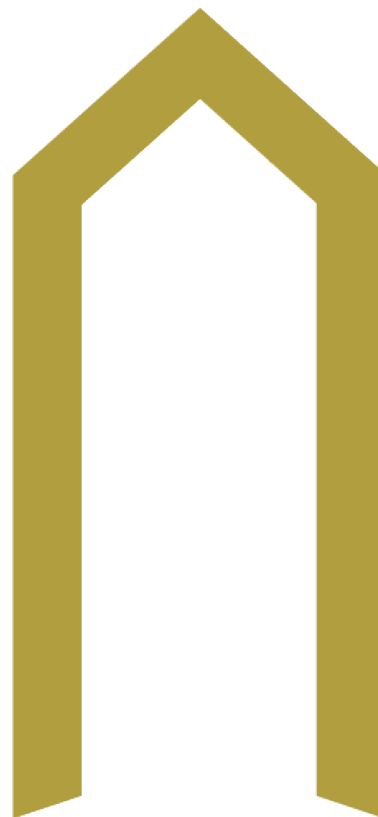


Faculty of Applied Medical
Sciences



Department of Health Rehabilitation Sciences

STUDENT GUIDE

DEPARTMENT OF HEALTH
REHABILITATION SCIENCES STUDENT
GUIDE

Dear STUDENT,

Welcome to University of Tabuk, Health Rehabilitation Sciences Department .The program is designed to prepare you to be responsible and competent health care- professionals in the field of Health Rehabilitation Sciences.

To realize this vision, the department came up with this Student Guide. This is a product of its continuous effort in the pursuit for “quality education”. It serves as a guideline towards the academic journey of the Health Rehabilitation Sciences students with the assistance of the faculty members.

I am certain that the academic outputs stated herein will help the department achieve its goals and objectives in striving for excellence.

Furthermore, the regulations in this handbook are based upon present conditions and are subject to change without further notice.

My sincere appreciation for this commendable academic endeavor. Together we will soar high and produce world-class Health Rehabilitation Sciences !

Sincerely,

Head , Health Rehabilitation Sciences Department



INTRODUCTION

INTRODUCTION

The Health Rehabilitation Sciences major aims to graduate specialists with knowledge, skills, and competence within a distinguished educational and research environment to meet the health needs of society and to excel in education, research, and community service in the field of health rehabilitation sciences locally and globally.

PHILOSOPHY

As an academic program adhering to the regulations set by the Ministry of Higher Education which aim to educate and train the students in the field of health rehabilitation sciences, should lead one to use its full potentials, the Health Rehabilitation Sciences Program encourages to give quality education which seeks to develop the individual integrally.

VISION

Excellence in education, research and community service in the field of health rehabilitation sciences locally and globally

MISSION

To graduate qualified health rehabilitation sciences practitioners with knowledge, skills and efficiency in a distinct educational and research environment to meet health needs of the community.

GOALS

The Health Rehabilitation Sciences Program is designed to achieve the following goals:

1. To educate health rehabilitation sciences students with the fundamental knowledge and skills, in order to practice the health rehabilitation sciences profession at the highest level of quality in a health care institution.
2. To provide updated high-quality education programs and establish continuous training sessions for students , health rehabilitation sciences practitioners and the faculty members.
3. To conduct and support health rehabilitation sciences scientific research, in order to enhance the health care services provided to the community and to develop advanced research laboratories.
4. To strengthen the relationship with the service sectors and community institutions to link the educational process with the community's health needs and services.

OBJECTIVES

1. The program in Health Rehabilitation Sciences aims to:
2. Educate students to perform competently as health rehabilitation sciences at the career-entry level;
3. Develop cognitive, affective and psychomotor skills in the performance of clinical procedures necessary for proper diagnosis, treatment and prevention of diseases;
4. Develop skills in creative, critical and analytical thinking to advance knowledge in clinical through innovative researches;
5. Develop leadership qualities to promote competence and excellence;
6. Spear-head and participate in community for the promotion and preservation of health;
7. Cultivate in students an appreciation for continuing education and the need for lifelong learning by providing the foundation for further study and advancement in many academic and professional areas.

PT GRADUATE ATTRIBUTES

Intellectual-Conceptual, Integrative and Quantitative Abilities:

The ability to recognize problems identify causes and formulate solutions related to principles and techniques of Health Rehabilitation Sciences.

The ability to verify results in light of available information and previous data on the patient, disease correlation, procedural limitations, and the possibility of random and technical errors.

The ability to understand the concepts of quality assurance and effectively utilizes such program in the interpretation of qualitative and quantitative data and in problem solving.

The ability to utilize scientific acumen in lab test measurement calculations, reasoning, analysis, in the evaluation, modification, and performance of test methodologies and in determining reflex tests.

Knowledge and technical Skills:

- 1.1- Integrate scientific knowledge and practice of basic, clinical, social and behavioural sciences in health rehabilitation sciences practice.
- 1.2- Design and apply a comprehensive health rehabilitation sciences program based on patient's history, and clinical findings.

Critical thinking: Apply clinical reasoning, problem solving, innovative thinking, and scientific research skills for finding appropriate realistic achievable therapeutic goals, guidelines & therapeutic solutions for different health problems.

Community participation: Display social responsibility through participation in community activities aiming for promotion of health, preventing diseases, and solving national health problems.

Communication and social skills: Communicate effectively with members of the health care team and community.

Professionalism: Adopt and employ health rehabilitation sciences professional values, ethics, attitudes and standards.

Research: Critically analyse, appraise and interpret researches in the field of health rehabilitation sciences and rehabilitation to develop up to date knowledge and clinical skills and build a foundation for evidence-based practice

PROGRAM LEARNING OUTCOMES

At the end of the program the graduates are expected to:

KNOWLEDGE and UNDERSTANDING

- Identify the basic and scientific knowledge of theoretical sciences within the scope of health rehabilitation sciences.
- Explain the clinical concepts and principles relevant to health rehabilitation sciences practice.
- Recognize the roles of related disciplines that foster health rehabilitation sciences practice.

SKILLS

- Apply evidence-based practice in the management of clients encountered by health rehabilitation sciences.
- Demonstrate research skills and scientific thinking in health rehabilitation sciences.
- Utilize different problem-solving methods, including cognitive and information technology skills, to interpret information and provide solutions for various conditions related to health rehabilitation sciences.
- Implement safe, efficient, effective, culturally sensitive, and client-centered health rehabilitation sciences management.
- Display effective skills in leadership, advocacy, commitment, personal development, communication, and entrepreneurship that are related to health rehabilitation sciences practice.

VALUES

- Demonstrate autonomy and responsibility as an individual in inter and multi-disciplinary teams.
- Display core values and ethical attitudes towards clients, professionals, and the community.

CORE VALUES

The department in an effort to make a positive difference is committed to inculcate the following values:

Quality

We commit to always strive to adhere to high standards of excellence and seek continuing improvement in all endeavors to help the department fulfill its vision and mission in ways that surpass expectations.

Innovation

We commit to turn ideas to reality and consider challenges along the way as opportunities, we take the risks , are willing to fail, persevere to the end, remain positive and maintain our sense of curiosity .

Dedication

We commit to use knowledge skills and attitude in performing our duties. We are responsive to serve others, passionate in our advocacy, ethical in our approach, and accountable in our actions.

Collaboration and Cooperation

We commit to sustain the spirit of partnership and teamwork by honoring different opinions and perspectives. We cultivate a team- focused academic environment which empowers all to look for ingenious approaches to common issues.

Transparency

We commit to a culture of honesty and open communication to provide a framework that promotes confidence in all aspects of work.

Respect and Caring

We commit to be compassionate brought about by respect of others as individuals with infinite worth and dignity . We demonstrate concern with sincerity and truthfulness.

PROGRAM DESCRIPTION

PROGRAM DESCRIPTION

The Bachelor of Science in Health Rehabilitation Sciences program is a 5-year program arranged chronologically from level 1 to 8 of study. This program consists of two semesters for each academic year. The program contains general courses and specialized courses. Study of specialized courses begins in the second year (Level 3) and continues with the aim of developing competencies until the fourth year. The semester/level consists of nineteen weeks, excluding registration and examination periods. Completion of all credit hours of the program (141 credit hours) is required to obtain a bachelor's degree. Completion of a year of physical therapy internship in nationally or internationally accredited hospitals is required to obtain a bachelor's degree in health rehabilitation sciences. The language of instruction in the program is English. The additional one (1)-year internship program is geared towards specialized training in the different accredited hospitals in the Kingdom and nearby countries.

Moreover, it is an allied health program which aims to produce graduates who are technically competent, scientifically equipped, and service-oriented professionals specially employed with medical direction in the performance of clinical procedures in order to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatment.

HEALTH REHABILITATION SCIENCES CURRICULUM

HRS Courses

HRS courses are taught in a competency-based format. A four-year HRS curriculum is designed to be completed in eight (8) semesters. The fourth year (7th and 8th semesters) is the Clinical Rotation (CR) which is a vital component of the HRS. This is designed to foster integration of the theoretical knowledge and clinical practice. The students are assigned in different hospital affiliates. They are expected to be supervised, guided, and taught by qualified Clinical Coordinators / Faculty with the assistance of health care professionals in their specific areas of assignment.

Specific guidelines for the Clinical Rotation Program are stipulated in the CR Manual given to the students during the orientation process prior to their hospital training.

A prerequisite course is a necessary requirement before subsequent advanced courses. Students should take only those courses for which the prerequisites have been met.

The boxes below provide the expectations of each course.
(Legend: T = Theoretical, P = Practical, C = Credit Hour).

FIRST YEAR

1st Semester				
Code	Course	T	P	C
LTS 001	Learning, thinking and research skills	3	0	3
ELS 006	English Language	5	0	5
BIO 101	General Biology	3	0	3
CHEM 101	General Chemistry	3	0	3
MATH 100	Mathematics	3	0	3
Total				17

2nd Semester				
Code	Course	T	P	C
COMM 001	Communication Skills	2	0	2
CSC 001	Computer Skills and Applications	3	0	3
ELS 007	English Language (2)	5	0	5
PHYS 101	General Physics	3	0	3
MATH 101	Mathematics 2	3	0	3
Total				16

SECOND YEAR

3rd Semester				
Code	Course	T	P	C
BCHT 201	Principles of Emergency Care	1	2	2
PHT 231	Human Anatomy	4	4	6
PHT 232	Human Physiology	2	2	3
PHT 233	Introduction to Physical Therapy	1	2	2
ISLS 101	Islamic culture 1	2	0	2
ARAB 101	Language Skills 1	2	0	2
PHT 235	Medical Terminology	1	0	1
Total				18

4th Semester				
Code	Course	T	P	C
PHT 241	Neuroscience	2	4	4
PHT 242	Biomechanics	2	0	2
PHT 243	Fundamentals of Physical Assessment	1	4	3
PHT 244	Therapeutic Exercises	1	4	3
PHT 245	Pathophysiology	2	0	2
ISLS 201	Islamic culture 2	2	0	2
ARB 201	Writing Skills	2	0	2
Total				18

(Legend: T = Theoretical, P = Practical, C = Credit Hour).

THIRD YEAR

5th Semester				
Code	Course	T	P	C
PHT 351	Musculoskeletal Physical Therapy I	2	2	3
PHT 352	Neuromuscular Physical Therapy I	2	2	3
PHT 353	Physical Therapy Modalities	1	2	2
PHT 354	Physiology of Exercise	2	0	2
PHT 355	Physiology of Exercise	2	2	3
PHT 356	Clinical Practice I	0	6	3
ISLS 301	Islamic Culture 3	2	0	2
Total				18

6th Semester				
Code	Course	T	P	C
ISLS 401	Islamic Culture 4	2	0	3
PHT 361	Musculoskeletal Physical Therapy II	2	2	3
PHT 362	Neuromuscular Physical Therapy II	2	2	3
PHT 363	Traumatology & Orthopedics	1	2	2
PHT 364	Growth & Development	2	0	2
PHT 365	Professional Practice in Physical Therapy	1	0	1
PHT 366	Biostatistics	2	0	2
PHT 367	Clinical Practice II	0	6	3
Total				18

(Legend: T = Theoretical, P = Practical, C = Credit Hour).

FOURTH YEAR

7th Semester				
Code	Course	T	P	C
PHT 471	Musculoskeletal Physical Therapy III	2	2	3
PHT 472	Cardiopulmonary Physical Therapy	3	2	4
PHT 473	Geriatric Physical Therapy	2	0	2
PHT 474	Research Methods in Physical Therapy & Research Project	3	0	3
PHT 475	Evidence-Based Physical Therapy Practice	1	0	1
PHT 476	Selected Topics in Rehabilitation I	1	2	2
PHT 477	Clinical Practice III	0	6	3
Total				18

8th Semester				
Code	Course	T	P	C
PHT 481	Pediatric Physical Therapy	3	2	4
PHT 482	Prosthetics & Orthotics	1	2	2
PHT 483	Leadership & Management in Physical Therapy	1	0	1
PHT 484	Radiology for Physical Therapy	1	2	2
PHT 485	Rehabilitation Psychology	2	0	2
PHT 486	Pharmacology for Physical Therapy	2	0	2
PHT 487	Selected Topics in Rehabilitation II	1	2	2
PHT 488	Clinical Practice IV	0	6	3
Total				18

SCHEDULE OF ACADEMIC ACTIVITIES

The schedule of the examination and the duration is tabulated below. However, there may be changes when necessary and approved by the Dean.

SCHEDULE OF EXAMINATION			
Periodical Examination	Week	Theory [Hours]	Practical [hours]
Mid-Term	7 TH	1 hours	2 hours
Final	16 TH	2 hours	2 hours

Distribution of Grades

The performance evaluation in the courses is based on the formula below.

MARKS DISTRIBUTION			
Activity	Practical	Theory	Total
Mid-Term Examination	10	20	30
Evaluation/Activity [Quizzes, Homework, Researches]	5	5	10
Final Examination	20	40	60
TOTAL MARK	35	65	100

The final marks and grade will be reviewed, confirmed, and approved by the Head and the Dean; hence it becomes final and irrevocable. In addition, the final examination results and mark computations shall NOT be divulged. The students can access their final grades from the university system.

Grading System

The HRS program utilizes the following grading scale with letter grade distribution.

Grade	Marks Scale
A+	95 – 100
A	90 – 94
B+	85 – 89
B	80 – 84
C+	75 – 79
C	70 – 74
D+	65 – 69
D	60 – 64
F	< 60
IP	In-Progress
IC	In-Complete
NG	No Grade Pass
NF	No Grade Fail
W	Withdrawn
DN	Denied

The following are considered in the grading system. They are as follows:

- The final mark achieved by each student for a given course will be scored out of a hundred.
- Each grade included in GPA calculation is given a weight.
- Students who did not complete all the requirements to take a grade for a specific course will be given an “In-Complete” temporary grade, code “IC” for that course.
- Students must complete the requirements of that specific course no later than the end of the following semester. Otherwise, the “Fail” grade, code “F” will be automatically assigned. This will be calculated within the semester and the GPA;
- Students who are taking a course that takes more than one semester to complete its requirement will be given an “In-Progress” temporary grade, code “IP” for that course;
- When a student drops the semester, all registered courses will be given “Withdrawn” grade, code “W”;
- Cumulative GPA: Total courses points of all semesters / Total courses credits of all semesters.
- Semester GPA and cumulative GPA are out of five; and,

- The overall graduation grade, assigned according to the last cumulative GPA, is out of five and can be described as a “grade” according to the following classification:
 1. “Excellent” for GPAs 4.50 and above.
 2. “Very Good” for GPAs from 3.75 – 4.50
 3. “Good” for GPAs from 2.75 to less than 3.75
 4. “Satisfactory” for GPAs from 2.00 to less than 2.75

Progression from Year to Year

All subjects in levels I and II taken at the First Year must be passed prior to acceptance to the professional course or level III program at the University.

All incoming sophomore (2nd Year) students must obtain a good GPA to be admitted as a regular student.

Program Completion or Graduation Requirements

A student has completed the program if it has satisfied the requirements prescribed by the Ministry of Higher Education program on the degree of Bachelor of Science in Health Rehabilitation Sciences.

Requirements include:

- Completion of 141 credit hours academic subject offerings:

Year Level	Credit Hours
1 ST [Preparatory Courses]	33
2 ND	36
3 RD	36
4 TH	36 with 338 contact hours hospital clinical rotation

- One year- Specialized Internship Program

Semester Drop and Withdrawal

1. Semester drop is the process by which students can drop all courses already registered for the current academic semester for valid reason that is acceptable to the Dean.
2. The students can drop one semester and not be considered as failed when she/he provides an acceptable reason that is accepted by the department and the Dean.
3. The students are allowed to drop two following semesters, but this should be at least three weeks before the final exams.
4. The students are not allowed to drop more than two following semester or three alternate semesters.
5. The student is allowed to withdraw from one course or more according to the following:
 - Approval of the Dean
 - The student provides a request for withdrawal
 - before the end of the determined withdrawal dates for the semester.
 - The student is given (W) for this course.

Students Appeals

The following are the steps for assisting student's appeals on academic matters:

1. Year Level Adviser has to attend to the student's academic problem by filling out the academic consultation form;
2. Year Level Adviser documents the problem, evaluates, acts and record outcome of the results; and
3. The problem may be solved at the level of the Adviser, or solution may be reached at the level of the supervisor. If in any case solution is not met at the mentioned levels this will progress to the Department Head and the Dean's level, which is being acted and resolved upon at the Department's Council Meeting. Attached documentation is required for student's academic appeal.

An Advising Committee Manual was designed and approved by the HRS council to assist and guide the Advisers in dealing with the advisees (students) throughout their stay in the Department.

ADMISSION REQUIREMENTS

Students are admitted on the basis of their individual qualifications as such, the University requires evidence of general competence, motivation, and capability. Aside from grades and test scores, preference shall be given to those who are properly motivated evincing an interest to learn, and have consistently demonstrated a genuine concern to follow University of Tabuk's standards.

As a general rule, any qualified students must take and satisfactory passed their one-year preparatory courses for them to be considered as a candidate in HRS program. After having satisfactorily obtained the qualifications in HRS, the student now is admitted to the professional course. The University has the right to select those who apply, and the prerogative to refuse admission or readmission to any student whose qualifications do not meet University standards. The status as admitted and enrolled is compromised if the student evinces a conduct or attitude not to abide with or reject University's policies, rules and regulations.

Students are admitted on the basis of their individual qualifications and depending on the number of seats assigned by the University Council and a decision issued by a year by the University Council.

All applicants must satisfy the following :

1. Have Secondary School Certificate or its equivalent (from the Kingdom or from outside the kingdom).
2. Have obtained the secondary school certificate within the same year or one year maximum before application (exceptions are decided by the University Council).
3. Have good moral character and attitude.
4. Pass the University Entrance Examination.
5. Pass any test or interview planned by the University.
6. Be full-time status.
7. Provide any documents requested by the University.

DUTIES AND RESPONSIBILITIES

A student should have the following duties and responsibilities:

1. To exert his/her utmost effort in the development of his/her potentials for health rehabilitation sciences services, in order that they may become useful to society and to their families.

Specifically, s/he should be proficient in his/her chosen field of study by demonstrating competence and skills in:

- 1.1 Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
 - 1.2 Monitoring quality control within predetermined limits;
 - 1.3 Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
 - 1.4 Demonstrating professional conduct and interpersonal communication skills with patients and other health care professionals, and with the public;
 - 1.5 Applying basic scientific principles in learning new techniques and procedures;
 - 1.6 Relating findings to common disease processes; and
 - 1.7 Recognizing the need for continuing education as a function of growth and maintenance of professional competence.
2. To support the academic integrity of the university , work to achieve excellence, and follow the rules and policies governing their academic responsibilities;
 3. To promote and maintain peace of the university by observing disciplinary rules and regulations to bring about harmonious relationship with faculty, students and other school staff.

POLICIES AND GUIDELINES

1.Attendance

All students are required to attend classes promptly and regularly from the first meeting up to the end of every course.

- 11 The university requires that every student attends no less than 75% of the class days required for every subject to earn the corresponding credits. Students who incur an accumulated absence (excused and unexcused) of more than twenty-five percent (25%) prescribed number of class hours in a given semester shall be DROPPED (absence of 40% leads to denied status for whatever reason, with or without an excuse). [See table below]

Units Taken	Allowable Absence [Hours]	Considered Dropped [Hours]
5	20	More than 20
4	16	More than 16
3	12	More than 12
2	8	More than 8
1	4	More than 4

- 12 Extra work or independent study may be given to the student to make up missed discussions during absence/s . This provision depends upon the discretion of the Instructor.

- 13 The following shall be considered as excused absences other than that are considered unexcused:

- 13.1 If a student officially represented the school in some functions or activities. In such case, the student should notify the instructor ahead of time.

- 13.2 Illness duly certified by the physician at an accredited University government health agency. Illness duly certified by another physician, parent, or guardian and personal emergencies will be considered on a case-to-case basis. The inclusive dates of the certificate must be within the lecture day when the student was

absent. This is presented to the instructor from whose class s/he has incurred absence.

1.3.3 Death or impending death of a family member, force majeure/emergency cases.

1.4. Absence on Laboratory Activities

Absences from laboratory activities are strongly discouraged due to the difficulty in planning and scheduling make-up sessions. In some instances, repeating the laboratory activity is impossible due to the nature of the materials used in the procedure.

In case of excused absence, it is the responsibility of the student to make arrangements with the laboratory instructor to make-up for the activity. If the student is unable to make-up the laboratory, no grade will be given and will still be held responsible for the procedures covered during the missed laboratory activity.

1.5 Tardiness/Late

Roll will be taken at the beginning of class. Students are expected to be punctual. Tardy or late qualifies to arrival within 15 minutes from the start of the scheduled class. Three (3) tardies will constitute one (1) absence from class.

A student is considered absent if she/he arrives more than 30 minutes after the scheduled class time. The number of hours the student incurs that day is equivalent to the number of hour/s of the lecture of that day. The student is allowed to attend the class but not allowed to take the quiz if there is any. An excuse slip shall be required before a student is readmitted to the same class.

1.6. Absence on Test or Periodical Examination

Student must submit a letter with attached reason/s of absence to the Department head for endorsement to the Committee who shall evaluate and decide whether the given reason/s is/are considered as excused or unexcused absence.

Class attendance for each PT course is mandatory. Anyone acquiring greater than 20% absences in PT courses may be deferred from taking

the final examination.

A student who arrived later than 15 minute of the scheduled class start is considered absent. All examinations (theoretical, practical, quizzes) should be taken as scheduled. Make-up examination will not be an identical examination.

16.1 Excused Absence

Make-up examinations will be given for personal illness, death in the immediate family, and/or at the discretion of the faculty. A faculty member or the departmental office is to be notified prior to the examination if the student is going to be absent. In addition, a valid medical certificate from an accredited government health institutions or excused letter must be submitted and approved by the department head.

He should present the approved medical certificate or excused letter to the concerned instructor to make arrangements with the schedule of the make-up examination. Failure to take the examination as arranged will cause forfeiture and will automatically receive a zero (0) mark on the missed examination.

The student will be given a separate set of examination and schedule on the availability of both student and lecturer. Deduction to his grade is not applicable.

16.2 Unexcused Absence

A make-up examination will be given for unexcused absence; however, a 50% deduction from the total mark will be imposed. The student should arrange the examination schedule with the instructor. Failure to take the examination as arranged will cause forfeiture and will automatically receive a zero (0) mark on the missed examination.

The student will be given a separate set of examination and schedule on the availability of both student and lecturer, upon the approval of Supervisor based on the presented approved excuses.

2. Discipline

21. Honesty

Academic dishonesty seriously lowers the standard of professional practice, harms the integrity of the academic institution and its community, and impairs the quality of the health care system. Disciplinary sanctions will be imposed if an act of dishonesty is discovered and proven.

21.1 Academic dishonesty refers to forms of lying and/or cheating on academic assignments. Examples of academic dishonesty include but are not limited to:

21.1.1 Exchanging information with another student during an examination;

21.1.2 Bringing notes to use during an exam not authorized by the instructor;

21.1.3 Acquiring without permission any tests or other academic material belonging to an instructor;

21.1.4 Copying another student's homework or laboratory exercises; and

21.1.5 Using false excuses for an absence from class.

21.2 Clinical practice dishonesty occurs when a student does not exercise good judgment in the clinical setting. Examples of clinical practice dishonesty include but are not limited to:

21.2.1 Falsifying laboratory documents and/or attendance records;

21.2.2 Not performing tests according to procedure;

21.2.3 Not reporting mistakes/errors to clinical instructors; and

21.2.4 Using false excuses for an absence from duty.

2.2 Examinations

Students who will take the examination should observe the following:

221 No materials other than purse or wallets, keys, pencils/pens and blank sheet/s of paper can be brought inside the room during the exam. Calculators may be approved by an instructor;

222 Students should listen and understand the pre-examination instructions (Ex. appropriate testing behavior, test mechanics, etc.) conducted by the examiner or proctor;

223 The examinees should submit the test material before or at the end of the allotted time;

224 The examinees' seat arrangement may be pre-assigned or shuffled when necessary; and

225 The examinees should wear the dress code (Refer to Section6).

3. Responsibility and Accountability

HRS students must demonstrate professional behavior at all times.

1. To a fellow Student – should be courteous, generous, understanding of limitations and inadequacies, and establish unity and dignity.
2. To Faculty and Staff – Should always treat with respect and courtesy. Must follow the chain of command at all times concerning problems or issues with the instructors with whom he/she has concern.

4. Mobile Phone/Electronic Gadget

Students must set all mobile phones/electronic gadgets in silent mode (inaudible) while in the classroom or laboratory so as not to disturb the learning environment. The use of cell phones during laboratory or classroom activity may warrant the instructor to confiscate the unit.

5. Smoking

The decision to smoke or not to smoke is a personal matter. The student needs to keep in mind that “cigarette smoking is hazardous to one’s health” and may affect his/her image as a medical professional. Smoking is NOT permitted in any building on campus, or in any clinical classroom.

6. Dress Code and Grooming

The student should observe the prescribed dress code and proper grooming during classes. Inappropriate dress code is tantamount to deferral from taking the examinations or dismissal from class which will be counted as an absence.

An erring student should make a promissory note or undertaking to observe the appropriate dress code within 2 days from the incurred date; consequently, will be endorsed to the department Head and Academic Advisers.

The following dress code is required for classroom, laboratory, and clinical duty. During the clinical phase of the program, students must also abide by any policies instituted by the affiliated laboratory.

Clothing (Laboratory):	Prescribed scrub suit and laboratory gowns/coats;
Clothing (Classroom):	Prescribed scrub suit or Thobe for males;
Shoes:	Sport, athletic, or clinical shoes must be worn. Canvas, sandals or open-toed shoes are not acceptable for safety reasons;
Hygiene:	Students are to be clean, neat and well-groomed at all times;
Fingernails:	Should be short, clean and well-manicured;
Hair:	Male must have clean and short hair (do not extend the ear).

7. Conduct While Waiting for Classes

7.1 Students who have no classes or are on free period are not allowed to stay along the corridors nor inside vacant classrooms, so as not to disrupt ongoing classes.

72 Students who are waiting for their professors should stay inside the classroom and avoid standing idly or in front of the classroom door.

73 Students who have no classes or are on free period are encouraged to go to the study hall and properly utilize such time productively on their lessons or studies.

ACADEMIC CONSULTATION

There is an available consultation time allotted by each faculty to address students' needs. The HRS faculty is interested to hear from each student and is willing to offer guidance and tutorial sessions to improve the class standing of the student at a time convenient for the teacher and the student. The procedure of this provision is intensively taken in the department's bulletin under tutorial classes and academic consultation program as one of the academic services offered to the students

Moreover, an academic year level adviser is assigned to assist the students. The student should be aware of the following duties the adviser is offering to them. They are as follows:

1. Review and study students' academic records including courses studied, study plan and other data;
2. Assist students in the selection of courses included in his/her academic progress according to regulations;
3. Continuous follow-up of student and seeking solutions to problem emerging during his/her academic year;
4. Raise reports and recommendations regarding students with low cumulative averages to head of the department;
5. Follow up and assist students under observation;
6. Prepare a complete report on each student containing all data of the student, including courses studied and marks obtained, and match them with incoming data from the deanship of admission and registration on each student's situation especially for courses for which the adviser had agreed to register for the student;
7. Determine courses required for the upcoming semester according to students' needs and based on their situation and inform the head of the department.

INFECTIOUS DISEASES GUIDELINES

HRS students are exposed to a variety of pathogenic that may put them at risk of infection. Therefore, it is proper that universal precautions should be observed at all times (Refer to Laboratory Safety Manual).

1. Universal Precautions

The body substance precautions developed by the Center for Disease Control will be followed in all clinical areas and campus laboratories. (Body substances include oral secretions, blood, wound or other drainage.) Blood and body substances should be considered infectious in all cases.

- a. Hand washing - is the most important precaution to be taken routinely.
- b. Laboratory gloves - to be worn to avoid direct contact with body substances, mucous membranes, or non-intact skin.
- c. Laboratory gowns - to be worn when clothing is likely to be soiled by body substance.
- d. Masks - to be worn when likely to be splashed by body substances.

2. Mucous Membrane Exposure

If a student has a percutaneous or mucous membrane (splash to eye, nasal mucosa or mouth), exposure to blood/body fluids or has a cutaneous exposure to blood/body fluids when the student's skin is chapped, abraded, or otherwise non-intact, the following protocol will be followed:

The student must immediately report the exposure to the clinical supervisor of the health care facility and to the program faculty;

- a. A health care facility incident report must be completed as soon as possible. A copy of this report should be given to program officials;

- b. An accident report obtained from the college should be completed within 24 hours of the occurrence;
- c. Following the guidelines of the health care facility, the clinical instructor will seek the assistance of appropriate hospital (clinical) personnel to learn the status of the patient relative to possible infection; and
- d. To the extent that the health care facility can learn about the patient's infection status, the student is advised to get treatment.

NOTE: If the student refuses treatment, the clinical instructor must make note of the fact.

CONFORMITY

TO WHOM IT MAY CONCERN;

I have read and understood the provisions of the Student Guide. I will adhere to the rules and regulations stated herein.

Student's Printed Name

Student's Signature

Date