Faculty Handbook

For

Academic Advising

MD Students

College of Medicine and Health Sciences

Sultan Qaboos University

August 2009, First Edition
Dear Clinical Advisors

The first edition of the Faculty Handbook for clinical students academic advising is published to facilitate the advising process beginning academic year 2009-2010, and provide guidance throughout the students’ clinical studies at SQU.

This handbook contains information about various offices which the students will come across along the way to their MD graduation. It contains student’s services, facilities, appropriate university policies and regulations such as, progression criteria, etc.

We hope that this information will be useful to you in guiding the clinical students during their MD journey. We would appreciate any suggestion you may have for improving this booklet as we have provided a section for your comments on page Nos. 53 and 54. Please feel free to contact the Office of Assistant Dean for Clinical Affairs if you have any query, or if we can be of any help.

Dr. Muna Ahmed Al-Saadoon
Assistant Dean For Clinical Affairs

Edited by: - Dr. Muna Ahmed Al-Saadoon, Assistant Dean for Clinical Affairs
- Mr. Glorio Almeida, Executive Assistant to Asst. Dean, Clinical Affairs

N.B: Some of the content of this booklet is gathered from various websites for private use only
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THE COLLEGE OF MEDICINE AND HEALTH SCIENCES

The College of Medicine and Health Sciences aspires to the highest standards of achievement and to international leadership in the quality of its medical and health education and of its graduates, research and contribution to Omani society. It aspires to become a center of excellence that will set standards for other medical and health science colleges and health care institutions in Oman and beyond.

The College of Medicine and Health Sciences and Sultan Qaboos University Hospital constitute an integrated unit dedicated to the education of Omani doctors and other health care personnel.

The College with its teaching hospital, is dedicated to:

- train the best high school graduates to become competent generalist doctors, and with further training to become excellent specialists in all disciplines of medicine
- diversify undergraduate and postgraduate education to meet national needs of well qualified health care professionals
- diversify and strengthen research to promote postgraduate education, and Oman health service
- the advancement of learning through teaching and research and to the discovery and application of knowledge
- provide an environment of free and creative inquiry within which critical thinking, humane values, and practical skills are cultivated and sustained.
ACADEMIC ADVISING FOR THE CLINICAL STUDENTS

STUDENTS ADVISING SYSTEM FOR CLINICAL (MD) STUDENTS

Both students and advisors must assume shared responsibility in the advising process. Academic advising should assist students to make the best academic decisions possible by encouraging identification and assessment of alternatives and consideration of the consequences of their decisions. The ultimate responsibility for making decisions about educational plans and life goals should rest with the individual student.

If it is done appropriately, academic advising should:

1. Promote student growth and development.

2. Assist students in assessing their interests and abilities, examining their educational goals, making decisions and developing short-term and long-term plans to meet their objectives.

3. Discuss and clarify educational, career, and life goals.

4. Provide accurate and timely information and interpret institutional, general education, and major requirements.

5. Assist students to understand the educational context within which they are enrolled.

6. Clarify institutional policies and procedures.

7. Evaluate and monitor student academic progress and the impact on achievement of goals.

9. Direct students with educational, career or personal concerns, or skill/learning deficiencies to other resources and programs on the campus when necessary.

10. Make students aware of and refer to educational, institutional, and community resources and services (e.g., internship, service-learning, research opportunities).

11. Collect and distribute relevant data about student needs, preferences, and performance for use in institutional decisions and policy.
Topics to be discussed in the meetings:

The advising system will be based on group meetings and for some of the students there might be a need to arrange for individual meetings. These would be either due to academic performance, areas of concerns identified during the group meeting, or student’s initiative. There are certain topics that need to be covered every year due to its importance:

A. Group discussions topics

1. Infectious control issues.

2. Medical ethics (human dignity and respect to human, consent, privacy and confidentiality).

3. A review of course grades and evaluations.

4. Academic preparation and progression criteria.

5. Role of clinical experience (bed-side teaching, rounds, on-call, patient care...etc).

6. Available student services (psychological counseling services, academic support services such as library and computer labs, financial aid...etc).

7. Assistance in accessing medical services.

8. Study Strategies: Knowing how to study is a key component of success for any medical student. Knowing learning style will improve learning opportunity and help in identifying learning disabilities. Note-taking, test-taking, assertiveness, time management, stress management, balancing relationships and medical school.

9. Postgraduate exam preparation (e.g USMLE).
B. Individual student discussions topics

1. Eliciting the student’s opinion and perspective of his or her performance.

2. Helping the student identify areas of strength and/or weakness.

3. Personal counseling, advice, discussion of any personal issues impinging on the student’s ability to fully participate in the educational process.
Other Topics specific for each clinical year

5th Year

A total of six meetings per academic year to cover the above topics (A & B) and in addition the following:

- Research and scholarly activities
- Elective programs, elective choice advising
- Other topics student or advisor consider appropriate

6th Year

A total of three meetings per academic year to cover the above topics, (A & B) and in addition the following:

- Research and scholarly activities
- Elective programs, elective choice advising
- Other topics student or advisor consider appropriate

7th Year

A total of five meetings per academic year to cover the above topics, (A & B) and in addition the following:

1. Professionalism

   i] Respect, compassion, and integrity; a responsiveness to the needs of patients and society that supersedes self interest; accountability to patients and society and the profession and a commitment to excellence and on-going professional development.

   ii] Commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consents.
Sensitivity and responsiveness to patients’ culture, age, gender, and disabilities).

Examples of linking professionalism values to specific behaviors:
  - Responsibility (follows through on tasks, arrives on time).
  - Maturity (accepts blame for failure, doesn’t make inappropriate demands, is not abusive and critical in times of stress).
  - Communication skills (listen well, is not hostile, derogatory, sarcastic, is not loud or disruptive).
  - Respect (maintains patient confidentiality, is patient, is sensitive to physical/emotional needs, is not biased/discriminatory).

2. Career choice advising.
3. Internship program.
4. Postgraduate exam preparation (e.g USMLE, Royal Colleges examinations, etc.).
5. Assistance for new graduates during residency interviews.
6. Other topics student or advisor consider appropriate.
PROGRESSION THROUGH THE FINAL MD PROGRAM

The components of this program are all compulsory and essential. They are arranged in a progressive way so that one builds on another. A satisfactory and successful performance must be achieved at each step in order to proceed to the next.

Students who need to repeat rotations will be allowed to do so within the context of the maximum duration of the MD program (4 years).

I: 5th Year

5th Year Junior Clinical Rotations

The 5th year Junior Clinical Rotations consist of:
[a] Child Health
[b] Family Medicine and Public Health
[c] Medicine
[d] Surgery

All rotations must be successfully completed before progression to the 6th year.

1. If a student fails one rotation, he/she will be given the opportunity to resit end of rotation examination within 2 weeks of the end of the junior clerkship year.
   1.1 If a student fails a resit examination, then he/she must repeat and successfully complete the rotation with the incoming 5th year.
   1.2 If a student fails for the third time, he/she will be required to withdraw from the clinical program

2. If a student fails two rotations, he/she must repeat the failed rotations with the incoming 5th year and must pass them before progressing to the 6th year.
2.1 When a student repeats two rotations but fails one of them, he/she will be given a final opportunity of a resit in the failed rotation. The time of this resit will be decided by the Assistant Dean for Clinical Affairs in consultation with the concerned department.

2.1.1 If a student fails the resit again, he/she will be required to withdraw from the clinical program.

2.2 When a student fails two repeated rotations he/she will be required to withdraw from the clinical program.

3. If a student fails three rotations, he/she will be required to repeat 5th year.

3.1 If the student fails one or two rotations during the repeated year, he/she will be given the opportunity of a resit within 2 weeks of the end of the repeated junior clerkship year.

3.1.1 If a student fails any of the resit examination(s) he/she will be required to withdraw from the clinical program.

3.2 If the student fails three rotations during the repeated year, he or she will be required to withdraw from the clinical program.
Eligibility for entry to the 6th year MD program:
Pass in all 5th year clinical rotations

The 6th clinical year is composed of the 10 clinical rotations and 1 course:

<table>
<thead>
<tr>
<th></th>
<th>Clinical Rotation</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>Accident and Emergency</td>
<td>3 weeks</td>
</tr>
<tr>
<td>2</td>
<td>Anesthesia</td>
<td>2 weeks</td>
</tr>
<tr>
<td>3</td>
<td>Behavioural Medicine</td>
<td>8 weeks</td>
</tr>
<tr>
<td>4</td>
<td>Dermatology</td>
<td>2 weeks</td>
</tr>
<tr>
<td>5</td>
<td>Ear Nose and Throat</td>
<td>2 weeks</td>
</tr>
<tr>
<td>6</td>
<td>Obstetrics and Gynecology</td>
<td>4 weeks</td>
</tr>
<tr>
<td>7</td>
<td>Ophthalmology</td>
<td>4 weeks</td>
</tr>
<tr>
<td>8</td>
<td>Orthopedics</td>
<td>4 weeks</td>
</tr>
<tr>
<td>9</td>
<td>Plastic Surgery</td>
<td>1 weeks</td>
</tr>
<tr>
<td>10</td>
<td>Radiology</td>
<td>2 weeks</td>
</tr>
<tr>
<td>11</td>
<td>Therapeutic course</td>
<td></td>
</tr>
</tbody>
</table>

The 10 rotations are grouped into 4 blocks according to specialty and duration:

<table>
<thead>
<tr>
<th>Block</th>
<th>Clinical Rotations</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>Behaviour Medicine</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Block 2</td>
<td>Accident and Emergency, Plastic surgery, Orthopedics</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Block 3</td>
<td>Obstetrics &amp; Gynaecology, Ophthalmology</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Block 4</td>
<td>Anesthesia, Radiology, ENT, Dermatology</td>
<td>8 weeks</td>
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</table>

For each block the student needs to pass the formal assessment, log book assessment and have a satisfactory attendance for all rotations or courses in a block; in order to successfully complete that block. If a student fails a rotation(s), he/she will be given the opportunity of a resit end of rotation examination at a time decided by the concerned department.
1. A student, who fails the resit exam in 1-2 blocks of rotations, must repeat and successfully complete the rotation(s) during the summer elective period.

   1.1 If a student fails the summer repeated rotation(s), he/she must repeat and successfully complete the failed rotation(s) with the incoming 6th year if the maximum duration of the MD program allows it. If a student fails a repeated rotation(s), he/she will be required to repeat all of the rotations in the 6th year. The student will be given a final opportunity to resit end of rotation examination for any failed rotation(s) at a time decided by the concerned department.

   1.2.1 If a student fails the resit examination in any rotation(s), then he/she will be required to withdraw from the clinical MD program.

2. A student, who fails the resit exam in more than 2 blocks of rotations, will be required to repeat the whole of the 6th year; if the maximum duration of the MD program allows it.

   2.1 During the repeated year if a student fails any rotation(s), he/she will be given opportunity of a resit end of rotation examination at a time decided by the concerned department.

   2.2 A student, who fails the resit exam in 1-2 blocks of rotations, must repeat and successfully complete the rotation(s) during the summer elective period. A student, who fails any of the summer repeated rotations, will be required to withdraw from the clinical program.

   2.3 A student, who fails the resit exam in more than 2 blocks of rotations, will be required to withdraw from the clinical program.

The summer elective period of a student repeating rotations will be arranged in Oman (clinical attachment in the failed rotations will take ½ the period of the normal rotation except for 1 week rotations). At the end of the elective period a student must pass the formal assessment in the repeated rotations.
III: 7th Year

The 7th year Senior Clinical Rotations consist of:
[a] Child Health
[b] Family Medicine and Public Health
[c] Medicine
[d] Obstetrics & Gynecology
[e] Surgery

Eligibility for Entry to the 7th Year:
[1] Pass in all 6th year Clinical Rotations/Course
[2] Successful completion of the Elective Program

A student must pass all rotations to be eligible to sit for the Final MD:
If a student fails any of the rotations (up to 5 rotations), he or she will be given the opportunity to resit the end of rotation examination at a time decided by the concerned department.
1. Where a student fails a second time in one or two rotations, the entire rotation must be repeated with the next cohort and successfully completed to be eligible to sit the second diet of final MD.
   1.1 Where a student fails 1 repeated rotation he or she will be given a final opportunity to repeat the failed rotation. If the student fails the repeated rotation he/she will be required to withdraw from the clinical MD program.
   1.2 Where a student fails the 2 repeated rotations he/she will be required to withdraw from the clinical MD program.
2. Where a student fails a second time in three rotations, he/she will be required to repeat 7th year if the maximum duration of the MD program allows it.

2.1 During the repeated year if a student fails any of the rotations (up to 5 rotations), he/she will be given a final opportunity to resit the end of rotation examination at a time decided by the concerned department.

2.2 Where a student fails in any of the resit examination(s) he/she will be required to withdraw from the clinical MD program.

General comments:

All students who fail in any of the rotations are to be counseled by the concerned department and the Assistant Dean for Clinical Affairs.

Eligibility for Entry to the Final MD:

[1] Students are eligible to take the Final MD after a pass in all 7th year rotations/courses.

[2] No student will be allowed to sit the final MD examination if any rotation/course (including therapeutic course and ILS courses) throughout the Clinical program has not been satisfactorily completed and prescribed examinations passed.

Award of MD

[1] Students must pass with an average of ‘C’ Grade in the Final MD to be eligible for the award of the MD.

[2] Failure to obtain an average of ‘C’ Grade in the Final MD will be regarded and dealt with as “Failed.” They will have the opportunity of repeating to bring up their grades if time allows.
DIFFERENT OFFICES IN THE COLLEGE OF MEDICINE AND HEALTH SCIENCES AND WITHIN THE UNIVERSITY

WITHIN COLLEGE:

OFFICE OF THE DEAN

The Dean's Office is on the first floor of the College of Medicine, room 1007. Students should conduct all their affairs through the Education and Examinations office, and in special circumstances make it necessary, appointments to see the Dean are to be made through the Secretary, room 1006.

COLLEGE ADMINISTRATION

The Administration Office is located on the first floor of the College, Rooms 1001 and 1045. The Office is committed to provide innumerable services to both faculty members and medical students, and ensures smooth running of the College activities in compliance with all applicable laws, policies, rules and regulation of the University. It works collaboratively with the Office of the Dean for implementing all decisions other than academic nature. Administration of the College and management of financial transactions for varied activities are major roles that this Office carries among others.

For more information and assistance, please contact:
Ms. Badriya Hamdan Al-Hashar, Director : Ext. 1118
Mr. Mahmoud Al-Abri, Deputy Director : Ext. 1135
**ASSISTANT DEAN FOR PRECLINICAL AFFAIRS**

Office of the Assistant Dean for Pre-Clinical Affairs is the link between the Deanship of Admission & Registration and the College of Medicine & Health Sciences. It administers all academic and organizational aspects of the Pre-clinical programme.

**ASSISTANT DEAN FOR POSTGRADUATE STUDIES AND RESEARCH**

The Office of the Assistant Dean for Postgraduate Studies and Research is responsible for overlooking the postgraduate studies and research activities in the College. This office is responsible for evaluation of the students for graduate studies, implementation of the policies of the graduate programs and other activities. The Office coordinates all matters related to research in the College (e.g. managing internal research grants and H.M. grants) and coordinates with the Ethics Committee evaluating research proposals in human and animals.

*For more information and assistance, please contact:
Prof. Badreladin Ali, Assistant Dean for Postgraduate Studies & Research
Ext. 3431 / 3574*
ASSISTANT DEAN FOR CLINICAL AFFAIRES

The mission of the Office of Assistant Dean for Clinical Affairs is to administer a three-year educational programme leading towards award of MD degree in this College.

As the students enter clinical years having completed the Basic Health Sciences degree, a week-long Introductory Week programme (see appendix) is arranged to educate the students integrating the basic and clinical services/skills to establish learning principles. This programme broadly provides the students with the knowledge, skills, attitude expected, inculcate the habits they have to develop, the background on ethical issues, and various other related procedures required to deal with patients in a professional manner.

The Office of Assistant Dean for Clinical Affairs oversees all matters related to clinical affairs of which some are; schedules rotations, assigns advisors (beginning academic year 2009-2010), keeps track of students academic progress, follow students set optimal academic goals, provides counseling. The Office also coordinates the teaching activities in affiliated hospitals, and liaises closely with Deanship of Admissions and Registration, Student Affairs and other supporting offices within the University.

This Office is also dedicated and strives to constantly improve quality of teaching, both in the Sultan Qaboos University Hospital and its affiliated hospitals. This objective is achieved in collaboration with Medical Education Unit through educational workshops including assessment and annual visits to affiliated hospitals in order to incorporate any changes required in medical knowledge and practice.

For more information, please contact:
Dr. Muna Ahmed Al-Saadoon, Assistant Dean for Clinical Affairs:
Ext. 3461
Mr. Glorio Almeida, Executive Assistant to Assistant Dean:
Ext. 1178
SULTAN QABOOS UNIVERSITY HOSPITAL

Sultan Qaboos University Hospital is an educational and medical institution performing five main functions; teaching medical students, undergraduates, postgraduates, supports research, and providing tertiary medical care.

It is an integral part of the College of Medicine & Health Sciences and therefore, both the services and teaching resources are equally shared and integrated between the two, i.e. shared staff, joint committees such as the Hospital Board and the Medical Advisory Committee.

The hospital stands on an area of approximately 40,000 square meters with a total bed capacity of 528 beds with 380 currently opened and are managed by 1,780 employed staff of high caliber personnel. The specialties and services it offers are:

- Accident and Emergency
- Anaesthesia
- Child Health
- Genetics
- Medicine – all sub-specialties
- Obstetrics and Gynaecology
- Ophthalmology
- Clinical Physiology
- Radiology and Molecular Imaging
- Surgery
- Cardiothoracic Surgery
- Nursing Services
- Infection Control Services
- Nutrition & Dietetic Services
- Patient Services
- Physiotherapy & Rehabilitation
- Quality Management
- Blood Bank

The Sultan Qaboos University Hospital provides a full continuum of care, beginning with complete clinical evaluation, to meet the needs of each patient at each stage of treatment. A comprehensive system of patient
services provides flexible treatment options with high quality medical resources to meet a wide variety of needs.

The medical students begin their formal practical training at Sultan Qaboos University Hospital and affiliated hospitals from year five. Students rotate through various departments throughout the academic year as per their schedule in each year of MD program.
AFFILIATED HOSPITALS;

ROYAL HOSPITAL

The Royal Hospital is a large tertiary acute-care hospital which provides state-of-the-art services in the specialties and sub-specialties of medicine, surgery, child health, obstetric and gynaecology, oncology and laboratory medicine.

Part of the teaching for undergraduates from this College is given by the following departments at the Royal Hospital:

- Child Health
- Medicine
- Obstetrics and Gynaecology
- Surgery

KHOULA HOSPITAL

The Khoula Hospital is the Sultanate’s referral hospital for cases from orthopaedic surgery, neurosurgery, cosmetic surgery and burns departments. This 428 bed hospital also has maternity, gynaecology and physiotherapy departments. It has various facilities and one of such is MRI scanner.

It offer part of the teaching service to undergraduates of this College in the following specialties:

- Orthopaedic Surgery
- Accident and Emergency
- Plastic Surgery
- General Surgery
- Obstetrics and Gynaecology
**AL NAHDHA HOSPITAL**

The Al Nahda Hospital specializes in ENT surgery, eye surgery and treatment, dental surgery and dermatology.

It offer part of the teaching service to undergraduates of this College in the following specialties:

- ENT
- Dermatology
- Ophthalmology
- Oral Health

**IBN SINA HOSPITAL**

The Ibn Sina Hospital is a 60 bed modern facility for psychiatric treatment and patient care. The hospital caters for adults, children and adolescents with serious mental and psychiatric problems. Facilities include electroencephalogram, X-ray, laboratory and occupational therapy units.

Part of the psychiatric teaching to undergraduates of this College is offered by the Ibn Sina Hospital.

**ARMED FORCES HOSPITAL**

The Accident and Emergency Department of the Armed Forces Hospital offers part of the teaching services to undergraduates of this College.

**POLICE HOSPITAL**

The sixth year students are required to complete a total of five autopsies as part of their curriculum. This teaching service to undergraduates of the College is offered by the Royal Oman Police Hospital.
SUPPORT FACILITIES:

SKILLS LAB

The Clinical Skills Laboratory (CSL) of College of Medicine and Health Sciences Sultan Qaboos, Sultan Qaboos University is one of the purpose-built clinical skills laboratories in the country. It has an area (200 m²) dedicated to clinical skills teaching and a large selection of clinical mannequins for teaching and practice of clinical skills by undergraduates. Three goals of any medical education programme (MEP) have been defined as; knowledge, skills and attitudes. The CSL has been established to meet some of the skill and attitudinal goals of our MEP and it gives students the opportunity to practice a wide range of practical skills in a stress free environment.

The CSL offers a wide range of computer based and clinical facilities to aid undergraduate learning. Skills are learnt and practiced on a variety of manikins and clinical equipment. Teaching is conducted by faculty drawn from various departments of the college so as to provide the student with a whole range of ideas and techniques as practiced by various medical specialties. There is a full range of resources that assist learning of the following skills:

- Basic Life Support
- Intravenous Cannulation and setting up an infusion, Blood Pressure measurement
- Injection technique and bedside blood glucose measurement
- Retinal Fundoscopy
- Ear examination
- Rectal examination
- Pelvic examination
- Heart auscultation
- Breast Examination
- Male and Female Catheterisation
- Focused History Taking

For more information and assistance, please contact:

Dr. Ibrahim Inuwa, Chairman : Ext. 3531
Mr. Ahmed Al Hadhrami, BMS : Ext. 3451
**COMPUTER LABS**

The Computer Labs are located in the College of Medicine and Health Sciences Annex building adjacent to Medical Library on first and second floors. The Help Desk Team has been set up within Medical Informatics to provide support for students, faculty and administrative staff at the College of Medicine & Health sciences. Help Desk service is available to the departments by phone, e-mail, or by walk-in.

All requests for help are taken on a first-come, first-serve basis. However, requests are prioritized based on nature and urgency of the call and situation.

*Office hours of the Help Desk during the semester:*
Saturday - Wednesday from 08:00 a.m. to 04:00 p.m.
Lunch Break :from 01:00 - 02:00 p.m.

*Contact:*
Help Desk   :  Ext. 3496, 3705

**MEDICAL LIBRARY**

The Sultan Qaboos University Medical Library is a leading health sciences library in Oman. It maintains a substantial collection of current and retrospective medical literature in various media to support the academic programmes of the College, University Hospital and Health Care Community in the Sultanate. The Medical Library is adjacent to the Medical Lecture Theatre and has a capacity of accommodating 350 seats, 194 study carrels and 16 cubicles for individual study.

The Public Services departments are located on both, first and second floors of the Library. Various other facilities and its locations are:
Ground Floor:
Circulation Desk, reserves, newspapers and photocopying facilities

First Floor:
Library Administration Office, audiovisual viewing area, internet access, periodicals, microforms and special collections materials.

Library Hours during normal time:
Saturday – Wednesday    :   7.30 a.m. – 9.00 p.m.
Thursday                :   7.30 a.m. – 2.30 p.m.
Fridays & Holidays      :   Closed

Library Hours during Summer:
Saturday – Wednesday    :   7.30 a.m. – 6.00 p.m.
Thursdays, Fridays & Holidays :   Closed

For more information and assistance, please contact:
Mohammed Al Wardi, Director :   Ext. 1189
Coordinator               :   Ext. 1165
**Main Library**

The Main Library provides information resources and services to support the curriculum in the colleges and centres. It also supports the research and staff development needs of the Sultan Qaboos University faculty and staff. The primary focus of the collection is on the subjects covered in programs offered at SQU. Bibliographic records of materials are available through catalogs and indexes that allow patrons access to resources available.

**Reference Collection:**
It consists of encyclopedias, dictionaries, handbooks, statistical sources, directories and similar reference publications. Books are shelved by subject regardless of their language.

**Reference Assistance:**
The function of the Reference Section is to answer general and specific reference questions, assist users in using various Library catalogues, offer instructions regarding the use of appropriate reference resources. Consult the on-duty Reference Librarian for guidance. Reference assistance is available till the Library is open. For short inquiries, call ext. 1521.

**Databases:**
Users can also access to various electronic indexes and bibliographic databases. All databases are carefully selected to suite education and research requirements of all university colleges and department.

**Online Journals:**
The library subscribes to electronic journals through different vendors such as:

- Gale (InfoTrac)
- Elsevier (ScienceDirect)
- Blackwell (Blackwell Synergy)
- Emerald
- Ingenta
- IEEE
- Ebsco (Business Source Premier)

*For more information and assistance, please contact:*

**Director** : Ext. 1502
**Coordinator** : Ext. 1503
ACADEMIC SUPPORT SERVICES WITHIN THE COLLEGE

EDUCATION OFFICE

Education Office is located on the first floor of the College, (Rooms 1046 and 1047). This Office deals with administrative matters concerning medical students’ academic records in preclinical years. However, the staff members support clinical students with administrative and counseling services whenever requested.

EXAMINATIONS OFFICE

The Examinations Office is located on the second floor in the College, Room 2006. It ensures within the scope of its operation, smooth running of examinations for all preclinical and clinical years in the College. It also deals with matter relating to appointment of External Examiners, assignment of invigilators and maintenance of results for all examinations. Final grades are available in the Examinations Office and are reported, via grade reports, after each rotation on the students results board. The Office in addition to matters relating to examinations, assigns seminar rooms and laboratories for effective utilization.

Students should collect the logbooks from the Examinations Office prior to any rotation. The logbooks are required to be returned to this Office by the student or rotation coordinator after completion of the rotation.

Grade Descriptions

These follow University Regulations

A  Exceptional performance;
   All course objectives achieved in a consistently outstanding manner.

25
**B**  *Very good performance;*  
Significantly more than the majority of the course objectives achieved.  
(majority being at least two thirds)

**C**  *Satisfactory performance;*  
At least the majority of course objectives achieved;

**D**  *Minimally acceptable performance;*  
Less than the majority but the minimum required course objectives achieved

**F**  *Unacceptable performance;*  
Minimum required course objectives not met at a minimally acceptable level;
No pass earned.

*For more information, please contact:*  
*Mr. Alphonsus Okoro, Examinations Officer : Ext. 1172*

**CLINICAL ELECTIVE PROGRAM**

Electives are a universally recognized part of the medical education. It is an important component of the M.D. curriculum in the College of Medicine and Health Sciences. Between the 6th and the final year of their studies the students are required to undertake an 8-10 weeks elective in a recognized medical institution, preferably overseas. Students may also complete their electives in local teaching hospitals but in a peripheral hospital. Successful completion of the elective is one of the pre-requisites to sit the final MD examination.

**The Aims and Objectives of the Clinical Elective Program are to:**
- Expand clinical experience
- Gain more practical experience and acquire more skills
• Increase self-sufficiency and self-confidence
• Stimulate personal initiative
• Broaden horizons and see different cultures
• Experience a different working environment

For more information, please contact:
Dr. Mohammed Al Azri, Clinical Elective Program Coordinator:
Ext. 1126
Office Coordination;
  Glorio Almeida : Ext. 1178
  Salim Obaid Al Khaldi : Ext. 3416

MEDICAL EDUCATION UNIT

The Medical Education Unit oversees the process of medical education in the College and provides educational services to support, evaluate and thus enhance the educational role of the medical school. Its activities include research, teaching and providing educational support in the areas of curriculum development, assessment, and, methods of teaching and learning. The context is undergraduate and postgraduate health professions education.

For more information and assistance, please contact:
HE Dr. Nadia Al-Wardy, Head of Unit : Ext. 1116
Ms. Asila Al-Harthy, Coordinator : Ext. 3442

MEDICAL INFORMATICS

Medical Informatics under Medical Education Unit at College of Medicine & Health Sciences has put a great effort to help all faculty, staff and students of College of Medicine & Health Sciences in providing computing services. It works closely with many other departments and units at the College to provide a wide range of services for students,
faculty, staff, alumni, and others. It plays a major role in providing services such as:

- E-learning.
- E-Assessment.
- Telemedicine System.
- Simulations
- Multimedia Lab.
- Computer Services.
- Training & Development.

For more information and assistance, please contact:
Dr. Zahra Al-Rawahi, Chairperson: Ext. 1117

COMMUNICATION WITH STUDENTS

The College communicates with all the clinical students through the cohort representatives, student’s university Email service, notice board (College main entrance) to inform them about transport issues, examinations, rotations timetables, meetings, research activities, extra-curricula lectures and activities, and student activities. Occasionally some students are contacted by phone or sms for specific urgent issues.

Students can also utilize these services for disseminating information to all cohorts but prior approval needs to be obtained from the College Administration.

<table>
<thead>
<tr>
<th>Students Representative</th>
<th>1st Year “2008”</th>
<th>2nd Year “2007”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Abdulaziz Said Al Breiki</td>
<td>Omaima Khamis Al Belushi</td>
</tr>
<tr>
<td></td>
<td>email: <a href="mailto:u087304@squ.edu.om">u087304@squ.edu.om</a></td>
<td>email: <a href="mailto:u086522@squ.edu.om">u086522@squ.edu.om</a></td>
</tr>
</tbody>
</table>
### STUDENT ORGANISATIONS AND ACTIVITY GROUP

Student Organisations and Activity Group comprises of this College students from all cohorts. Main objective of this group is to make medical student's educational experience an enjoyable and a memorable one. Its activities are supervised by an academic staff member of this College in liaison with the Assistant Dean of Preclinical Affairs and
Deanship of Student Affairs to facilitate their social interaction with the Faculty and the professional integration with the intercollegiate and off-campus communities. The group actively takes part in organizing various events such as, blood donation, charity fares, University Day participation, etc.

*For more information, please contact:*
*Dr. Aida Al-Wahaibi, Chairperson : Ext. 3548*
**INTERNSHIP PROGRAM**

Internship, is a junior medical doctor's first position undertaken as an initial step at the beginning of a medical career as a physician, and it is compulsory regardless of whatever specialty of medicine intern may wish to eventually pursue in the future.

The Internship year is a period of general medical training, building upon the skills acquired at medical school, and learning how they are applied whilst taking increasing but guided responsibilities for patient care and management independently.

Internship training is divided into three equal periods of four months in each of the disciplines of General Medicine, General Surgery, and either Child Health or Obstetrics & Gynecology in institutions or programmes approved for the purpose by the College of Medicine of Sultan Qaboos University.

Most of the Internship rotations involve changing from one hospital to another within the country during the year. One of the three rotations must be in a peripheral hospital. This is considered a very beneficial experience of the breadth and depth of health care of Oman.

During each of the major rotations an intern may be given the privilege of choosing to spend one month in a sub-specialty of the discipline concerned. The choice and the timing of an elective are both subject to the approval of the head of the department.

Each trainee is assessed by the clinical department concerned during his/her training period. All components must be completed satisfactorily, to complete the Internship year. A Certificate of Internship will be issued by the College on successful completion of the Internship Year. Failure of satisfactory completion in any rotation will require the physician concerned to repeat part or all of the year.

The timely submission of Assessment Forms and the Logbook to the Internship Office is the responsibility of the Intern.

*For more information, please contact:*

*Prof. Christopher Grant, Internship Director*  :  Ext. 1119

*Ms. Helen Leopoldo*  :  Ext. 3504

*Mr. Glorio Almeida,*  :  Ext. 1178
RESIDENCY PROGRAM

The Oman Medical Specialty Board (OMSB) was established in 1994 and has continued to fulfil its objectives of training high-caliber and internationally recognized Omani medical specialists in diverse disciplines.

The specialties and number of years training OMSB offers are;

<table>
<thead>
<tr>
<th>Specialty</th>
<th># of Yrs</th>
<th>Specialty</th>
<th># of Yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident and Emergency</td>
<td>5</td>
<td>Histopathology</td>
<td>5</td>
</tr>
<tr>
<td>Anaesthesia</td>
<td>5</td>
<td>Internal Medicine</td>
<td>4</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>5½</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>Child Health</td>
<td>4</td>
<td>Obstetrics and Gynaecology</td>
<td>5</td>
</tr>
<tr>
<td>Dermatology</td>
<td>4</td>
<td>Psychiatry</td>
<td>4</td>
</tr>
<tr>
<td>ENT</td>
<td>5</td>
<td>Radiology</td>
<td>5</td>
</tr>
<tr>
<td>Family Med &amp; Public Health</td>
<td>4</td>
<td>Surgery</td>
<td>5</td>
</tr>
<tr>
<td>Haematology</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

At this stage, the undergraduates need to be given a broad outline about the specialties and encourage them completing some useful courses, (like USMLE, ECFMG, etc.) that will pave a way for their future career.

For more information, please contact:
OMSB Office in COM&HS (Mr. Yakubu Daniyan) : Ext. 1151
SUPPORT SERVICES OUTSIDE THE COLLEGE (WITHIN THE UNIVERSITY):

DEANSHIP OF ADMISSIONS AND REGISTRATION

The Deanship of Admissions and Registration is a focal point to many student and faculty functions. It administers University academic policy and acts as resource to the Colleges and administration in their operations.

Some of the major areas the Deanship activities are:

1. Recommend admission policies in line with University procedures and available resources by Liaising with internal and external organizations.

2. Provide information and student records related to academic programs and scientific grades.

3. Provide student statistical reports related to academic courses and programs.

6. Recommend graduation procedures.

7. Supervise the implementation of the academic policies in relation to specialization and recommend changes.

8. Inform students when they exceed their academic time limit as per academic policies.

For more information, please contact:

Dean : Ext. 1810
Coordinator : Ext. 1807
STUDENT COUNSELING CENTRE

The centre provides a comprehensive program of support services to assist Sultan Qaboos University students through experienced counselors in their adjustment to the demands of university environment. The services are designed to enhance student’s educational experience by supporting his/her development. The counselors deal with the problems of psychological nature such as pressures or concerns that affect student’s academic performance or adjustment to university life.

Some of the services the centre provides are:
- Individual Counseling
- Group Counseling
- Counseling Out Reach Program
- Career Counseling
- And others

For more information, please contact:
Coordinator : Ext. 1826

CENTRE FOR CAREER GUIDANCE

The Center for Career Guidance assists students of SQU and other designated clients in developing, evaluating, and implementing career, education, and employment decisions plans, to support the mission, academic programs, advancement of SQU, and enhance the interface with the labour market to maximize the employment opportunity available to SQU graduates.

The Centre helps individuals in the following:

- Develop self-knowledge related to career choice and work performance by identifying, assessing, and understanding their competencies, interests, values, and personal characteristics;
• Obtain educational and occupational information to aid career and educational planning and to develop an understanding of the world of work;
• Select personally suitable academic programs and experiential opportunities that optimize future educational and employment options;
• Take responsibility for developing career decisions, employment plans, and/or job-search competencies;
• Prepare for finding suitable employment by developing job-search skills, effective presentation skills.
• Gain experience through student activities; community service, student employment, research projects, cooperative education, internships, and other opportunities;
• Link with alumni, employers, professional organizations, and others who will provide opportunities to develop professional interests and competencies, integrate academic learning with work, and explore future career possibilities;
• Seek a desired employment opportunity or entry into an appropriate educational, graduate, or professional program; and
• Prepare to manage their careers after graduation.

The Centre also offers Careers Capability Program that is a flexible non-credit program comprising career education workshops, and work related activities which contains the following core topics:

• How to write a C.V., a cover letter; and complete a sample application form;
• How to submit three job descriptions related to their field of study;
• How to practice/attend a mock interview.
The optional topics include:

<table>
<thead>
<tr>
<th>Civil Service Law</th>
<th>C.V. &amp; Covering letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>Group Dynamics</td>
</tr>
<tr>
<td>How to find a Job</td>
<td>Leadership</td>
</tr>
<tr>
<td>Interviewing Techniques</td>
<td>Omani Labour Law</td>
</tr>
<tr>
<td>Job Applications</td>
<td>Presentation Skills</td>
</tr>
<tr>
<td>Meetings Management</td>
<td>Time and Task Management</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Types of Correspondence</td>
</tr>
</tbody>
</table>

For more information, please contact:
Coordination & Follow-up : Ext. 2121
Email: career@squ.edu.om

**STUDENT CLINIC**

The Student Clinic is run by the Department of Family Medicine and Public Health of the SQU College of Medicine and Health Sciences. It is located in the central axis of the University at the Student Centre. Comprehensive primary health care is provided to all students.

The Student Clinic is open to students from 8.00 a.m. to 3.30 p.m. on Weekdays during the semester. During vacations and holidays, students may go directly to the SQUH Accident and Emergency Department.

Clinic : Ext. 1144
**PSYCHIATRY CLINIC**

Consultation is available with a staff psychiatrist by confidential referral from Student Clinic or by calling on your own for an appointment. If you call, please identify yourself as a medical student. Extended therapy can be arranged after the initial consultation, generally at a reduced fee.

For appointments;
*Contact*: Ext: 4410, 1707
*Hours*: 8:00 a.m. - 2:00 p.m., Saturday - Wednesday
*Location*: SQUH Psychiatry Clinic

**STUDENT RESIDENCES**

The University offers accommodation to students coming from interior region. It also provides temporary accommodation depending on its availability and nature of the request. Students soon get adapted to the environment as the variety of educational goals creates opportunities for interaction among themselves of varied specializations and interest and live as a community.

The communities are fundamentally self-sufficient as they have sleeping accommodation, catering, recreation facilities, reading and prayer rooms. They quickly develop a sense of belonging to their own community and enjoy a spirit of lively competition with the other communities. Students participate in the overall running of their residences through committees responsible for different activities. Adult supervisors are in residence to offer guidance in social, religious and moral matters.

*For more information, please contact:*

Dean : Ext. 1586
Coordinator : Ext. 1571
STUDENT AFFAIRS

Deanship of Student Affairs is the authority that has a direct relationship with the students. It shoulders the responsibility of preparing SQU students educationally, socially, culturally and physically as well as entrenching their principles and Islamic values. Besides, it provides students with satisfaction and psychological stability that help them to achieve scientific excellence and to highlight the teachings of religion. The Deanship provides services under five departments: Religious Guidance Department, Cultural and Sport Department, Social Services Department (Males), Social Services Department (Females), and Administrative Affairs Department.

The activities are as follows:

1. Develops and refines students’ talents. In addition, to direct students’ leisure in a positive and useful way through seminars and cultural, artistic, religious, sport and social competitions, and to enable them to participate in both indoor and outdoor competitions.

2. Contributes to the integration of the students’ personality at the university.

3. Builds good relationships among the students and the faculty members and the staff members by involving them in the various activities of the deanship.

4. Provides an appropriate environment for the students so they can play their academic role in a normal way (housing, nutrition, transportation, financial assistance and employing students as part times).

5. Holds a variety of seminars and workshops as well as exchange of experiences and information with concern parities both locally and internationally.

6. Organizes sport competitions and championships in various games.
7. Represents the university in various competitions and events both locally and internationally aiming at shedding light on the achievements of Sultanate on various levels.
8. Cooperates with universities of the Gulf States as a basic foundation to achieve the desired objectives of historical ties between GCC countries.
9. Integrates the new students in various activities and familiarizes them with various SQU facilities, and to discover and refine the new talents that these new students enjoy.
10. Satisfies students’ wishes and preferences through the free exercise of different activities.
11. Implants the principles of social voluntary work among university students by integrating them in Omani society.
12. Follows up the requirements of students with special needs.

For more information, please contact:
Dean : Ext. 1586
Coordinator : Ext. 1571
REGULATIONS

DRESS CODE

The University dress code is a white dish-dash and “msar” or cap for male students, and females should be decently dressed. However, male clinical students have the option of wearing the Omani dress, or trousers, shirt and neck-tie. T-shirts, sneakers or shorts are not allowed. During duty hours in hospital/clinic/health centre, all medical students are required to wear a clean white coat, and place the SQUH ID card where it can be clearly seen.

POLICY ON ABSENCE IN CLINICAL ROTATIONS

Attendance and participation in class are considered essential to learning, and students are required to treat this message seriously and avoid absence from any teaching activity. A warning notice would be issued to any student whose absence from teaching sessions is a cause of concern or it reaches 10% of the rotation time. Although, according to University academic regulations a student cannot be allowed to sit for an examination if he/she remains absent for more than 20% of the rotation period, we suggest all concerned to consult the Office of Assistant Dean for Clinical Affairs before barring a student from taking examinations. Such consultation is very important before issuing barring notice, as we may experience absence of different nature. [Form appended]

STUDENT HOSPITAL ID CARDS

Student hospital identification cards are issued to students upon acceptance into the first clinical year, and will be distributed during the introductory week. The SQUH ID card must be placed on the white coat where it can be clearly seen. If an ID card is lost, every effort must be made to find it. If it is not traceable, then student may apply for a replacement in the Office of Assistant Dean for Clinical Affairs.
ROLE OF SQU TRANSPORT DEPARTMENT

Other than its normal duties, this department plays an important role transporting the students from SQU to affiliated hospitals and brings back according to their teaching schedule. Students are required to follow the schedule prepared in concurrence with teaching commitment by the affiliated departments. In rare occasions, a transport could be arranged through the Office of Assistant Dean for Clinical Affairs as a special case, depending on its nature.
Appendix

**SULTAN QABOOS UNIVERSITY**

**COLLEGE OF MEDICINE & HEALTH SCIENCES**

**CLINICAL ROTATIONS – YEAR 5 (2009-2010)**

<table>
<thead>
<tr>
<th>Rotation No</th>
<th>No of Week</th>
<th>CHILD HEALTH</th>
<th>FAMCO *</th>
<th>SURGERY</th>
<th>MEDICINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>1</td>
<td>INTRODUCTORY WEEK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>11</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>2</td>
<td>11</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>-</td>
<td>1</td>
<td>INTERDISCIPLINARY ACTIVITY WEEK – I</td>
<td>MEDICINE, ETHICS &amp; SOCIETY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>-</td>
<td>1</td>
<td>INTERDISCIPLINARY ACTIVITY WEEK – II</td>
<td>GERONTOLOGY / GERIATRICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>11</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>A</td>
</tr>
<tr>
<td>-</td>
<td>4</td>
<td>VACATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YEAR 6 BEGINS (Academic Year 2010-2011)

* Nine weeks rotation in FAMCO includes 1 week ORAL HEALTH; remaining weeks are allocated for OTHER ACTIVITIES.

[ Extra days in any rotation other than holidays are to be utilised for teaching activities. Days declared
SULTAN QABOOS UNIVERSITY

COLLEGE OF MEDICINE & HEALTH SCIENCES

TIMETABLE FOR PROBLEM-BASED LEARNING & ILS
YEAR 5 (2009 - 2010)

<table>
<thead>
<tr>
<th>Rotation No</th>
<th>NO OF WEEKS</th>
<th>SYSTEM/ SPECIALTY*</th>
<th>EXAM ☑</th>
<th>EXAM REVIEW @</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>Endocrine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Haematology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>Cardiovascular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Rheumatology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>Gastro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>Respiratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>Infectious Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>5</td>
<td>Urogenital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>4</td>
<td>Nervous System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Sessions take place on Wednesdays, 8.00 a.m. except the first session of each course which starts at 9.15 a.m. (i.e. after review of the exam of the previous course), and each session ends at 1.15 p.m. including laboratory sessions (12.15 - 1.15 p.m.)

** Two extra weeks are given to adjust for: 1) National Day Holidays,  2) Eid Al Adha Holidays.

*** One extra week is given to adjust for “IDA Week I” (6-12 Feb, 2010).

® One extra week is given to adjust for “IDA Week II” (1-7 May, 2010).

☑ Exams : Saturdays, 8.00-9.30 a.m.

@ Exam review: Wednesday following exam, 8.00-9.00 a.m. or Coordinator may arrange alternative date.

[ Extra days in any rotation other than holidays are to be utilised for teaching activities. Days declared as holidays only are to be given off ]
**SULTAN QABOOS UNIVERSITY**

**COLLEGE OF MEDICINE & HEALTH SCIENCES**

**CLINICAL ROTATIONS – YEAR 6 (2009-2010)**

<table>
<thead>
<tr>
<th>Rtn #</th>
<th>No of Week</th>
<th>PSY-1</th>
<th>PSY-2</th>
<th>A/E PS</th>
<th>Ortho</th>
<th>ENT Derm</th>
<th>Opth</th>
<th>Ob/Gy</th>
<th>Anae / Rad</th>
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<tbody>
<tr>
<td>1</td>
<td>1 - 4</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
</tr>
<tr>
<td>2</td>
<td>5 - 9*</td>
<td>B</td>
<td>A</td>
<td>D</td>
<td>C</td>
<td>H</td>
<td>E</td>
<td>F</td>
<td>G</td>
</tr>
<tr>
<td>3</td>
<td>10 - 13</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>G</td>
<td>H</td>
<td>E</td>
<td>F</td>
</tr>
<tr>
<td>4</td>
<td>14 – 19**</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>E</td>
</tr>
<tr>
<td>5</td>
<td>20 - 23</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>6</td>
<td>24 - 27</td>
<td>F</td>
<td>E</td>
<td>H</td>
<td>G</td>
<td>D</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
</tbody>
</table>

- **28** INTERDISCIPLINARY ACTIVITY WK [FORENSIC MED]

| 7     | 29 - 32    | G     | H     | E      | F      | C       | D    | A    | B          |
| 8     | 33 - 36    | H     | G     | F      | E      | B       | C    | D    | A          |

- **37** PREPARATIONS FOR ELECTIVES

- **38 - 47** ELECTIVES

- **48 - 49** VACATION

- **50** YEAR 7 BEGINS (Academic Year 2010-2011)

---

* One extra week is given to adjust for Eid Al Fitr Holidays

** Two extra weeks are given to adjust for National Day Holidays & Eid Al Adha Holidays

[ Extra days in any rotation other than holidays are to be utilised for teaching activities. Days declared as holidays only are to be given off ]

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# SULTAN QABOOS UNIVERSITY
## COLLEGE OF MEDICINE & HEALTH SCIENCES

### TIMETABLE FOR CLINICAL & LABORATORY ROTATIONS
#### YEAR 7 (2009 - 2010)

<table>
<thead>
<tr>
<th>Rotation</th>
<th>No of Weeks</th>
<th>FAMCO</th>
<th>MED</th>
<th>CHILD HLTH</th>
<th>OBS/GYN</th>
<th>SURG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>Lab</td>
<td>1</td>
<td>Haem</td>
<td>Clin Phys</td>
<td>Path</td>
<td>Micro</td>
<td>Bioch</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>E</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>Lab</td>
<td>1</td>
<td>Haem</td>
<td>Clin Phys</td>
<td>Path</td>
<td>Micro</td>
<td>Bioch</td>
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<td>Clin Phys</td>
<td>Path</td>
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<td>E</td>
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<td>Clin Phys</td>
<td>Path</td>
<td>Micro</td>
<td>Bioch</td>
</tr>
</tbody>
</table>

**REVISION**

**FINAL WRITTEN & CLINICAL EXAMS**

[ Extra days in any rotation other than holidays are to be utilised for teaching activities. Days declared as holidays only are to be given off ]
| Royal Hospital | | | | |
|---|---|---|---|
| STARTING POINT & TIME OF DEPARTURE | 2\textsuperscript{ND} STOP & TIME OF DEPARTURE | 3\textsuperscript{RD} STOP & TIME OF DEPARTURE | DESTINATION |
| Female Student Residence 6.25 a.m. | In Front of SQU Hospital 6.35 a.m. | - | Royal Hospital |
| STARTING POINT & TIME OF RETURN | 2\textsuperscript{ND} STOP & TIME OF DEPARTURE | 3\textsuperscript{RD} STOP & TIME OF DEPARTURE | DESTINATION |
| Leave Royal Hospital 3.30 p.m. | - | - | SQU |

| Khoula & Al Nahdha Hospitals | | | | |
|---|---|---|---|
| STARTING POINT & TIME OF DEPARTURE | 2\textsuperscript{ND} STOP & TIME OF DEPARTURE | 3\textsuperscript{RD} STOP & TIME OF DEPARTURE | DESTINATION |
| Female Student Residence 6.25 a.m. | In Front of SQU Hospital 6.35 a.m. | Khoula Hospital | Al Nahdha Hospital |
| STARTING POINT & TIME OF RETURN | 2\textsuperscript{ND} STOP & TIME OF DEPARTURE | 3\textsuperscript{RD} STOP & TIME OF DEPARTURE | DESTINATION |
| Leave Al Nahdha Hosp 2.30 p.m. | Leave Khoula Hospital 3.00 p.m. | - | SQU |

<p>| Armed Forces Hospitals | | | | |
|---|---|---|---|
| STARTING POINT &amp; TIME OF DEPARTURE | 2\textsuperscript{ND} STOP &amp; TIME OF DEPARTURE | 3\textsuperscript{RD} STOP &amp; TIME OF DEPARTURE | DESTINATION |
| Female Student Residence 7.15 a.m. | In Front of SQU Hospital 7.20 a.m. | - | Armed Forces Hospital |</p>
<table>
<thead>
<tr>
<th>STARTING POINT &amp; TIME OF RETURN</th>
<th>2ND STOP &amp; TIME OF DEPARTURE</th>
<th>3RD STOP &amp; TIME OF DEPARTURE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Forces Hospital 1.15 p.m.</td>
<td>-</td>
<td>-</td>
<td>SQU</td>
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</table>

Special Arrangement for 7th Yr Students doing Surgery Rotation only:
Khoula Hospital [ mini-bus ]

<table>
<thead>
<tr>
<th>STARTING POINT &amp; TIME OF RETURN</th>
<th>2ND STOP &amp; TIME OF DEPARTURE</th>
<th>3RD STOP &amp; TIME OF DEPARTURE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Khoula Hospital 1.30 p.m.</td>
<td>Leave Royal Hospital 2.00 p.m.</td>
<td>-</td>
<td>SQU</td>
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</table>

Special Arrangement for Students coming to SQU by public transport only:
Royal, Khoula & Al Nahdha Hospitals [ mini-bus ]

<table>
<thead>
<tr>
<th>STARTING POINT &amp; TIME OF DEPARTURE</th>
<th>2ND STOP &amp; TIME OF DEPARTURE</th>
<th>3RD STOP &amp; TIME OF DEPARTURE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Front of SQU Hospital 7.30 a.m.</td>
<td>Where student(s) posted</td>
<td>Where student(s) posted</td>
<td>Where student(s) posted</td>
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</tbody>
</table>

Transport During On-Call Duty

<table>
<thead>
<tr>
<th>STARTING POINT &amp; TIME OF DEPARTURE</th>
<th>2ND STOP &amp; TIME OF DEPARTURE</th>
<th>3RD STOP &amp; TIME OF DEPARTURE</th>
<th>DESTINATION</th>
</tr>
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<tbody>
<tr>
<td>Female Student Residence 5.00 p.m.</td>
<td>In Front of SQU Hospital 5.00 p.m.</td>
<td>Where student(s) posted</td>
<td>Where student(s) posted</td>
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</table>

<table>
<thead>
<tr>
<th>STARTING POINT &amp; TIME OF RETURN</th>
<th>2ND STOP &amp; TIME OF DEPARTURE</th>
<th>3RD STOP &amp; TIME OF DEPARTURE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Khoula Hospital 8.00 p.m. 8.30 p.m.</td>
<td>Leave Royal Hospital 8.30 p.m.</td>
<td>-</td>
<td>SQU</td>
</tr>
<tr>
<td>Leave Khoula Hospital 10.00 p.m. 10.30 p.m.</td>
<td>Leave Royal Hospital 10.30 p.m.</td>
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<td>SQU</td>
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Dr. Muna Ahmed Al-Saadoon
Assistant Dean, Clinical Affairs

Date: .............................
**Absentee Warning Notice**

Date: ..............................

<table>
<thead>
<tr>
<th><strong>Rotation</strong></th>
<th><strong>Student</strong></th>
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<tbody>
<tr>
<td>Title ..............................</td>
<td>Name: ..............................</td>
</tr>
<tr>
<td>Code: ..............................</td>
<td>I.D. No: ..............................</td>
</tr>
<tr>
<td>Rtn Period: (if any)</td>
<td>Clinical Year: 5(^{th}) / 6(^{th}) / 7(^{th})</td>
</tr>
<tr>
<td>(#Wks: .......)</td>
<td>(please encircle)</td>
</tr>
</tbody>
</table>

**IF A STUDENT REMAINS ABSENT FOR MORE THAN 20% OF THE ROTATION PERIOD, HE/SHE IS NOT ALLOWED TO SIT FOR THE END OF ROTATION EXAMINATIONS.**

This memo is issued to draw your attention for your absence from teaching sessions on/for the (specify dates/period) ......................... ........................... You are cautioned that your absence from teaching sessions reached above 10% of the rotation period. If your absence from teaching sessions reaches 20% or above, you will be barred from sitting examinations.

Any other Advice and/or Comments:

.......................................................... ..........................................................

.......................................................... ..........................................................

.......................................................... ..........................................................

Attendance and participation in teaching activities are considered essential to learning. We hope you will treat this notice seriously and avoid absence in the future.

Instructor's Name & Signature: .............................................. / ......................

Rotation Coordinator's Name & Signature: .............................. / ......................

Original to Student
Copy to Assistant Dean for Clinical Affairs
Copy to HOD

Received: .............................. ..............................

(Received by: Student's Signature)
Form for students to report their case

Sultan Qaboos University
College of Medicine & Health Sciences

Office of Assistant Dean
Clinical Affairs

Clinical Year: ……………..  Date: …………………..

Name : …………………………………………..  I.D. No. …………………

Signature: ……………………………………….  Mobile No. …………………
### Student Academic Advisor's Interview Report Form

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Year</th>
<th>Contact</th>
</tr>
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</table>

Comments:

- Problems Identified *(tick appropriate boxes ✓)*
  - English Language
  - Difficulty in understanding subjects, too heavy curriculum load
  - Not familiar with clinical teaching
  - Not able to do Medicine
  - Generally weak student because of being lazy and not working enough
  - Absent from classes / clinical sessions
  - Not motivated
  - Not interested in doing Medicine
  - Family pressure to do medicine

<table>
<thead>
<tr>
<th>Family and social problems</th>
<th>Accommodation problem</th>
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<tr>
<td></td>
<td>Transport problem</td>
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<td>Cultural shock</td>
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<td>Health problems</td>
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<td>Psychological problems</td>
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<td>Time management</td>
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<td></td>
<td>Counseling system</td>
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<tr>
<td></td>
<td>inefficient</td>
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<td>No remedial system</td>
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______________________________

Academic Advisor
College of Medicine & Health Sciences

Date: ..........................
**ACTION PLAN**

<table>
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<tr>
<th>Follow-up 1</th>
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<th>Follow-up 3</th>
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</table>
ACTION PLAN

Follow-up 4

Follow-up 5

Follow-up 6
Suggestions to improve this booklet

Layout

Content

Language
Suggestions to improve this booklet

Areas to be covered in the next edition

Any other
## Academic Year Plan
### 2009-2010

<table>
<thead>
<tr>
<th>#</th>
<th>Date of Meeting</th>
<th>Clinical Year</th>
<th>Group</th>
<th>No. of Students Attended</th>
<th>Topics Discussed</th>
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