



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

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**NUMBER** : 027-P-V02-18  
**TITLE** : FIELD EXPERIENCE REPORT  
**ORIGINATING DEPT** : DEANSHIP OF QUALITY MANAGEMENT  
**ORIGINAL DATE** : 26.MAR.2017  
**REVISED DATE** : MAY 2018

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### 1. STATEMENT OF PURPOSE

Identify responsible body to initiate, complete and approve the field experience report and proper submission time and pathway for this report.

### 2. APPLICABILITY

This APP applies to all field experience activities within the academic programs offered by KSAU-HS in all its regions.

### 3. RELATED REFERENCES

- 3.1. Approved Field Experience Specification
- 3.2. NCAAA Field Experience Report template
- 3.3. KSAU-HS Study and Examination Bylaws

### 4. DEFINITIONS

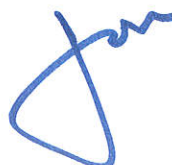
- 4.1. **DOQ** is an acronym for Deanship of Quality Management
- 4.2. **Field Experience Activity**: Field Experience encompasses fieldwork, professional or clinical placements, internships and other forms of placement learning and applied learning that are part of the academic program.

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- 4.3. **Filed experience coordinator:** Teaching staff from the institution who is responsible about coordinating of the field experience activity.
- 4.4. **Field experience stakeholders:** Students, preceptor/clinical educator, field experience coordinator, teaching staff of the institution.
- 4.5. **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences
- 4.6. **NCAAA** is an acronym for National Center for Academic Accreditation and Evaluation
- 4.7. **Program Director:** A person who is responsible for the program. He is required to lead, manage and develop the academic program to achieve the university's mission.
- 4.8. **QAAA Unit:** A Center for Quality Assurance and Academic Accreditation in each college or deanship.

## 5. POLICY

- 5.1. Field experience report must be completed by the field experience coordinator at the end of each field experience activity, using the latest NCAAA template.
- 5.2. Field experience report must be aligned with the field experience specification in order to ensure achieving field experience and program learning outcomes.
- 5.3. The field experience report must include but not limited to:
  - 5.3.1 Evaluation of the field experience activity by field experience stakeholders.
  - 5.3.2 Any modification on the criteria for selecting the field experience placement mentioned in the field experience specification.
  - 5.3.3 Progress on actions proposed for improving the field experience in previous field experience report.
  - 5.3.4 Action plan for improvement for next semester/year.
- 5.4. Input from the field experience preceptor/clinical instructor must be submitted to the field experience coordinator within 10 working days after the final exam of the respective field experience activity.
- 5.5. A copy of approved field experience report should be submitted to the Deanship of Quality within 20 working days from the end of the respective field experience activity.
- 5.6. A copy of approved field experience report should be retained in course/field experience portfolio within the respective college.
- 5.7. The QAAA Unit within the respective college should provide any needed assistance to teaching staff in preparing the field experience report.
- 5.8. The field experience coordinator should implement the action plan stated in the field experience report for next semester/year.
- 5.9. The program director or equivalent should monitor the progress on actions proposed for improving the field experience in previous field experience reports and assess its effectiveness.



5.10. In situation that the same field experience activity is offered in different sections for male and female or different campuses, the followings are needed:

5.10.1. The field experience report should be prepared for each section male and female and in different campuses.

5.10.2. A combined field experience report from different sections and from different campuses should be prepared through the field experience coordinator assigned in coordination among the program directors or equivalent in the different sections or campuses.

5.10.1. The combined field experience report should include:

- Any significant differences between the sections
- Areas of improvement in one or other sections
- Recommendations

## 6. PROCEDURE

6.1. Field experience coordinator or equivalent prepares and submits the field experience report to the program director or equivalent.

6.2. The program director or equivalent forwards the field experience report to the department council or equivalent for approval.

6.3. The program director or equivalent sends the approved field experience report to field experience coordinator to implement the action plan stated in the approved report for continuous improvement.

6.4. The quality chairperson or equivalent in the respective college sends a copy of approved field experience report to the Deanship of Quality.

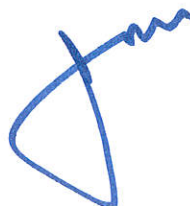
## 7. RESPONSIBILITY

7.1. College dean and program director or equivalent / department chairman

7.2. Field Experience Coordinator

7.3. The quality chairperson or equivalent in the respective college

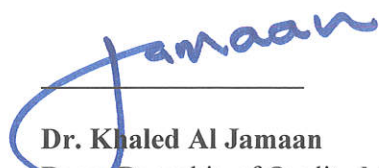
7.4. DOQ to ensure implementation of this policy



## 8. APPROVALS

PREPARED BY:

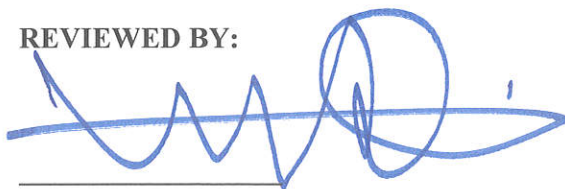
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**Dr. Khaled Al Jamaan**  
Dean, Deanship of Quality Management  
Deputy Chairman, QAAA Steering Committee  
King Saud bin Abdulaziz University for Health Sciences

Date

REVIEWED BY:

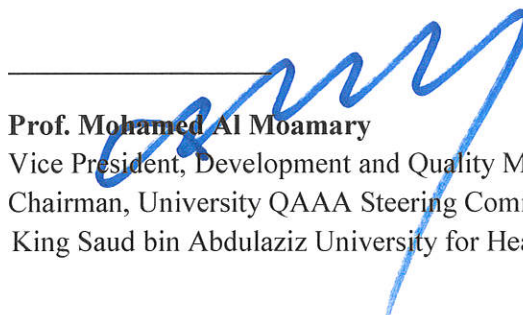


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APPROVED BY:



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14 FEB 2019

Effective Date