



# **BYLAWS**

## **School of Pharmacy**

### **The University of Jordan**

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## Preamble

The purpose of these bylaws is to assist in the orderly conduct and governance of the professional and graduate affairs of the School of Pharmacy - The University of Jordan (UoJ); to facilitate the performance of School duties and obligations; and to protect the rights and privileges of the School in accordance with the policies, rules, and regulations of the University of Jordan. The intent of these bylaws is to assure close and harmonious collegial relationships among the School, student body, appointed staff, and the administration of the School toward the accomplishment of common goals and objectives.

### A. Organization Name

The name of the organization is School of Pharmacy - The University of Jordan, hereinafter referred to as the School.

### B. Vision and Mission

The School strongly supports the UoJ mission, vision, and values.

#### Vision and Mission of the University of Jordan

*Vision: A University that is global, smart, and excelling in research, in innovation and in cultural enlightenment.*

*Mission: Providing students with fulfilling learning experiences, conducting knowledge-generating research, and building firm societal ties, within an environment that is attractive and financially stable, and conducive to creativity, innovation, and entrepreneurship.*

(<http://www.ju.edu.jo/Lists/Strategy/Strategy.aspx>)

#### Vision and Mission of the School of Pharmacy

**Vision:** A Pharmacy School excelling in teaching, research, and innovation and advancing in global standing

**Mission:** Providing pharmacy students with fulfilling learning experiences, conducting knowledge-producing research, and building firm societal ties, within an environment conducive to creativity, making efficient use of resources and forging fruitful partnerships.

**\*Note:** Text in *Italic fonts* is extracted from either of the University of Jordan (UoJ) Law, the UoJ Rules and Regulations, the UoJ website or the School webpage, and the links or quotations are provided accordingly.

## **C. School Membership, Tracks, and Voting Eligibility**

### **Membership**

#### **School Tracks**

*Academic staff at the School shall be appointed to one of the following tracks:*

- Professor
- Associate Professor
- Assistant Professor
- Lecturer\*
- Lecturer Assistant

(Article (23) Law No. (20), 2009 (1))

**\*Lecturers:** Article (6) Law No. (58), 2015 The Faculty System of the University of Jordan and its amendments (1) Issued under Article 36 (a) of the Jordanian Universities Law No. (20), 2009.

**(Full Time Lecturers:** Article (3) Instructions for Assigning Full-Time Lecturers at the University of Jordan Issued by the Board of Deans by Decision No. (424/2016) dated 12/5/2016 on the basis of Article (29) of the Faculty System at the University of Jordan No. 58 of 2015).

**Part-Time Lecturers:** Article (3) Instructions for Assigning Part-Time Lecturers at the University of Jordan Issued by the Board of Deans by Decision No. (425/2016) dated 12/5/2016 on the basis of Article (31 / A) of the Faculty System at the University of Jordan No. 58 of 2015).

### **Voting Eligibility**

The voting membership of the School shall consist of all those holding only full time appointments at the rank of Lecturer and above. Part-time, adjunct and visiting academic staff may attend and participate in School meetings but without a vote.

## **D. Governance and Organization**

The School is an independent unit within The UoJ. Nonetheless, The School operates under the umbrella of The University laws and regulations concerning all aspects related to: academic and supportive staff, students, degree granting, scientific research and financial affairs. The School consists of three departments: The Department of Pharmaceutical Sciences, the Department of

Pharmaceutics and Pharmaceutical Technology, and the Department of Biopharmaceutics and Clinical Pharmacy. The three departments perform within the goals and objectives of The School to deliver its mission and vision.

*The Dean of the School shall be appointed by a decision of the Board of Trustees upon the recommendation of the President for a period of two years, renewable for one time, provided that he has completed his professorship and ends his term by the end of his term of appointment or resignation.*

(Law No (18) for the year 2018(1), Article (17) Code of the Jordanian Universities Law.

The Dean shall have the discretion to delegate specific administrative responsibilities to academic and teaching staff members, who may be appointed as, but not limited to, Vice Deans and Assistant Deans. The Dean, Vice Deans, Assistant Deans, and Heads of Departments are the School administrators. The Vice Deans, Assistant Deans, and Heads of Departments all report to the Dean. Each of the administrators has a delineated line of jurisdiction, duties, and responsibilities as detailed in their respective job descriptions in The University of Jordan Handbook of Laws and Regulations. The Dean is the Chief Executive and Academic officer of The School.

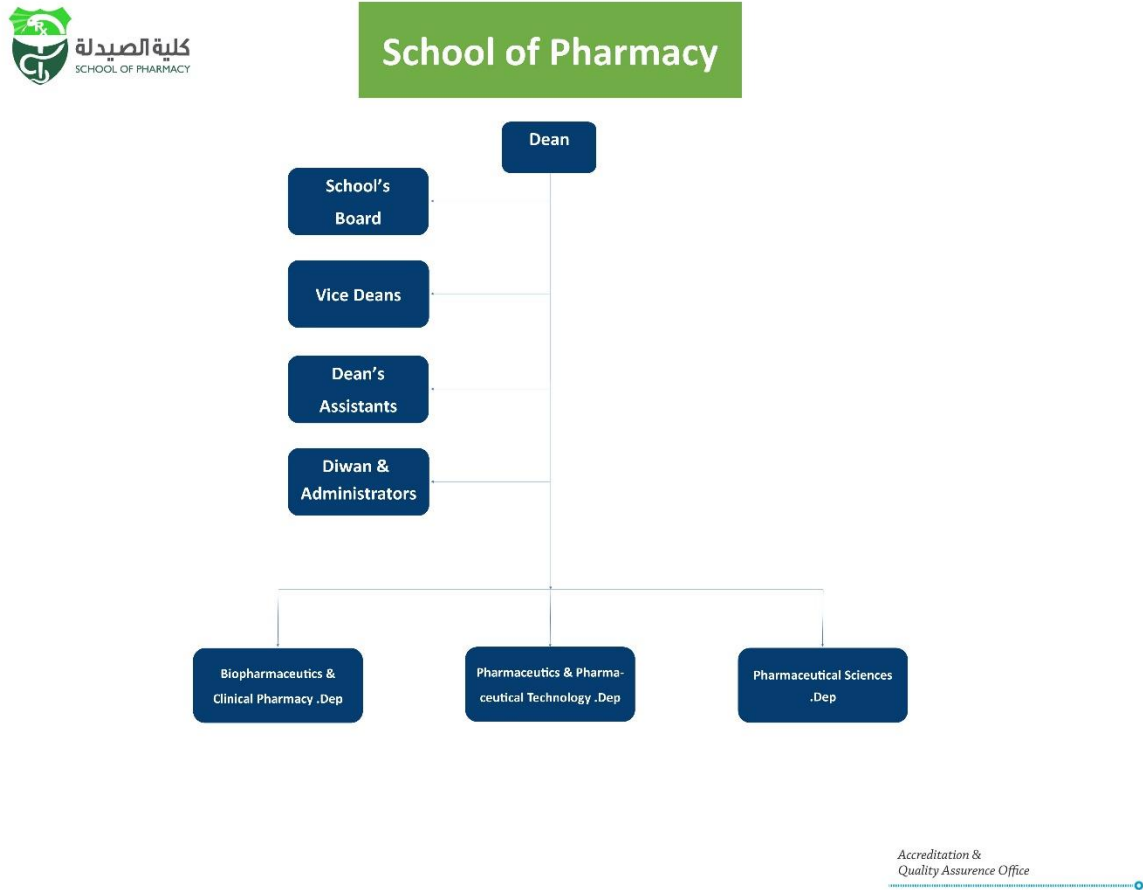
Heads of Departments are responsible for the operation of their respective Department and enhancements of research and scholarly activities. Each academic staff shall be a member of one Department and reports directly to the Head of that Department.

(Law No (18) for the year 2018(1), Article (20) Code of the Jordanian Universities Law.

Figure 1 shows the School Organization Chart.



Figure 1. The School Organization Chart.



## **E. Academic Staff Duties and Authorities**

Code of Conduct for Faculty Members at the University of Jordan

Issued by the Council of Deans by virtue of its Resolution No. (1627/2018) dated 12/24/2018

According to Article (16/b/12) of the Jordanian Universities Law No. (18) of 2018

(Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>) Article( 5):

*The duties of a faculty member include - without limitation - the following :*

- a. Taking the oath of faculty in front of the President before starting work at the University.*
- b. Actively performing his job duties and tasks entrusted to him with honesty, integrity, accuracy, professionalism and impartiality, and working to serve the University's goals and objectives and achieve its interests.*
- c. Being familiar with the laws, regulations and instructions that govern the work of the University and their application objectively and without any transgression or negligence.*
- d. Devoting official working hours to the tasks and duties of his job, and not doing any activity that contradicts the mission and goals of the University.*
- e. Constantly striving to improve his performance, develop his professional capabilities, review the latest developments in his field of specialization, and submit proposals that would improve*
- f. Refraining from .the level of performance in the academic department to which he belongs any practices or actions that violate morals and good behavior.*
- g. Refraining from offending the religious beliefs or political opinions of others inside or outside the University, or inciting such abuse.*
- h. Strengthening the links between the University, other universities, institutions, bodies and other scientific institutes locally, regionally and globally.*
- i. not striking or inciting others to work, and to adhere to the legal and legitimate means of grievance.*
- j. fulfilling all financial dues to the University - if any - in accordance with the legislation in force without delay.*
- k. Maintaining a high level of mastery in scientific specialization, with an emphasis on the correctness and being up-to-date in the academic subject content.*
- l. Using appropriate educational methods and activities that ensure the achievement of the objectives of the course.*

- m. Being positive and honest in dealing with various academic topics.*
- n. Ensuring the development of scientific, independent and creative thinking, personal initiative and the spirit of teamwork among students.*
- o. Being committed to attend the required lectures and academic meetings without delay, and if circumstances call for absence or delay in lectures, the faculty member must compensate for that*
- .p. Attending academic and non-academic events, such as graduation ceremonies.*
- q. Adhere to the announced office hours.*

## **F. Dean Duties**

(Law No. (52) of 1972 University of Jordan Law

Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

Article (18 A) :-

*The Dean of the School is responsible for managing the School's educational, administrative and financial affairs, and in this capacity he exercises all the rights and powers that guarantee the proper functioning of the School in a manner that does not conflict with the provisions of this law and the University's own internal regulations and instructions; At the end of each academic year, the Dean submits a report on the achievements and activities of the School to the University presidency.*

## **G. Vice Dean Duties**

(Law No. (52) of 1972 University of Jordan Law

Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

Article (18 A)

*A- The University President appoints one or more Vice-Dean(s) from among the professors upon the recommendation of the Dean, for a renewable period of one year. The Vice Dean undertakes the duties and tasks assigned to him/her by the Dean, and exercises the powers delegated to him/her. However, when necessary, a faculty member who is not at the rank of professor may be appointed as a Vice Dean.*

*B - The Dean chooses one of his/her Vice Deans to carry out his/her duties and exercise his/her powers in his/her absence.*

### **Specific Duties at the School of Pharmacy**

1. Manages areas related to Graduate Studies.
  - a. Serves as a Head of the School of Pharmacy Graduate Studies Committee.
  - b. Liaises with the University School of Graduate Studies on general policies for MS and PhD degrees administered at the School of Pharmacy.
  - c. Provides academic advice to graduate students at the School of Pharmacy; deals with issues involving graduate student progress, appeals, individual and group complaints from students.
  - d. Develops and supports Graduate student orientations and workshops.
  - e. Guides development of new graduate programs and courses and the revision of existing ones at the School.
2. Serves as a Head of the School's Credit Transfer Committee.
3. Approves credit transfer for students transferred from other Universities, Community Colleges or other Schools at the University of Jordan.
4. Each semester, selects for the graduating students substituting subjects for subjects not offered in that semester.

### **H. Vice Dean for Development and Quality Assurance Duties**

(Issued by the Deans Council by Decision No. (1519/2013) dated 28/10/2013- "Based on the text of Article (17 / B / 11) of the Jordanian Universities Law No. (20) of 2009) and its amendments")

1. *Follows up procedures related to quality assurance and control at the School according to the acting procedures at the University.*
2. *Collects, documents and makes available data related to the School employees and keeps them on paper and electronically, updating them periodically.*
3. *Participates in the development of academic plans and programs.*
4. *Follows up the execution of strategic, actuarial and procedural plans and accreditation requirements at the School.*
5. *Follows up and supervises the website of the School and works to update it periodically and continuously and to upload it with all data, information and news related to the School in coordination with the computer center and with the help of the liaison officer of the site (if any).*
6. *Any other duties assigned to her/him by the Dean in relation to the quality issues.*

## **I. Head of Department Duties**

(Law No. (52) of 1972 University of Jordan Law

Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

Article (22 C)

*The Department Head is responsible for the proper conduct of teaching in his Department in a manner that does not conflict with the provisions of this law and the University's own internal regulations and instructions.*

## **J. Assistant Dean for Student Affairs Duties**

(Issued by Deans Council by Decision No. (421/2006) dated 18/12/2006)

1. *Receives the newly accepted students and organizes the guiding program for them at the beginning of each academic year. This program should include distributing the School's leaflets, visiting its various facilities and holding a meeting with the Dean and Dean of Student Affairs.*
2. *Receives all students of the School, directs them and coordinates with various departments at the School and at the University, including the Admission and Registration unit to solve the problems they face.*
3. *Gives attention to foreign students in coordination with the Office of International Students Support*
4. *In collaboration with the Admission and Registration Office, receives the forms related to the following, follows up their completion, and informs students about the following procedures:*
  - *Excessive or insufficient academic load of the student*
  - *Study postponement, withdrawal or interruption*
  - *Withdrawal from one or more courses*
  - *Results of incomplete examinations*
  - *Revision of student' results in subject*
  - *Notification of students regarding their academic status.*
5. *Supports activities of the Student Council at the School and follows up the procedures for its adoption.*
6. *Organizes various student activities with a focus on the national, cultural and sports dimension, and promoting the spirit of good citizenship.*
7. *Coordinates the work recruitment of students at the School and approves payment form.*
8. *Follows up students' cooperation with King Abdullah II Fund for Development.*
9. *Coordinates with the Deanship of Student Affairs regarding:*
  - *-Supporting students with special needs*

- *-Various student activities organized by the Deanship of Student Affairs*
- *-Mental health and social counseling issue.*

10. *Supervises Student Guidance Office at the College (if any).*

11. Schedules and organizes incomplete (make-up) final examinations.

## **K. Assistant Dean for Hospital Affairs and PharmD Duties**

(as specified by Executive foundations for the application of clinical training instructions at the School of Pharmacy)  
 Issued by the Council of the School of Pharmacy based on Article 10 of the  
 Clinical Training Instructions for Students of Health Sciences Schools at the University of Jordan  
 Issued by the Deans Council as Article (17-B-11) - of the Jordanian Universities Law No. (20) for the year 2009 and  
 its amendments

- 
- Distribution of clinical supervisors into the various departments in the hospital.
  - Identifying accredited and approved training sites.
  - Meeting with students at the beginning of the semester and when needed.
  - Distribution of students into various rotation.
  - Distribution of students per academic supervisors and clinical supervisors and training sites.
  - Meeting with academic supervisors, clinical supervisors and course coordinators.
  - Following up student assessment and related issues.
  - Coordination with training sites to facilitate the training of students.
  - Follow-up clinical supervisors, academic advisors and the extent of their commitment to achieving the desired objectives of the training.
  - Work with the administration of training sites before the beginning of each semester to prepare a list of qualified clinical supervisors to train students in the departments and rotations defined by the School.
  - Evaluate the performance of clinical supervisors and taking feedback from students regarding training sites and courses.
  - Perform periodic visit and follow-up practical training sites and meet with officials before the training.
  - Prepare a file containing all the documents relating to training, such as:
    - a. training plan and objectives.
    - b. practical training instructions.

- c. orientation instructions, which takes place at the beginning of the program.
- d. distribution of clinical supervisors.
- e. distribution of students in practical training sites.
- f. mechanism and the results of the final evaluation.

### **L. Assistant Dean for Pharmaceutical Field Training Duties**

Work involves coordinating and overseeing all issues related to the Pharmaceutical Field Training for Pharmacy and PharmD students. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment and performs the following duties:

- Identifying accredited and approved training sites.
- Meeting with students at the beginning of the semester and when needed.
- Distribution of students into various rotations.
- Distribution of students per academic supervisors and training sites.
- Meeting with academic supervisors each semester to explain their duties.
- Following up student assessment and related issues.
- Coordination with training sites to facilitate the training of students.
- Follow-up clinical preceptors, academic advisors and the extent of their commitment to achieving the desired objectives of the training.
- Work with the administration of training sites before the beginning of each semester to prepare a list of qualified clinical preceptors to train students in each training site defined and approved by the School.
- Evaluate the performance of each training site and taking feedback from students regarding training sites and courses.
- Perform periodic visit and follow-up practical training sites and meet with officials before the training
- Prepare a file containing all the papers relating to training, such as:
  - training plan and objectives;
  - practical training instructions;
  - orientation instructions, which takes place at the beginning of the program;

- distribution of students in practical training sites;
- mechanism and the results of the final evaluation.



## **M. Meetings and Procedures**

### **General Academic staff meetings**

Academic staff meetings shall be convened at least once during each fall and spring term. Additional meetings of the academic staff may be convened at the discretion of the Dean. Notice of meetings will be provided to the academic staff a minimum of one week in advance of the scheduled date. Special academic staff meetings may be called as needed, with a minimum three-day advance notice to the academic staff unless meetings are of an urgent nature. The Dean shall preside over all academic staff meetings. In his/her absence, the Vice Dean will chair the meeting. The agenda for each meeting shall be prepared prior to the meeting and meeting notes shall be made available after each one.

### **Voting Policies**

All full time academic staff must attend general academic staff meetings unless formally excused by the Dean. A quorum (the minimum number of academic staff that must be present for conducting a meeting) will consist of more than 50% of the eligible voting academic staff members. When a vote is taken, approval requires more than 50% of those academic staff present. Individuals eligible to vote must be full time academic staff members. Part time academic staff members may attend and participate in general academic staff meetings, but without vote.

### **Department Meetings**

The policies for general academic staff meetings will apply to departmental academic staff meetings. The Head of Departments shall preside over the departmental meetings. The number and frequency of departmental meetings shall be determined by the Head of the Department after consultation with the academic staff members of their department. When voting, the Head of the Department may vote to break a tie.

## **N. University Governance**

The University of Jordan is a public academic institution made up of Schools, Deanships, Centers, Units and Offices. The University of Jordan is governed through the Board of Trustees, the Deans Council and the University Council. Administratively, the School follows the presidency of the University, as shown in the organizational structure of the UoJ.

The Board of Trustees' members are appointed by the Ministry of Higher Education and Scientific Research including the UJ president. The Board of Trustees is the principal policy making body of the University; it establishes and articulates the University's general policies and procedures. It is responsible for maintaining high standards of teaching. It manages the University resources and approves the operating and capital budgets and financial endowments. It supervises the investment of the University's endowment and oversees campus real estate and long-range physical planning. The trustees also exercise review and approval concerning changes in major policies, such as those in tuition and fees.

Article (8) (2) Law No. (20), 2009 (1) \*Board of Trustees

## **The Deans' Council**

(Law No. (52) of 1972 University of Jordan Law

Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

**Articles (15 and 16)**

*The Deans' Council is composed of:*

*A- The President of the University*

*B- The Vice President(s)*

*C – The Deans.*

*The Deans Council shall exercise the powers specified in this law and the special internal regulations and instructions of the University, in particular the following:*

*A- Approval of study plans*

*B- Granting academic degrees*

*C- Setting instructions for admission of students*

*D- Creating professorial chairs*

*E- Coordinating the work of the faculties in relation to lessons, lectures, scientific research and the administration of examinations*

*F- Appointing and promoting faculty members and looking into their various job positions such as secondment, delegation, leave and other issues within the limits of the relevant internal regulations*

*G- Creating and merging Departments*

*H- Studying the issues referred to it by the University President*

*2. The Deans' Council is deemed to be de jure delegated with the powers of the University Council if it is not possible for the University Council to meet with its quorum for force majeure reasons estimated by the Council of Deans after listening to the justified reasons presented by the President of the University*

## **O. Representatives**

The School is represented at the Deans Council by the Dean and at the University Council by the Dean and an elected staff member (elected by the academic staff members of the School at the beginning of each academic year).

## **University Councils Representation**

(Law No. (52) of 1972 University of Jordan Law)

(Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

Article (10) (Article 10).

*A faculty member from each School elected by the faculty at the beginning of each academic year represents the School at the University Council.*

## II. School Council and Committees

Full time academic staff members will participate in the policy- and decision-making processes within The School through their participation in School and departmental meetings and serving on councils and committees. Academic staff members shall choose each year the membership of standing committees. In addition, students representatives selected each year according to the School regulation shall become members of standing committees wherever applicable. The standing council and committees are all reporting to the Dean.

### A. School Council

School Board is an advisory entity whose mission is to provide support and advice to the Dean of the School in achieving its goals.

Law No. (52) of 1972 University of Jordan Law)

(Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>)

Articles (20 and 21)

#### ***Membership***

*It shall consist of the Dean, who chairs the Council, Vice Dean(s), Heads of Departments, and elected academic staff members including one (1) from each Department elected at a Department meeting, two (2) pharmacists, as community representatives, from different pharmacy practice backgrounds (e.g., hospital, clinical, community, or industry), and a student from School Student Union Committee. Upon Dean's invitation, the Dean's Assistants may attend Council meetings and participate in discussions but cannot vote.*

#### ***Duties***

- A- Suggesting the study plan at the School and the conditions for granting degrees and certificates therein.*
- B- Approving the curricula proposed by the Department Councils.*
- C- Approving the conditions for accepting students in Departments.*
- D- Supervising the organization of the study in the School, and coordinating between the various Departments.*
- E- Organizing the examination procedures in the School, supervising them, and circulating the results received from the Departments for decision on them.*
- F- Recommending the Deans' Council to award academic degrees and certificates.*

*G- Recommending all matters related to the faculty members in the School and others in charge of teaching in the School, such as appointment, promotion, transfer, secondment, delegation, granting study leave, accepting resignation, and other university matters in accordance with the provisions of the regulations issued pursuant to this law.*

*H- Preparing the annual draft budget for the School.*

*I- Considering the issues referred to it by the Dean of the School.*

***Meetings Schedule***

Once a month and as needed when called by the Dean.

***Reporting***

To the Dean of the School of Pharmacy.

## **B. School Committees and Subcommittees**

### **General Information**

1. All Committees/Subcommittees should work to fulfill the mission and vision of the School, its strategic, assessment and evaluation plans.
2. Each Committee and/or Subcommittee should have a file containing:
  - a. Minutes of all meetings and activities;
  - b. Achievement report at the end of each academic year;
3. The Committee file should be stored at the Accreditation office of the School.
4. All Committees and Subcommittees are formed and their Chairs are appointed at the beginning of each academic year by the Dean, except the Graduate Studies Committee and Investigation with Students Committee, the latter two are appointed by the School Council in accordance with Article (7) at the University of Jordan, 1998 - Issued under Article (B) of Article (5) and Article (34) - of the Law of the University of Jordan No. (52), 1972).
5. Each Committee and/or Subcommittee should have a Vice-Chair.
6. Each Committee and Subcommittee should be represented by both experienced and new School staff.
7. Each Committee and Subcommittee should have at least one representative of academic/non-academic staff from each School Department.
8. Committee members may determine the suitability of involving ad hoc members who are deemed vital to the functioning of the committee.
9. There should be at least one undergraduate student from each of BPharm and PharmD programs at each Committee and Subcommittee (excluding the Investigation with Students Committee, Graduate Studies Committee and Organization and Management Subcommittee), in addition to optional membership of graduate students, according to the School of Pharmacy Regulation regarding the student selection process for the Committees/Subcommittees.
10. Each Committee and Subcommittee reports to the Dean of the School of Pharmacy (for some Committees additional reporting is necessary, as specified below).
11. A secretary is allocated for each Committee/Subcommittee to handle documentation and communications with the administration.
12. . Each Subcommittee is reporting to its relevant Committee' Chair in addition to the Dean.

# **1. Accreditation and Quality Assurance Committee**

## ***Membership***

The committee shall consist of:

Chair: Vice Dean for Development and Quality Assurance.

- Quality Assurance Officer at the school
- Heads of Departments
- Experienced and interested members of the academic staff
- One appointed staff member from the University Quality Assurance Center
- A students' representative.

## ***Duties***

1. Spread the culture of quality assurance
2. Follow up on study quality, educational outcomes, course reports, programs reports, opinions of students and stakeholders
3. Continue to maintain the local and international quality certificates.
4. Prepare the annual executive plan and linking it to the university's strategic plan
5. Identify the training needs of the academic staff
6. Follow-up graduates and communicate with stakeholders
7. Follow-up and develop the website and academic staff website
8. Coordination and follow-up with the university's Accreditation and Quality Assurance Center
9. Oversee the functioning of its Subcommittees.

## ***Meetings Schedule***

Once a month and as needed when called by the Committee chair.

## ***Reporting***

To the Dean.



## ***1.1 Website Subcommittee***

### ***Membership***

The committee shall consist of at least five staff members. The staff members might be either appointed by the Dean or might express their willingness to be member of the committee. One of the members shall serve as chair and shall direct the activities of the committee in fulfilling its purposes. The chair shall demonstrate knowledge of and the ability to develop and maintain a website including the production of web content and the application of commonly used design techniques. One of the members should be also a member of the Accreditation & Quality Assurance Office. The member of the Accreditation & Quality Assurance Office should have full access to the website and the social media and will be responsible in coordinating with the computer center. Also, the subcommittee should include at least one students' representative.

### ***Duties:***

1. Update the information regarding the school staff, the course outlines and programs' curricula on the school's website.
2. Maintain an updated School photo gallery on the School's website and its social media pages.
3. Upload information regarding School activities in a timely manner on both the School's website and its social media pages.
4. Posting School scientific research news, activities, academic/scientific achievements, and relevant social news of the staff members.
5. Posting relevant achievements of the undergraduate and postgraduate students.
6. Increase visibility of the School website by establishing links from other relevant websites and the social media pages.
7. Maintain and ease communication with other School committees, interest groups and staff members for a periodical update regarding their activities and achievements.
8. Ensure the accuracy and the quality of the content displayed on the School's website and its social media pages.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.

## ***2. Resources and Facilities Committee***

### ***Membership:***

Should be chaired by the Vice-Dean and composed of the Chairs of the Subcommittees included in its structure:

1. Equipment, Chemicals and Laboratory Subcommittee
2. Facilities and Safety Subcommittee
3. Library Subcommittee
4. Human Resources Subcommittee.

### ***Duties:***

Oversees the functioning of its Subcommittees.

### ***Meetings Schedule***

Once a month and as needed when called by the Committee chair.

### ***Reporting***

To the Dean.

## ***2.1 Equipment, Chemicals and Laboratories Subcommittee***

### ***Membership***

Is chaired by an academic staff member. Other members include: the liaison officer of the Maintenance Department and the Tenders Department at the UJ and should include at least one laboratory technician from each Department.

### ***Duties***

To ensure that the School of Pharmacy is in compliance with accreditation and certification requirements in terms of equipment and chemicals available for different academic activities and laboratory space:

1. To prepare and update lists of equipment and chemicals available at the School of Pharmacy.
2. To identify the needs of undergraduate students and graduate students in terms of equipment and chemicals to serve teaching needs.
3. To identify and follow up the needs of the teaching labs at the School of Pharmacy in terms of chemicals purchase and instrument maintenance. To make recommendations with regard to prioritizing the procurement of equipment and chemicals needed to the School Council.
4. To follow up on equipment and instrument maintenance based on reports from the staff and technicians at the School of Pharmacy and to organize maintenance efforts with the concerned departments.

To initiate and follow up correspondence with concerned departments at UJ for signing or extending maintenance contracts of laboratory instruments with the vendors.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.

## ***2.2 Facilities and Safety Subcommittee***

### ***Membership***

It shall consist of the School's maintenance and engineering officers as standing members, a lab technician and one academic staff from each Department.

### ***Duties***

1. To report any defects in facilities or any issues that impact the health and safety of students or staff in order to be corrected or improved.
2. Perform periodical audit tours in the facilities at least once per semester.
3. To ensure that the fire alarm system and extinguisher systems are maintained periodically.
4. To procure and maintain a minimum stock of first-aid kits in the facilities.
5. To plan and organize the evacuation from the facilities under the supervision of Public Safety Office and the Civil Defense.
6. To build and train a team for emergency and evacuation selected from School staff under the supervision of the Public Safety Office and the Civil Defense.
7. To communicate or notify the School staff and/ or students and the Public Safety Office (as necessary) with any incident that might have an impact on their safety.
8. To perform a survey among the staff and students regarding facilities and safety issues and propose a corrective plan in a response to the survey.

### ***Meeting Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean of the School of Pharmacy and the School QA Office.

### ***2.3 Library and Publications Subcommittee***

#### ***Membership***

It shall include staff members (academic and non-academic) representing different Departments as well as the University library staff and students' representative(s).

#### ***Duties***

- Make the necessary communications between the staff at the School of Pharmacy and the University library with the purpose of: |
  - 1- Ensuring the renewal of the necessary subscription to electronic journals and data bases that are of interests to staff members and students.
  - 2- Ensure continual supplementation of the library with the text books that are adopted as references for the students.
  - 3- Ensure continual updating of the library with the recently published books in the various fields of pharmacy in support of the needs of staff members and postgraduate students.
  - 4- Ensure Continuous School staff training on the use of library services, especially the electronic resources.
  5. Coordinate with various Committees at the School of Pharmacy for printing any brochures or materials including study plans.
  6. Revise and update printed material.

Be involved in preparing printing materials for conferences and other scientific activities organized by the School.

- Any other relevant tasks that may arise.

#### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

#### ***Reporting***

To the Dean.

## ***2.4 Human Resources Subcommittee***

### ***Membership***

It should be headed by the Dean Assistant for Administrative affairs and include academic staff representatives from each Department.

### ***Duties***

1. Preparing statistics regarding academic and non-academic staff at the School of Pharmacy, the student-academic staff ratio (FTE, full-time equivalency), attrition rate.
2. Preparing and following up surveys for assessment of academic and non-academic staff satisfaction.
3. Updating CVs of academic staff.
4. Advising on recruitment of new academic and non-academic staff to the School administration.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean of the School of Pharmacy and the QA office.

### ***3. Students' Affairs Committee***

#### ***Membership:***

Should be chaired by the Assistant Dean for Student Affairs and include as members the Chairs of the Subcommittees included in its structure:

1. Graduation Subcommittee
2. Sports Subcommittee
3. Community Services and Students' Activities Subcommittee
4. Examination Subcommittee
5. Alumni Subcommittee.

#### ***Duties:***

Oversees the functioning of its Subcommittees.

#### ***Meetings Schedule***

Once a month and as needed when called by the Committee chair.

#### ***Reporting***

To the Dean.

### ***3.1 Graduation Subcommittee***

#### ***Membership***

In addition to the Assistant Dean for Student Affairs (Committee Chair), the graduation committee consists of at least two staff members and the head of the School's Bureau.

#### ***Duties***

1. Organizing of the professional oath ceremony
2. Organizing/coordination of the School's graduation ceremony.

#### ***Meetings Schedule***

As needed when called by the Committee Chair.

#### ***Reporting***

To the Dean.



### ***3.2 Sports Subcommittee***

#### ***Membership***

It shall consist at least of three members.

#### ***Duties***

1. Propose each academic year action plan based on assessment of the students' and staff needs.
2. Suggest and support the on-campus sport activities.
3. Review and develop policies related to sports activities.
4. Encourage and promote sport excellence for students who hold sport scholarships.
5. To promote democracy, prosperity and productivity for all pharmacy students through healthy life-practices and lifelong participation in sport.
6. Assist in the development of new sport activities.
7. To enhance the mutual relationship between the staff members and the students through sport activities.

#### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

#### ***Reporting***

To the Dean.

### ***3.3 Community Service and Students' Activities Subcommittee***

#### ***Membership:***

It shall consist of:

1. Four (4) academic staff members.
2. Alumni (at least one and up to three)
3. Two students are also members and are called for meetings when relevant issues are discussed.

#### ***Duties***

1. Propose each academic year action plan based on assessment of the students' and staff needs.
2. Gather service-based information that offers a broad and accurate representation of the breadth and depth of co-curricular community service activities being performed by members of The School of Pharmacy.
3. Share ideas and resources for strengthening the institution's commitment to co-curricular community service initiatives.
4. Explore resources that may exist for engaging collaboratively on service-based events throughout the year, as well as determine ways to broaden connections between The School of Pharmacy and local community organizations.
5. Arrange for participation of Pharmacy students in co-curricular activities for the purpose of Community Service.
6. Organize activities that help bridging of the School with the society.
7. Grant approval to any submitted application for proposed activities that meet the conditions of the School and the University.
8. Following up with students on the progress of their planned activities.
9. Announcing any plans for future activities for the students at the School.

#### ***Meetings Schedule***

As needed when called by the Committee chair.

#### ***Reporting***

To the Dean.

### ***3.4 Examination Subcommittee***

#### ***Membership:***

In addition to the Assistant Dean for Student Affairs who serves as a Chair, the examination committee consists of the Vice Dean for Development and Quality Assurance, at least one academic staff member and at least one other staff member selected by the Dean at the beginning of each academic year.

#### ***Duties***

1. Monitoring the proper progress of examination and invigilation processes
2. Preparation of exams timetable
3. Assigning rooms and invigilators for exams
4. Booking computer labs for computerized exams through the office of Development and Quality Assurance
5. Coordination with department heads to resolve conflict in students exam schedule.

#### ***Meetings Schedule***

Twice a semester and as needed when called for by the Committee Chair.

#### ***Reporting***

To the Dean.

### ***3.5 Alumni Subcommittee***

#### ***Membership***

It shall include at least one staff member from each Department. Committee members may determine the suitability of adding provisional members who are deemed crucial for the functioning of the Committee.

#### ***Duties***

1. Organize and conduct alumni events.
2. Build and continuously update a list of alumni.
3. Establish a strong relationship and line of communication with School alumni.
4. Send out newsletters to alumni on events, and post job vacancies and upcoming events on the official page for the School alumni.
5. Recognize fellow alumni who are distinguished by their loyalty, professional achievement and community service. Recognize alumni for their contributions to the School of Pharmacy, their professional accomplishments, and personal milestones.
6. Assist current students and alumni in career planning, placement and transitions in collaboration with other School's committees such as student activity committee and webinar and conferences committee.
7. Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the University.
8. Conduct meetings of the Alumni Committee and provide meeting minutes.

#### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

#### ***Reporting***

To the Dean.

#### ***4. Experiential Training Committee***

##### ***Membership:***

Should be chaired by the Head of the Department of Biopharmaceutics and Clinical Pharmacy and include as members the Chairs of the Subcommittees included in its structure:

Pharmaceutical Field Training Subcommittee

Clinical Training Subcommittee.

##### ***Duties:***

Oversees the functioning of its Subcommittees.

#### ***4.1 Pharmaceutical Field Training Subcommittee***

##### ***Membership***

It shall consist of the Assistant Dean for the Pharmaceutical Field Training Affairs (Chair), the Assistant Dean for the Hospital Affairs and the PharmD Program, at least three School staff members, a University of Jordan Hospital (UJH) representative and students' representative.

##### ***Duties***

1. Review periodically (at least once per semester) Pharmaceutical Field training regulations to assess outcomes.
2. Implement (and, when needed, suggest changes to) the Pharmaceutical Field training policies' regulations.
3. Explore and promote innovative training methods and learning opportunities to enhance pharmaceutical training effectiveness.
4. Assist in the development of new training programs.
5. Approve new training sites according to the specified selection criteria.
6. Conducting training for the trainers (pharmacists who will supervise students).

##### ***Meetings Schedule***

Once a month and as needed when called by the committee Chair.

##### ***Reporting***

To the Dean.

## ***4.2 Clinical Training Subcommittee***

### ***Membership***

This committee consists of the Assistant Dean of Hospital affairs and PharmD. Program (Chair) and two other academic and staff members from the Department of Biopharmaceutics and Clinical Pharmacy involved in clinical training.

### ***Duties***

To ensure that PharmD and Master in Clinical Pharmacy Hospital trainings comply with national and international standards so as to maintain clinical competencies and continuous development for both staff and students, through the following:

1. Continuously discuss/evaluate the structure, duration and scientific content of training.
2. Continuously update criteria for appointing new clinical preceptors.
3. Continuously update criteria for training of newly appointed clinical preceptors.
4. Continuously update criteria for selecting potential training sites (hospitals).
5. Build a partnership with different training sites (hospitals) and coordinate with them to facilitate training of students.
6. Develop competencies for hospital training.
7. Continuously update tools for the assessment of training competencies, preceptors' performance and training site appropriateness.
8. Provision of assessment and its results then report them to the QA office at the end of each academic year.

### ***Meetings Schedule***

Once a month and as needed when called by the committee Chair.

### ***Reporting***

To the Dean.

## ***5. Curriculum Committee***

### ***Membership***

Chaired by a professor, it shall consist of the Academic Program Directors and a minimum of one (1) member from each Department.

### ***Duties***

1. Review and suggest changes to program outcomes:
  - a. Competencies of Graduates
  - b. Design and Development of the Curriculum
  - c. Teaching and Learning Methods
  - d. Curricular Foundation in the Sciences
  - e. Simulation and Practice Experiences
  - f. Assessment of Student Learning and Curricular Improvement.
2. Suggest and support the implementation of curricular changes.
3. Review new and revised course syllabi.
4. Review and develop policies related to curricular matters.
5. Explore and promote innovative teaching methods and learning opportunities to enhance teaching and learning effectiveness.
6. Disseminate information to School about curricular matters.
7. Assist in the development of new training programs.
8. Oversee the implementation of all curricular matters in compliance with the Accreditation Council for Pharmacy Education (ACPE) Standards and Guidelines related to the curriculum.
9. Contribute to the preparation of the ACPE Interim reports as guided by the Quality and Accreditation Committee and The School of Pharmacy administrators.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.



## **6. Graduate Studies Committee\***

The membership and duties of the Committee are in accordance to the University of Jordan regulations for graduate studies:

([http://graduatedstudies.ju.edu.jo/Regulations%20and%20instructions/Forms/All\\_Forms.aspx](http://graduatedstudies.ju.edu.jo/Regulations%20and%20instructions/Forms/All_Forms.aspx)) that are cited as text in *Italics*.

### ***Membership***

*The Committee is formed by a decision made by the School Council. The School Council authorities pertaining to graduate studies are delegated to the committee, which is formed as follows:*

1. *The Dean of the School/Head (or whoever he/she delegates, provided that the person delegated meets the conditions of supervising and teaching in the graduate studies programs (in case of the School of Pharmacy, the delegated person is the Vice-Dean).*
2. *Heads of committees in the departments (in case of the School of Pharmacy, the Heads of Departments).*
3. *Two teaching staff members ranking professors or who meet the conditions of supervising and teaching.*

Students (a minimum one of graduate level) are also members and are called for meetings when relevant issues are discussed.

### ***Duties***

*The Committee addresses different graduate studies issues. It is responsible for making sure that the graduate studies regulations, policies and the ethics of scientific research are abided by.*

*The Committee's responsibilities include the following:*

1. *Recommending to the School of Graduate Studies Council the establishment of new programs in the School or the update of the current programs or courses.*
2. *Following up and updating the study plans of the school's graduate programs.*
3. *Providing students with relevant information regarding their study plan.*
4. *Proposing the number of students to be admitted per annum.*
5. *Announcing faculty member's research areas and suggested thesis topics suggested in the departments to graduate students.*
6. *Approving proposals of theses and dissertations and appointing supervisors and co-supervisors.*
7. *Forming examination committees and setting examination dates.*
8. *Sending lists of students who are nominated for scholarships to the School of Graduate Studies.*
9. *Providing the School of Graduate Studies with a list of the names, addresses and accurate specializations of every program's external examiners.*

10. *Arranging for general periodical meetings with the graduate students in the school.*
11. *Preparing an annual report about the graduate programs in the school.*
12. *Accrediting the results of the programs course exams.*
13. *Appointing Directors for each Graduate Studies Program.*
14. *Approving funds for graduate students.*
15. *Forming Thesis Defense Committees.*
16. *Approving the decisions of Thesis Defense Committees.*

***Meetings Schedule***

At least once a month and as needed when called by the Committee Chair.

***Reporting***

To the Dean of the School of Pharmacy and to the School of Graduate Studies Council.

## ***7. Scientific Research Committee***

### ***Membership***

It shall consist of at least six (6) School academic staff members, with at least one (1) representative from each Department. Membership shall reflect the scope of research activities within the School of Pharmacy with appropriate representation of School members who have established record of research and scholarly activities. At least one (1) committee member shall be at the Full Professor rank and another one (1) member at the Associate Professor rank.

### ***Duties***

1. Implement and disseminate policies and procedures to promote, evaluate, and develop School-based research.
2. Identify research needs and provide guidance to the School and students to initiate and complete research projects.
3. Review and approve funding for research projects for staff members, graduate and undergraduate students.
4. Review and approve progress reports of School member projects.
5. Evaluate and support students' research activities such as personal or through research clubs.
6. Evaluate and provide recommendations regarding the accreditation for promotion purposes of journals, conferences, scientific activities.
7. Conduct any tasks required by Deanship of Academic Research and School of Pharmacy administration.
8. Prepare statistics regarding publications and funded projects and conveying the statistics to the QA office.

### ***Meetings Schedule***

At least once a month and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean of the School of Pharmacy and to the Deanship of Academic Research.

## ***8. Seminars and Conferences Committee***

### ***Membership***

It shall include staff members (academic and non-academic). Members will be selected from staff senior as well as junior staff; with experience in organizing conferences and workshops and those who have recently joined the School.

### ***Main Duties***

1. Propose each academic year action plan based on assessment of the students' and staff needs.
2. Suggest, organize and support seminars including webinars and online lectures at the School of Pharmacy.
3. Organize scientific events at the School of Pharmacy.
4. Support continuous learning and personal development of students and staff through participation in seminars, workshops, conferences and other scientific and professional activities.
5. Initiating an interactive scientific culture at the School of Pharmacy, which promotes scientific exchange and collaboration (internally and externally).
6. Strengthening the partnership of the School of Pharmacy with the local and international stakeholders and communities via hosting speakers and participants from various sectors (e.g. legislation, industry, academia, etc.).
7. All Committee activities should be communicated officially to the Website Committee.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.

## ***9. Students' Misconduct Investigation Committee***

### ***Membership***

*It is formed by a decision from the School Council at the beginning of each academic year and consist of three staff members and a fourth designated as – an alternative member* (Article (13) of Law No. (94), 1999 (1) the Discipline of Students at the University of Jordan and its Amendment).

### ***Duties***

1. Conduct the investigations necessary for any case that is reported by staff members or teaching assistants against students. This includes cases of attempted cheating in exams, non-disciplined students, etc. The detail of the committee work can be elaborated as follows:
  - Making the proper contacts with the parties involved through formal announcements and any other available means.
  - Holding the meeting with the involved parties, and documenting the exact minutes of the meeting hand written by one of the committee members, while all members can contribute to questioning and interpretation process.
  - *Recommending the proper verdict against the concerned student in accordance with the university laws and regulations* (University Law No. (94), 1999 (1) The Discipline of Students at the University of Jordan and its Amendment - The amended system No. (49), 2003 dated 30/4/2003 (2) - Law No. (74), 2007 dated July 16, 2007. 3 - Issued under Article (27) of the Jordanian Universities Law - No. (29), 1987).
  - Any other relevant tasks that may arise.

### ***Meetings Schedule***

As needed when relevant issues arise.

### ***Reporting***

To the Dean.

## ***10. Credit Transfer Committee***

### ***Membership***

The committee includes the Vice-Dean (Committee Chair), the Heads of Departments and faculty member representatives of each Department.

### ***Duties***

1. Approving credit transfer of courses for students transferring from either other school within the University of Jordan, other universities or those graduated from community colleges and completing their study at the UJ School of Pharmacy.
2. Approving alternative courses for students who are eligible for that during their semester of graduation under University regulations (Article (31-a-1) of the Instructions for Granting Bachelor's Degree at the University of Jordan. Link: <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>).
3. Maintaining and developing policies for subject credit transfer at the School.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.

## ***11. Partnership with the Community and Higher Consultancy Committee***

### ***Membership:***

This committee is chaired by the Dean. This committee should have at least one member from each Department. Members of this committee should be from the academic staff members with exceptional ties with the community.

### ***Duties***

1. Propose each academic year action plan based on assessment of the students' and staff needs.
2. Contact with the pharmaceutical companies and institutions to consolidate communication and sustain ties.
3. Coordinate and encourage students' visits, internships, and employment by various pharmaceutical factories, and other pharmaceutical institutions.
4. Increase research interaction for the benefit of the pharmaceutical industry.
5. Help raising funds for the School of Pharmacy activities and needs.
6. Development of future education and training programs.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the School Council and the QA office.

## ***12. Social Committee***

### ***Membership***

It shall consist of at least one academic staff member from each Department and two members from administrative staff. The members shall be of both genders.

### ***Duties***

1. Propose each academic year action plan based on assessment of the staff needs.
2. Plan, arrange and implement social events and schedules.
3. To collect the contributions for the social activities from the School staff.
4. To set a budget for the committee's events and manage the expenses accordingly.
5. To maintain yearly records of the participants, their payments and events covered by the committee.
6. To maintain a list of contributions per academic year and their use.
7. To have a well-documented system describing the criteria to honor/celebrate or participate in a certain social event of a participant.
8. Communicate with the Webpage Liaison Officer and the Public Relation Officer regarding social activities at the School for the timely posting at the School webpage.
9. Report social activities to the School QA Office at the end of the academic year.
10. Communicate officially each social event to the Website Committee.

### ***Meetings Schedule***

At least once per semester and as needed when called by the Committee Chair.

### ***Reporting***

To the Dean.



### ***13. E-Learning Committee***

#### ***Membership***

It shall consist of at least one academic staff member from each Department and Liaison officers from the Accreditation and Quality Assurance Center and from the Information Technology Center. The members shall be of both genders.

#### ***Duties:***

1. Create a list of contacts from the e-learning support team and announce it to faculty members at the beginning of the academic year.
  2. Conduct training for faculty members and students (if needed) on the platforms provided by the University for e-learning.
3. Assessment of the platforms used for distance learning.
4. Provide guidance and technical support for faculty members in online and hybrid learning throughout the academic year.
5. Recommending new technologies and technological infrastructure that improve the platform and distance teaching process.
6. Liaison between the faculty and E-learning support team in the University.

#### ***Meetings Schedule***

The committee meets on regular basis throughout the academic year.

#### ***Reporting***

To the Dean.

### **III. Academic Program Directors**

1. BSc Pharmacy Program – Head of Department of Pharmaceutics and Pharmaceutical Technology
2. PharmD Program – Head of Department of Biopharmaceutics and Clinical Pharmacy
3. MSc Pharmaceutical Sciences – Head of Department of Pharmaceutical Sciences
4. MSc Clinical Pharmacy – Head of Department of Biopharmaceutics and Clinical Pharmacy
5. PhD Pharmaceutical Sciences – Head of Department of Pharmaceutical Sciences.

#### ***Duties of Program Directors:***

1. Forming a committee for program updates and revision, the committee should be composed of four members in addition to the Program Director (at least two Professors)
2. Revising annually Program Specifications and submitting annual Program Report.

## Appendices

### Appendix 1. Clinical training regulation in the School of Pharmacy, The University of Jordan

الصادرة عن مجلس كلية الصيدلة سندا لنص المادة (10) من

تعليمات التدريب السريري لطلبة الكليات الصحية في الجامعة الأردنية

الصادرة بقرار مجلس العمداء رقم 2015/497 تاريخ 2015/6/1

تمت المراجعة بتاريخ 2022/02/03

المادة (1): تسمى هذه التعليمات "تعليمات التدريب السريري لطلبة كلية الصيدلة برنامج "دكتور صيدلة"

المادة (2): يكون للكلمات والعبارات التالية المعاني الواردة إزاءها ما لم تدل القرينة على غير ذلك:

الجامعة: الجامعة الأردنية

المستشفى: أي مستشفى يتدرب فيه الطلبة

الكلية: كلية الصيدلة

التدريب: التدريب السريري لطلبة كلية الصيدلة برنامج دكتور الصيدلة

المشرف الأكاديمي: عضو هيئة التدريس في كلية الصيدلة الذي توكل إليه مهام تدريس المادة ومن حملة شهادة الدكتوراه

المشرف السريري: المشرف من حملة شهادة الماجستير في الصيدلة السريرية أو الذي يوكل إليه مهمة تدريب الطلبة في مكان التدريب العملي.

المدرّب السريري: المشرف من حملة شهادة البكالوريوس في دكتور صيدلة الذي يوكل إليه مهمة تدريب الطلبة.

منسق المادة: عضو هيئة التدريس من حملة شهادة الدكتوراه الذي توكل إليه مهام التنسيق للشعب المختلفة للمادة الواحدة.

العميد: عميد كلية الصيدلة.

رئيس القسم: رئيس قسم الصيدلة الحيوية والسريرية.

**مساعد العميد:** مساعد عميد كلية الصيدلة لشؤون المستشفى وبرنامج دكتور صيدلة.

**عضو هيئة التدريس:** عضو هيئة التدريس في كلية الصيدلة.

**المادة (3):** تشمل هذه التعليمات مواد التدريب السريري التالية:

تدريب سريري - باطني (1) ورقمها 1203601

تدريب سريري - باطني (2) ورقمها 1203602

تدريب سريري - أطفال ورقمها 1203603

تدريب سريري - أمراض نفسية وكبار السن ورقمها 1203604

تدريب سريري - نسائية وتوليد ورقمها 1203605

تدريب سريري - جراحة ورقمها 1203606

تدريب سريري - عيادات خارجية ورقمها 1203608

**المادة (4):** يشترط لتسجيل المواد المذكورة في المادة (3) من هذه التعليمات اجتياز المادة التالية و لكن لا يشترط النجاح فيها:

المدواة 4 (1203506).

**المادة (5):** لا يجوز للطالب أن يداوم وريدين في اليوم الواحد، بحيث تعادل الساعة المعتمدة 6 ساعات تدريب يوميا لمدة 5 أيام بالأسبوع بحيث يكون التدريب من الساعة 8 صباحا وحتى الثانية ظهرا (الفترة الصباحية) أو من الثانية عشرة ظهرا حتى السادسة مساء (الفترة المسائية).

**المادة (6):** يكون لكل مادة وردت في المادة (3) من هذه التعليمات مشرف أكاديمي ومشرف سريري على الأقل ومنسق مادة تبعا لتعليمات التنسيق المتبعة في الجامعة وبحيث لا يقل العبء التدريسي للمشرفين السريريين عن 80% ولا يزيد عبء المشرفين الأكاديميين والمنسق عن 20% من العبء الكلي للمادة. ويكون عدد الساعات المعتمدة مكافئا لعدد أسابيع التدريب المتصلة.

**المادة (7):** يتولى منسق المادة المهام التالية:

- تحضير خطة المادة وتعليماتها ونماذجها بالتعاون مع المشرفين الأكاديميين والسريريين.
- العمل على توحيد الخطة الدراسية والمراجع المعتمدة والمرجعيات المعتمدة والامتحانات بالتعاون مع المشرفين الأكاديميين والسريريين.
- التنسيق لعقد الاجتماعات الدورية مع المشرفين الأكاديميين والمشرفين السريريين.

- التنظيم والتنسيق للامتحانات الكتابية النهائية وتوزيع الأعضاء على لجان الامتحانات.
- رصد غيابات الطلبة ومتابعة أمور الحرمان في حال تجاوز أحدهم نسبة الغياب المسموح بها.
- الاحتفاظ بالامتحانات النهائية المصححة حسب التعليمات المعمول فيها بالجامعة.
- متابعة المشرفين السريريين / المدربين السريريين ومدى التزامهم بتحقيق الأهداف المرجوة من التدريب.
- مصادقة واعتماد علامات الطلبة في مادة التدريب السريري بالتعاون مع المشرفين الأكاديميين.

#### المادة (8): يتولى مساعد العميد المهام التالية:

- توزيع المشرفين السريريين على الأقسام المختلفة في المستشفى
- تحديد أماكن التدريب المعتمدة.
- الاجتماع مع الطلبة في بداية الفصل وعند الحاجة.
- توزيع الطلبة على التخصصات المختلفة.
- توزيع الطلبة على المشرفين الأكاديميين والمشرفين السريريين وأماكن التدريب العملي.
- الاجتماع مع المشرفين الأكاديميين والمشرفين السريريين ومنسقي المواد.
- متابعة الأمور المتعلقة بأسس تقييم الطلبة.
- التنسيق مع المعنيين في أماكن التدريب لتسهيل أمور تدريب الطلبة.
- متابعة المشرفين السريريين والأكاديميين ومدى التزامهم بتحقيق الأهداف المرجوة من التدريب.
- العمل مع إدارات أماكن التدريب قبل بداية كل فصل لإعداد قائمة بأسماء المشرفين السريريين المؤهلين لتدريب طلبة الكلية في الأقسام والتخصصات التي تحددها الكلية.
- تقييم أداء المشرفين السريريين وأخذ تغذية راجعة من الطلبة على أماكن تدريبهم وعلى خطط تدريبهم.
- زيارة أماكن التدريب العملي ومقابلة المسؤولين قبل الدوام العملي والمتابعة.
- إعداد ملف يحتوي على كافة الأوراق المتعلقة بالتدريب في المادة مثل:

- خطة التدريب وأهدافها.
- تعليمات التدريب العملي.
- برنامج التعريف الذي يتم في بداية الفصل.
- توزيع المشرفين السريريين.
- توزيع الطلبة في التدريب العملي.
- آلية ونتائج التقييم الدوري والنهائي.

#### المادة (9): يتولى المشرف الأكاديمي المهام التالية:

- الالتقاء بمجموعة الطلاب المسؤول عنهم دورياً مرة كل أسبوع على الأقل وذلك لتعريفهم بالمادة وأهدافها واستراتيجياتها ومتابعة سير التدريب ومناقشة الحالات السريرية.

- حضور الاجتماعات الدورية التي يحددها منسق المادة للاتفاق على أسس التدريب والتقييم وكيفية استخدام النماذج المعدة لهذا الغرض والاجتماعات الخاصة التي تعقد لدراسة الحالة أو مناقشة وضع استثنائي للطلبة.
- الإشراف على تقييم الطلبة ومراجعة تصحيح أوراق الامتحانات/المانيوال مع المشرفين السريريين.
- جمع العلامات والتقارير وخطط الرعاية الصيدلانية وأية أوراق تخص التدريب في المادة والعمل على تدقيقها والاحتفاظ بالسجلات والمستندات والأوراق وفق الأصول المتبعة في الجامعة.
- متابعة أداء الطلبة من خلال:

- القيام بالزيارات الميدانية لأماكن التدريب العملي.
- التعاون مع المشرف السريري في المستشفى المعتمد.
- متابعة أداء المشرف السريري للتنسيق معه لتحسين أمور التدريب.
- المشاركة في الإعداد والتنفيذ والإشراف على جميع الأنشطة التقييمية للطلبة.

#### **المادة (10):** يتولى المشرف السريري / المدرب السريري المهام التالية:

- تدريب الطلبة حسب الأهداف والتعليمات الخاصة لكل تخصص أو مساق.
- الالتزام بالتواجد في مكان التدريب مع الطلبة طوال ساعات التدريب
- متابعة الطلبة خلال تقديمهم الرعاية الصيدلانية.
- الالتزام بتدريب الطلبة من خلال ممارسة المشرف السريري للصيدلة السريرية وبحسب التعليمات أو ما تقتضيه الحاجة في أماكن التدريب
- تقييم الطلبة على نماذج التقييم المخصصة والمعتمدة .
- مساعدة الطالب في تحديد مواطن الضعف بالأداء.
- مناقشة الحالات السريرية مع الطلبة ومن خلال الجولات السريرية.
- المساعدة في وضع الامتحانات الخاصة بالمساقات وتصحيحها.
- مناقشة خطط الرعاية الصيدلانية التي يقدمها الطالب.
- المشاركة في تقييم الطالب مع المشرف الأكاديمي باستخدام النماذج المخصصة.
- متابعة سير الطالب مع المشرف الأكاديمي بشكل مستمر.
- رصد حضور الطالب للتدريب العملي وإبلاغ المشرف الأكاديمي بأي تقصير أو تغيب.
- التعاون مع أطباء الامتياز والمقيمين والاستشاريين من أجل تحقيق أهداف التدريب.
- التعاون مع الممرضين والممرضات في الطوابق من أجل تحقيق أهداف التدريب.
- تقديم تقرير في نهاية كل تدريب سريري الى منسق المادة ورئيس اللجنة ورئيس القسم يتضمن أنشطة التدريب العملي والحالات الدراسية.

#### **المادة (11):** يكون عدد الطلبة في الشعبة الواحدة من 6-7 طلاب.

**المادة (12):** يحق للطلبة المسجلين والمشرفين السريريين والمشرفين الأكاديميين بالإطلاع على ملفات المرضى الورقية والمحوسبة وبطاقات الأدوية الورقية والمحوسبة ونتائج الفحوص المخبرية الورقية والمحوسبة في المستشفى وأماكن التدريب الأخرى لأغراض التدريب.

**المادة (13):** يكون تدريب الطلبة في أقسام المرضى المنومين في العيادات الخارجية وصيدليات العيادات الخارجية.

**المادة (14):** تنطبق على الطلبة في حالة التعرض لأية إصابات في أثناء تدريبهم الإجراءات المتبعة في التعامل مع الكوادر العاملة في مكان التدريب العملي الذي حدثت فيه الإصابة.

**المادة (15):** يعتبر الطالب الذي تتجاوز نسبة غيابه (10%) من مجموع ايام الدوام راسبا في المادة.

**المادة (16):** يلتزم الطلبة بالأنظمة والتعليمات المعتمدة في الجامعة والمستشفى.

**المادة (17):** عميد الكلية واعضاء هيئة التدريس في الكلية ومدير وحدة القبول والتسجيل مسؤولون عن تنفيذ هذه التعليمات.

**المادة (18):** تحال الحالات غير المنصوص عليها في هذه التعليمات إلى لجنة يشكلها عميد الكلية.

**المادة (19):** الاسس التي يعين أو يجدد للمدرب السريري هي أن يكون حامل شهادة البكالوريوس في دكتور صيدلة أو ماجستير صيدلة سريرية وبمعدل تراكمي لا يقل عن 3 من 4، مع خبرة في مجال العمل سنة على الأقل ان كان على رأس عمله أو اثناء حصوله على المؤهل العلمي، ويجدد له في حال أن لا يقل التقييم الراجع من مكتب الجودة عن 3 من 5، ويتم تكليف المحاضرين غير المتفرغين في بداية كل فصل دراسي عن طريق قيام المحاضر غير المتفرغ بتعبئة نموذج تكليف المحاضر غير المتفرغ المتوفر في القسم مع ارفاق سيرة ذاتية ونسخة عن مصدقة شهادة البكالوريوس والماجستير ان وجدت.

الاسس الداخلية لتعيين وللتوجيه الارشادي ولتقييم المشرف السريري في كلية الصيدلة

الصادرة عن مجلس كلية الصيدلة سندا لنص المادة (10)

تعليمات التدريب السريري لطلبة الكليات الصحية في الجامعة الأردنية

الصادرة بقرار مجلس العمداء رقم 2014/354

تمت المراجعة بتاريخ 2022/02/03

**المادة (1):** الاسس التي يعين أو يجدد للمدرب السريري هي أن يكون حامل شهادة البكالوريوس في دكتور صيدلة أو ماجستير صيدلة سريرية وبمعدل تراكمي لا يقل عن 3 من 4، مع خبرة في مجال العمل سنة على الأقل ان كان على رأس عمله أو اثناء حصوله على المؤهل العلمي، ويجدد له في حال أن لا يقل التقييم الراجع من مكتب الجودة عن 3 من 5، ويتم تكليف المحاضرين غير المتفرغين في بداية كل فصل دراسي عن طريق قيام المحاضر غير المتفرغ بتعبئة نموذج تكليف المحاضر غير المتفرغ المتوفر في القسم مع ارفاق سيرة ذاتية ونسخة عن مصدقة شهادة البكالوريوس والماجستير ان وجدت.

**المادة (2)** على جميع المشرفين الجدد والسابقين الخضوع لأسبوع توجيهي وارشادي خلال الاسبوع الاول من السنة الاكاديمية، يناقش فيه المواضيع التالية بشكل ورقي او شفوي، على أن يكون تحت اشراف وتنسيق مساعد العميد لشؤون المستشفى وبرنامج دكتور صيدلة:

1. تعليمات التدريب السريري.
2. توزيع المشرفين حسب التخصصات ومجموعات الطلاب.
3. توزيع المشرفين على مواقع التدريب وعلى وحدات التدريب في المواقع.
4. توزيع المشرفين الاكاديميين على جميع التخصصات.
5. مراجعة الخطة الدراسية والموضوعات التي سيتم تغطيتها في التخصص
6. التأكيد على تعليمات تعبئة المانيوال او دليل التدريب و تعبئته
7. التأكيد على التنسيق على ساعات التدريب ونشاطات التدريب خلال التخصص بين المشرفين المختلفين.

**المادة (3):** الوصف الوظيفي ينبثق من الوصف الوظيفي للمدرب السريري ويتوقع من المدرب السريري ما يلي:

1. تدريب الطلاب ليحققوا اهداف التدريب العامة وتطوير المهنة المتحققة من اهداف برنامج دكتور صيدلة.
2. الالتزام بالدوام بموقع التدريب المعلن عنه وساعات التدريب.
3. متابعة الطلاب من خلال تزويد والقيام بأي من خدمات العناية الصيدلانية للمرضى ومع الطاقم الطبي.
4. الالتزام بتدريب الطلاب بالتعاون مع المشرفين الاكاديميين والسريريين وحسب ما تقتضي حاجة التدريب.



5. المشاركة في عملية تقييم الطلاب ووضع الامتحانات والتصليح وأي أنشطة أخرى تقتضيها عملية التدريب والاشراف على الطلاب.
6. مساعدة الطلاب في تجاوز نقاط ضعفهم وتطوير مهاراتهم السريرية والمهنية.
7. مناقشة القضايا السريرية وحالة المرضى التي تستدعي التدخل السريري وايصالها للطاقم الطبي.
8. التنسيق مع المشرفين الاكاديمين لمتابعة قضايا الطلاب وحاجاتهم التدريبية حسب التدريب السريري.
9. مراقبة حضور الطلاب والتأكد من التزامهم بقواعد التدريب والشكل العام للتدريب طوال الوقت.
10. التنسيق مع الطاقم الطبي والاختصاصيين من أجل تحقيق اهداف التدريب وتقديم الخدمة والرعاية الصيدلانية للمرضى.
11. التنسيق مع الطاقم التمريضي لتحقيق اهداف التمريض.
12. تقديم تقرير خاص عن سير عملية التدريب للمشرف الاكاديمي ولرئيس لجنة التدريب السريري في الكلية.
13. تحضير ملف المادة بالتنسيق مع المشرف الاكاديمي والذي يجب ان يحتوي الخطة والمواد التي تم تغطيتها وعلامات الطلاب وتقرير المادة.

**المادة (4):** يجب على كل المشرفين الجدد الذين يتم تعيينهم بدون خبرة مرافقة او اتباع المشرف السريري الاقدم على الاقل تخصص واحد قبل بدئه في اعمال تدريب الطلاب، للتأكد من جاهزية واستعدادية المدرب الجديد وتعرفه على الطاقم الطبي.

**المادة (5):** في نهاية كل عملية تدريب يتم تقييم المشرف وموقع التدريب والتخصص والمشرف الاكاديمي من خلال نماذج موجودة على Google form يتم ارسالها وتحليلها من قبل السيد عبد السلام الشوبكي الموجود في مكتب الجودة في الكلية.

**المادة (6):** على الطلاب والمشرفين الذين سيداومون في الخدمات الطبية اصدار تصريح امني عن طريق خطاب رسمي يرفعه مساعد العميد لشؤون المستشفى وبرنامج دكتور صيدلة لرئاسة الجامعة عن طريق عميد الكلية.

**المادة (7):** يتم تعيين نقاط متابعة / ضابط ارتباط ومشرفين سريرين في الخدمات الطبية يكون واجبهما الاشراف ومتابعة وتسهيل التدريب السريري، حتى لحظة مراجعة التعليمات هذه الدكتور معتز الزعبي هو نقطة الاشراف ويتم تعيين ضباط الارتباط لاحقا بموجب كتاب رسمي من الخدمات الطبية، وحسب الاتفاقية الموقعة بين الجامعة والخدمات الطبية الملكية فيما يتعلق بتدريب الكليات الصحية.

**المادة (8):** على الطلاب والمشرفين في كافة المواقع احضار الفحوصات التي يطلبها قسم السيطرة على العدوى في مواقع التدريب، وهذه الفحوصات هي ..الكبد الوبائي أ و ب و نقص المناعة و غيره حسب ما تقتضي الحاجة..

**المادة (9):**

(: خلال فترة جائحة كوفيد 19 ، يجب على الطلاب وأعضاء هيئة التدريس الامتنال لأحدث إصدار من قانون الدفاع العام الأردني فيما يتعلق بمتطلبات التطعيم ضد كوفيد 19 واختبارات تفاعل البوليميراز المتسلسل.

**المادة (10):** يتم تعبئة نموذج صرف مستحقات المحاضرين غير المتفرغين بعد وصول قرار الموافقة على تكليفهم من رئاسة الجامعة الاردنية.

**Clinical training regulation in the School of Pharmacy**  
**Issued by the Council of the School of Pharmacy based on Article 10 of the**  
**Clinical training instructions for students of health sciences schools in the University of**  
**Jordan**  
**Issued by the Deans Council Resolution No. 497/2015 Date 01/06/2015**  
**Revised on February, 03, 2022**

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**Article (1):** These instructions are called "clinical training instructions for students of the School of Pharmacy program instructions" PharmD"

**Article (2):** The following words and phrases mean the following, unless the context indicates otherwise:

**University:** The University of Jordan

**Hospital:** any hospital in which students are trained

**School:** School of Pharmacy

**Training:** Clinical training for the students of the School of Pharmacy, Doctor of Pharmacy Program

**Academic supervisor:** a faculty member in the School of Pharmacy, who is assigned with the tasks of teaching the material and hold a doctoral degree (PhD)

**Clinical Supervisor:** Supervisor holding a master's degree in clinical pharmacy or who is entrusted with the task of training students in the practical training site.

**Clinical preceptor:** Supervisor of a Bachelor's degree in PharmD, who is entrusted with the task of training students.

**Course Coordinator:** a school member who holds doctoral degree assigned the coordination functions for different sections of the same course.

**Student:** A 6th year PharmD student

**Dean:** Dean of the School of Pharmacy.

**Head of Department:** Head of the Department of Biopharmaceutics and Clinical Pharmacy.

**Assistant Dean:** Assistant Dean for the Hospital Affairs and the PharmD program.

**Faculty member:** a faculty member in the School of Pharmacy.

**Article (3):** These regulations include the following clinical training materials:

Clinical training- Internal medicine (1), number 1203601

Clinical training - Internal medicine (2), number 1203602

Clinical training- Pediatrics, number 1203603

Clinical training- Psychiatrics and geriatrics, number 1203604

Clinical training- Gynecology, number 1203605

Clinical training- Surgery, number 1203606

Clinical training- Outpatient/ambulatory care, number 1203608

Clinical training - Clinical pharmacokinetics, number 1203607

**Article (4):** To register for the courses which are mentioned in Article (3), the following prerequisite is mandated: Therapeutics 4 (1203506).

**Article (5):** No student is allowed attend more than one rotation per day, so that one credit hour is equivalent to 6 hours of training a day for five days a week i.e. training starts from 8 am until 2 pm (morning session) or from noon until six pm (afternoon session).

**Article (6):** For each course contained in Article 3 of these instructions, there is at least an academic supervisor, a clinical supervisor and a coordinator of the course according to the instructions of coordination followed in the university so that the teaching load of the clinical supervisors/preceptors is not less than 80% and for the academic supervisors and coordinator it not more than 20% of the total load of the course. **The number of credit hours is equivalent to the number of consecutive weeks of training.**

**Article (7):** The course coordinator is responsible for the following tasks:

- Preparation of the syllabus and modules in cooperation with academic supervisors and clinical supervisors.
- Unifying the syllabus, accredited references and examinations in cooperation academic supervisors and clinical supervisors.
- Holding regular meetings with academic supervisors and clinical supervisors.
- Overseeing final essay exams and distributing them to the members of the exams committees.
- Monitoring the absences of students and following-up on deprivation/withdrawal in case of exceeding the maximum allowable absences.
- Retaining the corrected final examinations according to the instructions applicable in the university.
  - Follow-up clinical supervisor/ clinical instructor and their commitment to achieving the existing goals of training.
- Approval and adoption of the students' grades in clinical training courses in cooperation with the academic advisors.

**Article (8):** The Assistant Dean is responsible for the following tasks:

- Distribution of clinical supervisors into the various departments in the hospital.
- Identifying accredited and approved training sites.
- Meeting with students at the beginning of the semester and when needed.
- Distribution of students into various rotation.
- Distribution of students per academic supervisors and clinical supervisors and training sites.
- Meeting with academic supervisors, clinical supervisors and course coordinators.
- Following up student assessment and related issues.
- Coordination with training sites to facilitate the training of students.

- Follow-up clinical supervisors, academic advisors and the extent of their commitment to achieving the desired objectives of the training.
- Work with the administration of training sites before the beginning of each semester to prepare a list of qualified clinical supervisors to train students in the departments and rotations defined by the school.
- Evaluate the performance of clinical supervisors and taking feedback from students regarding training sites and courses.
- Perform periodic visit and follow-up practical training sites and meet with officials before the training
- Prepare a file containing all the papers relating to training, such as:
  - o training plan and objectives.
  - o practical training instructions.
  - o orientation instructions, which takes place at the beginning of the program.
  - o distribution of clinical supervisors.
  - o distribution of students in practical training sites.
  - o mechanism and the results of the final evaluation.

**Article (9):** The academic supervisor is responsible for the following tasks:

- Meet with a group of students periodically and at least every week in order to introduce them to role, objectives and strategies and follow up the training and discuss clinical cases.
- Attending periodic meeting determined by course coordinator to agree on the basis of training and assessment, also how to use the forms prepared for this purpose, and attending special meeting held to evaluate the situation or discuss an exceptional situation for students.
- Supervise student assessment and review corrected exams/manuals with clinical supervisors.

- Collect grades, reports, pharmaceutical care plans and any papers concerning the training material and work on auditing and retention of records and documents and papers duly followed in the university.
- Monitor the performance of students through:
  - o Carry out field visits to sites of practical training.
  - o Cooperate with the accredited clinical supervisor in the hospital.
  - o Monitoring performance of clinical supervisors to improve the training.
  - o Participate in the preparation, implementation and supervision of all student assessment activities.

**Article (10):** The clinical supervisor / clinical preceptor is in charge of the following tasks:

- Train students according to the objectives and instructions for each specialty or course.
- Commit to be in place training with the students throughout the training hours.
- Follow up students during pursuing of pharmaceutical care.
- Commit to train students via practicing clinical pharmacy, according to instructions or what might be required in the training sites
- Student assessment through approved evaluation forms.
- Assist the student in identifying vulnerabilities in their performance.
- Discuss clinical cases with students and through clinical rounds.
- Assist in the development and grading of exams.
- Discuss pharmaceutical care provided by the students.
- Participate in the evaluation of the student with the academic supervisor using custom forms.
- Monitor progress of students with academic supervisor continuously.

- Monitor student attendance of training and inform the academic supervisor of any default or absence.
- Cooperate with the interns, residents and consultants in order to achieve the training objectives.
- Cooperate with the nurses in order to achieve the training objectives.
- Submit a report at the end of each training to the course coordinator and the Chair of the Committee and Head of the Department including training activities and case studies.

**Article (11):** The number of students per section is 6-7.

**Article (12):** Students enrolled in the training, clinical supervisors and academic supervisors have the right to access patients' files, medication sheets, and laboratory tests results whether in paper or computerized forms in the hospital and other sites of training for training purposes.

**Article (13):** The students are trained in inpatients wards and in pharmacies of outpatient clinics.

**Article (14):** In case of exposure by students to any injuries during training, the same procedure applies as in dealing with a personnel working in the training site which the injury occurred.

**Article (15):** The student who exceeds maximum allowable absences (10%) of the total days, fails in the corresponding subject.

**Article (16):** students should adhere to the regulations and instructions adopted at the university and the hospital.

**Article (17):** Dean, staff members of the School and the director of the Admission/Registration Unit are deemed responsible for the implementation of these instructions.

**Article (18):** Cases that are not included in these instructions are referred to a committee formed by the Dean of the School.

**School of Pharmacy Bylaws for appointment, orientation and assessment of preceptors for  
clinical training: (part time)**

**Issued by the Council of the School of Pharmacy based on Article 10 of the  
Clinical training instructions for students of health sciences schools in the University of  
Jordan**

**Issued by the Deans Council Resolution No. 354/2014**

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**Revised on 03/02/2022**

**Article 1:** Criteria to appoint/renew clinical preceptors (part time) as the following:

- To have PharmD degree or MSc in Clinical Pharmacy/
- To have a minimum GPA of 3 out of 4.
- To have at least one year of experience in training either as part of their degree requirement or work experience.
- For renewal, it is requested to receive an evaluation feedback no less than 3 out 5 in the QA office evaluation.

The clinical preceptors are appointed at the beginning of the semester and they shall fill the designed form attached to a CV and a copy of the BSc or MSc certificate which ever available

**Article 2:** During the first week of an academic year, an orientation session should held for both new and existing preceptors. The orientation week should be organized and supervised by the assistant dean of hospital affairs and Pharm D. During the orientation the following should be provided both verbally and in written format:

- Regulations of the training
- The distribution of preceptors per rotation, and per students' groups
- The distribution of preceptors per training site and per floor in a particular training site
- The academic advisor in charge for a particular rotation which will supervise the corresponding preceptor



- The syllabus and the material to be offered during a particular rotation
- The clerkship manual (how to fill it and to grade it)
- The structure of the rotation (work hours, daily activities)

**Article 3:** Job description, expectations and tasks of preceptor during each particular rotation, specifically:

- Training of students according to objectives and instructions for each specialty or course
- Commit to be on-site with the students throughout the training hours
- Follow up students upon provision of pharmaceutical care to patients and discuss pharmaceutical care provided by the student plans
- Commit to train students through the practice in cooperation with clinical supervisor, according to instructions or may be required in the training places
- Participate in the evaluation of the student with the academic supervisor using custom forms
- Assist the student in identifying their weaknesses
- Discuss clinical cases with students throughout clinical rounds
- Assist in the development and grading of exams
- Monitor progress of students with academic supervisor continuously
- Monitor student attendance of practical training and inform the academic supervisor of any default or absent
- Cooperate with the interns, residents and consultants in order to achieve the training objectives

- Cooperate with the nurses on the floors in order to achieve the training objectives
- Submit a report at the end of each training session to clinical coordinator of the article and the Chairman of the Committee and the Head of the Department that includes practical training activities and case studies
- Prepare with the academic advisor a course file which includes: course syllabus, material covered, students' grades and analysis of questions, course report

**Article 4:** Junior (new) preceptors are mandated to shadow senior preceptors (those with minimum of one-year experience in training). The aim of the shadowing is to introduce the new preceptors on-site to training structure, and to other healthcare professionals (physicians, and nurses).

**Article 5:** At the end of each training block, an assessment form should be distributed to assess preceptors, training site and the clinical rotation using google forms administrated by the QA office in the School. The contact person for conducting and analyzing the evaluation is Mr Abdassalam Alshobaki.

**Article 6:** The preceptors and students assigned to be trained in RMS shall obtain security clearance. The security check forms and request letter shall be organized by the Assistant Dean for Hospital Affairs and Pharm D.

**Article 7:** There shall be designated point of contact assigned by RMS to overlook and facilitate training. Dr. Mutaz Zubi (0772064543) has been nominated up to the date of the revision of this regulation (December 2021)

**Article 8:** Students and preceptors across all locations of training requested to submit the following tests as requested by the infectious control department. These are nominated as HIV, Hepatitis B and C.

**Article 9:**

During the period of COVID 19 pandemic, students and teaching staff should obey the latest issue of the Jordanian Public Defense Law regarding the COVID 19 vaccination and PCR tests requirements.

**Article 10:** Reimbursement forms shall be filled after an official approval for appoint by the University President Office. The forms are signed by the Assistant Dean of Hospital Affairs and Pharm D.

## Appendix 2. Regulations for Pharmaceutical Field training, the School of Pharmacy, The University of Jordan

الصادرة عن مجلس كلية الصيدلة سندا لنص المادة (10) من

تعليمات التدريب الميداني الصيدلاني، كلية الصيدلة، الجامعة الأردنية

المادة (10) من تعليمات التدريب السريري لطلبة الكليات الصحية بالجامعة الأردنية الصادرة عن

مجلس العمداء رقم 2015/497 وتاريخ 2015/6/1

المادة (1): تسمى هذه التعليمات "تعليمات التدريب الميداني الصيدلاني لطلاب كلية الصيدلة.

المادة (2): تعني العبارة والعبارات التالية ما يلي، ما لم يشير السياق إلى غير ذلك:

الجامعة: الجامعة الأردنية

الكلية: كلية الصيدلة

التدريب: التدريب الميداني الصيدلاني لطلاب كلية الصيدلة

المشرف الأكاديمي: عضو في كلية الصيدلة، يسند إليه مهمة تدريس المادة ويكون من حملة شهادة الدكتوراه.

المشرف العملي: يحمل درجة البكالوريوس في الصيدلة، الذي تسند إليه مهمة تدريب الطلاب.

مساعد العميد: مساعد العميد لشؤون التدريب الميداني الصيدلانية.

موقع الممارسة: الموقع الذي يتم فيه التدريب الميداني. ربما يكون؛ سلسلة صيدليات، صيدلية محلية، صيدلية المستشفى،

مصنع ادوية، مؤسسة الغذاء و الدواء، مستودعات الأدوية،

المادة (3): اختيار موقع التدريب الميداني الصيدلاني 1 : يتم توزيع الطلاب خلال فترة التدريب بين موقع أو موقعين للتدريب،

كلا موقعي التدريب يجب ان يكون تم تقييمها سابقا من قبل أعضاء هيئة التدريس والمجموعة السابقة من الطلاب. يجب أن تكون

كل من مواقع التدريب من الصيدليات المحلية المسجلة التي تتوافق مع معايير موقع التدريب المبينة في الملحق الأول. من المفضل

أن يكون أحد مواقع التدريب جزءا من إحدى سلاسل الصيدليات التي تعقد اتفاق مع كلية الصيدلة في الجامعة الأردنية ومن الممكن

أن يخصص 50% من وقت تدريبهم (120 ساعة) في احد سلسلة الصيدليات الواحدة. في نهاية فترة التدريب، يطلب من جميع

الطلاب لتقييم مواقع الممارسة الخاصة بهم. في هذه الحالة يكون موقع الممارسة الثاني واحدا من الصيدليات المحلية التي تعقد

اتفاقية مع كلية الصيدلة في الجامعة الأردنية. ومن المتوقع أن يقضي كل طالب 50% المتبقية (120 ساعة) من وقت التدريب في

واحدة من هذه المواقع. في نهاية فترة التدريب، يطلب من جميع الطلاب لتقييم ومعدل مواقع الممارسة الخاصة بهم باستخدام

مقياس يتراوح بين الضعيف إلى ممتاز (الملحق الثاني). ويجب إزالة جميع مواقع التدريب الضعيفة من القائمة. وتستند الاستراتيجية في اختبار الطالب موقعه التدريب الثاني على اختيار 3 مواقع مختلفة واحدة منها يجب أن يكون تصنيف أعلى من المتوسط. سيقوم المشرف الأكاديمي باختيار الموقع على أساس الشواغر المتاحة في كل من مواقع التدريب المختارة.

**المادة (4):** اختيار موقع التدريب الميداني الصيدلاني 2: ومن المتوقع أن ينهي جميع الطلاب 120 ساعة من تدريبهم في صيدلية المستشفى (مستشفى الجامعة الأردنية، والخدمات الطبية الملكية، ومستشفيات وزارة الصحة). بعد الانتهاء من تدريبهم في صيدلية المستشفى، يجب على جميع الطلاب حضور تدريب في الكلية (40 ساعة) التي تقدمها كلية الصيدلة بالتعاون مع أصحاب المصلحة في الصناعة والتسجيل ومخازن الأدوية وشركات الأدوية. حيث يمكنهم من اختيار احد المجالات الصيدلانية لانهاء 80 ساعة المتبقية من التدريب . ويطلب من جميع الطلاب لتقييم مواقع الممارسة في نهاية كل من دورات التدريب الخاصة بهم.

**المادة (5):** مساعد العميد هو المسؤول عن المهام التالية:

- تحديد مواقع التدريب المعتمدة .
- الاجتماع مع الطلاب في بداية الفصل الدراسي وعند الحاجة.
- توزيع الطلبة على اماكن تدريب مختلفة.
- توزيع الطلبة على المشرفين الأكاديميين ومواقع تدريب.
- الاجتماع مع المشرفين الأكاديميين في كل فصل دراسي لشرح واجباتهم.
- متابعة تقييم الطالب والقضايا ذات الصلة.
- التنسيق مع مواقع التدريب لتيسير تدريب الطلاب.
- متابعة المشرفين العمليين والمشرفين الأكاديميين ومدى التزامهم بتحقيق الأهداف المرجوة من التدريب.
- العمل مع إدارة مواقع التدريب قبل بداية كل فصل دراسي لإعداد قائمة المؤهلات السريرية المؤهلة لتدريب الطلاب في كل موقع التدريب المحددة والمعتمدة من قبل الكلية.
- تقييم أداء كل موقع تدريب وتقييم الطلاب فيما يتعلق بمواقع التدريب والدورات.
- القيام بزيارة دورية ومتابعة مواقع التدريب العملي واللقاء مع المسؤولين قبل التدريب
- إعداد ملف يحتوي على جميع الأوراق المتعلقة بالتدريب، مثل:

✓ خطة التدريب والأهداف.

✓ تعليمات التدريب العملي. والتي توضح في بداية البرنامج.

✓ توزيع الطلاب في مواقع التدريب العملي.

✓ آلية ونتائج التقييم النهائي.

**المادة (6):** المشرف الأكاديمي مسؤول عن المهام التالية:

• لقاء مع مجموعة من الطلاب بشكل دوري وعلى الأقل كل أسبوع من أجل تعريفهم على الدور والأهداف والاستراتيجيات ومتابعة التدريب.

• الإشراف على تقييم الطالب ومراجعة الامتحانات و ملف الطالب مع المشرفين العمليين.

• مراقبة أداء الطلبة من خالل:

✓ القيام بزيارات ميدانية لمواقع التدريب العملي.

✓ التعاون مع المشرفين المعتمدين في موقع التدريب.

✓ المشاركة في إعداد وتنفيذ والإشراف على جميع أنشطة تقييم الطلاب.

**المادة (7):** المشرف العملي هو المسؤول عن المهام التالية:

• تدريب الطلاب وفقا لأهداف وتعليمات الدورة.

• الالتزام بمتابعة الطلاب خلال ساعات التدريب.

• تقييم الطالب من خالل نماذج التقييم المعتمدة.

• مساعدة الطالب في تحديد نقاط الضعف في أدائهم.

• مراقبة حضور الطالب للتدريب وإخبار المشرف الأكاديمي بأي تقصير أو غياب.

**المادة (8):** يعتبر الطالب راسباً، اذا تجاوز الحد الأقصى المسموح به للغياب (20%) من مجموع ساعات التدريب .

## الملحق الأول

معايير اختيار الموقع العملي

1. يجب على مواقع ممارسة الصيدلة تلبية جميع المعايير التي وضعتها وزارة الصحة والجمعيات الصيدلانية الأردنية
2. يجب أن يكون الموقع نظيفاً ويعكس صورة مهنية.
3. يجب أن يكون مسؤول موقع التدريب على استعداد لمساعدة طالب الصيدلة في تلبية أهداف التدريب الميداني الصيدلة.
4. يوجد الموظفين الكفاءة و بعدد كافي لتحقيق أهداف التعلم وتوفير الوقت الأمثل للتفاعل بين المشرف والطالب
5. يجب أن يكون موقع التدريب على استعداد لتقديم خبرات تعليمية فعالة للطلاب.
6. بالنسبة للتدريب في مجال الصيدلة 1 فقط، يجب أن تكون مرخصة من قبل وزارة الصحة الاردني

## الملحق الثاني

## نموذج تقييم موقع التدريب

السؤال	نعم	لا	ملاحظات
1. المساحة المقدمة كافية؟			
2. هل يتم إعطاء الوقت الكافي لرؤية المريض/المرافق؟			
3. هل هناك أعداد كافية من المرضى؟			
4. هل هناك أنواع متعددة من المرضى، السن، نوع الشكوى الرئيسية، وما إلى ذلك؟			
5. هل هناك أنواع متعددة من الصفات الطبية؟			
6. هل يسمح للطلاب بقراءة الصفات الطبية؟			
7. هل يمنح الطلاب الفرصة لتقديم المشورة للمرضى بشأن المشاكل التي تهم؟			
8. هل ملفات الجرد متاحة للطلاب؟			
9. هل يستفيد الطلاب من الصيادلة الموظفين بشكل مناسب؟			
10. هل تشعر بالأمان في موقع التدريب؟			
11. هل تشعر بالاحترام في موقع التدريب؟			

## التقييم العام

1. ما هي العناصر الإيجابية في هذا الموقع التدريبي؟

2. قائمة المناطق التي يحتاج هذا الموقع إلى تحسين من أجل توفير التعلم الأمثل للطلاب.

3. هل توصي بهذا الموقع للطلاب الآخرين؟ لما و لما لا؟

---

4. التقييم العام للموقع:

أ. سيء

ب. مقبول

ت. متوسط

ث. جيد

ج. ممتاز



**Executive Regulations for the application of the clinical training instructions in the School of Pharmacy issued by the School of Pharmacy Pursuant to the provisions of Article (10) of the Clinical Training Instructions for students of Health Faculties in the University of Jordan issued by the Board of Deans No. 497/2015 dated 1/6/2015.**

من تعليمات التدريب السريري لطلبة الكليات الصحية بالجامعة الأردنية الصادرة عن مجلس  
العمداء رقم 2015/497 وتاريخ 2015/6/1

**Article (1):** These regulations are called "Pharmaceutical Field training instructions for students of the School of Pharmacy.

**Article (2):** The following words and phrases mean the following, unless the context indicates otherwise:

University: The University of Jordan

School: School of Pharmacy

Training: Pharmaceutical Field training for the students of the School of Pharmacy

Academic supervisor: a school member in the School of Pharmacy, who is entrusted with the tasks of teaching the material and consists of doctoral degree holders.

Clinical preceptor: Supervisor of a Bachelor's degree in Pharmacy, who is entrusted with the task of training students.

Assistant Dean: Assistant Dean for the Pharmaceutical Field training affairs.

Practice site: The site where Pharmaceutical Field training is conducted and might be; Chain pharmacy, community pharmacy, hospital pharmacy, Industrial Factory, JFDA, drug stores,

**Article (3):** Pharmaceutical Field training I practice site selection: students are circulated during their training course between one or two practice sites that have been previously evaluated by an academic staff and a past group of students. Both training sites must be registered community pharmacies that meet practice site criteria outlined in Appendix I. One of the training sites could preferably be part of a Chain Pharmacy that holds an affiliation agreement with the School of Pharmacy at the University of Jordan. Where any student is allowed to finish 50% of their filed practice time (120 hours) in one chain pharmacy. At the end of training time, all students are required to evaluate their practice sites.

In this case, the second practice site can be one of the community pharmacies that hold an affiliation agreement with the School of Pharmacy at the University of Jordan. Each student is expected to spend the remaining 50% (120 hours) of the filed practice time in one of these sites. At the end of training time, all students are required to evaluate and rate their practice sites using a scale ranging from Poor to Excellent (Appendix II). All poor training sites must be eliminated from the list. The strategy by which the student chooses his second practice site is based on selecting 3 different sites one of which must have an above average rating. The academic supervisor will choose the location based on the vacancy available at each of the chosen practice sites.

**Article (4):** Pharmaceutical Field training II practice site selection:

All students are expected to finish 120 hours of their training at a hospital pharmacy (Jordan University Hospital, Royal Medical Services, and Ministry of Health Hospitals). After the completion of their training at a hospital pharmacy, all students should attend an in house training (40 hours) offered by the School of Pharmacy in collaboration with its stakeholders in industry, registration, drug stores and pharmaceutical companies. The in house training should introduce the students to different fields of pharmaceutical training where they may choose to finish up the remaining 80 hours of Filed Pharmaceutical training. All students are requested to evaluate their practice sites at the end of each of their training rotations.

**Article (5):** The Assistant Dean is responsible for the following tasks:

- Identifying accredited and approved training sites.
- Meeting with students at the beginning of the semester and when needed.
- Distribution of students into various rotations.
- Distribution of students per academic supervisors and training sites.
- Meeting with academic supervisors each semester to explain their duties.
- Following up student assessment and related issues.
- Coordination with training sites to facilitate the training of students.
- Follow-up clinical preceptors, academic advisors and the extent of their commitment to achieving the desired objectives of the training.
- Work with the administration of training sites before the beginning of each semester to prepare a list of qualified clinical preceptors to train students in each training site defined and approved by the school.

- Evaluate the performance of each training site and taking feedback from students regarding training sites and courses.
- Perform periodic visit and follow-up practical training sites and meet with officials before the training
- Prepare a file containing all the papers relating to training, such as:
  - ✓ training plan and objectives.
  - ✓ practical training instructions.
  - ✓ orientation instructions, which takes place at the beginning of the program.
  - ✓ distribution of students in practical training sites.
  - ✓ mechanism and the results of the final evaluation.

**Article (6):** The academic supervisor is responsible for the following tasks:

- meet with a group of students periodically and at least every week in order to introduce them to role, objectives and strategies and follow up the training.
- Supervision of student assessment and review of corrected exams/manuals with clinical preceptors.
- Monitoring the performance of students through:
  - ✓ carrying out field visits to sites of practical training.
  - ✓ cooperating with the accredited clinical preceptors in the practice site.
  - ✓ participating in the preparation, implementation and supervision of all student assessment activities.

**Article (7):** The clinical preceptor is in charge of the following tasks:

- Training students according to the objectives and instructions of the course.
- Commit to be in the place of training with the students throughout the training hours.
- Student assessment through approved evaluation forms.
- Assist the student in identifying vulnerabilities in their performance.
- Monitoring student attendance of training and inform the academic supervisor of any default or absence.

**Article (8):** The student, who exceeds maximum allowable absences (20%) of the total training hours, fails in the corresponding subject.

## **Addendum A**

### **Practice Site Selection Criteria**

1. Pharmacy practice sites shall meet all standards set by the Ministry of Health and Jordan Pharmaceutical Association
2. The site must be clean and reflect a professional image.
3. Training site preceptor must be willing to help student pharmacists in meeting pharmacy field training learning objectives.
4. Has adequate professional staff and supportive technical and clerical staff to meet the learning objectives and to provide for optimum time for preceptor and student interaction
5. Practice site must demonstrate a willingness to provide active learning experiences for students.
6. For pharmacy field training 1 only, practice site must be licensed as a community pharmacy by the Jordanian Ministry of Health.
7. Practice site should have certain properties related to adequate number and types of prescription (ordinary and insurance) and provision of different categories of medications with regard to type and dosage forms.

**Addendum B****Training Site Evaluation Form**

<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is adequate space provided			
Is adequate time given to see patient/customers?			
Are there sufficient numbers of patients/customers?			
Are there versatile types of patients, so to age, type of chief complaint, etc?			
Are there versatile types of prescriptions?			
Are students allowed to read prescriptions?			
Are students given the opportunity to provide consultation to patients on problems of interest?			
Are inventory files accessible to students?			
Is the staff appropriately helpful to and accepting of students?			
Do you feel safe at the training site?			
Do you feel respected at the training site?			

**GENERAL COMMENTS**

1. What are the positive elements in this training site?

---

2. List areas in which this site needs improvement in order to provide optimal student learning.

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3. Do you recommend this site for other students? Why or why not?

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4. How would you generally rate this training site?

- A. Poor
- B. Fair
- C. Average
- D. Good
- E. Excellent

## Appendix 3. Regulations Regarding Students' Affairs, the School of Pharmacy, The University of Jordan

### I. Students' Participation in the School Committees

#### تمثيل الطلبة في لجان الكلية

1. يتم تمثيل طلبة كلية الصيدلة في لجان الكلية من خلال طالبين على الأقل في كل لجنة
2. تتم عملية اختيار ممثلي الطلبة في اللجان من خلال الآلية التالية:
  - أ. يتم اجراء اعلان عام للطلبة في بداية كل عام دراسي يتضمن قائمة بلجان الكلية و يدعو الطلبة للترشح لتمثيل الطلبة في أي من هذه اللجان
  - ب. يتم حصر اسماء الطلبة المترشحين لكل لجنة، وفي حال زيادة عدد الطلبة المترشحين في أي من اللجان عن العدد المطلوب فيها، يتم الاختيار بناء على قرعة تجرى من قبل مساعد العميد لشؤون الطلبة
  - ج. يجب أن يراعى تمثيل التخصصات و المستويات الدراسية المختلفة لطلبة الكلية عند اجراء القرعة
  - د. يتم اختيار ممثلي طلبة الدراسات العليا في اللجان من خلال آلية يحددها مقرر لجنة الدراسات العليا في الكلية
3. يحضر ممثلو الطلبة اجتماع اللجنة أو جزء منه بدعوة من مقرر اللجنة، دون أن يشاركوا بالتصويت
4. تستثنى من البنود السابقة اللجان المنصوص على كيفية تشكيلها بشكل مباشر من قبل تعليمات أو أنظمة الجامعة

1. Each School Committee should have a minimum of two students' representatives.
2. Selection process for students' representation in the School Committees is as follows:
  - a. The invitation for representation in the School Committees along with the list of the School Committees is distributed to students at the beginning of each academic year.
  - b. In case the number of candidates for a Committee is exceeding the required number of student representatives, the Assistant Dean for Student Affairs selects students randomly.
  - c. The selection of graduate students for representation in School Committees is made by the Chair of Graduate Studies Committee.
  - d. During the random selection of students for the participation in committees, it will be ensured that students from different study programs and from different study levels (years) be equally represented.

3. Student representatives attend Committee meetings or part of meetings upon invitation of the Committee Chair but do not vote.
4. Committees for which the above items are not applied are Committee that are formed in accordance to the University of Jordan Regulations and Laws (The Graduate Studies Committee and the Students' Misconduct Investigation Committee) in addition to Staff Resources Committee.

## II. Course Offering and Schedule

### طرح المواد و الجدول الدراسي

1. يتم تقدير عدد الطلبة المتوقع تسجيلهم في كل مادة، ثم يتم احتساب عدد الشعب من خلال قسمة عدد الطلبة على
  2. يتم تقدير عدد الطلبة المتوقع تسجيلهم في كل مادة، ثم يتم احتساب عدد الشعب من خلال قسمة عدد الطلبة على الحد الأعلى للشعبة الواحدة و زيادة 1
- عدد الشعب = (عدد الطلبة المتوقع تسجيلهم / الحد الأعلى للشعبة الواحدة) + 1
3. يكون الحد الأعلى للشعبة الواحدة في المواد النظرية 60 طالباً
  4. يجب أن لا يقل عدد المواد الاختيارية المطروحة في كل قسم عن مادتين مختلفتين و يجب أن لا يقل مجموع الشعب للمواد الاختيارية المطروحة في كل قسم عن أربع شعب
  5. يراعى توزيع الشعب على الايام المختلفة -بحيث يتم طرح شعبة واحدة على الأقل من المواد متعددة الشعب كل من أيام (أحد ثلاثاء) و(اثنين أربعاء)- وعلى الاوقات المختلفة (8:30-11:30)، (11:30-14:30)، (14:30-17:30)

The following guideline should be followed when offering and scheduling courses for each academic semester:

1. An estimate should be made for the expected number of students that need to register in each course according to the guidance program outline.
2. The number of offered sections for each course will be calculated by dividing the expected number of students by the maximum capacity in each section and adding one extra section.



$$\text{i.e. number of sections} = \frac{\text{expected number of students}}{\text{maximum capacity in each section}} + 1$$

3. The maximum capacity of each section in the theoretical courses should not exceed 60 students.
4. The maximum capacity of each section in the practical courses should not exceed 20 students.
5. The number of elected courses offered by each academic department should be not less than two different courses with a total number of at least four sections.
6. When making the course time schedule, the different sections of each course should be distributed into different days – Sunday/Tuesday and Monday/Wednesday, and different time blocks, i. e. (8:30-11:30), (11:30-14:30), (14:30-17:30).

## I. Exemption for Registration in Full Capacity Sections

### فتح الشعب المغلقة

1. يتقدم الطالب بطلبات فتح الشعب المغلقة الى رؤساء الأقسام.
2. ينظر رئيس القسم المعني في الطلبات ويبت فيها خلال فترة السحب و الاضافة بالقبول أو الرفض مع مراعاة ما يلي :
  - إعطاء الأولوية لطلبة المستوى الأعلى و الطلبة غير المسجلين في المادة -أ
  - أن لا يتجاوز عدد المسجلين في الشعبة الواحدة عن 72 طالباً إلا في حالات استثنائية و بعد التنسيق مع مساعد -ب العميد لشؤون الطلبة لبحث امكانية توجيهها لقاعة تدريسية مناسبة.
3. في حال تم رفض طلب فتح الشعبة المغلقة يتوجه الطالب للمرشد الاكاديمي ليقوم بدراسة حالته و تعبئة النموذج المرفق (ص/ط/1) و ارساله مع الجدول الدراسي للطالب الى رئيس القسم المعني.
4. يقوم رئيس القسم بإعادة النظر في الطلب و أخذ القرار المناسب بناء على توصية المرشد الأكاديمي

In exceptional circumstances where the optimal progression of a student in his degree program depends on his registration in a course section that has already reached its maximum capacity; an exemption can be made to allow his registration in such a section by following the below procedures:

1. The student files a request for required exemption to the Head of relevant academic Department using the electronic registration system.
2. The Head of Department examine all filed requests and should make a decision to accept or to reject each one of them during the add/drop period, considering the following:
  - a. The maximum number of students registered in any section should not exceed 72.
  - b. Priority should be given to higher-year-level students and those that have not registered in other sections of the same course.
3. In case the exemption request was initially rejected by the Head of Department, the student can go to his academic mentor to further study his case. If found necessary, the academic mentor makes a recommendation (using the assigned form) for the head of department to re-consider his decision.
4. The Head of Department makes the final decision based on the recommendation made by the student's academic mentor.

#### IV. Examination and assessment process

##### تعليمات التقييم و إجراء الإمتحانات

1. توزع علامات المواد النظرية على النحو الآتي:
  - a. المواد الوجيهة:
    - أ. أعمال فصلية: 20 علامة.
    - ب. امتحان منتصف الفصل: 30 علامة.
    - ج. الامتحان النهائي: 50 علامة.
  - b. مواد التعلم المدمج والتعلم عن بعد:
    - أ. أعمال فصلية: 30 علامة.
    - ب. امتحان منتصف الفصل: 30 علامة.
    - ج. الامتحان النهائي: 40 علامة.
2. توزع علامات المواد العملية على النحو الآتي:
  - أ. أعمال فصلية: 30-50 علامة.
  - ب. امتحان منتصف الفصل: 10-30 علامة.
  - ج. الامتحان النهائي: 20-40 علامة.
3. توزع علامات مادة الندوة على النحو الآتي:
  - أ. التقييم: 10 علامات.
  - ب. التقرير: 20 علامة.
  - ج. عرض الندوة: 30 علامة.
  - د. مناقشة الندوة: 40 علامة.
4. توزع علامات مادة مشروع بحث على النحو الآتي:
  - أ. أعمال فصلية: 30 علامة.
  - ب. عرض المشروع: 30 علامة.
  - ج. التقرير: 40 علامة.
5. يجب أن لا يزيد عدد الامتحانات (بما فيها الامتحان النهائي و الامتحان القصير (Quiz)) في المواد النظرية عن ثلاثة إمتحانات في الفصل الواحد
6. في حال اجراء امتحان قصير (Quiz) في أي مادة يجب أن لا تزيد علامته عن 10% من مجموع العلامات
7. يجب أن لا تزيد العلامات المخصصة لأسئلة الاختيار من متعدد في أي مادة عن 80% من مجموع العلامات
8. يجب أن تشمل أسئلة الامتحان كافة المواضيع التي تم تدريسها و بشكل يتناسب مع عدد المحاضرات التي تم تخصيصها لكل موضوع، على أن تغطي الأسئلة جميع نتائج التعلم المستهدفة للمادة

9. يجب أن لا تتجاوز مادة امتحان منتصف الفصل مادة الاسبوع السابع حسب خطة المادة المعتمدة
10. في المواد النظرية، يجب أن يتم إجراء كل من امتحان منتصف الفصل و الامتحان النهائي على نموذجين على الأقل
11. في المواد النظرية، يجب أن لا تتجاوز مدة امتحان منتصف الفصل عن خمسين دقيقة و مدة الامتحان النهائي عن تسعين دقيقة.
12. يقوم مدرسو المادة بوضع أسئلة جديدة لكل امتحان و يجب أن لا تتجاوز الأسئلة المكررة من آخر سنتين نسبة 25%
13. يقوم مدرسو المواد النظرية متعددة الشعب و بالتنسيق مع منسق المادة بتوحيد كل من امتحان منتصف الفصل و الامتحان النهائي و اعتماد إجابات نموذجية موحدة و مقياس نهائي موحد لتحويل العلامات المئوية الى الحروف.
14. في المواد العملية و التدريب عند عقد امتحانات غير موحدة او اجراء التقييم من قبل مدرسين متعددين يوصى باعتماد العلامة المعيارية (z-score) و توزيع العلامات بالحروف بناء عليها و توثيق ذلك في ملف المادة

To ensure consistent, reliable and transparent student evaluation process, the following guidelines should be followed when performing examinations and other student assessment procedures:

1. The percentage mark distribution should be as the following (as per Bachelor Degree Regulations):
  - a. Theoretical courses:
    1. Face-to-face courses:
      - ii. Semester work: 20 marks
      - iii. Mid-term exam: 30 marks
      - iv. Final exam: 50 marks
    - i. Online and hybrid courses:
      - ii. Semester work: 30 marks
      - iii. Mid-term exam: 30 marks
      - iv. Final exam: 40 marks.
  - b. Practical courses:
    - i. Semester work: 30-50 marks
    - ii. Mid-term exam: 10-30 marks
    - iii. Final exam: 20-40 marks.
  - c. Seminars:
    - i. Semester work: 10 marks
    - ii. Written report: 20 marks

- iii. PowerPoint Presentation: 30 marks
  - iv. Presentation process: 40 marks.
  - d. Research project:
    - i. Semester work: 30 marks
    - ii. Written report: 30 marks
    - iii. Project presentation: 40 marks.
2. In each semester, the number of total written exams should be not more than (NMT) 3 exams.
  3. In case a written quiz is made in any course its total mark should be NMT 10 marks.
  4. The total mark of objective questions (e.g. multiple choice questions) in each course should be NMT 80 marks.
  5. The exam questions should cover all topics taught in the course in accordance to its intended learning outcomes (ILO's).
  6. The number of exam questions on each topic should be proportional to the relative size of this topic.
  7. The material included the mid-term exam should not exceed that of the 7<sup>th</sup> week, according to the course syllabus.
  8. In theoretical courses, mid-term and final exams should be made in at least 2 forms.
  9. In theoretical courses, the exam duration should be NMT 50 minutes for the mid-term exam and NMT 90 minutes for the final exam.
  10. New questions should be made for each exam, and the % of questions repeated from the last 2 years should be NMT 25%.
  11. In theoretical courses with multiple sections/lecturers, the mid-term and final exams should be unified for all sections and made at same time schedule. And the same grading scale should be used for all students in the course.
  12. In practical and training courses, if the examination/assessment process is not unified and performed by different preceptors, the letter grades should be assigned according to the student's z-score rather than the absolute value of the student's mark.

## V. Guidance for Grading System

### تعليمات تحويل العلامات المنوية الى الحروف

1. يحسب الوسط الحسابي والانحراف المعياري للعلامات المنوية بعد تحويل العلامات التي تقل عن 35 الى 35
2. يجب ان يقع الوسط الحسابي لعلامات الطلبة المنوية بين حرفي جيم زائد (ج+) و باء (ب).
3. يتم تحديد الحد الأدنى للحرف الف (أ) استناداً إلى حاصل جمع الوسط الحسابي زائد (1.25 أو 1.5) انحراف معياري (أو أي قيمة بينهما)
4. يجب أن لا يقل تقدير الطالب الذي أحرز 60 عن جيم (ج).
5. تكون العلامة 50 هي علامة النجاح (الحد الأدنى للحرف دال (د)) باستثناء الحالات
6. تكون العلامة 50 هي علامة النجاح (الحد الأدنى للحرف دال (د)) باستثناء الحالات الآتية:  
 أ. تكون 48 أو 49 إذا كانت أي من العلامتين ضمن الوسط الحسابي ناقص (1.5) انحراف معياري.  
 ب. تكون 47 أو 46 أو 45 إذا كانت أي من هذه العلامات تقع ضمن الوسط الحسابي ناقص (1.25) انحراف معياري.  
 ج. يجب أن لا تقل علامة النجاح عن 45 إلا إذا كانت هذه العلامة (التي تقل عن 45) تقع ضمن الوسط الحسابي ناقص (1.0) انحراف معياري
7. تكون العلامة 36 هي الحد الأدنى للحرف دال ناقص (د-)
8. يستثنى من البنود السابقة الحالات التالية بشرط اعتمادها و الموافقة عليها من قبل مجلس الكلية:  
 أ. إذا قل عدد الطلاب المسجلين في المادة عن 60 طالب، و يتم عندئذ الرجوع الى اخر مقياس تم اعتماده لهذه المادة في فصل دراسي زاد فيه عدد الطلبة عن 60 .  
 ب. مواد الندوات و مشروع البحث و تدريب المستشفى  
 ج. أي حالات أخرى ينسب بها مجلس القسم مع المبررات اللازمة.

The following guideline should be followed when assigning student grades (in letters) based on their mark totals:

1. Adjusted mean ( $\mu$ ) and standard deviation ( $\sigma$ ) are calculated after adjusting any mark below 35 to 35.
2. The mark equal to the adjusted mean should be assigned a grade between C+ and B.
3. The lower limit for grade A should lie in the range from  $\mu + 1.25*\sigma$  to  $\mu + 1.5*\sigma$ .
4. Any student with a mark total of 60 should be assigned at least grade C.
5. The lower limit of grade D (pass grade) should be 50 except in the following cases:

- a. It should be 49 or 48 if any of these marks lie within  $\mu - 1.5\sigma$
  - b. It should be 47, 46 or 45 if any of these marks lie within  $\mu - 1.25\sigma$
  - c. In certain circumstances, it can be a mark less than 45 if this mark lies within  $\mu - 1.0\sigma$ .
6. The lower limit of grade D- should be 36.
  7. The following cases are exempt from the previous guidelines upon the approval of the School Council:
    - a. If the total number of students registered in the course is less than 60
    - b. Seminars, research projects and experiential training courses
    - c. Any cases recommended to be exempt by the relevant Department board; filed with a proper explanation.

## VI. Grievance Policy – Conflicts with Faculty/Staff Members and Other Students

### شكاوى الطلبة

1. يقدم الطالب شكوى مكتوبة الى عميد الكلية أو رئيس الجامعة أو إلى عميد شؤون الطلبة عبر النموذج المعلن على صفحة الكلية في الموقع الإلكتروني للجامعة تبين تفاصيل القضية يقوم عميد الكلية أو رئيس الجامعة بمحاولة حل القضية بين الطرفين بصورة ودية
2. اذا لم يتم التوصل لحل ودي بين الطرفين، يقوم عميد الكلية أو رئيس الجامعة بتشكيل لجنة تحقيق للبت في القضية ضمن اطار زمني محدد مع مراعاة ما يلي:
  - أ. تجتمع لجنة التحقيق مع طرفي الخلاف و مع الشهود (إن وجدوا) خلال اسبوعين من تكليفها بالقضية
  - ب. يتم توثيق جميع اجتماعات اللجنة حسب تعليمات الجامعة
  - ج. ترسل اللجنة توصياتها الى عميد الكلية أو رئيس الجامعة لتطبيقها ضمن مسؤولياتهم

According to the general policies applied at the University of Jordan for grievance, when there is a complaint or conflict between a student and an academic/staff member or another student, the following procedures must be followed:

1. The student writes a formal complaint describing the situation of conflict to the Dean of the School, the President of the University or to the Assistant Dean of Student Affairs via the form that is announced on the webpage of the school.
2. Dean or President will first try to resolve the controversy by meeting/listening to both parties.
3. If agreement was not possible, Dean or president forms an investigation committee which will follow, within a specified timeline, the general policies for relevant circumstances. The following points are considered:
  - a. The committee will meet/talk to both parties and witnesses (if applicable) within two weeks of conflict.
  - b. All meetings and discussions are documented according to the university policies.
  - c. Results/ recommendations will be sent to the Dean or President who is responsible for their implementation



## VII. Monitoring of Students with Academic Difficulties

### اجراءات متابعة الطلبة الذين لديهم انذارات

يتم ارسال اسماء الطلبة الذين لديهم انذارات اكااديمية للمرشدين الاكاديميين في بداية كل فصل دراسي، و يجب على المرشد الاكاديمي القيام بما يلي:

1. استدعاء الطالب و مناقشة وضعه الأكاديمي مرتين على الأقل في كل فصل دراسي، على أن تكون احدهما قبل فترة امتحانات منتصف الفصل.
2. تعريف الطالب بالتعليمات و القوانين النافذة المتعلقة بوضعه الأكاديمي:
  - الإنذار الأول.
  - الإنذار الثاني.
  - الفصل من التخصص (الفصل من الدراسة المنتظمة).
  - الدراسة الخاصة (المرحلة الأولى).
  - الدراسة الخاصة (المرحلة الثانية).
  - الدراسة الخاصة (المرحلة الثالثة).
  - الفصل النهائي من الجامعة.

ملاحظة: يمكن الحصول على التعليمات من كتاب القوانين (الجزء الثاني: 232-235) على الرابط التالي:

[http://units.ju.edu.jo/ar/LegalAffairs/LawsandFinancialRegulations/Forms/All\\_Items.aspx](http://units.ju.edu.jo/ar/LegalAffairs/LawsandFinancialRegulations/Forms/All_Items.aspx)

3. مناقشة الأسباب المحتملة لضعف الأداء الأكاديمي و محاولة وضع حلول لها.
4. التوصية بوضع جداول دراسية تتناسب مع حالة الطالب و يتوقع من خلالها تحسين أدائه الأكاديمي.
5. متابعة أداء الطالب بما يشمل المواظبة و العلامات خلال الفصل الدراسي.
6. تعبئة النموذج المرفق (ص/ط/2) و إرسال نسخة منه إلى مكتب مساعد العميد لشؤون الطلبة.

As part of the implemented academic mentorship policy that has been implemented in the School, students with academic difficulties should be given extra emphasis by following the below procedures:

1. Student with academic difficulties is defined as any student in the School of Pharmacy with a GPA less than 2.00 or if he has got an academic warning, at any level, from the University.

2. Each academic mentor should be sent a list containing all of his mentee students who are experiencing academic difficulties at the beginning of each semester.
3. The academic mentor should arrange at least 2 meetings in the semester with each of these students during which he should do the following:
  - a. Explain to the student the University regulations relevant to his academic situation
  - b. Discuss with the students the potential reasons behind his academic struggling and try to suggest possible solutions for such reasons
  - c. Monitoring the student's academic performance in the current semester including his evaluation marks and attendance
  - d. Discuss with the student his course schedule in the next semesters that suits and expected to improve his current academic situation
  - e. Discuss with the student the extent of achievement attained for the recommendations of their previous meetings.

## Appendix 4. Regulations of Pharmacovigilance office at the School of Pharmacy – The University of Jordan

أسس عمل مكتب اليقظة الدوائية في كلية الصيدلة- الجامعة الأردنية

كتاب رقم 566/2015/80 تاريخ 2015/11/8

**المادة 1:** تسمى هذه الأسس أسس عمل مكتب اليقظة الدوائية في كلية الصيدلة- الجامعة الأردنية، و يعمل بها من تاريخ صدورها  
**المادة 2:** يكون للكلمات و العبارات الآتية حيثما وردت في هذه التعليمات المعاني المخصصة لها ادناه مالم تدل القرينة على خلاف ذلك:

المكتب: مكتب اليقظة الدوائية في كلية الصيدلة- الجامعة الأردنية؛ وهو الجهة المسؤولة عن اليقظة الدوائية و رصد و متابعة المعلومات المتعلقة بالمأمونية الدوائية في الجامعة الأردنية  
المجلس: مجلس اليقظة الدوائية في كلية الصيدلة- الجامعة الأردنية والمشكل بمقتضى احكام هذه الأسس  
**المادة 3:** يهدف المكتب الى ما يأتي:

1. نشر و تعزيز مفهوم و ثقافة اليقظة الدوائية و اهمية رصد الآثار الجانبية للدواء بين مقدمي الرعاية الصحية
2. زيادة قاعدة بيانات المعلومات الوطنية المتعلقة باليقظة و السلامة الدوائية و رفع نوعيتها
3. مساعدة السلطات الدوائية المختصة باتخاذ القرار المناسب تجاه الأدوية التي وردت الشكوي بخصوصها
4. المساهمة في تحسين نوعية و مستوى الرعاية الصحية المقدمة للمرضى
5. زيادة الوعي الصحي للمواطنين في مجال مأمونية الدواء

**المادة 4:** يعتبر المكتب جزء من المنظومة الوطنية لليقظة الدوائية و هو معتمد من المركز الوطني لليقظة الدوائية في المؤسسة العامة للغذاء و الدواء

**المادة 5:** يمارس المكتب عمله وفق أسس رصد الآثار الجانبية للدوائية المعتمدة في المملكة الأردنية الهاشمية وبما لا يتعارض مع قوانين و أنظمة و تعليمات الجامعة الأردنية

**المادة 6:** يتولى المكتب المهام و الصلاحيات الآتية:

1. جمع التقارير المتعلقة باليقظة الدوائية و تقييمها و ارسالها الى المركز الوطني لليقظة الدوائية
2. تعميم التنبيهات و التحذيرات المتعلقة بمأمونية الدواء و الصادرة عن المؤسسة العامة للغذاء و الدواء على جميع مقدمي الرعاية الصحية في الجامعة الأردنية

3. التنسيق مع الجهات ذات العلاقة لعقد الورش التدريبية للكوادر الطبية و طلاب الكليات الصحية و طلبة الدراسات العليا

في الجامعة الأردنية في مجال اليقظة الدوائية وبما يتوافق مع القوانين و التعليمات النافذة في الجامعة الأردنية

4. التنسيق مع المؤسسة العامة للغذاء و الدواء و مختلف الكليات و المراكز في الجامعة الأردنية و الجهات الخارجية بهدف

تطوير آلية الرصد و دعم المشاريع المشتركة المتعلقة باليقظة الدوائية

**المادة 7:** يتعاون المكتب مع المؤسسة العامة للغذاء و الدواء في الحفاظ على سرية المعلومات المقدمة و عدم تقديمها لأية جهة أخرى

**المادة 8:** يتولى ادارة المكتب عضو هيئة تدريس يكلفه الأستاذ الدكتور رئيس الجامعة الأردنية لمدة سنتين بناء على تنسيب عميد كلية الصيدلة

**المادة 9:** المدير مسؤول أمام مجلس اليقظة الدوائية عن إدارة شؤون المكتب كافة بما يضمن حسن سير العمل يقوم مدير المكتب بالمهام التالية:

1. اقتراح خطة عمل المكتب و رفعها للمجلس لإقرارها
2. إعداد التقرير السنوي بسير اداء المكتب و رفعه للمجلس لإقراره
3. التنسيق مع الجهات المعنية و إجراء النشاطات التي من شأنها رفع أداء المكتب و تطويره لتحقيق أهدافه
4. تنفيذ مقررات و توصيات المجلس و متابعة تنفيذها

#### **المادة 10:**

1. يشكل عميد كلية الصيدلة مجلس لليقظة الدوائية برئاسته و عضوية كل من:
  - a. مدير مكتب اليقظة الدوائية
  - b. ممثل عن كلية الطب في الجامعة الأردنية و مستشفى الجامعة الأردنية
  - c. ممثل عن كلية التمريض في الجامعة الأردنية
  - d. ممثل عن كلية الصيدلة في الجامعة الأردنية
  - e. ممثل عن المركز الوطني لليقظة الدوائية
  - f. ممثل من خارج الجامعة الأردنية
2. تكون مدة تكليف أعضاء المكتب سنة واحدة قابلة للتجديد
3. تتعقد المجلس بدعوة من المدير وله دعوة من يراه مناسباً من ذوي الخبرة و الاختصاص لحضور الاجتماعات
4. تجتمع اللجنة بشكل دوري و منتظم و يكون الاجتماع قانونياً بحضور غالبية الأعضاء

يتم التصويت على قرارات اللجنة بأغلبية الأعضاء

**المادة 11:** مهام المجلس:

1. مناقشة التقارير المقدمة للمكتب و تقييمها و توثيقها و استكمال المعلومات الواردة فيها او طلب اية معلومات اضافية يرى المجلس ضرورتها
2. مناقشة و اقرار التقارير و التوصيات الواردة للمكتب من قبل المؤسسة العامة للغذاء و الدواء
3. اصدار تقارير و نشرات دورية و تعميم التوصيات المتعلقة بالتيقظ و السلامة الدوائية الى مقدمي الرعاية الطبية في الجامعة الأردنية
4. القيام بكل ما من شأنه دعم المكتب و تطويره و إبراز دوره في مجال اليقظة الدوائية
5. مناقشة التقرير السنوي الخاص بالمركز
6. وضع الخطط و البرامج و التعليمات المتعلقة بعمل المكتب

Article 1: These regulations are called the regulation of Pharmacovigilance office in the School of Pharmacy - University of Jordan, and works from the date of issue.

Article 2: The following words and phrases wherever stated in these instructions shall have the meanings assigned to them below unless the context indicates otherwise:

The Office: The Pharmacovigilance at the School of Pharmacy, University of Jordan, which is responsible for drug vigilance, monitoring and follow up of information related to drug safety at the University of Jordan.

The Board: The Pharmacovigilance Board at the School of Pharmacy, University of Jordan, which is formed according to the provisions of these regulations.

Article 3: The Office aims to:

1. Disseminate and promote the concept and culture of pharmacovigilance and the importance of monitoring drug adverse drug reactions/events among healthcare providers.
2. Increase both the number and quality of reports submitted to the Jordanian national Pharmacovigilance center.
3. To assist the competent pharmaceutical authorities in making the appropriate decision regarding the medicines for which the complaint has been received.
4. Contribute to improving the quality of health care provided to patients.
5. Increase public awareness of pharmacovigilance and adverse drug reaction's reporting.

Article 4: The Office is part of the National Jordanian Pharmacovigilance System is accredited by the Pharmacovigilance Center of Jordan Food and Drug Administration (JFDA).

Article 5: The office carries out its work on the basis of national Pharmacovigilance regulations in the Hashemite Kingdom of Jordan and in consistent with the laws, regulations and instructions of the University of Jordan.

Article 6: Office responsibilities and duties:

1. Collect reports on adverse drug events and evaluate them and send them to the National Pharmacovigilance Center.
2. Circulate and communicate warnings and information related to the safety of medicine issued by the JFDA to all health care providers at the University of Jordan.
3. Coordinate with relevant bodies/agencies to hold training workshops for health care provides undergraduate and postgraduate students at the University of Jordan in Pharmacovigilance and in accordance with the laws and regulations of the University of Jordan.
4. Coordinate with the JFDA and various colleges and centers within the University of Jordan and abroad in order to support joint projects related to Pharmacovigilance.

Article 7: The Office is responsible for keeping the confidentiality of the information provided.

Article 8: The office director should be a faculty member assigned by the president of the University of Jordan for a period of two years upon the recommendation of the Dean of the School of Pharmacy.

Article 9: The Director is responsible in front of the Board for the management of the office. He is responsible for:

1. Proposing the work plan of the office and submitting it to the board for approval
2. Prepare the annual report to monitor the performance of the office and submit it to the board for approval
3. Coordinate with the concerned authorities and carry out activities that will enhance the performance of the office to achieve its objectives
4. Implementation of the decisions and recommendations of the board.

Article 10:

1. The Dean of the College of Pharmacy shall constitute a Pharmacovigilance Board under his chairmanship and the membership of:

A. Director of Pharmacovigilance office

B. A representative of the School of Medicine at the University of Jordan and the Jordan University Hospital

C. A representative of the School of Nursing at the University of Jordan

D. A representative of the School of Pharmacy at the University of Jordan

E. Representative of the National Drug Alert Center

F. A representative from outside the University of Jordan.

2. The term of office of officers is a renewable one year.

3. The Board shall convened at the invitation of the Director.

4. The Board meets regularly.

5. The meeting is legal in the presence of the majority of the members.

6. The decisions of the Committee shall be voted by a majority of the members.

Article 11: Functions of the Council:

1. Discussing, evaluating and documenting the reports submitted to the Office and completing the information contained therein, or requesting any additional information that the Board deems necessary.

2. Discussing and approving reports and recommendations received by the JFDA.

3. Issuing periodic reports and circulating the new updates concerning drug safety to health care providers within the University of Jordan.

4. Do everything that would support the Office and highlight its role in the field of drug vigilance.

5. Discuss the Center's annual report.

6. Develop plans, programs and instructions related to the work of the Office.

## Appendix 5. Instructions and procedures for Safety Committee, School of Pharmacy, The University of Jordan

### I. Building Evacuation

#### إخلاء مباني كلية الصيدلة

حتى تتم عملية إخلاء المباني بنجاح (و يقصد بالإخلاء الناجح حسب المقياس العالمي إخلاء المباني خلال 3 دقائق) يجب التقيد ومراعاة الأمور التالية حسب توصية الدفاع المدني الذي عاين مباني الكلية:

1. سيتم دق جرس الإنذار وعلى جميع الطلبة والعاملين الإخلاء من القاعات والمختبرات والمكاتب بشكل منظم حتى لا يحدث تدافع أو إغلاق لمنافذ الخروج وذلك كما يلي:

- 1.1 لا يجوز استخدام المصاعد
  - 1.2 الإخلاء يكون بإخلاء الطوابق السفلى ثم العليا إلى اقرب مخرج حسب الإشارات الموضوعة.
  - 1.3 الطلبة الموجودون في المختبرات عليهم إطفاء أي أجهزة أو غاز يعمل بالمختبر والاصطفاف خلف بعضهم قرب باب المختبر بانتظار إشارة من عضو فريق الإخلاء المتواجد في الممر.
  - 1.4 الطلبة الموجودون بالقاعات عليهم مغادرة مقاعدهم بهدوء (المقاعد الأمامية ثم الخلفية) والانتظار خلف بعضهم قرب الباب بانتظار إشارة من عضو فريق الإخلاء المتواجد في الممر.
  - 1.5 إخلاء القاعات أو المختبرات يكون بالترتيب على التوالي (من الأقرب الى الدرج الى الأبعد) لمنع الاكتظاظ والتوجه نحو اقرب درج او باب الخروج.
  - 1.6 عند مغادرة القاعة او المختبر تحرك بحيث تكون ملابس لجدار الممر وليس بمن منتصف الطريق لمنع التصادم مع الآخرين واتبع إشارات الطوارئ (مخرج Exit) واستمع لتعليمات عضو فريق الإنقاذ.
2. سيكون المخرج من المبنى كما يلي:

- 2.1 الموجودون بمبنى التوسعة (جميع الطوابق) سيكون الخروج من الباب بالطابق الأرضي بنفس المبنى
- 2.2 الموجودون بالمبنى القديم الطابق 3،2،1 الخروج من الباب الرئيسي (باب العمادة) أما الموجودون في الطابق الأرضي الخروج من الباب في هذا الطابق الذي يؤدي إلى الساحة المشتركة مع كلية طب الأسنان.
3. عند الخروج من المبنى توجه فوراً إلى نقطة التجمع وهي الساحة أمام الباب الرئيسي.

This procedure describes how the buildings of the School of Pharmacy should be evacuated. This procedure was suggested by the Civil defense.

In order to get a successful evacuation according to international standards, the process should be completed in less than three minutes.



- 1) When the fire alarm goes on, all students, teaching and administrative staff should leave the building immediately in an ordered manner to prevent crowdedness or closing exit doors, as follows:
  - a. Do not use the elevators, get out of the building using the stairs.
  - b. Evacuation starts from the lower level floors followed by the upper floors
  - c. Students or workers in laboratories should turn off all working instruments and gas supplies.
  - d. Stand in order near the lab's door waiting for instructions from the evacuation team member present in the corridor.
  - e. Students in classrooms should leave their desks calmly, starting from the front desks to the rear desks and to queue near the door waiting for an order from the evacuation team member present in the corridor
  - f. Evacuation of classrooms or laboratories is done in a sequence from the closest to the stairs to the farthest from the stairs, and people should head to the nearest stairs or exit door
  - g. When leaving the lab or classroom, move near the wall (touching the wall) not in the middle of the pathway to prevent collision with others and to give the way for paramedics or civil defense to enter using the middle of the pathway. When leaving, follow the Exit signs and listen to the instructions from the evacuation team member.
- 2) Leaving the building will be as follows:
  - a. The exit from the Extension building (New building) for all floors should be from the basement floor exit door
  - b. People in the old building (main building) floors 1, 2, 3 should leave from the main gate door (near the dean's office), while those in the basement floor (classrooms floor), should leave from the gate of this floor.
- 3) After leaving the building, go to the assembly point located at the School's main entrance car park.

## II. Instructions about transferring chemical wastes from laboratories to the collection point

### تعليمات نقل المخلفات الكيماوية من المختبر الى نقطة الجمع

1. يتولى فنيي المختبرات في مختبرات التدريس و مساعدي البحث و طلاب الدراسات العليا في مختبرات البحث جميع المخلفات الكيماوية في المختبر وتعريفها بوضع اللاصق المناسب والاشراف على نقلها الى مستودع الجمع المرحلي.
2. يقوم الشخص المسؤول (حسب نقطة (1)) بالاتصال مع احد المراسلين في القسم للمساعدة في نقل المواد المراد اتلافها الى مستودع الجمع المرحلي.
3. يقوم المراسل بعد التأكد من وجود لاصق تعريف على المادة يوضح اسم الشخص والمختبر المعني بإحضار الأدوات اللازمة للنقل ( عربية، سلة خاصة) وينقل المواد المراد التخلص منها الى مستودع الجمع المرحلي بوجود الشخص المعني. أي مشكلة في تجميع وتعريف ونقل المخلفات يتحملها الشخص المسؤول حسب نقطة (1).
4. إضافة إلى ما رد أعلاه، يتم تطبيق تعليمات التخلص من المخلفات الكيماوية طبقاً لتعليمات إدارة المواد الكيماوية والمواد الخطرة في الجامعة الاردنية، الصادرة عن مجلس العمداء بقراره رقم ( 2020/1457 ) تاريخ 5/10/2020 (كتاب القوانين والأنظمة والتعليمات) .  
<http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>

1. Laboratories' technicians in teaching labs and research assistants or post graduate students in research labs are responsible for collecting chemical wastes in labs, labeling them and supervising their transfer.
2. The person in charge (described in point 1) should contact one of the department's janitors to help transfer the waste to the collection point.
3. The janitor should ensure the presence of filled label showing the name of responsible person and the name of the lab, then he'll bring the needed tools (trolley or basket) to move the waste to the collection point in presence of the person in charge.
4. Any issues or troubles encountered in collecting or identifying or transferring the waste are the responsibility of the person in charge (point 1)

### III. How to dispose of chemical waste in laboratories

#### كيفية التخلص من المخلفات الكيماوية في المختبرات

- هذه التعليمات تتعلق بالمخلفات الكيماوية الناتجة من المختبرات التعليمية والبحثية في كلية الصيدلة.
- يجب وضع عبوات لجمع المخلفات الكيماوية المختلفة وعبوات لجمع الزجاج المكسور والأدوات الحادة داخل المختبر في المكان المخصص بحيث يكون عليها لاصق تعريف يبين طبيعة المواد والمختبر الذي انتجت فيه والشخص المسؤول.
- للتخلص من الأحماض والقواعد الغير عضوية، قم بمعادلتها لتصبح حوالي (pH 3-9) أو تخفيفها عن طريق صبها في المصرف وسكب كمية كبيرة من الماء لتصبح جزء من مياه المختبر العادم.
- لا تتخلص من أي مادة أخرى من خلال سكبها في المصارف أو القاءها في سلة النفايات العادية.
- عند صب وتجميع المخلفات الكيماوية، تأكد من ارتداء قفازات ونظارات واقية وقم بعملية الصب بشكل تدريجي.
- قم بوضع المخلفات الكيماوية السائلة التي تمتزج بالماء (مثل مخلفات HPLC) بالعبوة المخصصة لذلك واغلقها بالغطاء دون احكام حتى لا يتشكل ضغط داخلها.
- قم بوضع المخلفات العضوية المهلجنة، تحتوي على الكلور، اليود، الفلور و البروم، (مثل كلوروفرم، ودايكلوروميثين، **س، البرومين**) والمواد ذات التأثير السام على الخلايا (cytotoxic) كل بالعبوة المخصصة له واغلقها بالغطاء دون احكام حتى لا يتشكل ضغط داخلها.
- قم بوضع المخلفات الكيماوية السائلة التي لا تمتزج بالماء (مثل تولوين، هيكسين، ايثر، بنزين،.. الخ) بالعبوة المخصصة لذلك واغلقها بالغطاء دون احكام حتى لا يتشكل ضغط داخلها.
- قم بوضع المخلفات الكيماوية الصلبة في عبوة محكمة الإغلاق عليها لاصق تعريف.
- لا تملأ عبوة جمع المخلفات كلياً بل أترك فراغ حتى لا يحدث تسيل أو انفجار.
- قم بوضع الزجاج المكسور والابر وأي ادوات حادة في الأوعية المخصصة لذلك
- يجب نقل عبوات المواد الكيماوية الفارغة الى مستودع الجمع المرحلي المخصصة في الكلية ليتم اتلافها
- مسؤولية فني المختبر في مختبرات الطلاب أو عضو هيئة التدريس في مختبرات البحث الترتيب والإشراف على نقل العبوات الممتلئة من المخلفات إلى مستودع الجمع المرحلي في الكلية كلما إمتلأت عبوة جمع المخلفات.

• لا يجوز بأي حال ترك هذه العبوات في أي أماكن أخرى غير تلك المخصصة لها.

• <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>

- These instructions concern chemical waste generated from teaching and research labs at the School of Pharmacy.
- There should be containers to collect different types of chemical waste and containers to collect sharps and broken glass in the specified place inside the labs. The containers should have an identification card showing the name of the lab and the responsible person.
- To dispose of inorganic acids or bases, neutralize them to pH3-9 or dilute them by discarding them into the drains followed by pouring a large amount of water.
- Don't dispose of any other material in the drains or in the ordinary waste bin.
- When you want to dispose of or collect the waste, wear protective gloves and goggles and gradually pour the chemicals into the designated container.
- Place the liquid chemicals that are water-miscible (e.g aqueous HPLC waste) into the assigned container and close it without tightening the closure to prevent pressure build-up inside the containers.
- Place the liquid chemicals that are immiscible with water (e.g aqueous hexane, toluene, ether, benzene, etc) into the assigned container and close it without tightening the closure to prevent pressure build-up inside the containers.
- Place the liquid chemicals that are halogenated (e.g chloroform, dichloromethane, tetrachloromethane, etc) and the cytotoxic agents each into its assigned container and close it without tightening the closure to prevent pressure build-up inside the containers.
- Place the solid chemical waste into a container that is tightly closed and labeled properly.
- Do not fill the waste container, leave some space to prevent leakage or explosion.
- Place the broken glass and sharps or needles into the assigned container.
- All empty bottles and containers of chemical materials should be transferred to the specified collection area in the faculty to be discarded.
- It is the responsibility of labs technicians of the teaching labs and the faculty members of the research labs to arrange and supervise the transfer of the filled waste containers from

the labs to their destination in the specified collection area in the faculty whenever a waste container is filled.

- It is not allowed under any condition to leave waste containers in any place other than the designated temporary collection stores.
- <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>

#### IV. Biohazard Classification of the School of Pharmacy's Laboratories

تصنيف مختبرات كلية الصيدلة من حيث التعامل مع المخاطر البيولوجية

بناء على تجهيزات المرافق والبنية التحتية المتوفرة في مختبرات كلية الصيدلة، فإن مستوى خطورة الجراثيم التي من المسموح التعامل معها سواء بمختبرات البحث أو التدريس هو PC1+PC2 (Physical containment (PC)). وعليه لا يسمح بتداول أو استخدام أو تخزين الجراثيم المصنفة PC3+PC4 نهائياً.

Based on the facilities and equipment available within the buildings of the School of Pharmacy, the Biohazard classification of the microorganisms that can be handled or manipulated in the laboratories whether teaching labs or research labs is Physical containment (PC)PC1+PC2. Therefore, handling or manipulating, or storing PC3 or PC4 microorganisms is prohibited. <http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx>

## Appendix 6. Mechanism for selection of academic staff for funding of presentations at scientific conferences

- قرر مجلس الكلية في جلسته رقم 2017/201/7 والمنعقدة بتاريخ 2017/2/31 باعتماد الاسس الداخلية التالية للمفاضلة بين طلبات دعم مشاركة اعضاء هيئة التدريس في الكلية في المؤتمرات العلمية :
- ان تكون ملخصات الابحاث في المؤتمر منشورة في مجلة علمية معتمدة في قاعدة البيانات العالمية ISI او من اي جمعية علمية مهنية مثل الجمعية الامريكية للصيدلة السريرية .
  - ان تكون المشاركة Oral presentation و اما بالنسبة للمؤتمرات المتخصصة التي لا تقبل الا Posters فيمكن دعم الحضور عن طريق المشاركة بـ Poster
  - في حال وجود اكثر من طلب دعم يتم دعم المشاركة لعضو هيئة التدريس الذي لديه عدد سنوات اكثر اعتبارا من اخر مؤتمر كان قد تم دعم مشاركته فيه .
  - ينظر في طلبات المشاركة في المؤتمرات ثلاث مرات سنويا : شهر شباط - شهر ايار - شهر اب .

The School Council decided in its meeting No. 7/201/2017 held on 31/2/2017 to adopt the following internal bases for the differentiation between requests to support the participation of faculty members in the School in scientific conferences:

-Abstracts of research in the conference should be published in a scientific journal accredited in the global database ISI, or the conference should be organized by any professional scientific association such as the American Society of Clinical Pharmacology;

-To receive financial support, the presentation should be Oral, but for specialized conferences that accept only Poster presentations, the participation can be supported for Posters;

-In case of more than one support request, participation is supported for the faculty member who has more years since the last time his/her conference participation was supported.

Applications for participation in conferences are considered three times a year: February-May- - August.