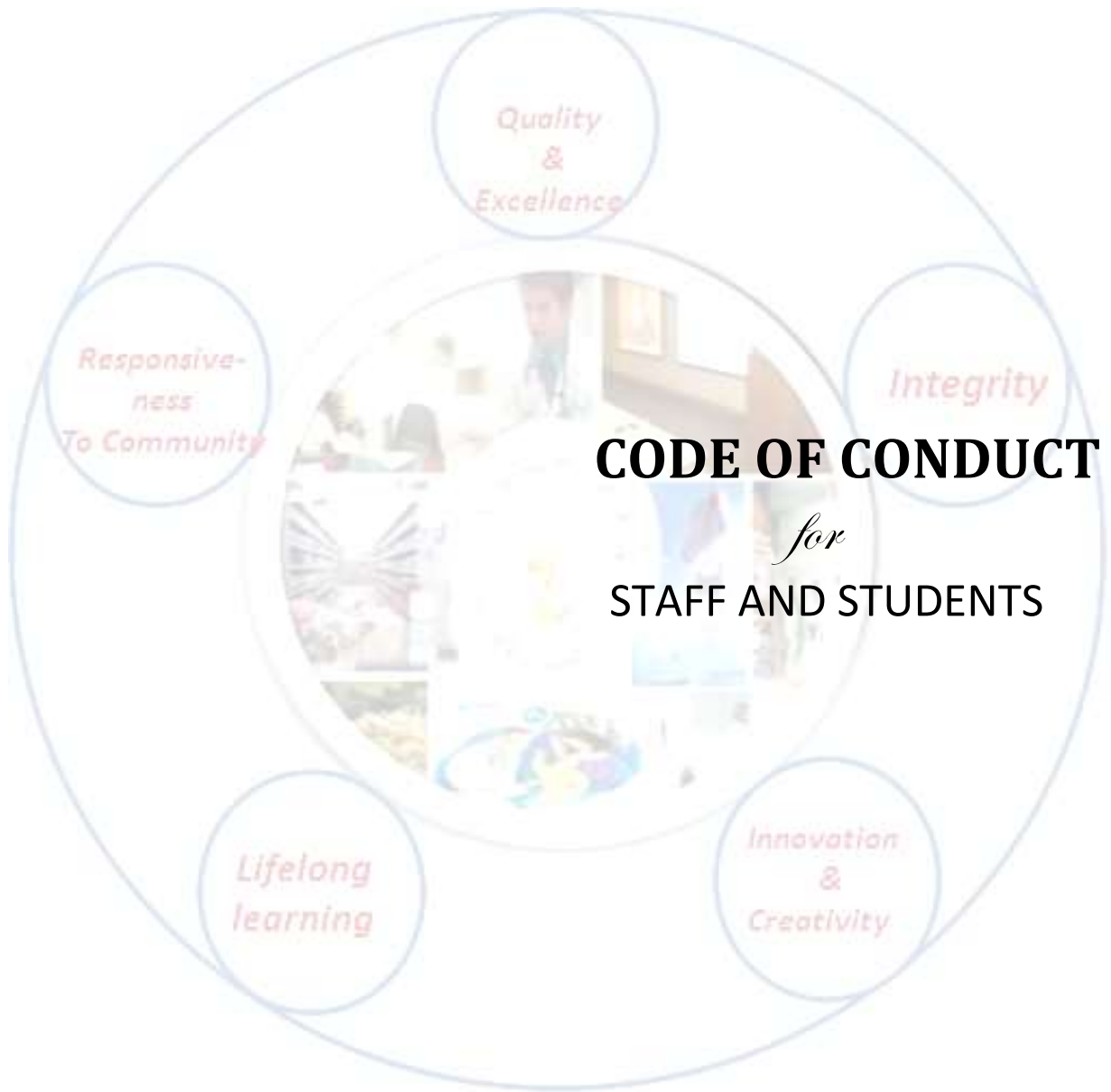
STAFF AND STUDENTS



2017

College of Clinical Pharmacy
King Faisal University Al-Ahsa
KSA





CODE OF CONDUCT
for
STAFF AND STUDENTS





Ministry of Higher Education

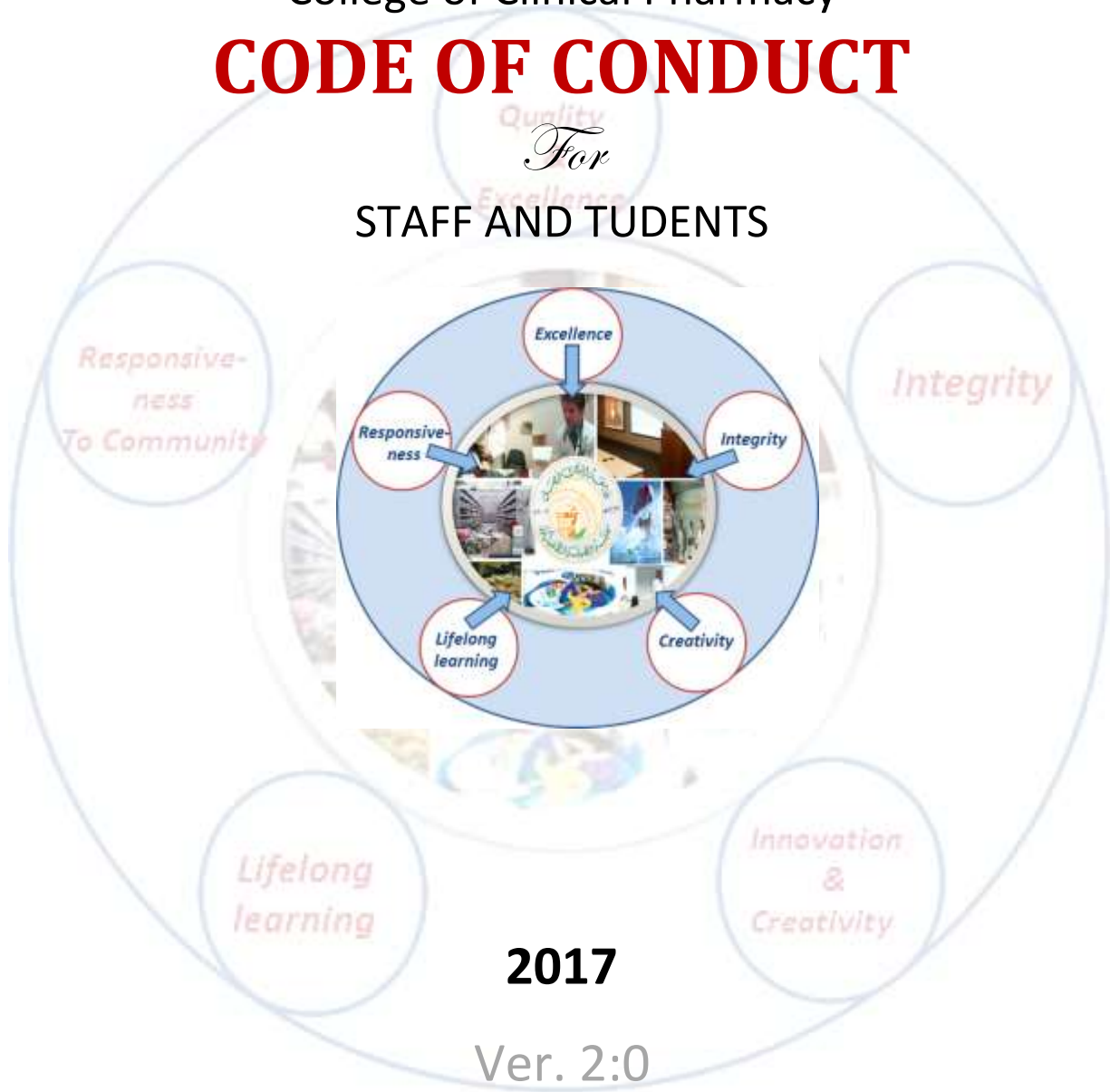
King Faisal University

College of Clinical Pharmacy

CODE OF CONDUCT

For

STAFF AND TUDENTS



2017

Ver. 2:0

College of Clinical Pharmacy

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Ver. 1.1: March 2015, QMU, COCP, King Faisal University

Ver. 2.0: Sep 2017. Committee for Development and Quality Assurance

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I. INTRODUCTION

1. COCP Vision, Mission, Values

1.1. Vision:

To be a role model in pharmacy education and practice through scientific research and community engagement as a part of the global community of learning .

1.2. Mission:

To provide quality education for enhanced patient-centered care through community engagement and scientific research

1.3. Value statement:

Based on Islamic Principles, the College of Clinical Pharmacy promotes an environment of mutual respect and collaboration, where we value:

1. Quality: Pursue exceptional quality and performance in all that we do
2. Life-long self-directed learning
3. Integrity
4. Innovation & Creativity
5. Responsibility to community

at all levels of teaching, training, research and patient care.

1.4. Some Definitions

1.4.1. Values:

A principle that guides an organization's internal conduct as well as its relationship with the external world. Core values are usually summarized in the mission statement or in a statement of core values.

<http://www.businessdictionary.com/definition/core-values.html#ixzz2h7DCEKF8>

1.4.2. Ethics:

Moral Principles that govern behavior of a person or a group

1.4.3. Conduct:

How somebody manage something

1.4.4. Code of Ethics

Often conveys organizational values, a commitment to standards, and communicates a set of ideals. In practice, used interchangeably with Code of Conduct

1.4.5. Code of Conduct

Code of conduct refers to a listing of required behaviors, the violation of which would result in disciplinary action. In practice, used interchangeably with Code of Ethics

1.4.6. Conflicts of interest

Occur where staff with a particular interest could be influenced, or might appear to be influenced, in the performance of their duties

2. Scope of the code:

King Faisal University College of Clinical Pharmacy, as its commitment to its mission, is promoting excellence in Pharmacy Education, Patient Care, community engagement and research. The achievement of mission is not possible without adherence to core ethical values at all levels of decision making, practices and professional relationships within and outside the institution. The core ethical values adopted by the COCP are derived from those of its mother institution, which are based on principles of Islamic teaching. At the core of these values is individual/person, whether student, teacher, preceptor or administrator, who is valuable part of COCP knowledge community.

The COCP code of ethics/conduct is built around the COCP values to ensure conformity with these values in all practices by all personals. The practices encompass teaching and learning, patient centered care, community engagement and research.

Risk of breach of these codes is also addressed briefly, the details of which are available with rules and regulation of KFU as defined and approved by Ministry of Higher Education

The code is divided into two parts; part I deals with Staff of COCP, while Part II deals with the students of COCP

3. Statement of Commitment:

COCP code of conduct comply with KFU policies and procedures which are aimed at creating and maintaining ethical professional culture in the institution. Being a part of a health college COCP staff and students are privileged to enjoy special trust of the community, and at the same time more accountable to all stakeholders. This demands additional ethical responsibilities from the staff and administration for preparation of graduates equipped with qualities of reflective self-learning,, integrity, empathy and timely responsiveness to community health issues. Therefore COCP administration, staff and students are committed for effective application of this code of conduct in all the processes of decision making, practices and professional relationships.



II. COCP STAFF CODE OF CONDUCT

1. Quality & Excellence in Teaching and Training:

- 1.1. To adopt student focused teaching strategies
- 1.2. To assist the students in becoming life long reflective and active learner
- 1.3. To provide necessary updated course material such as detailed plans, syllabi well in time and completely orientate and assist them about how to perform their best in their course
- 1.4. To treat all the students equally and fairly, irrespective of race, religion, sex and nationality
- 1.5. To seek feedback from students regarding the course delivery and to rectify the students concerns and address issues if any.
- 1.6. To guide the students for developing their personal learning plans and adopt customized teaching /training techniques.
- 1.7. To exhibit empathy for struggling students, motivate and encourage them to improve and develop and apply remedial measures for them.
- 1.8. To actively and consistently contribute in promotion of a pleasant learning environment based upon mutual respect in and outside the classroom
- 1.9. To communicate with students clearly, regarding assignments and projects and to evaluate on the basis of predefined objectives
- 1.10. To develop examinations those are clear in instructions and precisely assess the pre-defined CLO's in various learning domains
- 1.11. To exhibit affectionate attitude to student to ensure excellence of delivery of COCP program
- 1.12. To develop examinations which minimize the opportunity for scholastic dishonesty
- 1.13. To be familiar with Academic/scholastic dishonesty policy and enforce the KFU/COCP rules governing such actions and misconduct (Ref. COCP Students Handbook)
- 1.14. To be familiar with the outcome professional responsibilities ([Code of Ethics for Pharmacist Annex 1](#)) of our graduates and assist them to develop those in them
- 1.15. To abide by the schedule of office hours specified and notified for meeting with the students for discussion on their academic issues and concerns
- 1.16. To acknowledge and support student rights and choices within the KFU statutes and regulations
- 1.17. To strive for learning and applying new and innovative techniques to enhance quality of course delivery

2. Lifelong Learning: Personal professional development as part of learning community

- 2.1. To actively engage in learning and in personal and professional development as life-long pursuit
- 2.2. To develop and apply personal development plan to keep up to date with advances and changes in the areas of expertise and responsibilities
- 2.3. To actively participate and contribute in the staff development activities organized by COCP and KFU
- 2.4. To ensure that participation in personal development activities are not at the expense of responsibilities and obligations of students teaching and training
- 2.5. To participate in professional development activities with prior approval from COCP Dean
- 2.6. To ensure that all paid external professional activities (research, consultancies and other contract work) are negotiated through the COCP/KFU administration
- 2.7. To declare COCP/KFU association while commenting professionally outside COCP/KFU or evaluating external scholarly work
- 2.8. To value academic freedom for self, students and colleagues
 - 2.8.1. Enquire, criticize, examine and challenge but in collegial and academic spirit of search of knowledge and truth
- 2.9. To collaborate across boundaries for learning and sharing knowledge
 - 2.9.1. With other faculties at KFU
 - 2.9.2. Internationally
- 2.10. To comply with legal and ethical standard of the profession

3. Integrity

- 3.1. To behave and act honestly, truthfully, fairly and impartially at all levels of decision making and practices in administration, program delivery, research and community engagement
- 3.2. To maintain appropriate confidentiality regarding all official information and assignments an
- 3.3. To honor our promises, commitments and obligations to all stakeholders such as students, colleagues, patients and community
- 3.4. To communicate with other staff, students and stakeholders through transparent, open and honest communication
- 3.5. To behave in a way that upholds the integrity and good reputation of the COCP/KFU
- 3.6. To protect COCP/KFU resources, and take all possible care to use them in a proper manner

- 3.7. To take responsibility for our mistakes, rectify the resulting problems as soon as possible, and ensure that those who have admitted mistakes are treated with fairness and dignity
- 3.8. To ensure not to make improper use of ones position, status, or authority to gain, or seek to gain, a personal benefit or advantage
- 3.9. To accept gifts and benefits only where these are not identified to influence our decision-making;
- 3.10. Take reasonable steps to avoid, or disclose and manage, any conflict of interest (actual, potential or perceived) in the course of employment. Abide by COCP/KFU policy and procedure where applicable ([Annex 3, 3,a Conflict of interest: policy & form](#))
- 3.11. To comply with KFU rules ,regulations and policies in all areas of decision making and practices in program delivery, administration, research and community engagement
- 3.12. To respect and maintain line of commandment whenever dealing with any administrative issue
- 3.13. To comply with all lawful and reasonable direction given by someone who has authority to give that direction (Dean, Vice Dean, Head of the Department etc)
- 3.14. To adhere to proper records management practices and procedures, so that records are complete, up-to-date and capable of providing organizational accountability;
- 3.15. To avoid any conduct, including alcohol or substance abuse or misuse, which are unlawful or would adversely affect work performance

4. Research (Creativity & innovation)

- 4.1. To strive for acquisition of new knowledge through innovation, creativity and research
- 4.2. To employ sound methodology and ensure accuracy, integrity and appropriate confidentiality of data.
- 4.3. To acknowledge the ideas, information or intellectual contribution of others and the intellectual property of others
- 4.4. To seek for ethical clearance by the appropriately constituted committees for all research involving humans and/or animals.
- 4.5. To declare the receipt of funding from third parties when publishing research, where such funding has partially or wholly supported that research.
- 4.6. Staff must not accept funding for research projects, which by its nature, may breach accepted norms of honesty and integrity, or detract from the good name of the University and the academic community.

- 4.7. To be familiar with and abide by the KFU policies for research and research ethics ([Annex.2](#))

5. Responsiveness to Community

Community engagement is one of the important component of COCP and KFU mission which is also addressed in its Strategic Plan and Study plan. The primary purpose is to engage with local, professional and international communities in a manner that lead to to enhanced teaching research. Being a health college, COCP seeks to expand our interaction with local and professional community for synergistic outcome that further strengthen our program and benefit the community regarding their health and medication issues

- 5.1. To believe that strength of COCP and KFU is tied to its responsiveness to the need of the people and communities of the Kingdom
- 5.2. To strive to understand local cultural, social and religious norms to be on the same page with the local community for better engagement
- 5.3. To respect every member of the community as unique as unique individual who matters and to respect his cultural, social and religious believes
- 5.4. To actively engage ourselves and the students in community experience to fully implement our service learning program
- 5.5. To strive for addressing community health issues in faculty and student research proposals and to translate and disseminate research results to resolve those issues and problems

*Lifelong
learning*

*Innovation
&
Creativity*



III. COCP STUDENT CODE OF CONDUCT

COCP prepares graduates to enter into a health care profession which carries both privileges and responsibilities. The graduate therefore must be able to exercise those privileges and bear those responsibilities. This necessitates inculcation of lifelong reflective learning skills and highly ethical professional abilities necessary to take responsibilities of health of the human beings and to communicate with patients and other health care professionals. This means that student must conduct professionally at all times in all situations. This Code of Conduct therefore applies from the first day of the course to the day of graduation. It applies both on and off campus teaching and training sites

Dear Students !

Remember that wherever you are, you are representing the profession of pharmacy , the COCP and KFU.

Note:

Please refer to COCP Student Handbook for details of Academic Rules and Regulations

1. Quality: to pursue Excellence in Learning

- 1.1. To be aware of COCP and Program goals and objectives
- 1.2. To be aware of final outcome of the program, future responsibilities as health care provider and the knowledge, skills and extent of hard work need to put in to achieve these.
- 1.3. To recognize and appreciate that all academic rules academic rules and regulations are constituted to promote better learning
- 1.4. To be well informed about all his academic schedules, announcements pertaining to these
- 1.5. To strive to become active learner plan
 - 1.5.1. To be aware of objectives of the course, requirements for best performance in a learning module to be taken
 - 1.5.2. To design personal learning plans for each course/training module to be taken
 - 1.5.3. To follow instructions and policies regarding use of recent and updated learning resources instead of brief lecture notes (PPT slides)
 - 1.5.4. To engage with faculty members in meaningful dialogue and discussion to enhance
 - 1.5.5. To actively participate in all learning activities inside and outside class room
- 1.6. To respect all the teachers, preceptors, colleagues and classmates
- 1.7. To remain regular and punctual in all learning and assessment activities of the program and follow the KFU/COCP policies in all pertaining matters
- 1.8. To adhere with the dress code as per COCP policies and procedures
- 1.9. To provide realistic, constructive feedback about the course to share in efforts for improvement of program and its delivery

2. Quality & Excellence in Experiential training:

- 2.1. To develop learning plan based upon training goals and objectives and discuss with the preceptor
- 2.2. To use recent and authentic reference from primary source of information for all assignments, presentations and interventions
- 2.3. To maintain portfolio for various experiential modules
- 2.4. To abide by all the rules and regulations of the training site
- 2.5. To abide by the professional attire as explained in Experiential Education Manual
- 2.6. To demonstrate highest degree of professional conduct and attitude at experiential training site as COCP/KFU representative
- 2.7. To develop good communication skills with all the health professionals as well as with the patients, as learners

- 2.8. To display respect and courtesy to the preceptor. They should not publicly question the advice or directions of the preceptor and should discuss any disagreements in private
- 2.9. To tolerate constructive criticism by the preceptors or the colleagues and to recognize it as a mean of academic improvement and personality development.
- 2.10. To follow rules regulations and policies of the training site in case he/she intend to use information/data for the purpose of research.
- 2.11. To provide constructive and corrective feedback regarding training sites and preceptors with an intent of future improvement

3. Quality & Excellence in practice and patient care

- 3.1. To consider and act in the best interest of patient
- 3.2. To plan/intervene for patient individual need based upon best evidence and most recent and approved guidelines
- 3.3. To maintain appropriate record of
- 3.4. To honor the code of ethics for Pharmacist as adopted by COCP ([Annex 1](#))*
 - 3.4.1. A pharmacist respects the covenantal relationship between the patient and pharmacist.
 - 3.4.2. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
 - 3.4.3. A pharmacist respects the autonomy and dignity of each patient.
 - 3.4.4. A pharmacist acts with honesty and integrity in professional relationships.
 - 3.4.5. A pharmacist maintains professional competence.
 - 3.4.6. A pharmacist respects the values and abilities of colleagues and other health professionals.
 - 3.4.7. A pharmacist serves individual, community, and societal needs.
 - 3.4.8. A pharmacist seeks justice in the distribution of health resources.
- 3.5. To honor patients' rights and confidentiality (explanation of 3.1.2)
 - 3.5.1. Student will not discuss their patients, with other patients, friends, family members or anyone not directly related to each case.
 - 3.5.2. Confidentiality must be observed in all the areas like: pharmacy records, medical records, patient information, fee systems and professional policies
 - 3.5.3. Student will not leave confidential documents (profiles, charts, prescriptions, history records etc.) in public places. Student should understand that inappropriate conduct (e.g., breach of confidentiality)
 - 3.5.4. Making personal relations with the patients is strictly prohibited
 - 3.5.5. Students will not discuss the practices and the relationship between patient/customer and the health care provider of the practice site, in public

- 3.5.6. In case the student are asked to present a case, actual name and registration number will not be mentioned in the presentation
- 3.5.7. The student should sign confidentiality statement if asked by the preceptor.

4. Integrity:

- 4.1. To conduct all aspects of academic and personal life in honest, truthful, transparent and fair manner:
- 4.2. To take responsibility of one's own work or mistake
- 4.3. To respect the rights of others at all levels of learning, discussions and dialogue, even when the viewpoints differs
- 4.4. To fully acknowledging the work of others whenever it has contributed to avoid plagiarism
- 4.5. To ensure that one's own work is reported honestly and fairly
- 4.6. To use the COCO and KFU resources justly and fairly and protect these when use is not permitted
- 4.7. To believe that all academic and administrative rules and regulations, code of conduct and ethics are for benefit of the students and need to be followed
- 4.8. To avoid actions which seek to give one an unfair advantage over others.
- 4.9. To treat helping staff with respect and courtesy
- 4.10. To support others in their own efforts to behave with academic integrity
- 4.11. To be familiar with the acts of academic dishonesty, COCP/KFU policy regarding all such acts and practices
- 4.12. To report to competent authority, instructor/course coordinator/preceptor when acts of academic dishonesty are observed

5. Creativity & Research:

- 5.1. To participate in research activities of COCP, by acquiring student research grant or by assisting in faculty research projects
- 5.2. To plan and employ quality research project addressing community health or medication issues during experiential education modules
- 5.3. To abide by rules regulation, policies and ethical bindings while conducting community research

6. Responsiveness to Community:

- 6.1. To use knowledge, skills and experience for improvement of health of community
- 6.2. To actively participate in community engagement activities organized by COCP and KFU regarding issues of health and medication use
- 6.3. To volunteer for annual yellow bag campaign organized by COCP

- 6.4. To educate general public, family members, neighbors regarding prescription drugs and safe use of medications, as and when required
- 6.5. To educate the community and school students regarding the importance of pharmacy profession in health care system

7. Personal Conduct:

- 7.1. All students should follow campus and training site dress code
- 7.2. All students must carry their ID cards all the time with them
- 7.3. Take care of personal hygiene, with proper hair and finger nail trimming
- 7.4. COCP expect that all students behave ethically, all time and in all situations. Following acts/behavior are strictly prohibited
 - 7.4.1. Indecent, abusive, offensive language
 - 7.4.2. Threatening behavior, aggressive responses and acts of harassment
 - 7.4.3. Providing wrong information at any level or hiding facts, when asked for
- 7.5. Do not smoke inside KFU/COCP campus
- 7.6. Breach of any of the above will be taken as misconduct and may result in an unexcused absence and subsequent failure in the course

8. Academic Misconduct and dishonesty

Academic misconduct or Academic Dishonesty includes, but is not limited to, plagiarism, cheating, falsification and collusion

8.1. Plagiarism

Plagiarism is the reproduction of paraphrasing, without acknowledgement, from public or private (that is unpublished) material (included material downloaded from the internet) attributed to, or which is the intellectual property of, another including the work of students.

Plagiarism may be written and also of non-written form and therefore would also include the unacknowledged use of computer programs or software, mathematical/computer models/algorithms, macros, spreadsheets, web pages, databases, designs/models/displays computer-aided design drawings, GIS files, photographs, maps, music/composition of any sort, posters, presentations and tracing.

Examples of plagiarism are:

- Intentionally including in a student's submission extracts from another person's work, without explicitly marking the text as a quotation and citing the source
- intentionally using of the ideas of another person including images and other creative work without acknowledgement of the source

- intentionally paraphrasing or summarizing another person's work without acknowledgement
- cutting and pasting from electronic sources without explicit acknowledgement of the source of the URL or author and/or without explicitly marking the pasted text as a quotation
- submitting a piece of work entirely as a student's own when it was produced in collaboration with others, and not declaring that this collaboration has taken place
- intentionally submitting appropriated imagery or creative products without indicating the source of the work

8.2. Cheating

Cheating is any action taken before, during or after an assessment or examination which seeks to gain unfair advantage or assists another student to do so.

Examples of cheating are:

- Gaining access to, or using, unauthorized notes or other material relating to an assessment
- Introducing any information including electronically stored information, into the examination room unless expressly permitted by the examination or course regulations
- Communicating during an examination with any person outside the examination room or with other students within the examination room
- Copying the work of another student with or without their knowledge or agreement whether in examinations or in other assessments
- Amending and resubmitting work following a final mark being issued in order to gain a better mark.

8.3. Falsification

Falsification is any attempt to present fictitious or distorted data, evidence, references, experimental results or other material and/or knowingly to make use of such material.

Examples of falsification are

- Presenting data based on controlled investigations, experiments, surveys or analysis falsely claimed to have been carried out by you
- The invention of references and/or false claims; including data etc. in your work which you know to be false or incorrect, whether or not this has been created by you.

In connection with programs leading to a professional qualification, falsely claiming to have completed non-academic requirements such as hours in practice or to have achieved professional competencies may lead to disqualification to practice.

8.4. Collusion:

Collusion includes, but not limited to , unauthorized collaboration with another person, in preparation of assignments or project offered for credit

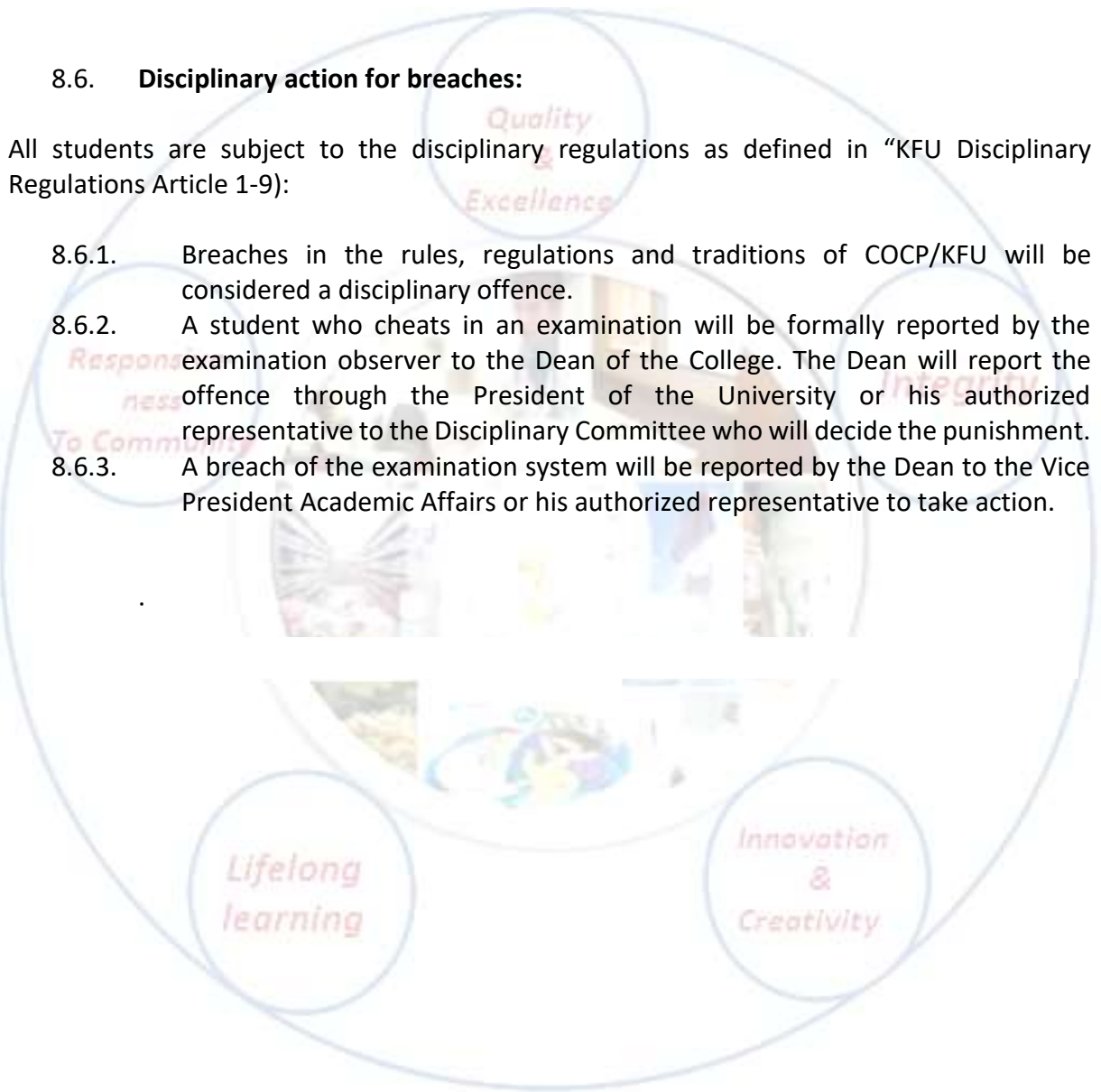
8.5. Other breaches of academic integrity

There may be other breaches of academic integrity which are not specifically referred to above and some breaches may fall into more than one category. Where a member of staff is concerned that a student has submitted work that is substantially different to other work which has been submitted previously the faculty may investigate.

8.6. Disciplinary action for breaches:

All students are subject to the disciplinary regulations as defined in “KFU Disciplinary Regulations Article 1-9):

- 8.6.1. Breaches in the rules, regulations and traditions of COCP/KFU will be considered a disciplinary offence.
- 8.6.2. A student who cheats in an examination will be formally reported by the examination observer to the Dean of the College. The Dean will report the offence through the President of the University or his authorized representative to the Disciplinary Committee who will decide the punishment.
- 8.6.3. A breach of the examination system will be reported by the Dean to the Vice President Academic Affairs or his authorized representative to take action.



IV. ANNEXURES

1. Code of Ethics for Pharmacist 16
2. KFU Research Policy and Research Ethics
3. Conflict of Interest and COCP Policy



Code of Ethics for Pharmacist

Preamble: Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

- I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
- II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.**
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
- III. A pharmacist respects the autonomy and dignity of each patient.**
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
- IV. A pharmacist acts with honesty and integrity in professional relationships.**
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
- V. A pharmacist maintains professional competence.**

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.

When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.

The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

*As Adopted by the membership of the American Pharmacists Association October 27, 1994.
Cited by: Cipoli RJ, Strand LM, Morley PC: Pharmaceutical Care Practice: Clinician's Guide 2003

*Lifelong
learning*

*Innovation
&
Creativity*

Code of Conduct for Research at KFU
by
Scientific Research Ethics Committee

1. General

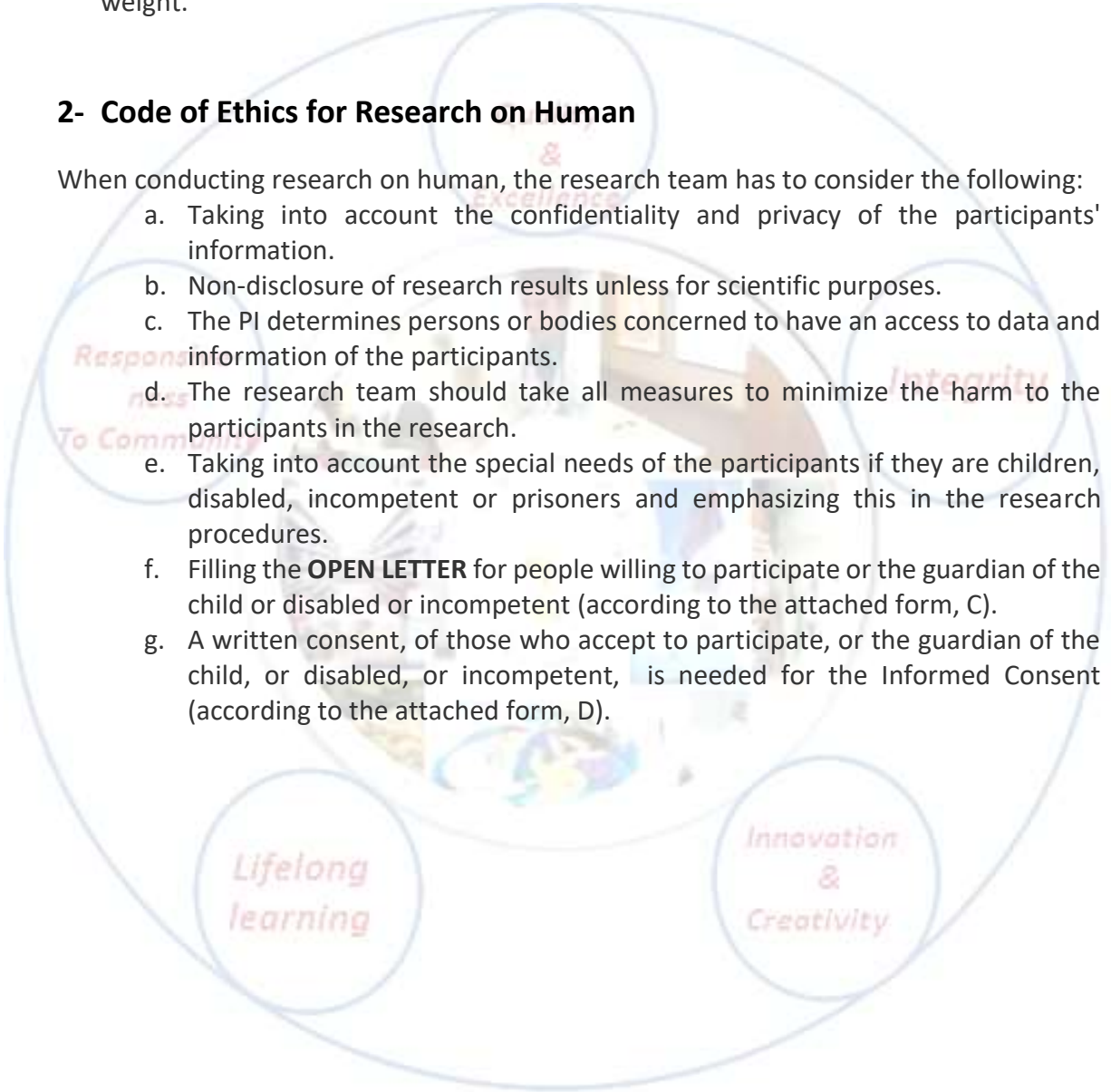
1. Sticking to the research procedures as planned in the proposal and changing it only after a written approval from the Deanship of Scientific Research.
2. The principle investigator (PI) is responsible for the rights of researchers (incentives and publications), and should provide the Deanship of Scientific Research with their written consent in this regard.
3. The research team is committed to spend the allocated budget as planned in the research proposal.
4. The PI must submit a request to the Scientific Research Ethics Committee for any modifications in the research project.
5. The research team has to submit the periodical reports on time.
6. The research team has to be committed to the **CODE OF ETHICS**
7. The PI must submit the C.Vs of research team members with the attended workshops or training courses on research ethics and biosafety.
8. The research team must sustain or terminate the research project in case of any possible harm to the participants.
9. The research team must be committed to the scientific integrity and accuracy of quotations and references.
10. The trafficking in the genetic material of the Saudi Society from any source (human, animal, plant, microorganism, viral, ...etc) is strictly prohibited.
11. It is essential to preserve any information of national security nature to prevent any exploit of this information against the country.
12. If the primary PI is replaced, the new PI must accept all the DSR research conditions and regulations.
13. The research team and technicians should be aware with the rules of bio- safety in labs:
 - a. The PI should classify the chemicals used in the research project according to their dangers (for example: explosive, flammable, or oxidizing materials...etc).
 - b. The PI should classify the chemical materials used in the research project according to their impact on the health (for example: toxic, carcinogens, radioactive materials ...etc).
 - c. The research team and technicians should have the enough knowledge and training to avoid any damage caused by unsafe exposure to X-ray or ultraviolet (if applicable).
 - d. It is the research team obligation to take all measures to prevent leakage of biohazards, chemical, or radiological hazards or micro-organisms outside the laboratory.
 - e. The research team must have a disposal plan for the surplus chemicals and biohazards.

- f. The PI must describe how the chemicals and biohazard materials will be disposed.
 - g. Research team must justify the usage of any dangerous materials to the environment.
14. The research team dealing with the chemicals or their salts, mentioned in tables a and b, must state the purpose of obtaining such materials with their proximate weight.

2- Code of Ethics for Research on Human

When conducting research on human, the research team has to consider the following:

- a. Taking into account the confidentiality and privacy of the participants' information.
- b. Non-disclosure of research results unless for scientific purposes.
- c. The PI determines persons or bodies concerned to have an access to data and information of the participants.
- d. The research team should take all measures to minimize the harm to the participants in the research.
- e. Taking into account the special needs of the participants if they are children, disabled, incompetent or prisoners and emphasizing this in the research procedures.
- f. Filling the **OPEN LETTER** for people willing to participate or the guardian of the child or disabled or incompetent (according to the attached form, C).
- g. A written consent, of those who accept to participate, or the guardian of the child, or disabled, or incompetent, is needed for the Informed Consent (according to the attached form, D).



ج- الرسالة التوضيحية للمشاركين في المشروع البحثي

C- OPEN LETTER to Study Participants

No. of Research Project		رقم المشروع البحثي
Title of Research Project and its duration		عنوان المشروع البحثي ومدته
Principle Investigator		اسم الباحث الرئيس
College/Centre		الكلية/المركز
Mobile/e-mail		جوال/بريد الكتروني
Type of Research Project 1. Annual project 2. Master Thesis 3. Ph.D. Thesis 4. Non-supported project 5. Other support (mention any conflict of interest)		نوع البحث 1-مشروع سنوي 2-رسالة ماجستير 3-رسالة دكتوراه 4-بحث غير ممول 5-بحث ممول من جهة أخرى (اذكر أي تضارب في المصالح)

<p>You are (or your proxy) are invited to participate in this research project, which aims to:</p> <p>1- 2-</p> <p>The expected usefulness of the research is:</p> <p>1. 2.</p> <p>The expected hazards from the research are:</p> <p>1. 2.</p> <p>The available compensation (if any hazard occurs) is:</p> <p>1. 2.</p> <p>The participant's rights:</p> <p>1. Confidentiality: Your data will be confidentially treated, except for the research team and scientific purposes</p> <p>2. Withdrawal: You have the right to withdraw for unexplained reasons and no penalties</p> <p>3. You will be informed with the research results concerning you</p> <p>4. You will receive care, even if you refuse to participate in this research.</p>	<p>أنت مدعو/مدعوة للمشاركة في هذا المشروع البحثي أو من تعوله، والذي يهدف إلى:</p> <p>1- 2-</p> <p>علمًا بأن الفوائد المتوقعة من البحث هي:</p> <p>1- 2-</p> <p>المخاطر المحتمل حدوثها من إجراء البحث هي:</p> <p>1- 2-</p> <p>التعويضات المتاحة في حال حدوث مخاطر هي:</p> <p>1- 2-</p> <p>حقوق المشارك في البحث:</p> <p>1- سرية معلوماتك: سوف تعامل معلوماتك بسرية كاملة ولن يطلع على بياناتك سوى الفريق البحثي أو لأغراض علمية</p> <p>2- حقك في الانسحاب: من حقك الانسحاب من البحث في أي وقت ودون إبداء أسباب ودون أي عواقب سلبية عليك</p> <p>3- عند انتهاء الدراسة سيتم إبلاغك بنتائج البحث التي تتعلق بحالتك الخاصة</p> <p>4- في حالة رفضك الاشتراك في هذا البحث سنتلقى العناية المعتادة إذا لزم الأمر دون أي تمييز.</p>
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Name of PI and signature

اسم الباحث الرئيس وتوقيعه

Name of the participant or his proxy and signature

اسم المشارك أو العائل وتوقيعه أو بصمته

D- Informed Consent (الموافقة المستنيرة (الموافقة بعد التبصير)

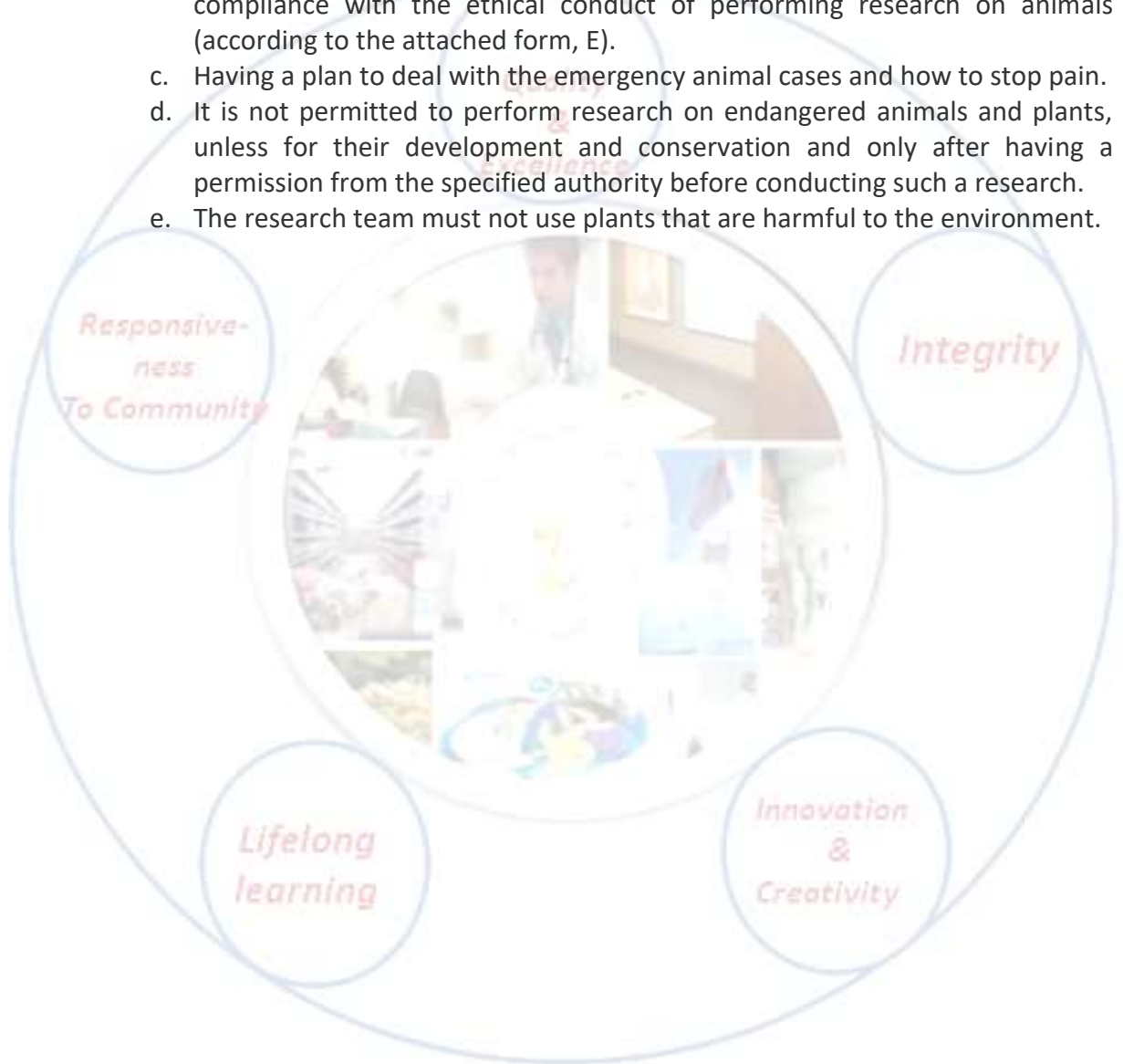
No. of Research Project		رقم المشروع البحثي
Title of Research Project and its duration		عنوان المشروع البحثي ومدته
Principle Investigator		اسم الباحث الرئيس
College/Centre		الكلية/المركز
Mobile/e-mail		جوال/بريد الكتروني

<p>Having discussed this research project with the research team and reviewed the OPEN LETTER information. I agree, voluntarily for me/my proxy (.....) to participate in the study, taking into consideration that:</p> <p>1- The outcome of the study may be directly or indirectly beneficial</p> <p>2- I have the right to withdraw my permission at any time</p> <p>3- I give permission for the research team to report the findings without revealing my name/proxy's name, taking into consideration the national security.</p>	<p>بعد مناقشة المشروع البحثي مع الفريق البحثي ومراجعة المعلومات المذكورة في الرسالة التوضيحية فإنني أوافق طوعاً على مشاركتي أو مشاركة من أعوله شرعاً (.....) في الدراسة، وفقاً للمعطيات التالية:</p> <p>1- من المحتمل أن تكون نتائج الدراسة ذات فائدة مباشرة أو غير مباشرة</p> <p>2- يحق لي سحب موافقتي في أي وقت شئت</p> <p>3- فوضت الفريق البحثي في نشر نتائج الدراسة دون ذكر اسمي/ اسم من أعوله شرعاً، شريطة ألا يضر نشر النتائج بالأمن الوطني.</p>
<p>Name of the participant or his proxy and signature Name of PI and signature Date:</p> <p>- Approval of Scientific Research Ethics Committee date</p> <p>- This approval is valid till</p> <p>Chairman of the committee signature:</p>	<p>اسم المشارك أو العائل وتوقيعه أو بصمته: اسم الباحث الرئيس وتوقيعه: التاريخ:</p> <p>- تمت الموافقة على هذا البحث من قبل لجنة أخلاقيات البحث العلمي بتاريخ</p> <p>هذه الموافقة سارية حتى</p> <p>توقيع رئيس اللجنة:</p>

3- Code of Ethics for Research on Animal

When conducting a research on animals, the research team has to consider the following:

- a. The PI should specify the minimum proper number of experimental animals and use the appropriate statistical analyses.
- b. Allowing only qualified or certified people to deal with the animal in compliance with the ethical conduct of performing research on animals (according to the attached form, E).
- c. Having a plan to deal with the emergency animal cases and how to stop pain.
- d. It is not permitted to perform research on endangered animals and plants, unless for their development and conservation and only after having a permission from the specified authority before conducting such a research.
- e. The research team must not use plants that are harmful to the environment.



هـ - المنهج الأخلاقي في إجراء البحث على الحيوان

E- Guidelines for Ethical Conduct for Use of Animals in Research

No. of Research Project	رقم المشروع البحثي
Title of Research Project and its duration	عنوان المشروع البحثي ومدته
Principle Investigator	اسم الباحث الرئيس
College/Centre	الكلية/المركز
Mobile/e-mail	جوال/بريد الكتروني
Type of Research Project 1. Annual project 2. Master Thesis 3. Ph.D. Thesis 4. Non-supported project 5. Other support (mention any conflict of interest))	نوع البحث 1. مشروع سنوي 2. رسالة ماجستير 3. رسالة دكتوراه 4. بحث غير ممول 5. بحث ممول من جهة أخرى (اذكر أي تضارب في المصالح)
Animal species, number, sex and age	نوع الحيوان وعدده وجنسه وعمره
Reasons for choosing the certain animal species and number	أسباب اختيار نوع الحيوان وعدده
The research team undertakes the followings: 1- The animal should not be overcome by non-justified burden 2- Animals should be restrained and transported in a humane manner 3- Taking care of the animal during the peri-operative time with no negligence. 4- No mutilation of the animal 5- The animal not euthanatized unless required, with balanced ecosystem 6- Care for the animal's husbandry. 7- Care for the infectious, enzootic, epizootic and zoonotic diseases and informing for the notifiable diseases 8- Disposal of animal's body should be in a proper manner	يتعهد الفريق البحثية بمراعاة ما يلي: 1- عدم تحميل الحيوان بما لا يطيق في كافة الجوانب 2- الرفق بالحيوان عند التحكم فيه ونقله 3- الاهتمام بالحيوان قبل وأثناء وبعد إجراء العمليات الجراحية، وعدم إهماله. 4- عدم التمثيل بالحيوان. 5- عدم قتل الحيوان إلا لحاجة، ومراعاة التوازن البيئي. 6- الاهتمام بتربية وتغذية وسياسة الحيوان. 7- توخي الحرص في التعامل مع الحيوانات بعدم انتشار الأمراض المعدية والمستوطنة والسارية والمتناقلة والإخبار عن الأمراض الخطيرة 8- التخلص من جثث الحيوانات بالسبل العلمية الصحيحة.
The research project aims to: 1. 2.	يهدف المشروع البحثي إلى: -1 -2
The expected benefits of the research are: 1. 2.	علما بأن الفوائد المتوقعة من البحث هي: -1 -2
The expected hazards from the research are: 1. 2.	المخاطر المحتمل حدوثها من إجراء البحث هي: -1 -2

<p>The available compensation (if any hazard occurs) is:</p> <ol style="list-style-type: none"> 1. 2. 	<p>التعويضات المتاحة في حال حدوث مخاطر هي:</p> <p>-1</p> <p>-2</p>
<p>The animal owner's rights:</p> <ol style="list-style-type: none"> 1. Confidentiality: Your data will be confidentially treated, except for the research team and scientific purposes 2. Withdrawal: You have the right to withdraw your animals from the study for unexplained reasons with no penalties 3. You will be informed with the research results concerning your animals 4. Your animals will receive care, even if you refuse participation in this research. 	<p>حقوق صاحب الحيوان المشارك في البحث:</p> <ol style="list-style-type: none"> 1. سرية معلوماتك: سوف تعامل معلوماتك بسرية كاملة ولن يطلع على بياناتك سوى الفريق البحثي أو لأغراض علمية 2. حقك في الانسحاب: من حقك سحب حيواناتك المشاركة في البحث في أي وقت دون إبداء أسباب ودون أي عواقب سلبية عليك 3. عند انتهاء الدراسة سيتم إبلاغك بنتائج البحث التي تتعلق بحالة حيواناتك الخاصة 4. في حالة رفضك اشتراك حيواناتك في هذا البحث ستتلقى الحيوانات العناية المعتادة إذا لزم الأمر دون أي تمييز.

Name of PI and signature

اسم الباحث الرئيس وتوقيعه

Name of the animal owner (If applicable) and signature

اسم صاحب الحيوان (إذا ينطبق) وتوقيعه

4- The university should fulfill the following:

- a. Providing training programs and alerting staff for the importance of biosafety and scientific research ethics.
- b. Equipping labs with safety measures and labeling.
- c. Imposing vaccination program against possible infectious diseases for all staff.
- d. Following up the research projects for any insult.
- e. Making contracts with qualified agencies to hygienically dispose biohazards, chemicals and radioactive materials.
- f. The allied forms must be available at the university and/or DSR website.
- g. Allow all the necessary links to the National Bioethics Committee at the university and/or DSR website.

COCP CONFLICT OF INTEREST POLICY AND PROCEDURE

1. Preamble

College of clinical Pharmacy, in line with its mission of commitment to the community by providing excellence in Pharmacy education and training, research and continuing professional development, aims at improving patient-centered care. In providing training, research and services, a potential for conflict of interest is likely to occur that might compromise objectivity of faculty/staff and thereby affecting their performance and college interest. In meeting their obligated responsibilities, COCP expects all employees to act responsibly with honesty, integrity and with the best interest of the college while performing their duties. Faculty/staff should abide by the high professionals standards in research and comport themselves with decorum. Therefore, the purpose of this policy is to identify areas of potential conflict of interest, manage, reduce and eliminate such conflicts should they arise. Faculty/Staff must disclose conflict of interest where they exist. This policy will be made available to all new faculty/staff that has recently joined COCP and also at COCP website.

2. Definition

For the purpose of this policy, Conflict of interest will be defined as any relationship that may inappropriately compromise or bias a faculty/staff member's judgment in the discharge of their duties.

Disclosures: - When a faculty/staff is confronted with a potential conflict of interest, COCP expect them to disclose it in writing (using a reported format as provided by the COCP) to the Dean or Dean-appointee. If Dean- appointee is responsible for processing and compiling disclosures, a comprehensive report of all disclosures will be forwarded to the Dean at the end of every session.

3. Disclosures include but not limited to:

- a. Faculty/Staff must not use their official position or influence to gain advantage for self or relatives or acquaintances at the expense of the college.
- b. Faculty/Staff taking part in decisions where their own interest (financial or otherwise) are or affected must disclose.
- c. Faculty/Staff taking part in extracurricular activities for another employer for additional pay must disclose.
- d. Faculty/Staff taking part in decisions and deliberations where a family member could be affected or otherwise must disclose.
- e. Faculty/Staff must not ask for or accept any incentives or gifts that may affect their objectivity in carrying out COCP responsibilities.
- f. Faculty/Staff who have financial interest in an organisation must disclose and not allow these interests to adversely affect his commitment to the college.
- g. Faculty/Staff must not enter into any relationship that will affect commitment to COCP mission and goals.
- h. Faculty/Staff who receive grants from outside the university should not promote specific products but results should published in scientific journal and it is the property of the college.

4. Procedure for Evaluating Disclosures:

The Dean or his appointee shall oversee all disclosed potential conflict of interest. During the process of evaluation, faculty/staff disclosing might be asked to provide additional information

or documentation. Consultation might be sought from the Academic Affairs committee of college council. If it is established that a potential conflict of interest exists (e.g., purchase of good/services or research project), The Dean or his appointee will initiate a management plan to minimize, eliminate or manage in consultation with the faculty/staff.

5. In cases of disputes

In the event the faculty /Staff member is not satisfied with the decision taken with respect to the potential conflict of interest disclosed, they will have the right to ask for a review. If however they are still not satisfied, the matter will be dealt with in accordance the University policy and procedure on handling disputes.

6. Policy Review and Revision

The Dean or his appointee shall regularly review all disclosures, decisions and actions taken to ensure consistency within the college framework as provided by its mission in accordance with the University rules and regulations



FORM FOR DISCLOSURE OF CONFLICT OF INTEREST

1. Name----- Department-----

Position----- Phone NO.-----

2. Dealings in respect of Gift/ Services Received or given to/from Students/Corporate Organization or Individuals as a result of an existing relationship in respect of activity/ intended action.

3. Name of Person/Student/Organization involved to whom disclosure is being made

4. Address-----

5. Relationship to COCP Staff-----

6. Nature of Action/ Activity to be carried out (If applicable)-----

7. Disclosure of Actions/Activity (Academic, goods, services, royalties)

The information provided in this form is true and correct to the best of my knowledge and perception

Signature with date -----







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