

Annual report of Experiential Education Committee



1. **Academic Year** : 2012-2013
2. **Chair** :Dr Yasir Ibrahim
3. **Coordinator** : Dr Tahir Khan
4. **Members:**
 - Dr. Afzal Haq Asif
 - Dr. Mohammed Zaitoun
 - Dr. Dalia Almaghrabi
 - Dr Promise Emika adhoc
 - Mr. Mohammed AlHarbi (replaced by Mr. Majid AlSugair)
 - Mr. Mohammed AbdulWahid
 - Miss Marwah Eisa AlNowis
5. **Number of meetings held (attached) during the academic year:** One official meeting after the executive order. However, the meetings for this committee is continuously on-going at least between Dr. Afzal,Dr. Yasir and Mr. Majid AlSugair almost on daily basis in addition to the previous named committee.
6. **First meeting:** Feb 12, 2013
7. **Charges assigned by Dean:**
 - a. **Previous Committee Sep 2012—Feb 2013**
 - Exploring the availability of additional training sites in Dammam

- Expansion in the training sites in National Guard AlAhsa
- Allocating the new student for IPPE-1,2 and APPE
- Updating of the Training Manual and the assessment tool
- Staff development
- 3 preceptors training workshops
 - Introduction to precepting Dr. Yasir
 - Proctorship Dr. Cox
 - Quantify use Dr. Yasir
 -

a. Current Committee Feb 2013—May 2013)

- Mapping of COCP IPPE-1, 2 and APPE with CCAP Standards 28,29,30,31 and 32 (How IPPE-1,2 and APPE prepare students for APPE)
- Responsibilities
 - APPE and overall Dr. Yasir
 - IPPE-2 Dr. Afzal
 - IPPE-1 Dr. Emeka and Dr. Saira
- Finalizing the placement of students for the IPPE-1, 2 and APPE.
- Revisiting the Training Manual and the assessment tool
- Capacity planning till 2017 for APPE
- Quality assurance plan for Experiential Education
- Compilation of preceptors and training sites manual
- Orientation for IPPE-1,2 and APPE students
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8. Actions:

Experiential Education Committee (2011-2012 and 2012-2013) accomplished all the above tasks successfully with exception of No b-4.

- Approved the Roles and Responsibilities of the committee
- Started sending students to the new sites in Dammam for APPE

9. Attendance Level: Overall attendance level in meetings remained 80%

10. Obstacles, Issues to be addressed:

- Resigning of the coordinator from the college
- Attendance of student members remained at lower percentage as compared to the faculty members
- New supportive staff has replaced Mr. AlHarbi needs to be trained
- New system dealing with MOH for students' training
- JCIA survey in King Fahad Hospital

11. Work remaining:

- Preparing for next year students' training
- Compilation of preceptor and sites manual
- Revisiting of training manual
- Exploring extra sites for future training

12. Enclosures: *(Please pres Ctrl and click to open the document)*

- Deans order with Roles and Responsibilities of the Committee
- All minutes of meetings
- Students' allocation allocation for IPPE-1,2 and APPE
- How IPPE-1,2 and APPE prepare students for APPE)
- CCAP Standards 28-32 can be obtained from Dr. Tasleem.
- Quality assurance plan
- Training manual


DR. Yasir A. Ibrahim,

Submitted: June 1, 2013


Chair,

Experiential Education Committee,

Example of Experiential Education Committee meeting minutes:



Kingdom of Saudi Arabia
Ministry of Higher Education
King Faisal University
College of Clinical Pharmacy
Department of Pharmacy Practice
PO Box 400, Al-Ahsa 31982. Phone: +966 3 5817175 Fax: +966 3 5817174



Minutes of Meeting

Ref : KFU/COCP/PP /1/2013 Dated : 13/02/2013

TO: Experiential affair committee
CC: Secretary to the Dean.

Subject: Minutes of the Meeting

Date & Time: **Feb 13, 2013; 08 : 30 p.m.**
Venue: Meeting Room, College of Clinical Pharmacy
Attendees: Dr. Yasir Ibrahim , Dr Afzal Haq Asif, Dr. Tahir Mehmood Khan, & Dr Saira Azhar

Present(P) All Regrets(R) 0 Leave(L) 0

Agenda: Approval for the new faculty appointment clerkship and training issues at the rotations sites

Decisions

S.No	Agenda Item & Decisions	Responsibility [Member Name]	Deadline	Status
1.	All the members are well informed of their role and responsibilities in the "Experiential affair committee". Head of committee have briefed about the responsibilities of each member. Students representative attending the meeting were also clarified about their role in this committee	All Member	-	Closed
2.	Head of Committee Dr.Yasir has instructed to the responsible faculty on both male and female section to finalize the IPPE- I and IPPE-II schedule by the end of Feb 2013.	All Member		Open

Head : Dr. Yasir Ibrahim: _____

Members :

Dr. Yousef Kazeem: _____ Dr Saira Azhar: _____

Dr Afzal Haq Asif: _____

Dean's Approval/comments:

Add attachments _____

Head of Department/Committee: for further action Plan (internal/External) and for record

الرقم الاكاديمي	مركز صحي الخالدية الزهراء	الرقم الاكاديمي	مركز صحي الخالدية
211502625 211505495	• وصايف سعد العياض • مرام فهد العتيبي	210023119 211502537	• نورة الصقر • سجي عبدالرحمن العامر
الرقم الاكاديمي	مركز صحي الفيصلية	الرقم الاكاديمي	مركز صحي الملك فهد
211501681 211507306	• زينب منصور العطيه • بنين محمد البعلي	211502212 211506657	• علاء علي الجابر • وديعه ناصر الحمد
الرقم الاكاديمي	مركز صحي المرزوع	الرقم الاكاديمي	مركز صحي المباركية
211500372 211536139	• امنه الراجح • رزان أحمد الشعبي	210013598 211513294	• مشاعل يحيى خولاني • فاطمة العبد القادر
الرقم الاكاديمي	مركز صحي الصالحية	الرقم الاكاديمي	مركز صحي العمران
211503586 211510564	• نسيم السويلم • ميامين حسين بوحليقه	211503613 211505995	• زينب محمد الشقاق • كوثر محمد الشقاقيق
الرقم الاكاديمي	مركز صحي النزهة	الرقم الاكاديمي	مركز صحي شمال المبرز
211504274 211524871	• مريم راضي بوحليقه • ايات الحرز	21506615 211513223	• بتول الحسن • سارة عبداللطيف الرويشيد
الرقم الاكاديمي	مركز صحي السلمانية	الرقم الاكاديمي	مركز صحي محاسن
211515518 211522099	• سارة المبارك • فاطمة فؤاد الدوغان	211520446 211527836	• ملاك محمد الدوسري • ايمان صالح العنزي
الرقم الاكاديمي	مركز صحي الجفر	الرقم الاكاديمي	مركز صحي البطاينة
211519751 211523659	• فاطمة الشريط • تهاني النحوي	211523609 211530984	• فاطمة الموسى • آيات علي الحاجي
الرقم الاكاديمي	مركز صحي الحزم	الرقم الاكاديمي	مركز صحي المعلمين
211521481 211515810	• آلاء البراك • ساره سعد النامي	211503075 21515702	• بشاير ناجي البطويح • جوهره محمد الملحم
الرقم الاكاديمي	مركز صحي العزيزية	الرقم الاكاديمي	مركز صحي الثلثية
211521905 211536735	• أفنان عبدالله الخدش • سارة عبدالله المظفر	211513132 211513228	• العنود التيسان • إبتهاال الزامل
الرقم الاكاديمي	مركز صحي الجحفي	الرقم الاكاديمي	مركز صحي الحلبيه
211513588	• فاطمة محمد العامر	211514955 211515334	• فاطمة موسى العامر • سكينه الغزال