



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences



Cardiac Technology Department Faculty Handbook

2022- 2023



| 2023 - 2022

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WELCOME MESSAGE

MESSAGE FROM THE HEAD OF CT DEPARTMENT

Welcome to Imam Abdulrahman bin Faisal University and congratulations on your acceptance to join the Department of Cardiac Technology!

The start of a new academic career is challenging, but exciting and rewarding at the same time. As you prepare to start your new role, this booklet will provide you with the resources and information that will assist you during this journey.

I look forward to welcoming you in person with all the best in your new academic career journey with us!

Dr Lamia Al Saikhan, PhD, FEACVI, RCS, AFHEA, MiSKF

Assistant Professor of Cardiovascular Medicine

Chairperson of the Department of Cardiac Technology

College of Applied Medical Sciences

Imam Abdulrahman bin Faisal University

AN OVERVIEW OF THE KINGDOM OF SAUDI ARABIA

REGIME

The constitution of KSA is the Holy-Quran and noble Sunnah. All of legislative regimes are extracted from these two resources. KSA regime is a royal regime. The council of ministers with the king represents the executive and legislative authority for the state. The Shurah council shows opinion in what concerns the state general policies that are passed to it from the council of ministers.

CURRENCY

The main unit for KSA currency is the Saudi Riyal; it is covered by gold and could be transferred to foreign currencies. It equals 100 Halalas. The categories of KSA currency are:

- **Paper currency:** 5 Riyals, 10 Riyals, 20 Riyals, 50 Riyals, 100 Riyals, 200 Riyals, 500 Riyals.
- **Coins:** one Riyal, 50 halalas, 25 halalas, 10 halalas, 5 halalas.
- American Dollars is equivalent to 3.75 SR.

In case of purchasing, payment can be made in three methods:

- Cash – where we find banks distributed points of ATM on main roads, markets, and commercial malls to facilitate that.
- Credit cards – especially in big malls besides many commercial establishments, restaurants, and hotels.
- Cheque – this is a rarely used method, many local sellers dislike it.

CALENDER

KSA depends in its official history on Hijri calendar belonging to the migration (Hijra) of the of the messenger (peace and mercy of Allah be upon him) from Makkah to the Enlightened Town (Almadina Almunawarah). Hijri lunar year is 354 days divided into 12 months.

OFFICIAL HOLIDAYS

- Weekends: Fridays and Saturdays
- Eid Al Fitr holiday
- Eid Al Adha holiday
- National Day on the 23rd of September
- Foundation Day

EDUCATION

There are five basic educational stages in KSA. KSA is full of several educational institutions in all the five stages. Education in governmental schools is free for all citizens and residents' expatriates. There are also private schools. It is also mentioned that English and computer subjects were accredited at primary stage. In KSA, there are many international schools that teach all curricula in English language.

KSA MAIN CITIES

- Riyadh: (the capital) west of Arabian Gulf coast 350km.
- Makkah: Muslims' the holiest place and their Qibla.
- Al-Medina Al-nabawya: Muslims' second holy place.
- Jeddah: the commercial capital, it is an important port, and it is considered as the main gate for the pilgrims of the red Seacoast.

EASTERN PROVINCE

The Eastern Province is the largest province of KSA by area. The province's capital is the city of Dammam, which hosts most of the region's population and its seat of government. The Eastern province is the third most populous province in Saudi Arabia, after Makkah and Riyadh. In Eastern province are located the most important centers in the world for the production and refining of petroleum.

There are 3 public universities in the Eastern province: Imam Abdulrahman Bin Faisal University, King Faisal University, and King Fahad University for Petroleum and Minerals. Cities of Eastern province: Dammam, Khobar and Dhahran are very well connected with a modern and efficient network of roads.

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Imam Abdulrahman Bin Faisal University opened its doors to women and men in 1975 with two pioneering colleges, the College of Medicine, and the College of Architecture. Almost four decades later this academic institution has grown into a leading research university with 21 colleges spread throughout the Eastern province and a student population of over 45,000.

As a preeminent research-based institution, Imam Abdulrahman Bin Faisal University continues to grow and develop, continually assessing and improving its curricula and expanding its academic capabilities in all disciplines, while at the same time engaging the public in addressing environmental and community challenges.

VISION

A leading university achieving distinction nationally, regionally, and internationally.

MISSION

Providing creative knowledge, research, and professional services with effective community partnerships.

VALUES

Loyalty, Excellence, Teamwork, Transparency, Diversity, Creativity and Social Responsibility.

THE UNIVERSITY SYSTEM OF STUDY

The university accredits the system of semester where the academic year is divided into three semesters, there might be a semester in summer, but it is counted as half of the main semester. Graduation requirements for the academic degree award are divided to levels according to the study plan of each college.

Study courses are divided into levels. For each specialization, each level has its designated study units according to the appointed study plan of each college. To know the study plan for each specialization, the student refers to the academic supervisor who appoints the study units that the student will register for each semester and to ensure that the student has finished their requirements before.

Students who did not fail would be registered for the level courses gradually beginning by the lower levels according to the accredited study plan. Students who failed in the study would be registered for the courses in what guarantee for them the lower level of academic load in each semester conditionally to the following points:

- Avoiding incongruity of the study timetable.
- Avoiding any existing previous requirements.
- Student is not allowed to take any of the next levels courses just for completion of the study load.

ALLOWANCES AND CONCESSIONS

Education expenses of Faculty members' children: the university sponsors the expenses of teaching staff members' children for the contractors among non-native Arabic language speakers and children of the contractors among Arabs who study at non-Arabic schools and are not good in Arabic language to the extent that enables them to continue their governmental study according to the following conditions:

1. They did not find any opportunity in a governmental school.
2. Child age should not be less than 6 years old or more than 18 years old.
3. Their education should be inside KSA as there are no expenses for those whom their education is outside of KSA.
4. Paid children's number should not exceed four children and expenses should not exceed 24000SR per year.

| School stage | Allocated sum |
|-----------------------|------------------|
| 1 st child | Maximum 10000 SR |
| 2 nd child | Maximum 7500 SR |
| 3 rd child | Maximum 5000 SR |
| 4 th child | Maximum 2500 SR |

SALARIES ALLOWANCES

Teaching staff members and their counterparts among Saudi will receive monthly salaries in addition to some other allowances according to the scientific grade in what accords with the state payroll system.

Teaching staff members and their counterparts among non-Saudi will receive monthly salaries in addition to some other allowances according to the signed contract.

TEACHING STAFF MEMBERS' REGULATIONS

Teaching staff members and their counterparts perform 40 hours weekly in teaching, scientific research, orientation, and other works designated by the competent authorities of the university. The maximum shares for teaching staff members and their counterparts are as below:

- **Professor:** 10 study units
- **Associate professor:** 12 study units
- **Assistant professor:** 14 study units
- **Lecturer:** 16 study units
- **Teaching assistant:** 16 study units
- **Language teacher:** 18 study units

1. Contract duration starts from the day of his/her departure home to workplace in KSA in shorter route, the duration should not exceed three days from departure date to start of work embarking and should not be before the time designated by the university, or from the day the contractor starts to embark work according to the university instructions if he/she was resident in the place of the job and contract signing.

2. After the approval of the university to upgrade the teaching staff member grade which was awarded to him/her from out the university from a scientific grade to a higher grade , he/she could be given salary start of the upgraded grade when renewal, if his/her salary before upgrading was equal or increases from the salary start of the upgraded grade , he / she would be given the salary that is above his/her previous grade salary directly with the annual allowance from the grade he/she was upgraded to. For those who are upgraded by the university, they could be given the salary that is above his/her previous grade salary directly with the annual allowance from the grade he/she was upgraded to when renewal.
3. Experiences years could be counted for faculty members, language teachers, lecturers, and teaching assistants in case the experience was in the specialization field and after having the scientific qualification due to which the contract was signed by counting one year for each two years for purposes of employment as could be counted for purposes of scientific upgrading in a decision from the academic board according to the recommendation of the intended college council.
4. The university ensures for the contractor and his family four air tickets including the contractor himself/herself either they might travel with the contractor or individually for purposes residency according to what is mentioned below:
 - Once coming from home to KSA in the beginning of contract unless he/she is resident in KSA at time of the contract.
 - A round ticket from KSA to his /her home annually during contracting when approval of the normal vacation, so are those who were contracted internally and spent two years after the contracting, unless he/she is resident in KSA when contracting.
 - When the contractor departs eventually from KSA to home in case of contract termination except those who were resident in KSA when contracting and their service is less than two

years, or those who changed their Iqama sponsorship to any other destination inside KSA according to the instructions regularize that.

5. If either the woman or her Muhram attendant is contracted to a governmental entity, the housing allowance will be paid from the entity that pays the tickets. The attendant will lose his/her right of return tickets to home when changing the sponsorship to a non-governmental entity.
6. Tickets mentioned above will be first class if the contractor is an associate professor or economy class in case of lower grades. The contractor could change his/her air tickets from KSA to his home with tickets to another country according to limits of Saudi airlines, but the university affords not any additional costs.
7. The university avail housing for the contractor or pays him housing allowance annually according to payroll system. This allowance could be prepaid in the beginning of the contract and the beginning of each year of the renewal years, and it is also paid for in ratio for whom contract is less than one year, and in case of contract with a woman and her Muhram attendant, it will be paid for the one of the higher allowances. This provision is valid if one of them is contracted with another governmental or non-governmental entity. No housing allowance for the contracted woman who is married for a Saudi man resident in KSA.
8. Unless the university uses furnished housing, the new contractor among teaching staff members and their counterparts will receive 50% of the housing allowance as furniture allowance at the beginning of the contract. It is paid once along the contract duration.
 - In case of contracting with a woman and her Muhram attendant, no double furniture allowance will be paid but for the one of higher allowance.
 - Muhram contractor or woman contractor of a Muhram attendant deserves no furniture allowance if one of them works to the university or any other governmental entity.

- If the contractor worked for any governmental entity or was an attendant Muhram for a woman or even vice versa, he/she deserves no furniture allowance unless he/she had left KSA before two years and hadn't had as such allowance from the previous entity.
 - If the contract was less than one year, furniture allowance will be received in a ratio for the remaining duration and the rest would be received when renewal for another duration which should not be with less than one year.
9. When the contractor completes two years under service of the university, he/she deserves the benefits of end of service counted as half-salary for each year. If the faculty member, lecturer, assistant teacher and technicians and their counterparts complete five years, he/she deserves the benefits of end of service counted as one month per each year, one hundred Riyal as maximum or what he/she deserves according to the previous regulation. A much more sum of the two options would be delivered to the contractor.
10. It would be counted according to the last salary received by the contractor, these benefits are not due until these years are continuous, other contractors receive bonus of end of service counted as half-salary for each year without exceeding 50,000 SR as maximum or what he/she deserves according to the previous regulation, the much more sum of the two options would be delivered to the contractor. It is considered under the provision of those who completed two years, those who spent 22 months as is considered under the provision of those who completed two years, and those who completed 58 months. End of service benefits could be subject to increase by 100% as maximum according to the recommendation of the college council, the competent entity beside university council support, and higher education council approval but the benefits must not exceed the maximum rates mentioned in this article.

11. The contractor and his/her family members benefit from the general medical services available in KSA during the contract duration. The university council has the right to decide further than that in case of urgent necessity.
12. The contractor deserves an annual leave paid in its beginning beside the weekends and the two Eids vacation. The annual leave is (60) days for teaching staff members and their counterparts, and (45) for non-teaching staff. It could be for part of the year according to the situation, the contractor who started working for one month is considered eligible to full annual leave, the university council has the right to amend the annual leave period due to academic calendar requirements. The annual leave could be less than designated according to an agreement between the two parties, and the university has the right to limit the beginning and end of the leave; it is not deserved on duration of secondment, exceptional vacation, and absence.
13. The university could approve an urgent leave, but its summation should not exceed ten days per year with full salary to be deducted from the annual leave, but the contractor here does not deserve air tickets.

DUTIES AND RESPONSIBILITIES

1. For unmentioned in this regulation, the contractor would succumb to the duties and responsibilities of the university regulations as succumb to provisions of civil service and its executive regulations for unmentioned in the university regulations.
2. In relevant to committed job mistakes during service, the contractor would succumb to Saudi disciplinary rules of the university and its regulation texts.

3. The contractor commits to follow the systems, regulations, and instructions of KSA. The contractor with his/her family members must respect the Saudi traditions and customs and avoid interfering in religion and politics.

ABROGATION, RENEWAL AND TERMINATION

1. The university has the right to abrogate the contract in case the contractor did not embark his/her work within (15) days from the time designated by the university.
2. The contract renewal will be automatically unless one of the two parties informs the other of its written interest to terminate the contract before two months at least.
3. The contract would be terminated in the following cases:
 - In case the contractor got the Saudi nationality.
 - Acceptance of the contractor resignation.
 - Insisting on resignation though the university rejection.
 - Absence from work for continuous 15 days or separate 30 days without an acceptable reason if the university wanted to terminate the contract and the contractor would be considered here under the provision of the insisting to abrogate the contract.

IAU ACCOUNT

You can contact Mr. Ahmed Al-Ali to create your AIU account Phone: 013-3331203.

IAU CARD

You can obtain your IAU card by contacting:

For faculty women members: Building 300 (On the old campus).

For faculty men members: Building 50 (On the old campus).

E-SERVICE PORTAL

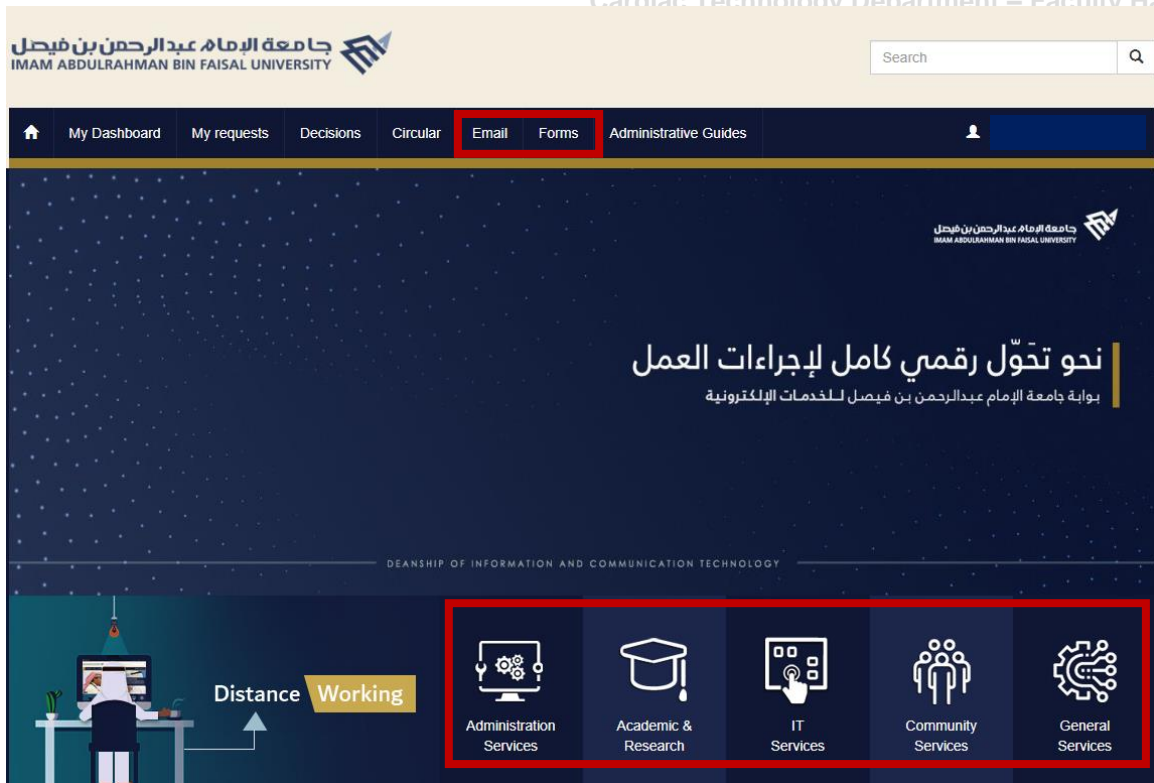
E-Services provided by Imam Abdulrahman bin Faisal University can be found at the IAU website.

From IAU website: www.iau.edu.sa, Click E-services.

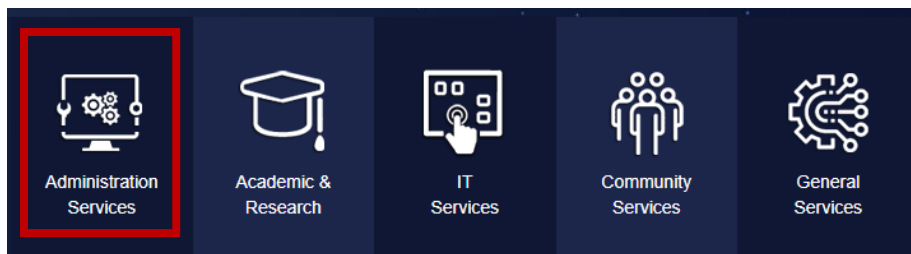


Enter user ID and Password

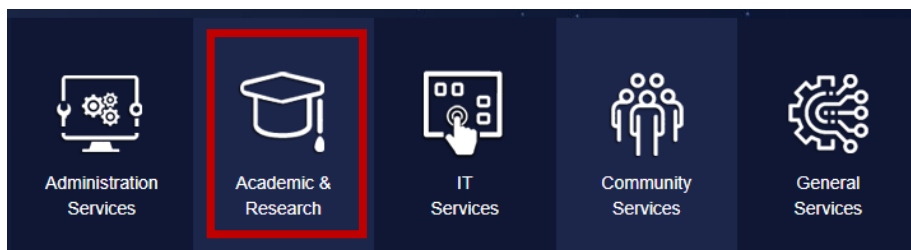
A screenshot of the IAU sign-in page. The page features the university's logo and name at the top. Below the logo, there is a "Sign in" heading. Underneath, there are two input fields: one for the email address (with the placeholder "someone@example.com") and one for the password. A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are links for "Forgot or Change Password" and "Add or Update alternative login method".



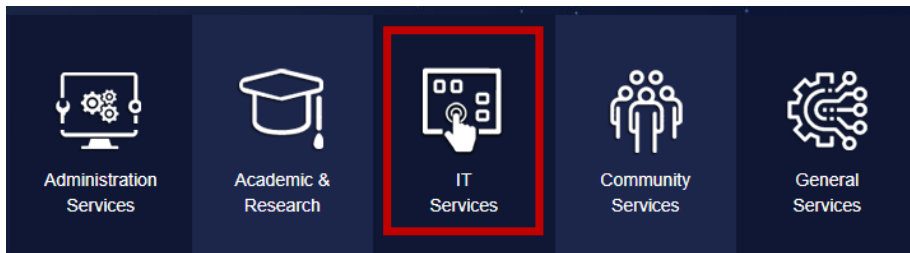
From this window you can access the Administrative Services, Academic and Research Services, IT Services, your IAU E-mail and all the Required Forms.



From this window, you can view your salary, print salary certificate for visa or any other purposes.

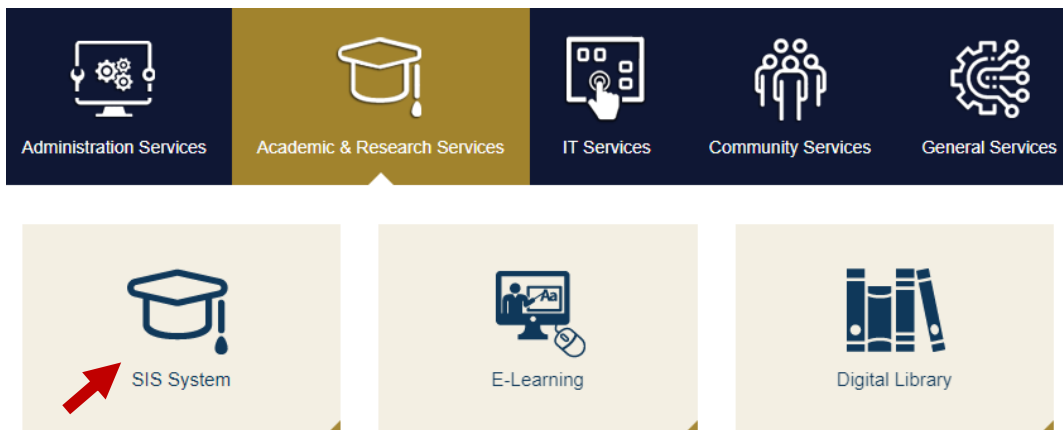


From this window, you can access the SIS system (people soft), E-learning (Blackboard), the Digital Library and you can follow-up on your Research Projects or Scholarship request through Scholarship System.



From this window you can contact the Help Desk, update your Personal and Job information and Find the Telephone Directory for all IAU employees.

SIS SYSTEM



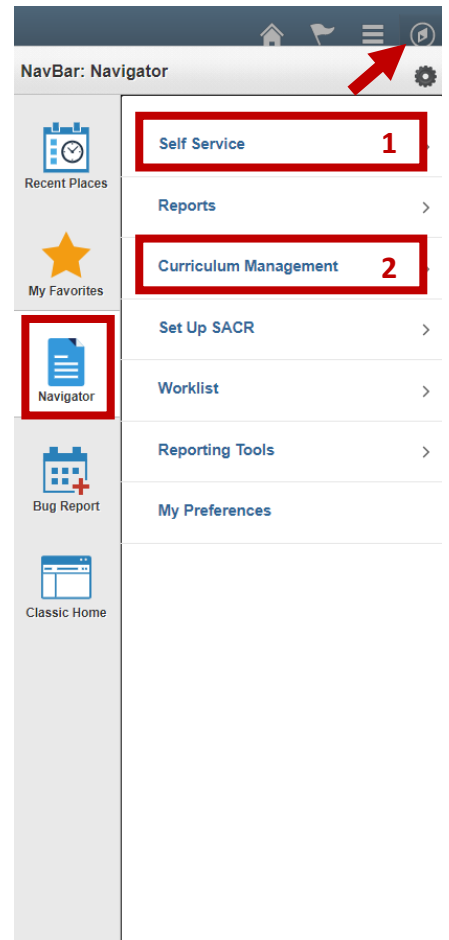
Enter your user ID and Password



Any enquires regarding SIS system please contact the administrator officer:
Syed Ashiqllahi (E-mail: sashig@uod.edu.sa, Ext. 31249).

1. From this window you can view your Schedule, Class Roster, and Grade Roaster.
2. From this window you can create and view Attendance Roster.
3. Click Curriculum Management - Attendance Roaster, then choose Attendance Roaster by Class.
4. Enter the following information:
 - **Academic Institution:** UODMM
 - **Term:** 2221
 - **Subject Area:** CTECH

Note: After entering the above information, click Save Search Criteria button so that it will be saved and no need to repeat it every time.



Attendance Roster by Class 4

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution begins with

Term begins with

Subject Area begins with

Catalog Nbr begins with

Academic Career =

Applied Institution begins with

Session =

Class Nbr =

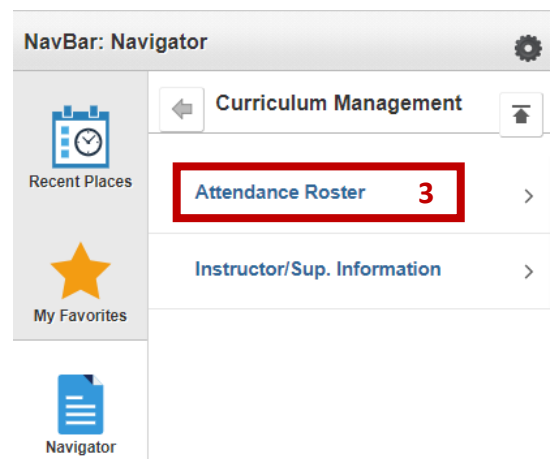
Class Section begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Case Sensitive



COLLEGE OF APPLIED MEDICAL SCIENCES

The College of Applied Medical Sciences (CAMS) was established to keep abreast with the developments in the field of medical care and to qualify specialists in the field of applied medical sciences to provide support and health care services for the community. CAMS has a variety of academic programs that meet the needs of the society, preparing qualified technical professionals in the fields of curative, preventive, and rehabilitative medicine to keep pace with the rapid developments in diagnosis, treatment techniques and scientific research. The College of Applied Medical Sciences includes seven departments.

1. The Clinical Laboratory Sciences (CLS) Department plays a critical role in diagnostic procedures and medical research.
2. The Respiratory Care (RC) Department meets the increasing demand for Respiratory Therapists.
3. The Physical Therapy (PT) Department promotes human health, the prevention of disability and rehabilitation of patients.
4. The Radiological Sciences (RS) Department trains specialists in radiation technology to work in hospitals and other specialized medical centers.
5. The Cardiac Technology (CT) Department focuses on the diagnosis and management of patients with cardiac and vascular disease.
6. The Clinical Nutrition (CN) Department promotes nutrition care process in medical sitting and improve community nutrition.
7. The Emergency medical services (EMS) Department plays a vital role in the pre-hospital phase of emergency medical services.

THE CARDIAC TECHNOLOGY DEPARTMENT

The Cardiac Technology program offers students a strong foundation in clinical, teaching, research, and management domains through four years of full-time study. After completion of all required courses the students must spend one year (12 months) in training and practicing Cardiac Technology skills and knowledge in a form of rounds in approved hospital wards and outpatient clinics, under joint academic supervision of the Department of Cardiac Technology in the College of Applied Medical Sciences and administrative supervision of the staff members in the hospitals.

VISION

A leading program of academic excellence for cardiac technology education and research nationally and internationally.

MISSION

Graduate cardiac technologists who are competent in evidence-based knowledge and practice, innovative research skills, and effective community service compatible with the best ethical values of the profession.

VALUES

- Excellence
- Loyalty
- Teamwork
- Initiative
- Responsibility
- Transparency
- Creativity

PROGRAM GOALS

- Provide quality education, and continuously improve learning standards with the best clinical experience.
- Graduate qualified cardiac technologists of national and international standards to fulfil labor markets' needs.
- Promote scientific research in the field of cardiac technology.
- Maintain effective community service and partnership.

CONTRACTING PROCEDURES, IQAMA, DUTIES, AND RESPONSIBILITIES

Dear Contractor,

Upon your arrival at King Fahd International Airport, a representative from the University will be waiting to pick you up from the airport to a temporary residence, which is either a hotel or furnished apartment in the city of Dammam. The permitted length of stay is five days. After your arrival to the temporary residence and taking a period of rest after traveling, the next morning you are expected to go to the university, building number 10 where there is a set of procedures that you are required to do to facilitate the hiring process and payment of allowances.

Do not forget to bring the original of the following documents:

- Your own degrees and teaching certificates and other similar documents.
- Birth certificates, self, spouse, children as appropriate.
- Marriage certificate, essential if your spouse and/or dependents do not accompany you when you first come to the Kingdom and you wish to have visas issued for them later.
- For children enrollment in school in the KSA, a certified record of vaccinations is necessary. For most institutions, the WHO Vaccination Certificate is usually sufficient and sometimes required. If possible, you should contact the school in which you are thinking of enrolling your child prior to leaving your home country to determine what documents will be required.
- ID photos for yourself and your family.

CONTRACTING PROCEDURES

On the first day, you are expected to go to the Deanship of faculty and personnel at the university in the building 10 second floor to do the following:

1. Receive the contracting forms.
2. Submit the original copies of your own degrees and teaching certificates and other similar documents.
3. Submit the contracting forms after filling them.
4. Receive special medical examination forms necessary to extract the residence permit.
5. Identify the necessary rules and regulations regarding renting a house, buying a car, etc.

SIGNING THE CONTRACT

After the submission of your required papers and forms, and within one week, please contact the Deanship of faculty and personnel affairs to make sure that the contract is ready for signature.

- After receiving the medical examination forms, you need to go to King Fahd Hospital to perform the required laboratory investigations. The results will be ready within one to two weeks.
- After receiving the results of investigations, you need to contact the faculty services department on the first floor of Building 10 to take with you: (Results of examination and laboratory investigations, 3 photos, 500 SR).

POST CONTRACTING PROCEDURE

After signing the contract and obtaining the iqama, you should submit an application for an IAU ID card from Faculty and Personnel Affairs (Building 10, 2ed floor), as well as a username and password.

IQAMA

The iqama is the Saudi residence permit (or ID card). You need it to obtain a driving license, buy a car, cash a check, etc. It must be carried when you are off campus. Police might not accept photocopies. Legally, it must be obtained within three months of arrival in the Kingdom. It is usually obtained within a month of arrival.

1. The Iqama currently costs SR500, and you must pay for it yourself. Be sure to bring enough funds from home to cover this cost. Bring
 - a. 3 photos for each passport holder.
 - b. 3 copies of a group photo of your spouse and accompanying children (under 18).
 - c. Passports.
 - d. Take the money to the passport office, 2ed floor, Building 10.
2. Arrivals from Asian countries must present a cholera vaccination certificate. Those coming from African countries may be asked to repeat the blood tests required for an entry visa.

RENEWAL

The Iqama is valid for one year (Hijri calendar) and then you must pay for renewal. Officially, it can be renewed up to two months in advance of the expiry date – 3 months in an emergency. Wife/ Husband and children must be present in the Kingdom for the renewal of a family iqama. Take the money with you and one photo for each passport holder to the passport office. Renewal takes about 10 days.

POTENTIAL ISSUES WITH YOUR IQAMA

Loss:

- a. Report loss to passport office.
- b. Place notice advertising the loss in a newspaper, cost SR150.
- c. Pay fine: SR1000.
- d. Pay SR100-300 for replacement, depending on validity.

Replacement takes 6 to 8 weeks.

Make sure the entire family is in the country at the renewal time. If your wife/husband and children are out of the country when your iqama expires, they will not be included on the new iqama. Thus, the re-entry portion of their visas will be invalid, and a new entry visa must be obtained prior to returning to the Kingdom. Contact the University for Assistance.

The family of the contract holder includes:

1. The wife or husband, or guardian of the female contract holder.
2. Those supported by the contract holder, namely: (Sons under eighteen, Unmarried daughters, Parents, Brothers under the age of eighteen, Unmarried sisters).

DUTIES AND RESPONSIBILITIES

1. The contract holder is subject to the duties and responsibilities laid down in the Charter of the university and for issues not addressed by the Charter, the rules and regulations of the National Employment Charter will be followed.
2. In cases of misconduct, the contract holder is subject to the disciplinary code applicable to Saudi university staff and to the terms of the charter.
3. The contract holder is bound by present and future laws, rules and regulations implemented in the Kingdom, and the employee and his other dependents will respect the customs and traditions of the Kingdom, particularly regarding the non-violation of religious morals and non-interference in politics.
4. The university may void the contract without any obligation if the contract holder does not assume his duties within fifteen days from the date specified upon contracting.
5. The contract is self-renewing, unless either of the contracting parties notifies the other in writing of the desire not to renew it at least two months before the expiry of the current contract. For more information visit the following:

- **Imam Abdulrahman Bin Faisal University website:**

<https://www.iau.edu.sa/en/administration/deanships/deanship-of-faculty-and-personnel-affairs/regulations-and-manuals>

- **Ministry of Civil Service website:**

<https://www.mcs.gov.sa/Pages/default.aspx>. Then go to the rules and regulation panel.

- **Contact Information:**

VACATIONS

In addition to official end of the week holidays and Eid holidays, a faculty member is entitled to 60 days annual leave with full salary payable at the start of leave. All other employees are entitled to 45 days.

1. For contract holders who have worked for less than one year, the leave is proportional to the period worked. This is applicable to contract holders who commence work within one month of the usual start date of the start of the university contracts. The University Council may defer the time of the annual leave or bring it forward to meet the needs of the academic calendar. Leave may be less than that prescribed, subject to written agreement between the two parties. The university has the right to determine the start and end of leave periods. The periods of exceptional leave, or absence from the university, are not counted towards the entitled leave.
2. In cases of necessity, and upon the request of the contract holder and recommendation of his department, and subject to approval by the University President, the contract holder's leave may be split into two periods at most, provided that neither period is less than one third of the leave due, and that the contract holder uses up one of the two periods within the year of his leave entitlement.
3. To meet work exigencies, the President of the university may defer the contract holder's annual leave by no more than six months from the start of the contract holder's succeeding year.
4. The President of the university may shift the weekly off-days (the weekend) to meet work requirements.

5. The President of the university may cancel all the contract holder's annual leave or part thereof with recompense, with the contract holder's agreement except in cases of extreme urgency.
6. Compensation for the cancelled leave period shall be based upon the contract holder's salary in the year in which he earned the leave. If the contract holder works for the whole vacation period, he is not entitled to an airline ticket.
7. The contract holder may be granted emergency leave not exceeding ten days annually on full pay. The number of days of emergency leave taken will be deducted from the annual leave allocation. The contract holder is not entitled to a ticket when taking emergency leave.
8. The contract holder may be granted exceptional unpaid leave not exceeding one semester without termination of the contract. The contract holder is not entitled to any benefits during this period of exceptional leave.
9. If a contract holder cannot fulfill his duties due to ill health, he is entitled to one month's leave on full pay which can be extended to two additional months on half pay. The contract holder is not entitled to this if he becomes ill outside the Kingdom. This leave is not transferrable to the succeeding year. If the illness is due to or caused by his work, the contract holder is entitled to double the amount of leave mentioned above.
10. Confirmation of the sickness and the period of sick leave follow the rules of the Saudi employees.
11. The female contract holder is entitled to forty-five days maternity leave. On the death of her husband, a female contract holder is entitled to confinement leave (one month for non-Muslims).
12. The contract holder may, within the same year, combine more than one form of leave for which he is eligible, provided there is proper statutory entitlement.
13. Travelling: In preparation for the summer, Fill out the appropriate form in Faculty Affairs two months prior to the end of the semester. Make sure you indicate "Travel by Land" in the form,

and you must request your exit/reentry visas 1 to 2 months prior to departure (in the Passport Office, Building10, 2ed Floor).

For more information visit the following:

- Imam Abdulrahman bin Faisal University website:

<https://www.iau.edu.sa/en/administration/deanships/deanship-of-faculty-and-personnel-affairs/regulations-and-manuals>

- Ministry of Civil Service website:

<https://www.mcs.gov.sa/Pages/default.aspx>. Then go to the rules and regulation panel.

GENERAL INFORMATION ABOUT THE FACILITIES

OUTSIDE IAU CAMPUS

Banking

Saudi Arabia has a mainly cash economy, with scarcely any use of cheques, but with the usual ATM (cash machines), Bank cards, etc. Salaries are paid direct to a bank account so opening an account is an essential operation. An account can be opened at any bank once you have your Iqama. To open the bank account, you will need:

1. Copy of Iqama
2. Identical copy of passport
3. Letter from the University
4. Salary

Al Ahli Bank has a branch inside the IAU Campus. It offers most banking services: checking and savings accounts (due to Islamic law there is no interest but there can be dividend payments), telex transfers, bank drafts, traveler's checks, and credit card applications. There are many other banks to choose from.

Shopping

At the beginning of every year there is a booklet of promotional list to specific shopping centers, hotels and private clinics sent to the Dean of applied medical sciences. In addition to that promotional email sent to the faculty through the university email. For more information visit:

Bargaining

In independent shops try bargaining. You may find the price gets cheaper as you get nearer the door! If you are there early in the morning, try for a “First Customer” special discount.

Kitchenware

The kitchens of Faculty accommodation are provided with only basic equipment. The cheapest place to buy kitchen equipment is the “Ten Riyal Stores”. There are hardware stores all over the place. There is a big hardware and household goods store, Saco, on Pepsi Road just east of Abdulaziz Blvd. It has a wide variety of patio, electrical, and hardware supplies.

Public Beaches

There are many miles of public beaches in the eastern province. The city of Al Khobar is upgrading its beachfront to include playground equipment. The beaches are well used, especially on weekends. At Half Moon Bay, about a half hour drive away, there are playgrounds, picnic shelters, fast-food stands, toilets, and an amusement park. At most of these beaches, you can drive almost to the water’s edge. At more remote places, a four wheel-drive vehicle may be required.

INSIDE IAU CAMPUS

Health Insurance

Insurance is obligatory in KSA. As government employees, UOD faculty and staff and their families are eligible for free medical treatment at King Fahd Hospital of the University.

Family and Community Medicine Center of the University: Provided essential health care services for university employees and their families and students. These services include: (Basic immunizations for children, Maternity care, Child health, Women's Health, Care, and rehabilitation of people with special needs, Early detection of diseases) Follow up and treatment of chronic illnesses (diabetes, Hypertension, Lipid Disorders, cardiovascular diseases, asthma, osteoporosis, mental illnesses, and others).

Dental Services: The College of Dentistry has been providing up-to-date dental care provided by the College's faculty, dental residents, and dental students. dental services, including Oral health screenings, Restorative dentistry, Prosthodontics, Pediatric dentistry, Dental care for patients with special needs, Endodontics, Oral surgery, Orthodontics and Periodontics.

Housing

The University will provide the contract holders with accommodation or pay their annual housing allowance according to the salary scheduled in Appendix 2. The university is allowed to make this payment at the beginning of each annual contract. For those whose contract period is less than one year, this payment will be proportioned. For any female contract holder whose guardian is also employed by the university, only the higher housing allowance will be paid regardless of where the guardian is employed

(government or private). No housing allowance is payable to female contract holders married to a Saudi national.

* If the university has not provided furnished accommodation for the new contract holder, he is entitled when on the first-time contract with the university to a furnishing allowance of 50% of the annual housing allowance.

Imam Abdulrahman Bin Faisal University Beach

The University has a private beach area on a sizeable dune fringed inlet of the Arabian Gulf, known as Half Moon Bay. Facilities for faculty and staff members and their families include a family swimming beach, changing rooms with showers and toilets and shaded picnic areas (some with tables, benches, and barbecue grills. Please contact the recreation center at the IAU to know the Beach hours because they occasionally change especially during the month of Ramadan and the Eid holidays following Ramadan and Hajj. The beach facility is the responsibility of the Director of the Recreation Centre. For more information, please visit building No. 65 (2nd floor).

PLACES TO VISIT

DAMMAM

King Abdulaziz Center for World Culture (ITHRA)

Ithra is an all-purpose culture destination. We have created an environment for transformative experiences to unlock the power of potential through mastery in arts, science, literature, and innovation. Our facilities include an idea lab, library, theater, museum, energy exhibit, art gallery, children’s museum, and a knowledge tower housed under one roof to provide visitors with an immersive and transformative experience. The Center itself is an iconic landmark building, which reflects its purpose as a beacon for knowledge to illuminate, inspire and catalyze the potential of the Kingdom’s vast talent pool.

HALF MOON BAY

One of the most idyllic beaches in Dammam, Half Moon Bay is a favorite among the residents and is popular for its clear blue water and clean white sand. The name “Half Moon” arises from the bay’s characteristic half-moon shape. Located off the shores of the bay is an artificial reef, which was constructed for diving explorations.

AL MARJAN ISLAND

Extending from the Corniche, Al Marjan Island is a small man-made island connected to the Dammam pier by a bridge. It is a perfect spot for fishing and boat rides and is regularly visited by residents and tourists alike.

AL AHSA (AL HOFUF)

Al Qarah Mountain

The Al Qarah Mountain is rated as the top attraction in Al Hofuf by many tourists. The beautiful golden sands are sure to mesmerize you while the date trees tower tall upon you. It is regarded as a geomorphic attraction by many. It is a place with scenic views of mystifying sedimentary rocks, with developed pavements to reach to the different viewing points. Also, one of the pavements leads to an impressive cave, which is lit with a beautiful lighting scheme. On your way to all this, you see a lot of monuments describing Muslim mythology and folklore, some scientific monuments are also at display.

Qaisariah Souq

Souq is a traditional market in the middle east. Qaisariah Souq is in the heart of Al-Hasa and dates to almost three-hundred years. One of the oldest markets in the city. On your visit to Al-Hasa, you can glimpse into the history and know more about the culture and economy of this town. There are small traditional shops which sell many things from spices, incense, perfumes as well as clothes. Consider visiting this Souq as you can buy a lovely souvenir from it.

King Abdullah Environmental Park

Located in the southern part of Al Hofuf, King Abdullah Environmental Park is one of the best amusement options in this region. The fountains here along with the man-made lake are one of the biggest highlights of this park. There is also a football stadium and a museum inside this park. There is a lot to see in this park and you can have a lot of fun with your family and kids.

Jawatha Park

Built in the village of Kailabiyah, it's green oasis & the site of the Jawatha Mosque. Built at the time of the Bani Abdulqai tribe, which lived there before and early in the Islamic period and is where Friday prayer was first performed by prophet Mohammed for only the second time outside of Medina. There is a lot to see in this park and you can have a lot of fun with your family and kids.

Qasr Ibrahim

This well-preserved fort in Hofuf is almost entirely of Turkish construction and the first fort on this site was built in 1688-89. The mosque inside was built circa 1566. However, the present fort dates from the beginning of the 19th century, and a Turkish garrison occupied it until 1913. A permit must be obtained to visit the fort.

ALKHOBAR

Scitech Technology Center

The Scitech Technology Center, officially known as the Sultan Bin Abdul-Aziz Science and Technology Center, is an exciting and educational place to visit with family when in Al Khobar. Located on the Corniche, the educational center consists of seven main halls which house over 350 exhibits related to science and technology. The exhibits are presented in an interactive style making it interesting for both kids and adults.

ALQATIF

Dalia Hydroponics Farm

Hydroponics Farm in al Qatif is open on Saturday only from 9:30 to 11:30 & in the afternoon from 3-6 pm.

You can pick and buy whatever fruits and vegetables you want (strawberries, tomatoes, cucumbers, lettuce, etc.). It is an enjoyable experience for both adults and children.

APPENDICES

APPENDIX (1)

List of Health Care Facilities in the Eastern Province

| Name | Address and Telephone |
|--------------------------|--|
| AI Mana General Hospital | Khobar 31932; phone 03-898-7000, 03-864-2330; fax 03-898-0694; outpatient clinic: Saturday through Thursday 800 am to 1200 noon & 400 to 800 pm; 24-hour emergency service. |
| AI Mana General Hospital | Dammam 31451; phone 03- 826- 2111, 03-826-2253; fax 03-827-4747; outpatient clinic: Saturday through Thursday 800 am to 12:00 noon & 400 to 800 pm; 24- hour emergency service. |
| AI Mouasat Hospital | Dammam 31411; phone 03- 820-0000; fax 03-820-3436; telex: 801287 MOWASAT SJ; outpatient clinic Saturday through Thursday 800 am to 1200 noon & 400 to 800 pm; 24-hour emergency service. |
| AI Salama Hospital | Khobar 31952; phone 03- 864-1232, 03-864- 1011; fax 03-864-1417; telex: 870128 SALAMA SJ; outpatient clinic: Saturday through Thursday 800 am to 1200 noon & 400 to 800 pm; 24-hour emergency service. |
| Astoon Hospital | Khobar 31952; phone 03- 857-0024/857- 7100/857- 8892; fax 03-857-6808; outpatient clinic: Saturday through Thursday 8:00 am to 12:00 noon & 400 to 830 pm; 24-hour emergency service. |
| Dr. Fakhry Hospital | Khobar 31952; phone 03- 895-4960, 03-864- 1960; fax 03-864-1107; telex 870126 FKH SJ; outpatient clinic: Saturday through Wednesday 800 am to 12:00 noon & 400 to 800 pm; 24-hour emergency. |

| | |
|--|---|
| Medical & Diagnostic Treatment Center | Khobar 31952; phone 03- 891-1887, 03-891-3075; fax 03-891-2134; outpatient clinic: Saturday through Thursday 800 am to 12:00 noon and 400 to 830 pm. |
| Mohammad Dossary Hospital | Khobar 31952; phone 03- 894- 6040/03-894-5524; fax 895-0735; outpatient clinic: Saturday through Wednesday 800 am to 12:00 noon & 400 to 800 pm; 24-hour emergency service. |
| Royal Commission Hospital | Jubail 31961; phone 03- 346- 4000; fax 03-346-7041; outpatient clinic: Saturday to Tuesday 730 am to 1200 noon & 300 to 830 pm; Wednesday 100 to 400 pm; 24-hour emergency service. |

There are also many governmental hospitals such as:

| Name | Address and Telephone |
|--|--|
| Dammam Central Hospital | Dammam, 31196 Tel: 966-3-815-5661 Fax: 966-3-843-3016 |
| King Fahd University of Petroleum & Minerals Medical Center | Dhahran, 31261 Tel: 966-3- 860-3333 |
| King Fahad Hospital | Al Hofuf Tel: 966-3-575- 5700 |
| King Fahad Teaching Hospital | Al Khobar, Tel: 966-3-896- 6666 |
| King Fahd Military Medical Complex (KFMMC) | Dhahran, 31932 Tel: 966-8440000 Fax: 966-8440000 Ext. 4594 |
| Maternity & Children Hospital | Dammam, Tel: 966-3-842- 2828/842-6666 |
| Qatif Central hospital | Qatif, Tel: 966-836-1000 |

APPENDIX (2)**Employment Post**

| Employment post | Final Monthly Scale | Years of experience increment | Last monthly scale | Transportation allowance | Housing Allowance |
|---------------------|---------------------|-------------------------------|--------------------|--------------------------|-------------------|
| Professor | 9100 | 500 | 13600 | 600 | 25000 |
| Associate Professor | 7250 | 450 | 11300 | 600 | 25000 |
| Assistant Professor | 5600 | 400 | 9200 | 600 | 25000 |
| Language Teacher | 4080 | 350 | 6880 | 500 | 17000 |
| Lecturer | 3400 | 350 | 6550 | 500 | 18000 |
| Demonstrator | 2700 | 300 | 5400 | 500 | 14000 |

APPENDIX (3)**List of Schools**

| School | Phone | City |
|--|---------|----------|
| British International School | 8825425 | Alkhobar |
| Al Hussan Schools and Institutes | 8587566 | Alkhobar |
| International Schools Group, Dhahran Academy | 3300555 | Dhahran |
| Dhahran Ahliyya Schools (DAS) | 8915151 | Dhahran |
| International Indian School Dammam (IISD) | - | Dammam |
| Creative Academy | - | Dammam |

APPENDIX (4)**List of Banks**

| Bank Name | Telephone |
|-----------------------|------------------|
| Al Rajhi Bank | 8001241222 |
| Al Jazira Bank | 9200006666 |
| Arab National Bank | 800 124 4141 |
| Riyad Bank | 920002470 |
| Samba Bank | 800 124-1010 |
| Saudi Cairo Bank | 894 6956 |
| Saudi French Bank | 920000576 |
| Alawwal Bank | 894 6878 |
| Al Ahli Bank | 920001000 |
| Saudi Investment Bank | 800 124 8000 |
| Sab Bank | 920007222 |

APPENDIX (5)**List of shopping malls**

| Mall | City |
|-----------------------|-------------|
| Marina Mall | Dammam |
| Al Othaim Mall | Dammam |
| Dareen Mall | Dammam |
| Al Waha Downtown Mall | Dammam |
| Mall of Dhahran | Dhahran |
| Al Rashid Mall | Khobar |
| Venecia Mall | Khobar |

For detailed program information, please contact CT chair.

Dr Lamia Al Saikhan

Chairperson of Cardiac Technology Department

College of Applied Medical Sciences

Phone: 013-3331358

Email: lkalsaikhan@iau.edu.sa

Building: 55



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية العلوم الطبية التطبيقية
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