



Najran University

Faculty of Medicine

Development and Quality Unit

5th Standard Committee (Faculty staff)



The mechanism of the orientation program to the new collaborators

1. The faculty staff committee will set up the training orientation program for new collaborators in coordination with the specialty to which the collaborator belongs and the training committee.
2. There is an orientation program coordinator for the boys' section; also, there is a coordinator for the girls' section.
3. The orientation program is carried out at the beginning of each semester for new collaborators during the year.
4. The coordinator of each section will list new members and collaborators, collect their data, and resumes, and prepare a file for each one.
5. The co-sponsors of the program (The specialty to which the collaborator belongs, Academic Guide, Quality Supervisor, Registrar, Assessment and measurement Committee, Facilities, Equipment and Learning Resources committee) will be contacted well in advance.
6. Participants are notified to attend the program in advance.
7. Following the implementation of the orientation program, the satisfaction of the target members is measured, and proposals are made.

Dr. Eisa Gazwani

Chairman of the Faculty Staff Members Committee



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The mechanism of the orientation program to Collaborators

Collaborators' Data						
Appointment/ contract date	Specialization	Section	Degree	Nationality	Name	N
						1
						2

An enlightening meeting was held for the members to provide a detailed explanation of each of the following:

Achievement	Program
	Welcoming word
	Head department's Speech /Coordinator department's Speech
	About College
	Introducing the head of the department and his authorities and the members of the department
	Vision, mission, and goals of the college
	Regulatory structure
	Administrative structure
	Official working hours
Open a file	
	Open a file for the member
	Fill out the form
	Contract and job offer
	Certificates

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	Biography
	Classification, Academic title.
	Financial benefits and allowances
	Submit the attendance to work
Control and tests:	
	A mechanism for delivery of test result
	A mechanism for delivery of tests
	Test guides
	Theoretical and practical test cover model
	Test schedules and coordination of observations
	The mechanism of destroying previous tests
	A mechanism for saving, printing and delivering tests
	Detailed analysis of the tests' result
	Regulations of assessment and measurement examination committee
Academic guidance	
	Member's guide to guidance
	Academic guidance models
	Academic guidance reports
Librarian:	
	Library
	Digital Library Usage Guide
	submit the needs of books for a required speciality
	E-learning
Quality Unit:	
	Unit models
	Teaching methods
Security and Safety Committee:	
	Emergency exits
	- Emergency numbers
	- Dealing with emergencies
	Evacuation plan
	-Print the teaching schedule
	-Print the desk table according to the standard form
	- Receiving and handing over the Covenant
	- Generalization of electrical connections



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Your suggestions and feedback on the orientation program

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Members participating in the presentation of the orientation program

Signature	Description	Name	N
			1
			2
			3
			4
			5

orientation program:

Time	Date	The day	N
			1
			2
			3

Signature of Collaborators :

Signature	Name	N
		1
		2
		3