**King Saud University**

**Applied Medical Sciences College**

**Quality and Development Unit**

Course Syllabus

Vision, mission and goals of Clinical Nutrition program

Vision:

Leadership and excellence in the field of clinical nutrition.

Mission:

Graduating qualified clinical nutrition specialists provided with sufficient knowledge and skills and armed with values required for professional practices and leadership in the field of clinical nutrition that meet the aspirations of the community at the national and international levels.

Goals:

* Providing the students with outstanding educational experiences in the field of clinical nutrition according to international standards that develop their professional practices.
* Building the students' competencies of critical thinking, problem solving and effective communication that help them dealing with various nutritional problems in collaboration with the health care team and other nutrition- related sectors.
* Integrating community service activities into the program to adopt healthy nutrition attitudes and behaviors and instill values ​​of compassion, loyalty and belonging among students.
* Fostering the principles of life-long learning to empower students' professional self-development, and encourage their participation in conferences, workshops and clinical nutrition related scientific research activities.

Course Syllabus

|  |  |
| --- | --- |
| Course title and code: | Practicum 1 in Clinical Nutrition CHS (369) |
| Department : | Community Health Department |
| Program in which the course is offered: | Clinical Nutrition Department |
| Credit hours: | 3 hours |
| Total contact hours per semester | Tutorial part = 42 hrs/section, 84 hrs (2 Sections)  Practical part =36 hrs/section, 72 hrs (2 Sections) |
| Level at which this course is offered: | Level 7 |
| Course prerequisites: | Clinical Nutrition in Chronic Diseases (CHS 343) |
| Time: | **(23354)** Tutorial (Sunday 8-11) Practical (Monday 12-3)  **(38529)** Tutorial (Tuesday 11-2) Practical (Wednesday 12-3) |
| Location: | Tutorial **F4 /** Practical **KKUH** |
| College member responsible for the course | Mrs. May Alshahwan |
| Contact information: |  |
| Office Number: | 210 |
|  |  |
| Email: | [mayalshahwan@ksu.edu.sa](mailto:mayalshahwan@ksu.edu.sa) |
| Office hours: | Tuesday 1-2 - Wednesday 10-11 |
| Course Description | In this practical course the student will learn the skills required to work in a hospital as a dietitian. The course focuses on nutritional assessment, planning treatment, and follow-up of patients for the following cases: obesity, diabetes, renal, liver, gallbladder diseases, and other gastrointestinal diseases. |
| Course Objectives | By the end of this course, students should be able to:  • Perform Nutritional Assessment for inpatients of various medical conditions.  • Plan dietary interventions for various medical conditions.  • Monitor patients and adjusting diet therapy accordingly.  • Communicate effectively with dieticians, physicians and other member of the health team.  • Communicate effectively with patients and related significant other regarding dietary assessment, intervention and monitoring.  • Provide nutritional education and dietary instructions for patients of various medical conditions.  • Apply Medical Ethics on the common practice in hospital. |
| Teaching strategies | Interactive lectures using class discussion and brain storming. Reading from scientific journals, textbooks and other sources. The course instructor will use a student centered approach. Stimulate students to be active. Provide feedback regarding the effectiveness of students’ activity. Provide instructions for effective activities. |
| Learning Resources | Books, journals, hospital visits, power point presentations and lectures. |
| Required Text (s) |  |
| * Essential References | KRAUSEʾS FOOD &, NUTRITION THERAPY by L.Kathleen Mahan, Sylvia Escott-Stump (12th edition or 15th edition). |
| * Recommended Journals | Any nutrition journals with high impact value ex. British journal of nutrition, Canadian journal dietetic practice research, Australian journal of nutrition and dietetics. |
| * Electronic Materials and Web Sites | Food and Drug Authority (www.fda.gov). The British Dietetic Association (www.bda.uk.com). The American Dietetic Association (www.eatright.org). |

|  |  |
| --- | --- |
| Topics to be covered |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| List of topics | | | | | Week due | Date |
| Discussion | Hospital | | | |
| Introduction | **-** | | | | **1st** | 2/1/1440-1/9/2019 |
| Interview Skills | Standard diet+ obesity adult | | | | **2nd** | 9/1/1440-8/9/2019 |
| Obesity adult | Formula room | | | | **3rd** | 16/1/1440-15/9/2019 |
| **National day** | Obesity pediatric | | | | **4th** | 23/1/1440-22/9/2019 |
| Obesity pediatric | Diabetes mellitus Adult | | | | **5th** | 30/1/1440-29/9/2019 |
| Diabetes mellitus Adult | Diabetes mellitus Pediatric | | | | **6th** | 7/2/1440-6/10/2019 |
| Diabetes mellitus Pediatric | OSCE | | | | **7th** | 14/2/1440-13/10/2019 |
| **Midterm** | | | | | **8th** | 21/2/1440-20/10/2019 |
| Disorders GI tract | Disorders GI tract | | | | **9th** | 28/2/1440-27/10/2019 |
| Disorders GI tract | Liver and Gallstones diseases | | | | **10th** | 6/3/1440-3/11/2019 |
| Liver and Gallstones diseases | Renal diseases adult | | | | **11th** | 13/3/1440-10/11/2019 |
| Renal diseases adult | Renal disease pediatric | | | | **12th** | 20/1/1440-17/9/2019 |
| Renal disease pediatric | Practical OSCE | | | | **13th** | 27/1/1440-24/9/2019 |
| Revision | Revision | | | | **14th** | 4/4/1440-1/12/2019 |
| **Final Exam** | | | | | **15th** | 11/4/1440-8/12/2019 |
| Schedule of Assessment Tasks for Students During the Semester | | | | | | | |
|  | | | | | | | |
| Assessment task | | | | Week due | Proportion of Final Assessment | | |
| Midterm | | | | Week 8 | 20 | | |
| Class Discussion and Participation | | | | Weekly | 15 | | |
| Hospital Visit | | | | Weekly | 5 | | |
| Assignment | | | | Weekly | 20 | | |
| End Semester Exam | | | | Week 15 | 40 | | |
| Required Assignments: | | |  | | | | |
| |  | | --- | | Assignments | | Obesity Adult | | Obesity Pediatric | | Diabetes mellitus Adult | | Diabetes mellitus Pediatric | | Disorders of lower GI tract | | Liver and Gallstones diseases | | Renal diseases Adult | | Renal diseases pediatric | | | | | | | | |
| Criteria for evaluation : | | | * Written exams (one module exams proposed during the semester along with final exam OSCE). * Written Assignments, class discussion and participation, observation of students’ skills by using checklist and dietary brochure. | | | | |
| Course rules : | | | * No makeup exams are allowed unless indicated by the exams committee. * If you attend 15 min after starting the class will consider absence if repeated twice. * Respect others and yourself. * Do not talk during the lecture. * Do not eat in the classroom. * Mobile phones have to besilent and kept inside your bag. * **Assignments:** To be print and handed before the discussion class each week following the hospital visit, it will not be accepted if handed in later, hand writing not accepted. * **Participation:** in-class discussions are strongly encouraged. Not participating at all in class discussions will affect your participation grade.   One mark will be deducted for unexplainable laughs or side talks.   * **Ear phones** are not allowed during class! * **Laptops** and **iPads** may be brought to class to take notes as long as typing is not disturbing other students:   + This policy can change if there are complaints by your classmates.   + You may only use your laptop for note taking – other uses are not allowed of course.   **Cheating and plagiarism** are not accepted of course. | | | | |
| More comments for instructor : | | | General rules and instructions for hospital attendance:   * **Silence and respect while entering the ward, taking into consideration the patients’ privacy and medical conditions.** * **Students must follow the University’s dress code (long skirt or scrub, lab coat, head veil), make up are NOT allowed. If students do not follow these rules, they will be considered absent.** * **Students are not allowed to give the patient any information regarding his/her medical condition or interfere with the health care process at the hospital.** * **Students should attend on time, delay of over 15 minutes will be considered absent.** * **Assignment cases of each week at KKUH will be discussed and handed in the following week before class discussion. The assignments will not be accepted after the discussion unless official medical excuse is attached on the front page.** | | | | |

Clinical Nutrition program (CLN)

Course rules

For Courses with Clinical/hospital visits

* **Attendance:**
  + All students are required to attend all scheduled lectures/ practical/ clinical sessions on time. According to the KSU law, if the student exceeds a 25% unexcused absence, he/she will not be allowed to take the final exam. Please refer to: <http://dar.ksu.edu.sa/sites/dar.ksu.edu.sa/files/imce_images/majlis4c.pdf>
  + All students are expected to come to the lectures/ practical/ clinical sessions prepared, on time, and remain for the full session period.
    - Students who arrive to class 15 minutes late for two times will be considered absent for one session. It is the student responsibility to inform the instructor at the end of the session that he/she arrived after the attendance was taken, otherwise the student will be considered absent for that session.
    - Leaving before the end of the session is not permitted except after instructor’s approval otherwise early leaving without permission for two times, the student will be considered absent for one session.
    - In case of late arrival to the session combined with leaving before the end of the session without instructor’s permission, the student will be considered absent for one session.
* **Exams:** 
  + The midterm exams may cover certain topics within the course but the final exam will be comprehensive and cover all course’ topics.
  + NO makeup/alternative exams without a valid excuse accompanied with the necessary official documentation, moreover, for the absence to be regarded as authorized, you must inform your course instructor, preferably by email, before the exam due date. The course instructor can accept the student's excuse or refer the student to his/her academic counselor after filling a form ***“shown at the end of this file”***, sign from the course instructor and given to his/her academic counselor who will send the signed form accompanied with the excuse to the coordinator of the department academic counselling committee to make the decision. If the academic counselling committee accepts the excuse, the student's academic counselor will e-mail the student with the decision. The student has to arrange with his/her course instructor the appropriate time to take the makeup/alternative exam that should not be more than two weeks from the initial scheduled examination time except in certain circumstances based on a recommendation of the academic counselling committee, the exam can be postponed but not more than one week before the final exams' dates.
  + Any student can look at his/her midterm exams' answer papers after arranging the proper time with the course instructor, but if he/she wants to look at the final exam' answer paper, he/she should write a formal letter asking a permission from the head/vice head of the department.
* **Course textbooks/ handouts:** Students are recommended to bring their textbooks/ handouts/ manuals and/or notebooks during lectures/ practical/ clinical sessions.
* **Assignments:**
  + Assignments should be submitted on their due dates.
  + If you are unable to come to submit the assignment on its due date “the student can discuss an alternative way with his/her instructor”.
  + Certain points/marks will be deducted for each day of late submission; moreover, assignments will not be accepted after one week of their due dates unless there is a valid excuse accompanied with the necessary official documentation.
  + **Assignments** **and presentations** will be assessed using checklists or rubrics, so ask your instructor for the assessment criteria and points/marks assigned for each criterion.
  + It is expected that the assignment is your own work. Cheating, plagiarism and any other form of academic dishonesty will not be tolerated.
  + Contact your course instructor once you face problems in the assignment.
  + Submission assignments and presentations can be electronically through the blackboard, so you have to be trained well on how to use the blackboard.
* **Participations:**
  + Positive participation with the instructor is recommended moreover, but side talks are prohibited. If you have any question, ask the instructor not your mates.
  + Your attendance to conferences, training sessions, workshops and/or community services related to the course is highly appreciated and you can get the full mark assigned to class participation after showing the attendance certificates. Also, these activities can be added to your skills record. More details on the skills record is available at <https://sa.ksu.edu.sa/ar/node/919>
* **Cheating and plagiarism** are prohibited and will be taken seriously and can lead to a course failure.
  + There is no tolerance to all forms of cheating. It is expected that all students put their efforts forward when performing in tests, assignments and any other course requirements.
  + It is expected that students produce original assignments and presentations, and when referring to other sources (where they use as support to their original thoughts/theories) that they appropriately cite and provide a bibliography/reference for all information and citing from other sources.
  + If the instructor sees any form of cheating and/or plagiarism, he/she has the right to take any required action according to the Dean of Student Affairs Rules of Student Discipline. Please refer to the online documents NO. **1. Students rights and obligations and 2. Student disciplinary regulations** shown at the end of this file.
* **Using mobiles** for calling, chatting and/or messaging is strictly prohibited during the lecture except in case of urgent issues or emergency calls where you can step out of the room after taking permission from the instructor but without disturbing the class. At the first time, two marks will be deducted from the marks assigned to class participation if the student uses the mobile during lectures/ practical/ clinical sessions. This deduction will be increased to reach five marks if the same student uses the mobile again during the same session or during other sessions.
* **Laptops:** are not allowed during lectures/ practical/ clinical sessions except after getting the instructor permission for taking notes without distracting other students, otherwise two marks will be deducted from the marks assigned to class discussion and participation for the first time and the deduction will increase to five marks if the same student does it again.
* **Wearing the university uniform is highly encouraged.**
* **No food or drinks** are allowed during lectures/ practical/ clinical sessions except for bottled water and only in classrooms. Under certain circumstances “light snacks are allowed but after taking the permission of the course instructor”.
* **Communications with the course instructor.**
  + During the office hours of the instructor.
  + All e-mails should be through the university email.
  + All e-mails must be properly signed with the full name of the student and include in their subjects the title and/or code and number of the course.
  + No private e-mails can be used except in certain cases where communications via the university e-mail or the university’s electronic system is unavailable for extended periods. This can be done after getting the instructor's permission.
  + Don’t expect an answer immediately or after the working hours.

**Problems associated with the course and/or instructor**

* + When a problem with the course and/or instructor occurs, the students should follow the following order for resolving the problem:
    - The course instructor.
    - The academic advisor
    - The head/vice head of the department. If the course instructor is the head/vice head of the department you can go to the vice dean for academic affairs.
    - Vice dean for academic affairs in the male section or the female Vice dean for female section.
    - Dean of Academic Affairs or Students’ Rights protection unit within the deanship. More details on this unit and students’ appeal and grievances procedures can be found in the online document NO. **3.**  **Students’ rights protection unit** shown at the end of this file.
* **Hospital visits or clinical sessions:** in addition to the above mentioned course rules, the followings should be considered during hospital visits or clinical sessions:
  + Students must communicate properly with colleagues, health team members and patients. This includes but not limited to; speaking in low tone, not laughing, and following the instructions.
  + Students must adhere to the professional Code of Ethics, Standards of Practice, and institutional policies including but not limited to the followings:-
    - Wearing the appropriate uniform for male students and a conservative dress for females (long skirt, lab coat, head veil/ completely cover their hair with a scarf). Using perfume or heavy makeup is not allowed.
    - Keeping silent and a respectful behavior while entering the ward, taking into consideration the patient's privacy and medical condition.
    - Not giving the patients any information regarding their medical condition or interfering in the health care process applied in the course of treatment at the hospital
    - Not copying or taking pictures of any sheet of the patients file except after getting the permission from the authorized person.
  + Following the above mentioned points will be assessed using checklists, so ask your instructor for the assessment criteria and points/marks assigned for each criterion.
* **Recommendation letters:**

Recommendations letters, when required, will be given only to students who are able to get grade B or higher in this course

* **Disability and Handicap** 
  + In the case you are disabled or handicapped; you should notify the course instructor. The university supports students with disability and encouraged them to utilize services to maximize learning ability and experiences. There is a center offering support for handicapped students within the deanship of students' affairs. More details on the center can be found at <http://sa.ksu.edu.sa/ar/node/951> and for female students please visit the following website <https://womencampus.ksu.edu.sa/ar/node/281>
  + A student with disability is treated with mutual respect and confidentiality. In addition, consideration to his/her status is offered in teaching, assessment and evaluation.

***Evaluation of the program and courses***

For continuous improvement of the program and its courses the following electronic questionnaires available on the Edugate at <https://edugate.ksu.edu.sa/ksu/init> should be filled:-

* + Instructors evaluation **(تقييم المحاضرين)** : All students should fill this evaluation for each one of their courses every semester
  + Evaluate experience **(تقييم خبرة الطالب)** : students of the final level should fill this evaluation only for one time
  + Program evaluation **(تقييم البرنامج)**: students of the final level should fill this evaluation only for one time

Really your evaluation to the program and the courses is highly appreciated and taken into our consideration and you can find the reports on your evaluation and the suggested action plan to improve the program and its courses for several years through the following links:

* + Reports on course evaluation: <https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/Em2_3rHNVTZNpIkQ0Ab8by0BeWbMOpzTJRJe7chr4drdBg?e=igr5QG>
  + Reports on program evaluation: <https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/EtDCznIc355FhEg2RUwZ-ZgBS1RvvAF-3pINa_dI_SpA0g?e=ZQRBe6>
  + Reports on Students experience evaluation**:** [**https://ksusa-my.sharepoint.com/:f:/g/personal/chs\_cams\_ksu\_edu\_sa/EuswWgJzbO1IiXUSeaokoz0B\_Ba8trLQMe3PTvDbUkrj6Q?e=Qca5DG**](https://ksusa-my.sharepoint.com/:f:/g/personal/chs_cams_ksu_edu_sa/EuswWgJzbO1IiXUSeaokoz0B_Ba8trLQMe3PTvDbUkrj6Q?e=Qca5DG)

***Important online documents***

The following documents are to go through to be familiar with your program as well as the university rules and regulations:-

1. **Program manual o f the Clinical Nutrition program** available at <https://ksusa-my.sharepoint.com/:b:/g/personal/chs_cams_ksu_edu_sa/EW26iAWelnFPjb4EpH88rwIBc73NF1Qz2h8BfgUPac6U7g?e=xKm5Wf>
2. **Internship manual o f the Clinical Nutrition program** available at <https://ksusa-my.sharepoint.com/:b:/g/personal/chs_cams_ksu_edu_sa/EZvEQwMEIJlIqtoA_rKEYiQBUnPvsfEGpI0PQeu89vqc5w?e=UJ9L4Y>
3. **Students rights and obligations** available at [**https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/wthyq\_hqwq\_wltzmt\_ltlb\_ljmy.pdf**](https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/wthyq_hqwq_wltzmt_ltlb_ljmy.pdf)
4. **Student disciplinary regulations;** available at [**https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu\_website\_regul\_stud\_punish\_ara\_1433.pdf**](https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu_website_regul_stud_punish_ara_1433.pdf)
5. **Students’ rights protection unit**  available at [**https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lqwd\_lmnzm\_lwhd\_hmy\_lhqwq\_ltlby\_0.pdf**](https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lqwd_lmnzm_lwhd_hmy_lhqwq_ltlby_0.pdf)
6. **KSU study and exams regulations**: available at [**https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu\_website\_regul\_stud\_study\_exam\_ara.pdf**](https://cams.ksu.edu.sa/sites/cams.ksu.edu.sa/files/attach/qu_website_regul_stud_study_exam_ara.pdf)
7. **Electronic basket** in both Arabic and English language available at [**http://ebasket.ksu.edu.sa/**](http://ebasket.ksu.edu.sa/) include the followings:
   * New students’ guide for systems and regulations, activities and services that is also distributed to all KSU students when they join the university at the preparatory year.
   * Regulations for student rights and duties.
   * Student financial rights.
   * Student disciplining regulation.

* Please kindly note if any of the above links are not working, take a copy of the link and paste it to your browser.

Class and group Leaders

To develop students’ capabilities for leadership and to improve their team work skills, there will be a class leader for the course in addition to a group leader for group assignments and presentations (if any).

Class Leaders

A class leader is a student in the class who will be chosen by the majority of the students in the class during the first two weeks of the semester. The prospective class leader should fulfill the following criteria:

* GPA: not less than 3.5 /5.00 (the academic record should be shown to the instructor).
* Good relationship with all students in the class.
* High moral standards and effective communication skills.

**Duties of the Class leader:**

* Acquiring contact information from all students in the class.
* Maintaining continuous contact with the course instructor.
* Delivering information and answering questions to the students promptly.
* Delivering students concerns, information and questions to the instructor promptly.

**Advantages for the class leader**:

* If the class leader performed well in the above mentioned duties, otherwise the course instructor has the right to ask the whole students to choose another Class leader.

Group Leaders

A group leader is a student within a group who will lead the students in group assignments and presentations (if any). The group leader will be chosen by the majority of the group once the students are divided into groups by the course instructor.

The prospective group leader should fulfill the same selection criteria of the class leader as mentioned above except for the GPA which can be ignored if no student in the group has achieved this GPA.

The duties of the group leader are as previously mentioned for the class leader but restricted to the students in his/her group. The group leader will be responsible for distributing the work among the group members.

Choosing your group leader is of utmost importance, because the authority will be delegated to him/her for distributing the work among the members and he/she will be responsible for submitting the achievement percentage of each student to the course instructor. Based upon these achievement percentages the student mark will be calculated.

If the group leader performed well in his/her duties, he/she would get the full mark assigned to the group assignments and presentations**;** otherwise the group members can ask the course instructor to choose another group leader.