



# MACHS NEWSLETTER

VOLUME 2 // ISSUE 5 // MARCH 2020

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# COLLEGE NEWS

## MACHS launches e-learning in response to COVID-19 lockdown Students, faculty send positive feedback via twitter

Innovation and resourcefulness have been playing pivotal roles despite class suspension due to COVID-19 lockdown. With the support of the administration, the E-Learning Committee has instituted the Canvas, a Learning Management System that allows faculty members to take their teaching and resources online.

By sharing content online, faculty members can meet the students at their own convenience. Resources, discussions, assignments, quizzes, and much more can now be accessed by anyone, anywhere - making learning limitless.

The application of this online platform has drawn positive feedback among students, faculty and administrators who directed their comments via twitter with hashtag "#PROUD\_TO\_BE\_SAUDI\_PROUD\_TO\_BE\_MACHS"

Retweeted كلية محمد العانج للعلوم الطبية @wmajdo · Mar 20

I'm so proud to be Saudi and so proud to be one of these college students, My country took all precautions for our safety, and my college offered everything to us to continue learning. Thank you my country and @machsCollege #PROUD\_TO\_BE\_SAUDI\_PROUD\_To\_BE\_MACHS

4 10

Retweeted كلية محمد العانج للعلوم الطبية Mr.Ahmed BK .. @A7medany\_ · Mar 21

الكلية التي استطاعت أن تضع نظام التعليم عن بعد , خلال أيام بسيطة وبدأت بدراسة المقررات بعد اسبوع فقط من إيقاف الدراسة هذا يدل على حرص الكلية واستعدادها التام لأي امر طارئ فخور جداً وأنا اقولها احببت النظام بسبب جهود المعلمين المعروفة كما هي #PROUD\_TO\_BE\_SAUDI\_PROUD\_TO\_BE\_MACHS

Retweeted كلية محمد العانج للعلوم الطبية Wa @Walaa\_882 · Mar 21

اشكر كل جهود كليتنا الجبارة بتوفيرها لنا كل الاحتياجات لتسهيل امورنا الدراسية ومتطلباتنا , حرفياً جهود جبارة في سبيل مواصلة الطلبة تعلمهم , من أول يوم تم تفعيل الدراسة عن بعد . @machsCollege #PROUD\_TO\_BE\_SAUDI\_PROUD\_To\_BE\_MACHS

Retweeted كلية محمد العانج للعلوم الطبية Dalia Bajis @DaliaBajis · Mar 21

During these unprecedented times, I am #proud of our @machsCollege students who have risen up to the occasion. This is the time for #solidarity and heightened responsibility. Keep it up. #PROUD\_TO\_BE\_SAUDI\_PROUD\_TO\_BE\_MACHS

Retweeted كلية محمد العانج للعلوم الطبية Y.Alhashem @Alhashem\_yn · Mar 21

I am proud too. Proud to read such supportive tweets. Proud to be a member of @machsCollege. Proud of my students who persevere to be upfront. #PROUD\_TO\_BE\_SAUDI\_PROUD\_TO\_BE\_MACHS

# COLLEGE NEWS

## CEA's 3-day extensive evaluation over FELP awaits Site Reviewers' Report

by: Dr. Indo Benna

Accreditation is considered as one of the most objective criteria demonstrating the commitment of higher education institutions in providing sustainable and nationally or internationally-recognized quality standards.

Two years ago, the Foundation English Language Program (FELP) of Mohammed Al-Mana College for Medical Sciences (MACHS) applied for accreditation from the Commission on English Language Program Accreditation (CEA). CEA is a US based national and international accrediting agency for English language programs.

The CEA's accreditation process includes an eligibility application, workshop, writing and submitting a self-study report, site visit, and accreditation decision. For MACHS, we are few steps away to finally get the outcome of this arduous, but fulfilling journey so far.

We have previously reported in our past Newsletter issue that we have submitted the Self-study report to the CEA on November 21, 2019. Following the submission, the CEA representative and site reviewers came to the College from March 2nd - 4th, 2020 to verify our practices and documents on site. Verification of the 44 CEA Standards come in various forms. They toured the facilities; observed selected classes, reviewed teaching curriculum and materials; interviewed administrators, staff, faculty members and students; and assessed services for students.

Now, it is a matter of waiting. We expect to receive a report from the site reviewers within a month of the visit. The report will indicate the standards that have been met, partially met or unmet. We shall respond to the partially met or unmet standards with supporting documents within a month upon receipt of the report. After this process, we expect to hear the final decision by the end of August or beginning of September, 2020.

We would like to thank Dr. Aisha Al-Mana, who envisions the Foundation English Language Program to become internationally recognized, thus, leading us to seek for the CEA accreditation. This journey could have not been seamless without the support and guidance of our Dean, Prof. Emad Alshwaimi. Since being appointed as the Dean, he has been very supportive of the CEA Accreditation and found ways to streamline the work by constantly following up with the progress.

Moreover, I must also acknowledge Dr. Jenan AlMatouq, who relentlessly provided her invaluable input as the Vice Dean for Academic Affairs as well as Mrs. Amal Kolaghassi who supported us in terms of administrative matters from the beginning until the completion of the report.

I would also like to express my sincere appreciation to Dr. Reema Qaralah, the Head of FYD Department for her leadership and keeping our faculty members and staff on track during this accreditation process. Indeed, it is also worth mentioning the effort of the Steering Committee and all our faculty members who have been the pillar of this challenging endeavor.

In addition, I cannot overemphasize the relentless effort of Dr. Yousef Hashem, Vice Dean for Quality and Development Affairs, Mr. Mohammed Sibiai, Coordinator of Quality and Accreditation Center, and other staff members from the Quality Department in helping us complete the Self-study report and organizing the documents for the site visit.

After years of hard work, I must say that, our FELP program has lifted its bar of excellence through the CEA journey. Therefore, this journey will be a continuous one since the core of any accreditation is sustainability. We shall, therefore maintain and continue to improve our practices.

# DEPARTMENTAL NEWS

## FYD spearheads English contest

by: Dr. Indo Benna

On Wednesday, February 19, the Foundation English Language Program organized an English contest for the FYD students held at the Pharmacy auditorium.

The objectives of the contest were: (1) to improve both learning and teaching, (2) to enhance memory capacity, (3) to enhance problem-solving skills, (4) to increase students' motivation, (5) to introduce controlled competitiveness, and (6) to create a friendly and fun activity.

The competition gave the students a chance to have a change from the daily academic routine to freer activities where they can have fun and at the same time learn. The activities in the contest included engaging memory games, creative thinking and problem solving.

The students contested in groups and were highly motivated to discuss the questions or challenges within their respective groups and set times. The groups that had the highest points in the contest were given prizes at the end of the contest. The events conducted were three different types of competitive activities described below:

### Activity 1:

This fun and engaging game allows students to test their knowledge, in any subject, using a team activity where 10 questions are posted on whiteboard. Students have to work hard to get the right answer quickly by ringing a bell.

### Activity 2:

Memory game is a game in which one person whispers a message to the other, which is passed through a line of people until the last player announces the message to the entire group. Errors typically occur in the retelling, so the winning group is the one whose last person in the line relates the same message as the first person in the group.

### Activity 3:

This activity is designed to challenge the participants' knowledge of different cultural information. Presenter reads out questions to all the participants. Participants then try to find the right answers within the group. If the group is unable to give the right answer, some hints are given to them. When reaching a consensus within a time limit, they announce their answer.

The students enjoyed the contest and also exhibited competence and collaborative skills as they participated in the contest.



# DEPARTMENTAL NEWS

## Sociology students join International Day celebration

*Mrs. Latha Kannan*

The Nursing department participated in the recently concluded International Day held at MACHS, February 18.

The goal of the International Day was to promote camaraderie among the students and at same time, the faculty among themselves. It also aimed to enhance and let students and employees experience the different traditions and culture of the other countries.

In Nursing, Transcultural Nursing is a distinct specialty which focuses on global cultures and comparative cultural caring, health, and nursing phenomena. The primary aim of this specialty is to provide culturally congruent nursing care. To be an effective transcultural nurse, you should possess the ability to recognize and appreciate cultural differences in healthcare values, beliefs, and customs.

In line with this, Mrs. Latha Kannan, the course coordinator of Sociology (SOCL 300) course made a criteria based on one of the learning outcomes of the course. Under the CLO, "Explain cultural practices in different societies", the students were given a criterion for the activity to introduce the following: (a) Society, (b) Region and spirituality, (c) Languages, (d) Art, (e) Dance, (f) Music, (g) Cuisine, and (h) Clothing.

Students were given enough time to prepare under the supervision of the faculty. Also, list of resources was created by the students and was sent to the Student Affairs to arrange in advance.



## Nursing holds orientation for Level 3 students

*Mrs. Latha Kannan*

The Academic Advising Unit of the Nursing department organized an orientation program for Level 3 students held at F9, Nursing building, January 28.

The major objective of the orientation was to make the students aware of the academic aspects of the courses, rules and regulations, student services and the Nursing department in general.

The program kicked off with the welcome message delivered by Dr. Eman Hassan, HOD of the nursing program.

Mrs. Latha, Chair of Academic Advising Committee, gave a brief orientation on nursing curricula emphasizing the importance of prerequisites and co-requisites. The students became familiarized with the courses to be taken throughout the study period. She also explained the degree audit, importance of academic calendar, communication pathway, course registration (Regular and Summer), add/ drop, Dean's Honor, On probation, off probation, withdrawal period, leave of absence, etc.

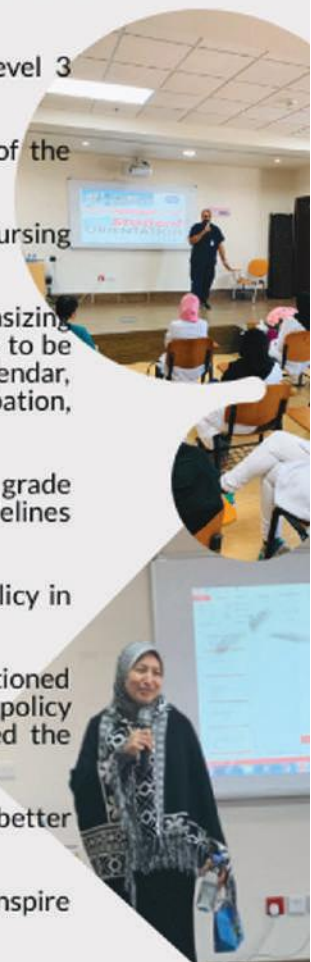
Later, Mrs. Gufran Lashit, Chair of Exam Committee, explained the policies related to exams such as grade distribution for clinical and non-clinical courses, attendance policy, Remedial Exam Policy, student guidelines on all the examinations, among others.

Mrs. Fatma Awami, Chair of Clinical committee, on the other hand explained the Lab and clinical policy in brief.

Meanwhile, Mrs. Rana Al Maradheef, chair of Community Service Committee and Student Affairs, mentioned the importance of community services. Ms. Batool Maher Alshubbar, explained the Code of conduct policy and Student Grievance Policy. Mrs. Amal Suliman, member of the Quality committee emphasized the importance and categories of Course Evaluation Survey (CES).

Throughout the orientation, all policies and procedures were explained in both English and Arabic for better understanding.

One of the senior students, Abdullah Essa AlMotawa shared his experience with the new students to inspire and motivate them.



# DEPARTMENTAL NEWS

## Nursing dept holds screening, health education program

*Mrs. Latha Kannan*

The Nursing Department organized a screening and health education program at Al-Anwar Scoool in Dammam held March 4.

The group reached the venue and set up a booth for purposes of registration, checking vital signs, educational materials, take away gifts and others.

The session was started by the school coordinator. Then, MACHS students were divided into two groups, each under the supervision of a faculty member. The first group started the health education session with hand washing and child safety seminar.

Simultaneously, the other group initiated the health screening by getting the height, weight, BMI, and temperature of the participating students. They also performed dental checkup.

Mrs. Latha Kannan made the objectives of this activity in cooperation with Ms. Huda Abdullah Al Musa, the clinical preceptor under the guidance of Dr. Eman Hassan, HOD of the Nursing program.



# PROFESSIONAL DEVELOPMENT ACTIVITIES

## Workshop on critical thinking and formative assessment

by: Mr. Ahmed AlDarweesh

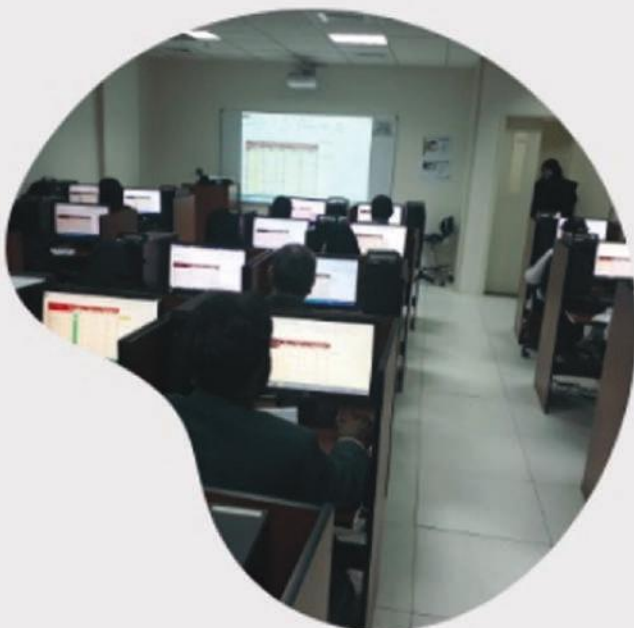
Professional Development Committee initiated a workshop entitled, Critical Thinking and Formative Assessment held at the Muti-purpose Hall, Pharmacy Building, February 9.

The main aim of the workshop was to introduce an academic definition of critical thinking and how to include it in the classroom activities, also known as formative assessment. Mr. Ahmad Q. Al Darwesh was the presenter of this workshop who focused on the theoretical aspects of critical thinking as well as the practical side of it in our classroom. In short, critical thinking is thinking clearly and rationally, which involves systematic and precise thinking, following the rules of logic and scientific reasoning (Lau, 2011).

A series of activities engaged the participants throughout the workshop. The faculty members had to think individually and collaboratively, also reflect on some of their classroom practice. They learned to juxtapose formative assessment and summative assessment. While the former is what the student and instructor do in the classroom, the latter is the instructor assesses the student's mastery and accumulated knowledge of the subject. The workshop was concluded with real-life examples of integrating critical thinking into formative assessment.



## SPSS workshop series, initiated



With an objective of understanding the use of Statistical Package for Social Sciences (SPSS) for faculty members, the Continuing Medical Education Unit and Professional Development Committee organized a Bioethics for Research (SPSS) workshop held at the Computer Laboratory, January 30.

SPSS is used by market researchers, health researchers, survey companies, government entities, education researchers, marketing organizations, data miners, and many more for the processing and analyzing of survey data.

The resource person of the workshop was Mr. Sajid Hussain, Statistics Lecturer from Foundation Year Department.

The workshop received an overwhelming response from the participants.

# PROFESSIONAL DEVELOPMENT ACTIVITIES

## NQF, graduate attributes and PLO assessment workshop, held

by: *Dr. Eman Hassan*

Aligning the graduate attributes of the programs offered by MACHS against the National Qualification Framework (NQF) is one of the requirements for accreditation process.

In line with this, the Professional Development Committee and the Examination Unit joined force to conduct a workshop on NQF, graduate attributes and PLO assessment held February 5 at the Pharmacy auditorium. Dr. Eman Hassan, head of the Examination Unit served as the resource person of the activity.

The first phase of the workshop included activities to determine the institutional graduate attributes. The second session of the workshop was on institutional and Programs Learning Outcomes (PLOs). This part included discussion on how to develop the PLOs and what are the direct and indirect methods that are used to assess them. Later, the discussion focused on developing a plan in assessing the PLOs and how to analyze and report them annually.



## Exam Analysis workshop, conducted

by: *Dr. Eman Hassan*

Exam Analysis workshop intended for all faculty members was conducted January 29 held at the Pharmacy auditorium. The workshop was aimed to guide the faculty members in assessing the quality of exams by analyzing the students' response to their test items (questions).

This workshop featured a detailed explanation on how to use the reports that are usually sent by the Examination Unit to the teaching staff after correcting their exams.

Meanwhile, Dr. Eman Hassan, the workshop's facilitator also explained the new forms for reporting the item analysis that was created by the Examination Unit. Moreover, Dr. Eman requested all participants to start using the designed template in reporting failed students in their respective courses.





# STUDENT AFFAIRS BULLETIN

## Green Club conducts tree-planting activity

In celebration of the World's Environmental Awareness Day, MACHS' Green Club in collaboration with the Antidote Pharmacy Club spearheaded a tree-planting activity held February 11. This activity took place at the vacant lot alongside Pharmacy and Nursing building.

Dubbed as "Green Day Activity", the preparation and planning kicked off weeks before the actual event to ensure its success. It was planned by the Green Club members guided by its Advisor, Dr Hayyan Al-Taweel in partnership with the Antidote Pharmacy Club through Dr Manal Suroor, the organization's Advisor

Meanwhile, the Student Affairs coordinated with the concerned parties and ensured the purchase of plants and trees that would survive the heat in the summer and regrow the coming season. Also, the space allotted for planting was prepared ahead of time.

The planting was initiated by Dr. Jenan AlMatouq, Vice Dean for Academic Affairs and was followed by faculty, students and staff. Several faculty, staff and students attended and participated throughout the activity. Refreshments were served to quench the thirsty. The Emergency team was also on site to take care of first aid injuries.

The Green Club is composed of around twenty students from different specialties at the College. A big thank you to the following Green Club members:

Aisha Adel Alhazza (NURSING)  
Ashwaq Bandar Alfareekh (PHARMACY)  
Amani Mohammed Alrajab (CLS)  
Zainab Moayad Alismail (NURSING)  
Manar Radi Salis (NURSING)  
Rifah Abdullah Alshaalan (CLS)  
Masoumah Hussain Alfaraj (CLS)  
Naher Mohammed Aldubaisi (PHARMACY)  
Ghadeer Hussain Alruqiyah (CLS)  
Zainab Abdulhakeem Alabiydh (CLS)

Amani Mohammed Alrajab (CLS)  
Rawan Anwar Alhulaibah (CLS)  
Rawan Jalal Al Alaq (CLS)  
Mohammed Abdullah Al Yousef (CLS)  
Ahmad Al Rebih (CLS)  
Ahmad Al Menshad (CLS)  
Hassan Al Sadah (CLS)  
Ali Al Momaten (PHARMACY)  
Mohammad Al Khalaf (NURSING)

Appreciation goes to Mr. Ali and his team whom the activity would have not taken place without their cooperation. We would also like to thank the Administration for their continued support. Last but not least, an immense appreciation goes to the students and faculty who attended and actively participated in the MACHS' Green Day activity. A word of encouragement to the other clubs at MACHS to follow in the steps of the Green Club and plan one activity per academic year.



# STUDENT AFFAIRS BULLETIN

## MACHS celebrates International Day

by: Mrs. Nohad Azoury

The International day is one of the Celebration Days that MACHS has in its Activity Calendar around the same time of each academic year. This activity seems to meet the interest of the whole MACHS family.

The diversity in the composition of this family is its cornerstone. It is truly believed that it is one of the most, if not the most attended activity planned by Student Affairs.

The Nursing department, specifically the Community Course students, with the guidance of Mrs. Latha Kannan, the course instructor, collaborated with Student Affairs in this activity.

Students from this course volunteered to represent countries of their choice. They added to the richness and success of the day. They researched the special foods, dress, historical and cultural information of the countries represented and they disseminated that information to visitors very professionally.

The International day was held this year on the 18th of February, 2020. Around 14 countries were represented, namely: Saudi Arabia, Egypt, Sudan, Pakistan, Lebanon, Syria, Philippines, India, Turkey, Bahrain, UAE, Iraq, Jordan, and Nigeria.

The booths very rich in food, served as an excellent representation of the country. This made it difficult for people to decide what foods to taste before they reach the satiety point.

It was fun to hear the various types of music, dances, costumes and the art work of the different cultures. This day gave participants a great learning opportunity and an excellent enriching experience.

Thank you to all who planned, implemented or participated to make the International Day Event a success.



## Antidote Pharmacy Club organizes general knowledge quiz

The Antidote Pharmacy Club organized a General Knowledge Quiz held at the Pharmacy Auditorium, January 28.

The purpose of the competition was to enhance the critical thinking and problem solving skills of the students.

During the competition, students were encouraged to participate by answering the general knowledge questions popping up on the screen. Students were given flaglets with number for the facilitator to recognize in case the student wanted to deliver the answer.

It was fun and thrilling activity which served as an ice-breaker from a formal learning and teaching set-up.

The event was concluded by awarding those students who got the most number of correct answers.

Meanwhile, the event was organized by the students Fatimah Al maubara, Fayda Maher and Noof Tariq Al Ahmed under the supervision of Dr. Hoda Ezzat and Dr. Manal Suoor.



## Student Affairs organizes Spring orientation for students

*by: Mrs. Nohad Azoury*

The 2019-2020 spring term orientation was held with the beginning of classes, 20th of January at Pharmacy auditorium. The program started at 9:30 am. As the students entered, they were handed a MACHS bag containing the orientation schedule and the student advising handbook. They were also given a number with a different color indicating the group they will join on the campus tour.

Students were introduced to the Dean who gave warm a welcome to the new students and a brief introduction to the College since its inception to the present time and how he envisions the College in the near future.

The Vice Dean for Academic Affair, on the other hand, introduced the students to the different programs available, some key policies, rules and regulations, and stressed on the students' responsibility for their own professional growth.

Meanwhile, the Heads of Departments introduced their programs briefly. The Foundation Year Program was discussed in more detail because this is where the students will spend the next academic year. The College Registrar highlighted important issues for students to know, such as the registration process, the grading system, Dean's Honor Status, and the academic probation status. They introduced students to the academic calendar and stressed that students need to remember important dates pertaining to their academic life at the College. Financial Aid was also introduced. Students were briefly informed of the process and the eligibility for financial aid.

The Student Affairs personnel discussed in some details the functions of this unit. They discussed at length students' rights, responsibilities and their right to grievance. The grievance process was emphasized. Student advising, academic and psychosocial, were also highlighted. The attendance policy was emphasized as well as some other key policies.

The orientation day was concluded at 11:30 am by a guided tour of the College.

# LIBRARY HIGHLIGHTS

## Library affairs conducts seminar-workshop series

by: Mrs. Gerlie Bron

The Library Affairs is continuously doing its series of orientation activities in a form of a seminar and workshop methods. As it caters the library needs of both students and faculty members, its orientation programs are designed for them depending on the specialization, levels and needs.

Among the orientation and workshop held by the department were the following: (1) Library Services, Resources and Facilities, (2) Exploring E-Resources for CLS, PT, Nursing and Pharmacy, (3) Basis Research Workshop for Nursing and CLS, (4) Exploring Digital Library in preparation to Scientific Research Writing, and (5) E-resources for Drug Literature.

These series of seminars and workshops were conducted from February 2 to February 25 in separate sessions. Here are some of the captured engaging moments during each of the activity:



# LIBRARY HIGHLIGHTS

## Library Affairs celebrates annual Library Day

by: Mrs. Gerlie Bron

Library Affairs spearheaded its annual Library Day with the theme "Find your place in the library" held February 25 at the Pharmacy hallway.

Several booths were featured in this activity. The library highlighted a corner introducing its services such as borrowing, computers and internet usage, and its facilities like mobile app and e-resources. Some books for reading were also displayed. This is to encourage library users to maximize the use of the library.

Meanwhile, the Nursing Dept. set a Nursing Pocket Guide Booth which informs the nursing students about the handbooks and online applications available for their studies.

The library booth was filled with souvenirs and gifts for educational games for the attendees such as administrators, faculty members, staff and students.

An invited guest, Suleiman Al Mazyed, who is a book author, also participated in the event.



# SAFETY BRIEFING

## Infection control unit briefs students, employees on COVID-19

The Infection Control Unit headed by Dr. Hayyan Taweil conducted a seminar on Corona Virus Disease Transmission and Hand Washing for students, faculty and staff held March 8 at the Nursing building.

Highlights of the discussion were the introduction to the Corona diseases, how they are transmitted and the preventive measures. One of the preventive measures was keeping a proper hygiene by frequently washing our hands. Thus, facilitators of the workshop also taught the participants on the proper way of hand washing.

Vital signs, some questions about travelling out of the Kingdom and possible contracting virus from anyone who shows symptoms were also discussed.

Also present during the workshop as facilitators were Dr. Yahya Al Dawood, Mr. Aqeel, Mr. Mohammad Jaber and Mr. Bader Al Sidra.

Meanwhile, in a separate seminar held March 9, Dr. Hayyan Taweil gathered the maintenance personnel to fully understand the disease. In his one-hour lecture, he emphasized the symptoms, prevention and transmission methods. He also stressed the importance of frequently cleaning and disinfecting surfaces, main doors opened at all times and the availability of hand sanitizer in strategic locations.



## High Five for our Newly Hires



#1

*Abrar Alobaidan*

Lecturer, Physical Therapy

#2

*Zainab Al Abdul Jabbar*

Instructor, Physical Therapy

#3

*Aeshah Almaghlouth*

Clinical Preceptor, Nursing

#4

*Ahmed Taha*

Maintenance Supervisor,  
Maintenance



#5

*Zainab Almozayen*

Lecturer, Physical Therapy

#6

*Danilo Montenegro*

Electrician, Maintenance

#7

*Maha Al Faleh*

Admin Assistant, Registration

#8

*Nabel Al Zymour*

Electrician, Maintenance



#9

*Sarah Almogahwi*

Admin Assistant, CLS

#10

*Dr. Abdulmonem Alsaleh*

Assistant Professor, CLS

#11

*Dr. Mastoura Gabballah*

Assistant Professor, Nursing

#12

*Essa Al Shullah*

Senior Finance & Accountant,  
Accounting & Finance

### ERRATUM

In the list of new employees on page 10 (January Issue), the name of Dr. Dalia Dalia should read Dr. Dalia Bajis. We sincerely apologize for the error.



# RESEARCH HIGHLIGHTS

## Research Publications

**1** Adverse drug reaction prevalence and mechanisms of action of first-line anti-tubercular drugs

Journal Name: Saudi Pharmaceutical Journal

**Author: Mohammad Daud Ali, Ayaz Ahmad**

Volume 28, Issue 3, March 2020

**2** Poloxamer-chitosan-based Naringenin nanoformulation used in brain targeting for the treatment of cerebral ischemia

Journal Name: Saudi Journal of Biological Sciences

**Author: Wasim Ahmad**

Volume 27, Issue 1, January 2020

**3** Comparative Fingerprint Profiling of Unani Polyherbomineral (Safoof-e-Pathar Phori) Formulation by HPTLC, HPLC, and GC-MS

Journal Name: Journal of AOAC International

**Author: Wasim Ahmad**

Volume 103, January 2020

**4** Microbiological Quality Assessment of Indoor Air in Medical College in Saudi Arabia

Journal Name: Journal of Earth and Environmental Sciences

**Authors: Hayyan Ismaeil Al Taweil, Yahya Al Dawood, & Bader Al Sedra**

Volume 4, Issue 1, February 2020



# POLICY UPDATES



## EMPLOYEE GRIEVANCE PROCEDURE



Before setting it down in black and white, discuss the grievance with your Head of Department (HOD). Your HOD, in his/her full capacity tries to resolve your concern. However, if not satisfied, you can file the grievance formally following the steps listed below:

STEP 01



Fill-out the grievance form and submit it to your HOD.

STEP 02



The HOD writes his/her recommendation and endorses the grievance to the Human Resource (HR) department.

STEP 03



The HR dept assigns a grievance case no. for documentation and monitoring. Then, it endorses the case to the Grievance Committee.

STEP 04



The Grievance Committee reviews and sends back the form to the HR dept with the committee's recommendation. The HR dept informs the employee about the committee's decision.

STEP 05



The employee may accept/request to elevate the grievance to the College Dean for an appeal. If s/he accepts, the employee must sign the grievance form, which ends the process.

STEP 06



For appeal cases, the College Dean reviews and gives the final decision through the HR dept.

STEP 07



The HR dept informs the employee about the final decision. The employee must sign the grievance form, which ends the process.

For full details of this policy, refer to PL.HR.EMGR.01 available at SM@X and MACHS Portals.

Presented by: Quality Affairs

# POLICY UPDATES

## DRESS CODE



**Knowing what is the prescribed uniform and the ideal look of a MACHS student**

### general dress code rules:

- ✓ good personal hygiene
- ✓ clean lab coat as dress attire
- ✓ minimal jewelries
- ✓ ID badge worn at all times
- ✓ clean and professional-looking footwear
- ✓ clean and neatly trimmed mustaches, beards and sideburns
- ✓ clean and of moderate length fingernails
- ✓ white hair cover with no thistles in the clinical setting
- ✓ dress code color as follows:

#### Pharmacy



#### Clinical Lab Sciences



#### Respiratory Care



#### Physical Therapy



#### Nursing



### prevention tips:

- ✗ open shoes and sandals in clinical setting
- ✗ minimal fragrance
- ✗ artificial nails and extreme nail colors
- ✗ overdone/exaggerated make-up

For full details of this policy, refer to PL-SA.DC.01 available at SMAX Portal.

Presented by: Quality Affairs

# UPCOMING EVENT



## Mobile Summer Institute of Scientific Teaching

**Date:** Aug 23<sup>rd</sup>- 26<sup>th</sup>, 2020

**Venue:** MACHS Auditorium

Early registration ends April 30, 2020

**Mohammed Al-Mana College for Medical Sciences proudly brings once more the Summer Institute on Scientific Teaching in collaboration with the University of Oregon**

The Mobile Summer Institute on Scientific Teaching (MOSI) is a must-attend multi-day workshops that introduce educators to the principles of inclusive, student-centered classrooms that engage students to learn through active learning.

**TARGET AUDIENCE: Educational professionals and graduate students** from both research and teaching-intensive institutions.

### Registration Fees

**Early Bird Rate: 1790 SAR**

**Corporate Rate** (at least 3 participants): **1790 SAR**

**Regular Rate: 1990 SAR**

### Payment Details

**Bank Account Name: Baheth for Research and Health Sciences Co.**

**Account Number: 013-284-428-010**

**IBAN Number: SA21 5000 0000 0132 8442 8010**

**For more inquiries:**

**Email: [MOSI@MACHS.edu.sa](mailto:MOSI@MACHS.edu.sa)**

**Event Link: <http://www.machs.edu.sa/Home/FillChildMenuItem?ChildId=2527&ParentId=61>**

### ACKNOWLEDGEMENT

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