



**Prince Sultan Military College of Health Sciences – Dhahran**

# **Dental and Oral Health Department Faculty Manual**

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## Welcoming

We are delighted to have you join our Dental and Oral Health department (DOH) at the Prince Sultan Military College of Health Sciences (PSMCHS). We are pleased that you have decided to join us, and we trust that you are equally happy with your new employment at PSMCHS. As such, we welcome a large and diverse student body, as well as new faculty and staff who will help light and maintain the torch of learning for our students in ways many of them have never thought possible.

In the department, we pride ourselves on maintaining high quality levels of teaching, with our vision fixed on reaching a national and international leading role in the teaching, training, and research of the dental and oral health discipline. On behalf of the entire DOH department, we wish you success in your career with us.

We are genuinely glad you are here, and we hope you will find the personal and professional satisfaction that comes from working with engaged students and supportive colleagues. PSMCHS is a friendly and welcoming campus, with many opportunities to interact informally and offering a rich array of cultural experiences throughout the year, all of which provide a pleasant environment for teaching, research, creative activity, and service. We hope that you will enjoy it as much as we do.

Welcome to PSMCHS!

**Dental Program Members**

## **Prince Sultan Military College of Health Sciences, Dhahran**

His Royal Highness Prince Sultan bin Abdulaziz Al Saud, may Allah have mercy on him, inaugurated the college on 16 Safar 1409, corresponding to September 27, 1988. The College was established by the General Directorate of Medical Services of the Armed Forces of the Ministry of Defense. The field of health care was also approved by the Ministry of Higher Education.

The health training programs offered by the college were selected in response to the need for qualified medical staff in various clinical departments. The programs were designed to provide students with the opportunity to acquire sound theoretical and scientific knowledge in the clinical field. The College seeks to meet the growing demand for medical services for health science graduates to cover hospitals of medical services of the Armed Forces with Saudi workers in the Kingdom.

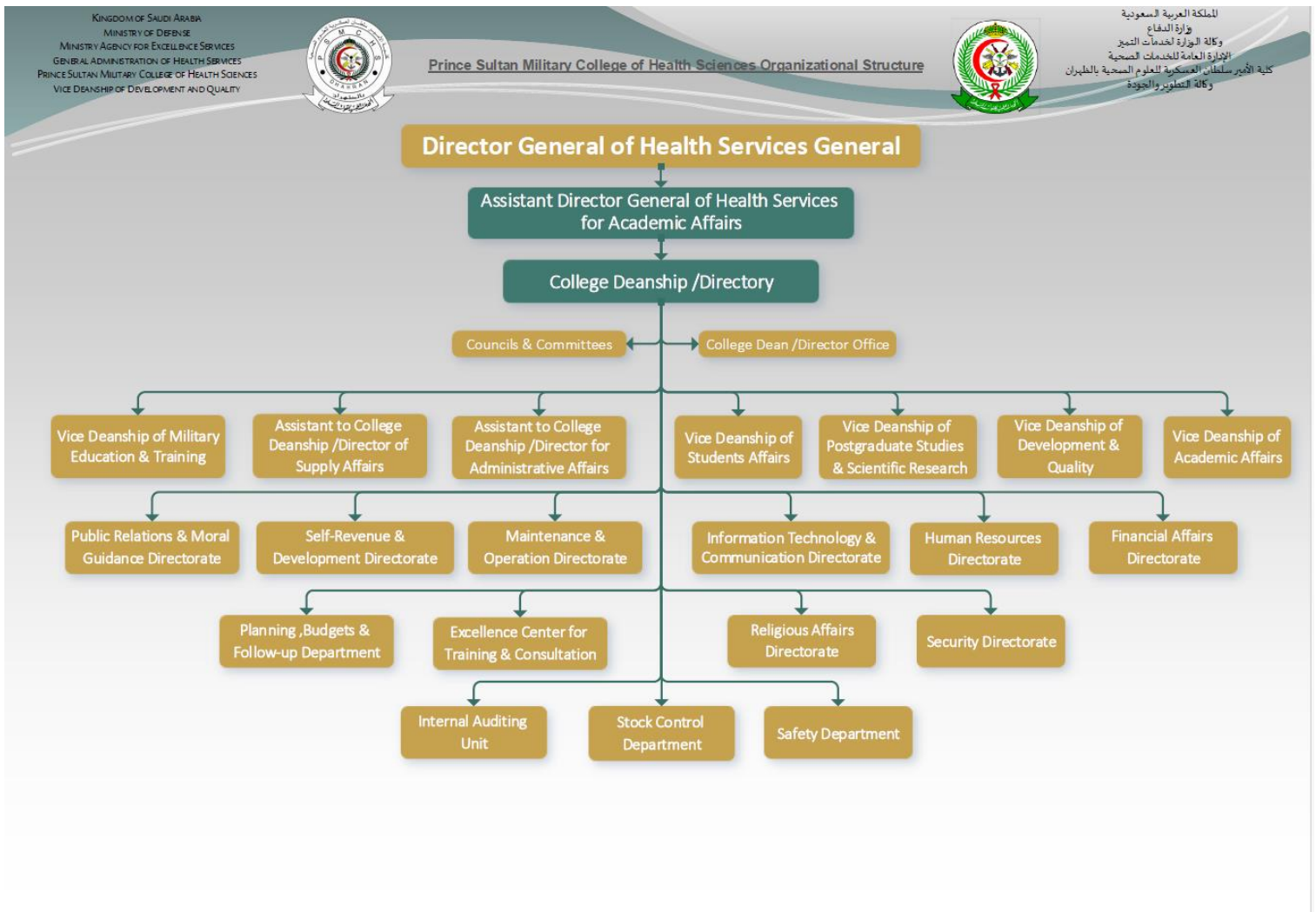
### **College Vision**

Excellence and leadership in health science education towards building a sustainable healthy community.

### **College Mission**

Prince Sultan Military College for Health Sciences is dedicated to graduate qualified and competent healthcare professionals by offering distinguished education and training, contributing to research, and community partnership to promote health services for the society.

# College Organizational Structure



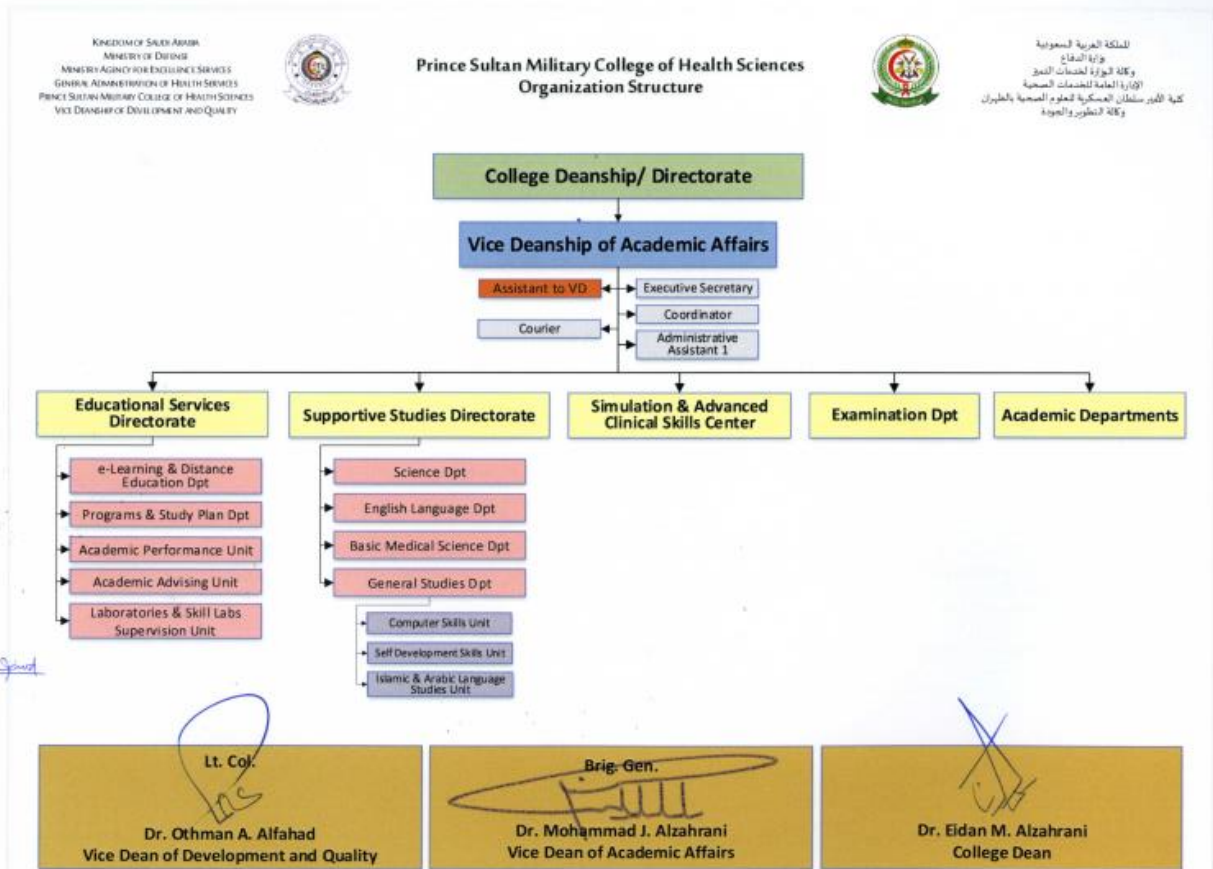
## **College Vice Deanship for Academic Affairs**

The Vice Deanship for Academic Affairs is concerned with all matters that will improve the academic performance of the college, specifically those related to teaching and learning. The Vice Deanship for Academic Affairs works in coordination with the heads of departments and through the numerous college committees to continuously develop the curriculum, improve teaching and learning methods, improve the performance of the teaching staff, and provide academic support services, such as academic advising to the students. Furthermore, it is responsible for academic planning and implementation of educational policies and programs.

### **Followed by the following:**

- Educational Services Directorate
- Supportive Studies Directorate
- Simulation and Advanced Clinical Skills Center
- Examination Department
- Academic Departments

# Vice Deanship of Academic Affairs Organizational Chart



Date: 16-Feb-2023

# Dental and Oral Health Program

## INTRODUCTION

Preparing DOH professionals based on providing the best services in the field of DOH is the core of the department's educational plan.

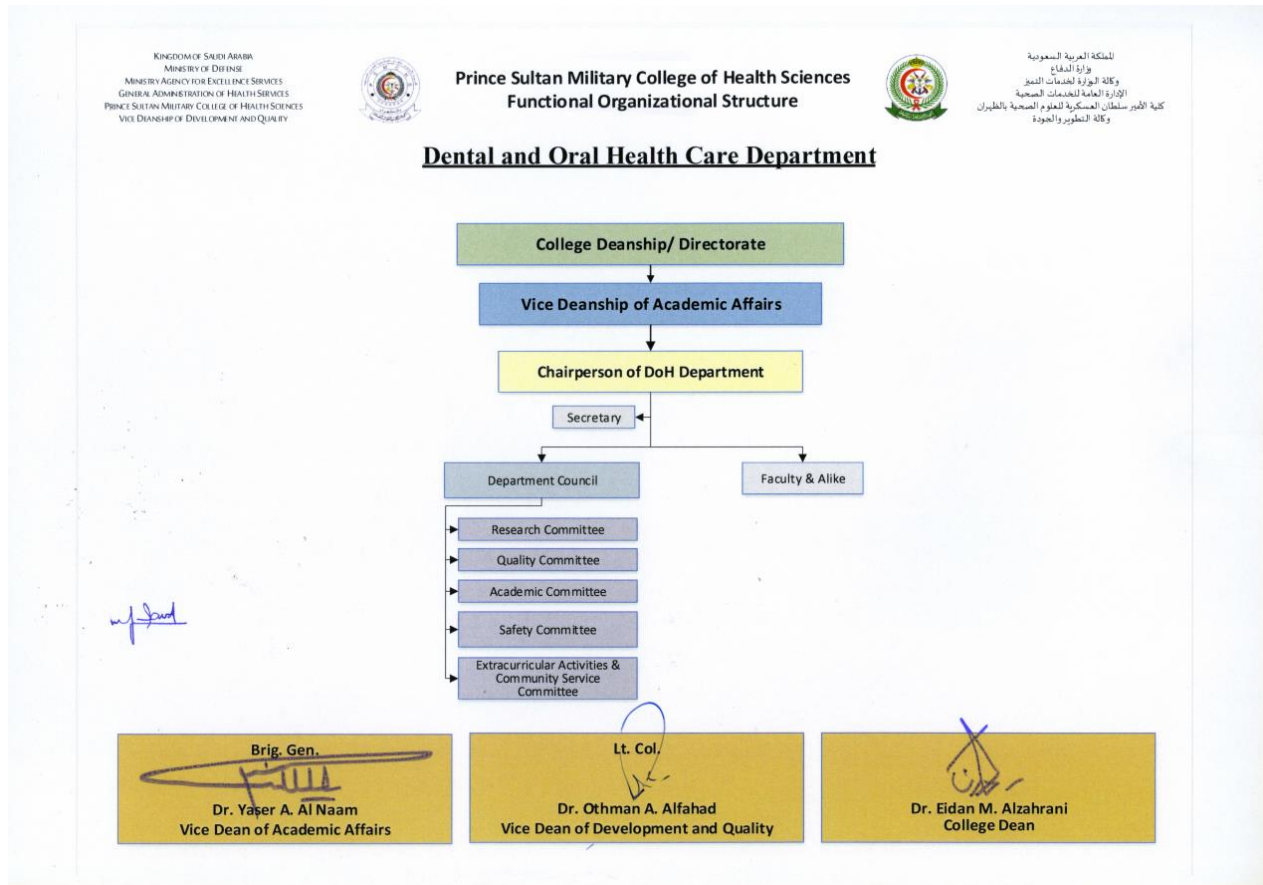
In addition, the department emphasizes the importance of education through participation in numerous campaigns and exhibitions aimed at raising awareness among citizens and emphasizing the importance of oral and dental disease prevention.

The department has been accrediting the "Bachelor of Dental Therapy program" for several years. Therefore, services provided in dental clinics have been expanded from normal, regular daily tasks, such as opening files and reviewing patients' medical histories, to more advanced, comprehensive preventive and therapeutic measures. Furthermore, the program includes training for students on some applications of local anesthesia and extraction of deciduous teeth.

However, the department now offers a "Dental Assistant Program", which is open to Saudi applicants. The dental assistant program qualifies its graduates for a bachelor's degree in dental assisting. The program curriculum provides a comprehensive theoretical, laboratory, and clinical understanding of the different aspects of the profession and its applications, ranging from simple daily tasks to major dental procedures.



# DENTAL AND ORAL HEALTH DEPARTMENT ORGANIZATIONAL CHART



## **VISION AND MISSION**

### **VISION**

To be a distinguished program, locally and regionally, in preparing dental assistants and providing them with a high level of knowledge and skills.

### **MISSION**

To graduate competent and qualified dental assistants by offering distinguished education and training, to provide high quality dental and oral healthcare, and are prepared to serve the community and participate in research.

## **GOALS, OBJECTIVES, AND GRADUATE ATTRIBUTES**

### **GOALS**

- Provide quality dental assistant education.
- Ensure continuous improvements of academic education practices.
- Organize continual professional development opportunities.
- Contribute in scientific research.
- Undertake community service initiatives.

### **OBJECTIVES**

- Provide appropriate learning experiences to achieve the national standards and competency in dental assistant.
- Employ necessary facilities and resources to support teaching process.
- Review program periodically to improve teaching-learning attainment.
- Incorporate best practices into dental assistant education to graduate competent professional dental assistant.

- Enhance students' professionalism, critical thinking and leadership skills to achieve best dental assistants practices.
- Participate in professional development activities of faculty members to obtain updates in dental field.
- Conduct dental scientific research activities based on public health trends/needs.
- Implement community services to promote public health through educational activities and partnerships.

### **GRADUATE ATTRIBUTES**

After the completion of graduation requirements, graduates will be granted a Bachelor's degree in Applied Medical Sciences as a Dental Assistant and will be able to:

- Develop a mastery of all the clinical, professional, and interpersonal skills needed to perform within their clinical and administrative scope of practice as a part of the dental team, utilizing evidence-based practice.
- Integrate didactics with clinical skills in the dental sciences, prevention, and oral health promotion to various treatment situations in the dental setting.
- Demonstrate effective leadership and teamwork communication skills and ethical behavior within the healthcare system toward quality oral care and system improvement.
- Contribute to scientific research using appropriate methodology and critical thinking.

## DENTAL ASSISTANT PROGRAM DESCRIPTION

The dental assistant program curriculum involves a 4-year course of study and one year of internship with 138 credit hours of study. Upon successful completion of the program, graduates are awarded a “Bachelor of Science in Dental Assistance” degree. However, the student will then assume the role of a qualified professional dental assistant within a hospital, health clinic, or any other health care facility.

The program provides comprehensive basic knowledge and essential skills required for the profession, with a heavy emphasis placed on the development and acquisition of practical skills. Furthermore, the program incorporates major elements of the expanded role of the dental assistant as well as information and methods for promoting a healthy lifestyle through active educational programs.

The development of the dental assistant curriculum is a core responsibility of the DOH Department at PSMCHS. However, the department directs the range and structure of the various services and clinical courses undertaken by the English, Science, and other clinical departments in the college. In addition, the department is entirely responsible for the content, preparation, selection, production, and development of the relevant teaching materials of the dental assistant courses.

## A. PROGRAM LEARNING OUTCOMES

Program learning Outcomes	
<b>Knowledge :</b>	
<b>K1</b>	Recognize the core theoretical knowledge necessary as a dental assistant
<b>K2</b>	Describe structure, function, and pathology of oral and overall body tissues
<b>K3</b>	Identify uses and hazards of a variety of dental materials, techniques, and equipment in the dental clinic and local decontamination unit.
<b>Skills</b>	
<b>S1</b>	Develops efficient and safe workflow plan in the dental clinic for quality dental care
<b>S2</b>	Manipulate proper dental materials and instruments for procedures performed in the dental field.
<b>S3</b>	Perform all the clinical duties of a dental assistant professionally with patients under all conditions (regular and emergency).
<b>S4</b>	Demonstrate the ability to operate radiographic machines and dental equipment in the dental setting
<b>S5</b>	Perform infection control procedures according to international standards.
<b>S6</b>	Demonstrate effective communication skills with peers, patients, and multidisciplinary team.
<b>S7</b>	Utilize information technology for finding oral health information for epidemiological purposes in research and health promotion
<b>Value</b>	
<b>V1</b>	Demonstrate leadership skills to promote holistic, ethical and compassionate care.
<b>V2</b>	Illustrate teamwork and professionalism in providing culturally sensitive patient centered care.

## **Dental and Oral Health Faculty Members Appointments and duties**

The dental assistant program involves its faculty members who perform the vital functions of teaching, research, and service. Their titles, employment status, and precise duties vary according to their assignments.

- The faculty is expected to respect and follow college and departmental regulations, and to follow the chain of command.
- Be knowledgeable of the current updates in the dental assistant profession, and contribute with his/her knowledge to the scientific improvement of the field.
- Respect students and enhance their ability of critical thinking and developing their own ideas.
- Guide and enhance students' passion toward self-learning and research.
- Effectively participate in departmental council, college committees, and community services.
- Conduct themselves in a professional, collegial, and punctual manner.

## **Faculty Duties and Responsibilities:**

Based on the faculty's rank and position, each faculty member has a specific and detailed job description in which duties and responsibilities are clearly stated.

For more information about faculty duties and responsibilities, please refer to the following annexes:

<b>Title</b>	<b>Job Summary</b>	<b>Job Description</b>
<b>Head of Dental and Oral Health Department</b>	<b>The head manages all aspects of the college dental &amp; oral health department, which provides academic programs in dental &amp; oral health for college students. She/he is responsible for matters such as program planning, curriculum development, accreditation, staff assignments and liaison with other departments.</b>	Job description
<b>Associate Professor</b>	<b>The faculty member shall perform teaching, research, community service, academic guidance and participation in the scientific committees in addition to participating in the community services as assigned, under the supervision of the competent in the college.</b>	Job description
<b>Assistant Professor</b>	<b>The faculty member shall perform teaching, research, community service, academic guidance and participation in scientific committees in addition to participating in the community services as assigned under the supervision of the competent authorities in the college.</b>	Job description
<b>Lecturer</b>	<b>Employee is responsible for teaching and to perform all required academic work, follow-ups and participating in research and community service.</b>	Job description
<b>Demonstrator</b>	<b>Employees responsible for teaching practical / clinical and to perform all required academic work, follow-ups and participating in research and community service.</b>	Job description
<b>Sterilization Specialist</b>	<b>Employee is responsible to collect, cleans, assemble and sterilized equipment, supplies and instruments from all clinics. Manage sterile supplies adequate for teaching practical / clinical and to perform all required academic work, follow-ups and participating in research and community service</b>	Job description

<p><b>Dental lab technician</b></p>	<p><b>The employee is responsible for the day-to-day operation of the College Dental Clinic and to the patient appointment system</b></p>	<p>Job description</p>
<p><b>Medical Clerk</b></p>	<p><b>Responsible for basic critical duties by various members of college staff in efficient extension of their teaching and administrative duties</b></p>	<p>Job description</p>



## Orientation of a New Faculty Member

All new faculty go through an orientation program designed and conducted by the PSMCHS to familiarize employees with the college's different services and departments, as well as the institution's policies and procedures. It is performed through the following mechanism mentioned in the table below:

### New Faculty Orientation Training Program

#### Week 1, Schedule

Day	Time	Activity Title	Department
Day 1	10:00 Am -11:00 AM (Computer Lab- 1071)	Orientation about Vice Deanship of Student Affairs	Vice Deanship of Student Affairs
Day 2	10:00 Am -11:00 AM (Quality Room: 1030)	Lecture on Quality Assurance system at PSMCHS	Academic Accreditation Department.
Day 3	10:00 Am -11:00 AM (Computer Lab- 1071)	Lecture on instructions of usage PSMCHS IT Services	Information Technology & Communication Directorate

#### Week 2, Schedule

Day	Time	Activity Title	Department
Day 1	10:00 Am -11:00 AM (Quality Room: 1030)	Orientation about Community Services and Continuing Education Activities	Community Services and Continuing Education Department
Day 2	10:00 Am -11:00 AM (Quality Room: 1030)	Workshop on Effective Clinical Teaching	Curriculum & Study Plan Unit
Day 3	10:00 Am -11:00 AM (Quality Room: 1030)	Orientation about Research Regulations in PSMCHS	Vice Deanship of Postgraduate studies & Research
Day 4	10:00 Am -11:00 AM (Computer Lab- G30)	Training Workshop on Blackboard Learn	E-learning & Distance Learning Unit

## **Professional Development for Faculty Members**

The DOH department provides appropriate educational learning experiences for the faculty and staff to ensure that they sustain the best practices and enhance the existing knowledge through formal and informal professional development.

At the college level, the program encourages faculty to attend lectures and workshops conducted by the Skills Development Unit (SDU). The SDU provides weekly continuous professional development courses, which include teaching and learning strategies, learning outcome assessment, quality assurance, research and statistical methods, information technology, curriculum development, and many other courses.

The program promotes the participation and attendance of faculty at national and international scientific events such as conferences, hands-on training courses, and scientific lectures related to the dental discipline, especially those accredited by the Saudi Commission for Health Specialties (SCFHS).

## **Eligibility for Promotion \ Rehiring**

The eligibility conditions for a faculty member seeking promotion\rehiring are discussed in the following documents:

- Promotion policy
- Rehiring policy

## **Faculties and Research**

It is part of the faculty's responsibility and commitment to participate in the scientific development of their field by participating in research activities. Program faculty members supervise students' graduation research projects yearly and conduct their own research projects. Research support is provided through the Vice Deanship of Postgraduate Studies and Research.

## **Research Unit at the College**

The research unit prepares the college research plan, provides research supplies, and sets the budget. In addition, the research unit reviews research proposals, processes ethical approval for research, and offers research grants.

## **Department Council / Clinical Meetings**

The department is required to conduct monthly meetings (with minutes of the meetings). The monthly department council/clinical meeting is an ideal forum for discussion of student progress and for monitoring the pace of curriculum delivery. The department currently has a council secretary who is responsible for scheduling and arranging the meetings as per program requirements. The Head of Department is required to attend monthly College Board meetings and to disseminate information from the College Board to his/her staff. At the same time, he/she reports to the College Board on progress within the department, including any problems that might need the attention of higher authorities.

## **Program Rules and Regulations**

The Program Rules and Regulations and study policy are discussed in the Program Manual. For further details, refer to (Appendix Program Manual).

## **Academic Integrity Policy**

As an academic institution committed to the discovery and dissemination of truth, PSMCHS believe that all members of the college community shall conduct themselves honestly and with professional demeanor in all academic activities. Members of the college community are expected to acknowledge their individual responsibility to be familiar with and adhere to the Academic Integrity Policy (for more details Pls. refer to Faculty Handbook located in PSMCHS website)

Faculties are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due (refer to student handbook in PSMCHS website). Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring in the quizzes, unit tests and mid-term exam is the responsibility of the faculty member teaching the course and proctoring for the final exam is the responsibility of the registration department of the college.

## **The First Year and Supporting Studies**

The program of First Year at PSMCHS came from its role in striving to become the educational product of the highest degree of intellectual and academic compatibility, in proportion to the requirements of modern university preparation. The vision and mission of the first preparation year for students in the college, including the activities and programs necessary to prepare the student intellectually and academically and impart the basic skills necessary to launch after the determination and stability during the years of his subsequent specialized studies. The college has worked on designing the first-year program based on effective learning methods by providing modern technical means, taking care of the development of the student's personality mentally, psychologically, and skillfully, and striving to meet all its requirements, from academic guidance to extracurricular activities and various services, in order to integrate it into the learning environment. The importance of the first year lies in the fact that it establishes a future path toward excellence and quality, improves performance, raises the academic level of students, and focuses on gaining practical skills that contribute to their future lives and careers. The faculty of the College for the First Year and Supporting Studies is responsible for the management of scientific programs for the rehabilitation of students at the essential and foundational level before progression to the next stage (diploma and bachelor). The division has a several of academic departments and units:

- **Science Department**
- **English department**
- **Computer Skills Studies Unit**
- **Self-Development Studies Unit**
- **Islamic and Arabic Studies Unit**

## **Administrative Support Departments**

### **Admission and Registration Department**

Supervises the administration of admission and registration of students, organizes the process of admission and admission of students to the various programs in the college, the process of entering data and preparing their files, the results of tests and announcement of results, conversions, separation, acceptance of apologies, and other related aspects. It also works on the issuance of educational certificates. It also prepares study and test schedules.

### **Student Affairs Department**

The Student Affairs Department is responsible for students matters at the college. It develops and implements student services in compliance with the program by creating various activities that will stimulate their learning environment and promote their intellectual, cultural, psychological, and social welfare.

### **Advanced Clinical and Simulation Center**

The Center works as a permanent foundation that drives the wheel of health education and clinical training forward by honing the skills of college students as health practitioners by using the latest technologies available for health simulation and virtual reality.

### **Curriculum and Study Plan Unit**

This unit is responsible for developing the curricula of the programs and ensuring that they are ready and responsive to national and international requirements in cooperation with the scientific departments and the Agency for Development and Quality in the faculty. It also maintains communication with the latest changes in the requirements of academic and professional accreditation.

### **Alumni Affairs Unit**

This unit is responsible for developing communication mechanisms with graduates, establishing databases, conducting surveys, preparing support programs for graduates, and benefiting from continuous improvement.

### **Student Rights and Advisory Unit**

Academic advising is an ongoing, interactive process that involves the student, advisor, and institution. The primary goal of this unit is to assist students in the development and achievement of meaningful educational plans that are compatible with their lives.

### **E-Learning and Distance Education Unit**

The process of using e-learning and its application in the college to improve the educational process and support and enhance the level of application of technology in education, to ensure the continuous development of education using technology, and to create to creating an electronic learning environment that is flexible and easy to achieve the goals and aspirations of the college.

### **Faculty Members and Alike Unit**

The unit provides the academic department and postgraduate departments with the required teaching staff based on the academic department's need in view of increased student enrollment and the departure of academic faculty and researchers.

## **Vice Deanship of Post Graduate Studies and Research**

### **Graduate Programs**

The High Clinical Diploma in Musculoskeletal Physical Therapy is the first specialized, post-professional, clinical-education physical therapy program in the Kingdom of Saudi Arabia and the Middle East. This program is approved by the SCFHS and offered by the Vice Deanship of Postgraduate Studies and Research (VDPSR) at PSMCHS. The program gives physical therapists the opportunity to advance their professional careers to become clinical specialists in musculoskeletal rehabilitation. Graduates will be eligible for promotion to senior therapist (similar to a master's degree). The program also qualifies the therapists to become clinical mentors to appropriately transfer their knowledge and skills to novice physical therapists.



## **Vice Deanship of Development and Quality**

The focus of the Quality and Academic Accreditation Directorate (QAAD) is to build PSMCHS's academic and administrative capacities and breakthrough PSMCHS's academic programs for accreditation by the National Commission for Academic Accreditation and Assessment (NCAAA) as a local accrediting institution and by external regional and international accrediting academic organizations.

The directorate collaborates, cooperates, and coordinates with different accrediting organizations to ensure compliance with the established standards of these organizations and to develop such standards to meet reliable standard criteria. Moreover, the directorate is responsible for taking action and following up on approved standards, requirements, and provisions pervasive throughout its organizational plans and academic programs.

The directorate provides consultation, training, technical support, and liaison with PSMCHS academic and administrative organizational units for the required advisory and training activities regarding accreditation requirements at the institutional and program levels.

The directorate plans, organizes, evaluates, controls, and assesses all college operations, processes, performances, and practices to ensure the quality of structural inputs and processes (integration of structures).

# College Facilities

## Human Resources Services

The Human Resource Division caters to employee needs to open inquiries regarding employee's compensation, benefits, leave accruals and types of leaves, college employment practices, and safety information. HR services include:

- Employee performance evaluation
  - The result of the evaluation will be the basis for the employee's contract renewal and performance. It is conducted within three months for new employees and four months prior to re-contracting.
- Payroll
  - Process the salary, benefits, and deductions of the
- Leaves and travel
- Government relation services
  - Processes residency permit, visa, Iqama, and passport,
- Banking and Salary Payment
- Medical Coverage
- HR inquiries and requests should be submitted through the online employee self-service "MenaMe." All new employees will be given a 'log-in' credential upon joining the institution.

<http://pscvmhr01/MenalTech/application/hrms/mename/>

## **College Library**

There are two libraries in the PSMCHS: the main library, located on the ground floor of the male building, and the other library is located on the ground floor of the female building. The library offers the following: references, scientific journals, newspapers, audio and video tapes, CDs, atlases, periodic articles, and books for academic purposes. The library provides the following services: general references, printing and copying services, visual audio, and Internet services. In addition, the library provides access to the Saudi Digital Library for faculty and students, which is integrated with Blackboard.

## **Recreation Center**

PSMCHS employees and their dependents are eligible to benefit from the recreation center services. It offers recreational facilities, social and cultural activities, entertaining trips, installment services, and interest-free loans. The recreation center's facilities include a gym, table tennis, swimming pools, and sauna. It also, arranges sports and social activities.

For more information, check the college's faculty manual and recreation center magazine. For more information, please refer to the Faculty Handbook.

## **Dental and Oral Health Program Members' Contact Information**

DOH program faculty names, positions, and contact information are posted on the college website.

[Dental – Prince Sultan Military College \(psmchs.edu.sa\)](http://psmchs.edu.sa)

