Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

COURSE SPECIFICATION

ORL COURSE 431

(Medical Students)

Revised March 2010

By: Course Organizer

DR. ABDDULRAHMAN AL-ESSA

Antonieta P. Adiova "tonet" Secretary

Course Specification

For Guidance on the completion of this template, please refer to of Handbook 2 Internal Quality Assurance Arrangements

Institution	King Saud University
College/Department	College of Medicine - ENT Department

A. Course Identification and General Information

1. Course title and code: ORL COURSE 431 (Medical Students)
2. Credit hours 4 hours
Theoretical - 1 hour
Clinical - 3 hours
3. Program(s) in which the course is offered.
(If general elective available in many programs indicate this rather than list programs)
MBBS
4. Name of faculty member responsible for the course
- Dr. Abdulrahman Al-Essa, Undergraduate Director
5. Level/year at which this course is offered:
4 th Year Medical Students
6. Pre-requisites for this course (if any)
Basic Science and Pre-Clinical Courses
7. Co-requisites for this course (if any)
None
8. Location if not on main campus
King Abdulaziz University Hospital

B. Objectives

- 1. Summary of the main learning outcomes for students enrolled in the course.
 - a. To know the basic ENT anatomy and physiology.
 - b. To recognize assessment and management of common ENT diseases, include ability to obtain patients' history, perform comprehensive physical and mental status assessment, interprets findings
 - c. To know how to handle common ENT emergencies.
 - d. To handle simple ENT diagnostic instruments.
 - e. To be aware of common ENT operations.
 - f. To create an interest for further post-graduate study in ENT.
 - g. Enable to acquire and practice the code of medical ethics and demonstrates good and ideal attitude towards patients and their families, with the colleagues and other Staff and Sectors
 - h. To learn not only the theoretical and clinical aspects of the course but to mold as an ideal instruments in the line of medical profession includes communication and inter-relationship with colleagues and other Staff
- 2. Briefly describe any plans for developing and improving the course that are being implemented. (eg increased use of IT or web based reference material, changes in content as a result of new research in the field)
- a. To have a Department website (www.entksu.org), where students could access all the information regarding ENT Department and ORL Course 431, including Students' schedules, Lecture, Tutorials and Clinical Activities. Also to receive students' suggestions and comments.
- b. To have an updated link pages in the KSU site for all the Teaching Staff for students to access their lectures and tutorials and any further information.
- c. To have an ADHOC Committee that gives its input regarding the ORL Course 431 and to assess the course material, recommended books and other development matters like implement of modern technology in the field of ORL specialty teaching.
- d. To benefit from the advanced audio-visual hospital network in arranging national and international lectures, meetings and workshops related to ENT students.
- e. To implement problem-based teaching when approved by the medical College.

To maintain and have more practical sessions that enable students to learn and adopt the theoretical learning into practical practice so as to have a comprehensive and intensive learning experience during the course

Bulletin or Handbook should be attached)

1 Topics to be Covered		
Topics	No of Weeks	Contact hours
Please see herewith listed below (pages 4-7)	6 weeks	15 lecture hours 30 hrs tutorial 60 hrs clinical and others

Theoretical and Practical Activities in ORL COURSE 431

ACTIVITIES	OUTLINE		
I. Theoretical Activities (page 4-7)	1. Lectures		
	 (1) Clinics: (Out-Patient Clinic (Consultants); Primary Clinics) Main objectives: - Examination for selected patients. - Assessment and planning management of ENT patients. 		
II. Practica	(2) Bed Side Teaching: Main objectives: - Clinical problem solving. - Examination of ENT patients. (3) Post and Pre-Operation Round: Main objectives:		
Activities (page 10)	Pre-operative and post-operative assessment and management of ENT patients.		
	(4) Operation Room: Main objectives: Discussion of common indications, procedures and possible complications of common ENT Surgeries. (5) Communication and Swallowing Disorders Unit: Main objectives: Observation and discussion of common speech, communication and swallowing cases and diseases. (6) Audiology Unit: Main objectives:		
	Observation and discussion of audiological investigations		

contact	TODIC DESCRIPTIONS			
HOUR	TOPIC DESCRIPTIONS			
	ORIENTATION			
1-hour	- orientation of the ORL 431course and the exams			
	- ENT history and examination(in brief)			
	Ear I			
	- anatomy physiology of the ear			
1-hour	- gross anatomy of the external, middle and inner ears			
	- nerve supply and earache(in brief)			
	- physiology of hearing and balance.(function of the Eustachian tube in brief)			
	Audiology			
1-hour	- PTA, tympanometry and impedence (speech & ABR in brief)			
	- vestibular tests in brief			
4.1	Ear II			
1-hour	 diseases of external ear and acute otitis media congenital anomalies of the external ear (in brief), (protruding ear, preauricular 			
	Sinus, microtia and atresia)			
	- wax, ear wash			
	- otitis externa (classification and management)			
	- acute otitis media (in detail) and recurrent acute otitis media			
	Ear III			
4 6	- chronic otitis media and middle ear operation			
1-hour	 classification of chronic otitis media Otitis Media Effusion, adhessive Otitis Media 			
	- Chronic suppurative otitis media - types and management			
	- ear operation in brief (myringotomy, tube, tympanoplasty and mastoidectomy)			
	Ear IV			
1-hour	- complication of acute and chronic otitis media			
	- classification(extra cranial,cranial(temporal) and intra cranial)			
	(in detail acute mastoidectomy and management)			
	Deafness			
	 conductive hearing loss (causes and management), 			
1-hour	(otosclerosis in brief)			
	- sensorineural hearing loss (congenital and acquired),			
	presbyacusis etc			
	- management of SHNL (in brief) {hearing aids and cochlear implant in brief}			
	Vertigo			
	- causes of vertigo (acute and chronic labyrinthitis, Meniere's disease,			
1-hour	vestibular neuritis, positional vertigo, etc)			
	- investigation of a dizzy patient (in short)			
4.	Facial Nerve			
1-hour	- anatomy (course and branches)			
	- causes of facial palsy (including Bell's palsy, middle ear complication,			
	traumatic and Ramsy Hunt's syndrome)			

CREDIT HOUR	TOPICS			
	Nose I			
	- anatomy and physiology of the nose and paranasal sinuses			
1 hour	- antomy of the external nose and nasal cavity, paranasal sinuses			
	(blood supply, {nerve supply} in brief)			
	- function of the nose and paranasal sinus			
	- congenital anomalies (in brief) {choanal atresia}			
4.1	Nose II			
1 hour	- acute and chronic rhinitis			
	- allergic and non-allergic rhinitis			
	- vestibular and furunculosis			
	- nasal polyps (allergic and antrochoanal) etc			
	- radiology illustration (e.g. CT scan) Nose III			
1 hour	acute and chronic sinusitis (causes, cliinical, and management)			
111001	- fungal sinusitis (in brief)			
	- complication of sinusitis (classification, management &with special attention			
	to the			
	to the orbital complications, investigation and general treatment)			
	- radiology illustration			
	Nose IV			
1-hour	- diseases of the nasal septum (DNS etc.)			
1-nour	epistaxis (causes, clinical and management)turbinate hypertrophy			
	 - turbinate hypertrophy - nasal operations(FESS, septoplasty, turbinate surgery) inshort. 			
	Pharynx I			
	- anatomy of the pharynx and deep neck spaces (retro and parapharyngeal)			
1 hour	- physiology (function of pharynx in brief)			
	- acute and chronic pharyngitis (non-specific and specifec) e.g scarlet fever,			
	infectious monoliasis, fungal, Vincent angina, diphtheria			
	- Zenker diverticulation (in brief)			
	Pharynx II			
	- adenoid and tonsil diseases.			
1 hour	 complication of pharyngeal diseases (Quinsy, para and retropharyngeal, 			
	Ludwig's angina) + Radiological illustrations)			
	adenotonsillectomy (indications, complication and management)			
	- differential diagnosis of membraneous tonsil. (in brief)			
	Larynx I - anatomy and physiology of the larynx			
1 hour	- gross anatomy , blood and nerve supply			
1 Hour	- congenital diseases of the larynx (in brief)			
	(laryngomalacia, web, subglottic stenosis, and hemangioma)			
	- benign swelling of larynx (Singer's nodule, polyps, granuloma, J. L.			
	papillomatosis)			
	Larynx II			
l	- acute and chronic laryngitis			
1 hour	- non-specific laryngitis			
	- specific laryngitis (acute epigllotitis, croup)			
	- laryngeal paralysis (unilateral and bilateral)			

contact HOUR	TOPIC DESCRIPTIONS
1-hour	Communication and Swallowing I - physiology of swallowing - swallowing disorders - GERD
1 hour	Communication and Swallowing II - voice disorder - language disorder - speech disorder
1 hour	Airway Obstruction I - causes of airway obstruction (congenital and acquired) - signs and symptoms
1 hour	Airway Obstruction II - investigation of airway obstruction - radiology illustration - medical and surgical treatment - operations (indication, procedure and complication) tracheostomy, cricothyroidectormy, intubation, choanal atresia repair etc
1 hour	Head and Neck I - A) Neck masses introduction, anatomy, diagnosis, differential diagnosis, some examples - B) Thyroid anatomy, thyroid nodule evaluation, thyroid cancer surgery and complications
1 hour	Head and Neck II - A) Salivary glands
1 hour	Head and Neck III - A) Tumour of pharynx Nasopharyngeal carcinoma Oro & hypopharyngeal carcinoma - B) Tumour of larynx Introduction laryngeal papillomatosis carcinoma larynx

contact HOUR	TOPIC DESCRIPTIONS
1-hour	Trauma and Foreign Body I - trauma to the auricle (laceration and hematoma) - traumatic perforation of tympanic membrane - F.B. ear - fracture temporal bone - trauma to the nose, fracture nasal bone - septal hematoma - septal perforation - F.B. nose - blow-out fracture - all with (radiological illustrations)
1-hour	Trauma and Foreign Body II - F.B. pharynx and esophagus - perforation of esophagus - trauma to larynx (in brief) - F.B. tracheo-bronchial tree - Radiological illustration

2 Course components (total contact hours per semester):			
Lecture: 15 hours (Refer to page 4-7)	Tutorial: Discussions during all the activities.	Each Group/Sub-group 5 days a week, 6 hours per day, For 2 weeks. (page 10)	Other:

$Lecture\ Schedule\ (Sample\ Programme-Male)$

DAY/DATE(DMY)	TIME	SUBJECT	LECTURER
SAT	11:00 - 12:00 nn	ORIENTATION	DR. ESSA
	1:00 - 2:00 pm	Ear I	PROF. YOUSRY

	2:10 - 3:10 pm	Audiology	DR. OSAMA
MON	8:00 - 9:00 am	Ear II	PROF. MUHAIMEED
	9:15 - 10:15 am	Ear III	DR. HAGR
	10:30 - 11:30 am	Ear IV	DR. SANOSI
	1:00 - 2:00 pm	Deafness	DR. HAGR
	2:10 - 3:10 pm	Vertigo	DR. SANOSI
	8:00 - 9:00 am	Facial Nerve	PROF. YOUSRY
TUE	9:15 - 10:15 am	Nose I	PROF. BAFAQEEH
	10:30 - 11:30 pm	Nose II	
	1:00 - 2:00 pm	Nose III	DR. DOUSARY
	2:00 - 3:00 pm	Nose IV	DR.DOUSARY

DAY/DATE (DMY)	TIME	SUBJECT	LECTURER
SAT	8:00 - 9:00 am	Pharynx I	
	9:15 - 10:15 am	Pharynx II	DR. ESSA
	10:30 - 11:30 am	Larynx I	DR. SANOSI

	8:00 - 9:00 am	Larynx II	DR. HAGR	
MON	9:15 - 10:15 am	Comm. & Swallowing I	DR. MALKI	
	10:30 - 11:30 am	Comm. & Swallowing II		
	1:00 - 2:00 pm	Airway Obstruction I	PROF. AMMAR	
	2:10 - 3:10 pm	Airway Obstruction II		
TUE	8:00 - 9:00 am	Head & Neck I		
	9:15 - 10:15 am	Head & Neck II	DR. AL- QAHTANI	
	10:30 - 11:30 am	Head & Neck III		
	1:00 - 2:00 pm	Trauma & Foreign Body I	PROF. MUHAIMEED	
	2:10 - 3:10 pm	Trauma & Foreign Body II	DR. ARFAJ	

Clinical Activities Schedules

			MORNING							AFTERNOON									
DAY	DA	TE		CLIN	IIC	BST	Pre- OP	OR	CS DU	AUDI O	C	LINIC	;	BST	PRE -OP	O R	CS DU	AUDIO	GROUP S
	Н	G	1	2	3						1	2	3						
SAT	06-03-31	20-02-10																	
SUN	07-03-31	21-02-10				L													1st
MON	08-03-31	22-02-10				Е													Week
TUE	09-03-31	23-02-10				С													
WED	10-03-31	24-02-10				Т													
SAT	13-03-31	27-02-10				U													
SUN	14-03-31	28-02-10				R													2nd

MON	15-03-31	01-03-10				E													Week
TUE	16-03-31	02-03-10				S													
WED	17-03-31	03-03-10																	
SAT	20-03-31	06-03-10	С	D	Е	F		Α		В	Α	D	С		Е	В		F	
SUN	21-03-31	07-03-10	В	Ε		D		С	F	Α	Е	F		С	В	D	Α		GROUP I
MON	22-03-31	08-03-10	F	С	В	Α		Е	D		С	D	F	В		F			3rd
TUE	23-03-31	09-03-10			F	E	D			С				Α					Week
WED	24-03-31	10-03-10	D	F	Α			В	С	Е	В	С			F	Α	Е	D	
SAT	27-03-31	13-03-10	С	D	Е	F		Α		В	Α	D	С		Е	В		F	
SUN	286-03-31	14-03-10	В	Е		D		С	F	Α	Е	F		С	В	D	Α		GROUP II
			F									D /							
MON	29-03-31	15-03-10	_	С	В	Α		Е	D		С	· E	Α	В		F			4th
TUE	30-03-31	16-03-10			F	Е	D			С				Α					Week
WED	01-04-31	17-03-10	D	F	Α			В	C	Е	В	C			F	Α	Е	D	
SAT	04-03-31	20-03-10	Α	Ε	С	В		D		F	В		D		Α	С			GROUP I
SUN	05-04-31	21-03-10	Е	Α	В	C		F	D		В	Α	D	F	С	Е			5th
MON	06-04-31	22-03-10	В	F	Α	E		С		D	Е	В		D		F	С	Α	WEEK
TUE	07-04-31	23-03-10	<u>E</u>	<u>X</u>	<u>A</u>	<u>M</u>	-	М	С	Q									GROUP II
		<u>After</u>			Е	В	С							F					
WED	08-04-31	24-03-10	Α	Е	С			D	В		В	Е	F		A/D	С			5th week
SAT	11-04-31	27-03-10	В	Α	D	Е		F			F	Α	В		С	Е			GROUP II
SUN	12-04-31	28-03-10																	6th week
MON	13-04-31	29-03-10																	
TUE	14-04-31	30-03-10	<u>E</u>	<u>X</u>	<u>A</u>	M	-	os	CE										
WED	15-04-31	31-03-10																	

Legend: Clinic - Clinic 1 and 2 in Outpatient Clinic; Clinic 3 in PHC

BST (Bed Side Teaching)—6A Ward for Male Students;6B Ward for Females, Assembly Venue

Pre op & Post-op (Post and Pre-Operation) 6A Ward for Male Students;

6B Ward for Females Assembly Venue **OR** (Operation Room)

CSDU (Communication and Swallowing Disorders Unit)

Audio (Audiology Unit)

2. Additional private study/learning hours expected for students per week. (This should be an average: for the semester not a specific requirement in each week)

Encouraging students to attend the Department's weekly Clinical Meeting and Group Activity, and its other scientific activities include courses, symposiums, workshops and conference.

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

- (i) Description of the knowledge to be acquired
- a. Describe the basic anatomy and physiology of the ear, nose, paranasal sinuses, pharynx, larynx and trachea.
- b. List different causes and describe the pathology, the clinical picture and treatment of various diseases of the ear, nose and throat affecting the children and adults.
- c. Determine the appropriate diagnostic tools and therapeutic lines for the most important ENT disorders including applicable recent modalities.
- d. Describe different emergencies of the ear, nose and throat.
- e. Identify simple ENT diagnostic instruments.
- f. Describe principles of various ENT simple operations.
- (ii) Teaching Strategies to be used to develop that knowledge
 - a. Didactic lectures
 - b. Clinical and practical activities.
- (iii) Methods of assessment of knowledge acquired
 - a. Feedback and discussion during lectures, tutorials and clinical activities (Formal evalution)
 - b. Continuous Assessment Examination (Multiple Choice Questions).
 - c. Objective Structures Clinical Examination (OSCE).

b. Cognitive Skills

- (i) Description of cognitive skills to be developed
 - a. Plan important ENT investigation (laboratory test).
 - b. Integrate the data obtained from the symptoms. signs and investigations he/she collected into a meaningful diagnosis and construct appropriate management strategies.

- c. Explain different treatment strategies provided for common ENT emergencies.
- (ii) Teaching strategies to be used to develop these cognitive skills
 - a. Lectures
 - **b.** Clinical Activities Attendance in:
 - 1. Operating Room.
 - 2. Bed Side Teachings.
 - 3. Clinics (ENT and primary care).
 - 4. Pre and Post-Operative Rounds.
 - 5. Audiology Unit.
 - 6. Communication and Swallowing Disorders Unit.
 - 7. Others e.g., group activity, seminars, course etc....
- (iii) Methods of assessment of students cognitive skills
 - a. Feedback and discussion during lectures and clinical activities (Formal evaluation)
 - b. Continuous Assessment Examination (Multiple Choice Questions).
 - c. Objective Structures Clinical Examination (OSCE).
- c. Interpersonal Skills and Responsibility
- (i) Description of the interpersonal skills and capacity to carry responsibility to be developed
 - a. Work constructively in a group, cooperating with their student group leaders.
 - b. Use means to find new information data or technique analysis, for the best utilization of their lectures and tutorials
 - c. Be able to report to their colleagues a comprehensive information about patients in an oral and written manner
 - d. Design in certain situations, together with other specialties as appropriate treatment plan thus initiating the value of teamwork and compliance to work through systems
 - e. Communicate properly and ethically with the patients in a serious and respectable manner to have relevant date to their complaints
 - f. Counsel the patients and their families about different management strategies and methods of prevention of their illness and suggest to them a suitable rehabilitation to the possible handicaps they could develop in an emphatic manner respecting their dignity
- (ii) Teaching strategies to be used to develop these skills and abilities

Active participation in the discussion and feedback during the lectures, tutorial and practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

(iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility

Feedback during the lectures, tutorial and practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

- d. Communication, Information Technology and Numerical Skills
- (i) Description of the skills to be developed in this domain.
 - 1. Use modes of modern communication
 - 2. Access all the information of the scientific activities posted in the Department's website e.g. seminars, courses and conference
 - 3. Communicate in English language
- (ii) Teaching strategies to be used to develop these skills

Discussion and feedback during the lectures, tutorial and practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

(iii) Methods of assessment of students numerical and communication skills

Discussion and feedback during the lectures, tutorial and practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

- e. Psychomotor Skills and Profession Skills (if applicable)
- (i) Description of the psychomotor skills to be developed and the level of performance required
 - 1. Obtain proper history from patients with ENT Head and Neck problems. Students should be familiar with patient's expressions dominant in our Locality
 - 2. Correctly handle and use the simple diagnostic instruments e.g the head mirror, nasal speculum, aural speculum.. etc.
 - 3. Practice a correct and comprehensive ENT Head and Neck examination
 - 4. Ellicit different simple bedside tests
 - 5. Request for a specific investigation for a particular disease.
- (ii) Teaching strategies to be used to develop these skills

Training and observation during practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

(iii) Methods of assessment of students psychomotor skills

Assessment and observation during practical activities (Operating Room, Bed Side Teachings, Clinic, Pre and Post-Operative Rounds, Audiology Unit, and Communication and Swallowing Disorders Unit).

5. Schedule of Assessment Tasks for Students During the Semester								
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment					
1	MCQ	5 th week	40 %					
2	OSCE	6 th week	60 %					

D. Student Support

6. Arrangements for availability of faculty for individual student consultations and academic advice. (include amount of time faculty are available each week)

The Undergraduate Director and/or Course Organizer is available 2 sessions per week for any students' inquiry or comments.

All teaching staff of the Department are available during their office hours for any inquiry and support for the students.

The Undergraduate Unit and its Secretary are available daily during working hours for any inquiry and support for the students.

E Learning Resources

- 1. Required Text(s)
- a. Ear, Nose and Throat (Latest Edition)
 - By: W. Becker (published by Thieme).
- b. Lecture Notes of Diseases of Ear, Nose and Throat (Latest Edition)
 - By: P. Bull (published by Blackwell Science).
- 2. Essential References
 - a. Otorhinolaryngology Head and Neck Surgery, by Cummings
 - b. Scott Brown's Diseases of Ear, Nose and Throat, by Allan Kerr
- 3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)
 - a. Saudi ORL Society Journal.
 - b. The Laryngoscope.
 - c. Annals of Otology, Rhinology, and Laryngology.

- 4-. Electronic Materials. Web Sites etc
 - a. Department's internet website (www.entksu.org)
 - b. Department's Teaching Staff personal websites on University site.
 - c. University and KAUH Library.
 - d. Continuing Medical Education Unit of the ENT Department.
- 5- Other learning material such as computer-based programs/CD, professional standards/regulations

CD's and materials prepared by seminar, workshops and conferences conducted by ENT department, which are available in the Continuing Medical Education Unit of ENT Department.

Website of all the ENT Teaching Staff are available and open to all including the Students where portion of the information encoded are related to the Student's affairs / about their lectures and even samples of the examinations both for the continuous assessment and final examination mainly for students' guide and reference.

F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)

- 1. Accommodation (Lecture rooms, laboratories, etc.)
 - a. 2 Lecture halls for males (80 seats each) in Building 4
 - b. 1 Main Auditorium for females (88 seats) in Building 1
 - c. 2 Treatment Rooms in each ward (Ward 6A and 6B).
 - d. 4-room in OR (Room 1,2,3,& 7)
 - e. 8 ENT Consultants clinics and 2 ENT primary care clinics (males and females
 - f. 2-Class rooms for the Bed Side Teachings and Clinical activities in 6A and 6B
- 2. Computing resources

All lectures are presented using computers with their amenities, projectors and Laptops and visual aids will be available if required.

- 3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list)
 - a. Communication and Swallowing Disorders Unit in Building 5,
 - b. Audiology Unit in Building 5

G Course Evaluation and Improvement Processes

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching

Evaluations and Questionnaire regarding:

- . Lectures (at the end of every lecture/tutorial)
- . Course as a whole (at the end of the course).

- 2. Other Strategies for evaluation of teaching by the Instructor or the Department
 - a. Discussion and feedback during lectures, tutorials and clinical activities.
 - b. A personal interviews.
 - c. Random visit to the on-going lectures.
 - d. Cumulative comments and/or assessment by the colleagues for a specific Staff.
- 3 Processes for Improvement of Teaching
 - a) Arranging lecture/tutorials for the Teaching Staff to improve their teaching abilities.
 - b) Encouraging teaching staff to attend workshops on medical education.
 - c) To have an External Evaluator.
- 4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)

Random check marks.

- 5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.
 - a. To form an ADHOC Committee to discuss certain matters in relation to the improvement of the Undergraduates.
 - b. To have an External Evaluator
 - c. To continually have the Students' survey and questionnaire for its review

List of Teaching Staff

Undergraduate Administrative Staff

TASK	DOCTOR'S NAMES
Approving Body for the Final Marks	Department Board Chaired by Dr. Ahmed Al-Arfaj
Undergraduate Unit (Medical and Dental Courses)	Dr. Abdulrahman Al-Essa, Director
Examination Committee (Continuous Assessment and Final Examinations)	Prof. Yousry El-Sayed Dr. Abdulrahman Al-Essa Dr. Fatima Al-Anazy

Staff of the Department

NAME OF STAFF	ACADEMIC TITLE / POSTION
DR. AHMED. AL-ARFAJ	Chairman, Associate Professor /
DR. AHMED. AL-ARFAJ	Consultant
PROF. MOHAMMED ATTALLAH	Professor / Consultant
PROF. YOUSRY EL-SAYED	Professor / Consultant
PROF. HAMAD AL-MUHAIMEED	Professor / Consultant
PROF. SAMEER BAFAQEEH	Professor / Consultant
PROF. AHMED AL AMMAR	Professor / Consultant
PROF. KHALID AL-MAZROU	Professor / Consultant
DR. SURAYIE AL-DOUSARY	Associate Professor / Consultant
DR. ABDULRAHMAN HAGR	Associate Professor / Consultant
DR. FATIMA AL-ANAZY	Associate Professor / Consultant
DR. SALEH AL-DHAHRI	Asst. Professor / Consultant
DR. ABDULRAHMAN AL-ESSA	Asst. Professor / Consultant
DR. ABDULRAHMAN ALSANOSI	Asst. Professor / Consultant
DR. MANAL AL-BUKHARI	Asst. Professor / Consultant
DR. KHALID AL-QAHTANI	Asst. Professor / Consultant
DR. MASOODA ASHRAF	Consultant
DR. MOHAMMED AL-OULAH	Registrar
DR. OSAMA SABER	Registrar
DR. MOHAMMED GAAFAR	Registrar
DR. WAFIQ RAMADAN	Registrar
DR. FARRUKH MEHMOOD	Registrar
DR. HASHEM ABDULWAHEED	Registrar
DR. YASIN SUBHAN	Registrar
DR. NIZAR HAMED	rotartsnomeD
DR. ABDULAZIZ AL-SHAHWAN	rotartsnomeD
DR. ALI SAUD	rotartsnomeD
DR. MOHAMMED JOMAH	rotartsnomeD
DR. FIDA MOHAWAS	rotartsnomeD
DR. MANAL BIN MANAEI	rotartsnomeD
OTHERS FOR	
SCHOLARSHIP GRANT OVERSEAS	
Dr. Mohammed Al-Essa	rotartsnomeD
Dr. Sami Al-Harethy	rotartsnomeD
Dr. Farid Al-Zahrani	rotartsnomeD
Dr. Abdulmajed Zakzouk	rotartsnomeD
Dr. Badi Al-Dousary	rotartsnomeD
Dr. Saud Al-Romiah	rotartsnomeD
Dr. Saad Al-Saleh	rotartsnomeD
Dr. Salman Al Habib	rotartsnomeD

B) COMMUNICATION AND SWALLOWING DISORDERS UNIT (CSDU)

NAME OF STAFF	ACADEMIC TITLE / POSTION
DR. KHALID AL-MALKI	Deputy Chairman /Supervisor, Asst
	Professor/Consultant
DR. MOHAMMED AL	Asst Professor / Consultant
FARAHAT	
DR. SABAH MOHAMMED	Phoniatrician / Consultant
DR. TAMER MUSALAM	Consultant
MR. TALAL AL-ZURGI	Specialist, Speech – language pathologist
DR. ABDULFATAH	IQ test, psychometry
MS. TAHANI	Speech Language Pathogist
MS. SARA AL-HAMID	Speech Language Pathogist
MS. AYNA AL-MASAD	Speech Language Pathogist
MS. HANAN AL-ZAHRANI	Speech Language Pathogist
MR. NAZMI AL RASHIDI	IQ test, psychometry

$C) \quad \textbf{AUDIOLOGY AND BALANCE DISORDERS UNIT} \quad \textbf{(ABDU)}$

NAME OF STAFF	ACADEMIC TITLE / POSTION
Dr. Abdullah AlShaya	Supervisor
Dr. Deena Almana	Audologist
Dr. Osama Hamed	Audologist
Ms. Eba'a Shubair	Audologist
Ms. Meshael Al-Fayez	Audologist
Ms. Amani Al-Gumari	Audologist
Dr. Arwa Al-Eid	Audologist