

Article XI
UNDER GRADUATE
MEDICAL STUDENTS (ORL 431)

King Abdulaziz University - ENT Department is one of the King Saud University's affiliated teaching hospitals and offers two ENT Courses - ORL Course 431 for the Medical Students and ENT Course 311 for the Dental Students.

Section 1.- Objective

The main objective of the ENT Department is to be able to teach the students adequate theoretical, clinical and operative skills in the field of ear, nose and throat diseases.

Section 2. – Course Structure

The ORL Course 431 has its four (4) Cycles per academic year. It comprises of two (2) Male Cycles, one (1) Female Cycle and Summer Course both for Male and Female

1st Cycle (Male): usually starts in the 1st twelve weeks of the academic year.

2nd Cycle (Female): usually starts one-week immediately after the 1st cycle.

3rd Cycle (Male): usually starts one-week immediately after the 2nd cycle.

4th Cycle (Summer Course): will be held according to Department Board decision in alternative weeks. Only repeaters are entertained in this cycle.

Though as of the academic year 1425-1426 (2004-2005), due to the increasing number of students per cycle, the total number of registered students in a particular cycle will be divided into 2 sets. The duration of activity schedule then will be 6 weeks.

Section 3. – Student's Grouping Arrangement

ENT Department should coordinate with the ophthalmology Department since the Medical Students who are taking up the ENT course are as well taking up their Ophtha. Course. The purpose is not to have an overlapping of Students' activities.

Hence, these students will be subdivided into 2 main Groupings – Group I and Group II, where, Group I is in ENT Course of the specified week and Group II will be in Ophtha Course on the same period.

Group I and Group II will then divide into sub groupings since not all of them will be accommodated in a specified activities due to its numbers and with respects to the standard activities as reflects in the Under Graduates' clinical program.

Section 4. - Activities - The Department has an academic and clinical activities store for the Students:

a) **Academic Activities** - it embody the syllabus which are specified by the Academe that include Lectures and Tutorials

a.1) **Lectures** - it entail the theoretical aspects and concerns the whole group of Medical Students which will be given within the period of 12 weeks and herewith listed below.

The venue is in the Lecture Hall, Building II and starts at 7:30 a.m. to 8:25 a.m for the first session, followed at 8:35 till 9:30 a.m for the second one.

- ☒ Anatomy & Physiology and Embryology of the Ear + Congenital Anomalies
- ☒ Diseases of External Ear and Acute Otitis Media
- ☒ Chronic Otitis Media
- ☒ Complications of Otitis Media
- ☒ Deafness & Tinnitus
- ☒ Diseases of Esophagus + GERD
- ☒ Applied Anatomy, Physiology,
- ☒ Embryology, Investigations of the Nose and Sinuses
- ☒ Septum & Nasal Vestibule, Disorders & Choanal Atresia
- ☒ Rhinitis: (Allergic & Non-Allergic), acute Rhinitis, Epistaxis and Chronic Rhinitis
- ☒ Sinusitis and Complications
- ☒ Management of Neck Mass
- ☒ Diseases of Pharynx I (Anatomy, Physiology and Inflammatory)
- ☒ Diseases of Pharynx II (Neck Spaces Infections)
- ☒ Facial Paralysis
- ☒ Headache & Facial Pain
- ☒ Diseases of Larynx I (Anatomy, Physiology + Nerve Paralysis)
- ☒ Diseases of Larynx II (Congenital, Inflammatory, Non-Neoplastic Benign Lesion)

- a.2) **Tutorials** – these as well composed of theoretical aspects and it only concern for the ENT group and which will be given for a period of 6 weeks over 12 weeks alternatively:

The venue is in Lecture Hall of Building II and starts at 2:00 p.m until 4 p.m., every Tuesday.

Though, on its first day, it is schedule on Sunday for Orientation of the Students.

- ☒ Orientation (History taking, Procedure of OPD, In-patient & Referral Role of ORL in GP.
- ☒ Auditory Investigations and Vestibular Analysis
- ☒ Speech Pathology
- ☒ Airway Obstruction and its Management
- ☒ Head and Neck Trauma, Foreign Body in Upper Aerodigestive Tract
- ☒ Radiology of the Head and Neck
- ☒ ORL Tumours

If in case there will be a swapping in Lectures and/or Tutorials of the assigned Teaching Staff, the concern Teaching Staff has to arrange by themselves and consequently should inform the Undergraduate Coordinator in writing. Scientific arrangement of the lectures should be preserved.

- b) **Clinical Activities** – these are the exposure of Students in the practical as well as realistic aspects and problems on ear, nose, throat and head & neck in a comprehensive form.

As mentioned above, due to the increasing number of enrollees, whole week is allotted then for the student, unlike previously that only Saturday, Sunday and Tuesday which are as follows:

- b.1) Clinics: (1st Floor of Bldg. 1)

- ☒ To see the different presentations of variety of diseases in the field of ENT, conduct history taking and examinations. They will also observe minor procedures and see postoperative patients.
- ☒ ENT Clinics (according to the schedule). All clinics will start at 7:30 a.m. every Saturday and Tuesday except Sunday at 10:00 a.m.

- b.2) Rounds (Wards – 5A, 5B, 6A, 6B / Levels 5 and of Building 1)

- ☒ ENT Department has its 4 groups consisting of Consultants, Registrars and Residents and having their respective pre operative rounds at 1:00 p.m. and post operative rounds at 10:30 a.m.

Te pre op rounds are being done every Saturday and Sunday, while, pre-op every Tuesday.

- ☒ To see data history, discussion of diseases, its complications and outcome and anatomy of disease.

b.3) Bed Side Teaching – (according to the schedule).

Bed side teaching was recently added to the Medical Students' Program with the idea of obtaining and/or gaining more physical and concrete exposure and experience for the Students.

- ☒ Teaching Staff is allocated to be with the Students.
- ☒ Bed side teaching should concentrate on the clinical aspects of the cases and not on the theoretical one.
- ☒ Students should encourage to take case history and clinical findings of the patients.
- ☒ Students are expected to study the investigations (CT, MRI, X-Ray, culture and antibiotic sensitivity test.)
- ☒ At least two cases should be presented for each Bed Side Teaching and will range from 1 to 2 hours per sessions.

For further assistance to the Students particularly with the BST, the Students are advised to call the assigned Chief Resident if there's a problem, e.g. non appearance of the assigned Registrar/Resident. While they may call directly the Coordinator if the assigned doctor is a Consultant.

b.4) Operative Session: (2nd Floor of Bldg. I)

- ☒ To see common surgical procedures and special instruments used in this surgical field.
- ☒ It is located in 2nd Floor; Building 1 and the session will start at 7:30 a.m. every Saturday and 10:00 a.m. every Sunday.

b.5) Audiology: (Ground Floor of Bldg. 5)

- ☒ To attend and discuss various audiology and vestibular tests used to evaluate hearing or balance disorders.
- ☒ The clinic starts 7:30 a.m. in the morning and 1:00 p.m. in the afternoon.

b.6) Speech Therapy (2nd Floor of Bldg. 5)

- ☒ To observe different speech, language and voice problems and their evaluation and management.
- ☒ Clinic starts 7:30 a.m. in the morning and 1:00 p.m. in the afternoon every Saturday and Sunday.

Section 5. - Attendance

Part of the orientation given to the students is the importance of attendance. It has a bearing on their eligibility to sit on their examination especially during their finals.

Attendance sheet then is maintained in each activity and should be checked and countered signed by the concern Teaching Staff specifically the attendance sheet for Lecture/Tutorial and Clinical Activities.

Students are allowed for a 10 minutes delay after this grace period, they will not allow any Student and considered an absent.

Student who has an average of 20% or more absences at the end of the sixth weeks, a warning letter will be issued to him/her. For those who will incur 25% absences two weeks prior to the final examination date, abstaining from taking the finals will be imposed.

Computation of absences are calculated either for a single activity (Lecture, Tutorial, Clinical) or all activities together (cumulatively).

Section 6. – Audiovisual

a) Lecture/Tutorial

- ☒ The secretary has to inform the Audiovisual Department whether the Doctor will use slide or computer projector or the board.
- ☒ Lecture and Tutorials are presented in Lecture Hall, 2nd level of Building 2 and has to inform and furnish them a copy of the Students' Program/

b.) Examination

- ☒ Slide projector and other equipments necessary in the preparation and checking of the finals of the Students are requested to them.
- ☒ Allotment of rooms to be needed during the examinations as per the arrangement made by the Unit's Secretary.

Section 7.- Examination

a) Planner / Schedule

Prior to the beginning of each academic year, the ORL Department Board will have their meeting where they will discuss the Undergraduates' examinations planner.

On this planner, each kind of examination has its designated Teaching Staff as the Examiners and likewise who will prepare the Examination Materials for each examination.

The examination materials should be submitted to the Chairman of the UG Examination Committee three (3) weeks prior to the scheduled examinations, 40 items Multiple Choice Questions (MCQ), 35 slides for Objective Structured Clinical Examination (OSCE).

While for the Summer Course, the materials should hand over prior to the end of the academic year.

All examination will be held in Lecture Hall of Building 2.

b) Types of Examinations

b.1) Continuous Assessment Examination

40 items of Multiple Choice type of Questions (MCQ) is designed on this examination. Each Question consists of 4 or 5 choices e.g. A, B, C, D & E and provides only one as the best answer.

Each question carries one mark.

b.2) Final Examination

Objective Structured Clinical Examination (OSCE) type of questions is designed to the Students' Final Examination.

There are 35 slides, in which carries 60 marks. Each slide carries 2 marks and the answer to each question will be in points

c)ExaminationRules (Continuous Assessment and Finals)

c.1) General Rules

- ☒ Sixty percent (60%) is the passing mark for the Students, 40 % for the 1st Examination (MCQ) and 2nd Examination (Medical Students-OSCE and Dental –MCQ) 60 %.
- ☒ It is automatically that whoever assigned to give the examination materials will be the Examiner(s) of the particular examination
- ☒ Once the questions are finalized by the Examination Committee, the Chairman and the Secretary will photocopy in accordance with the number of students plus an extra copy to the Examiners.
- ☒ The examination package then (test papers, answer sheets and attendance sheet) will be placed in the sealed envelope and marked “Confidential” before it will be hand over to the Examiner prior to the examination.
- ☒ Anyone of the assigned Teaching Staff or Doctor who will apologize during the examination whether as Examiner or Observer, he/she should notify in writing the Chairman of the Examination Committee and likewise should arrange to cover his/her commitment on the examination and the reason should be valid and/or on emergency basis.
- ☒ If the assigned Examiner(s) or Observer(s) has/have a clinical activity scheduled on the same day of the examination, attending the examination should prioritize and the clinical activity should be cancelled.
- ☒ Each student must sign in the attendance sheet and monitored by the Examiner(s) assigned. Examiner’s signature as well is required on the attendance sheet
- ☒ After the examination, the Examiners and Observer will hand over the test paper to the Examination Committee Chairman and consequently inform and give these test paper to the Coordinator.
- ☒ Coordinator with the help of the Secretary wil carefully and individually check each Student’s test paper to ensure its completeness and/or to tally the number of the test papers to the number of students in their attendance sheet of the particular examination.
- ☒ Seat allocation in the examination should be 2 seats apart.
- ☒ Two Examiner(s) and 2 Observer(s) are there in the examinations.
- ☒ If ever, the Examiner and Observer found a Student(s) cheating, the Examiner should indicate this on the Student’s examination paper and to be reported to the Examination Committee, likewise, to be submitted to the Head for its discussion in the Board.
- ☒ Test papers are kept for the last 2 years, others are discarded safely after keeping one form of questions per cycle

c.2) Other specified rules for MCQ preparation

- ☒ The MCQ examination must cover only the subjects that were given, hence, the Coordinator and/or Secretary should furnish the assigned Teaching Staff the program of the Medical Students as their guidance in the preparation of the materials.

c.3) Other specified rules for OSCE preparation

- ☒ All Teaching Staff will be informed for the correction of the final examination (OSCE) at least 2 weeks prior to the examination date.
- ☒ Request of the refreshment should be prepared by the Under Graduate Secretary at least 1 week in advance.

d) Examinaiton Correction and Report

d.1) Continuous Assessment Examination (MCQ)

- ☒ Answer Sheets of the Students after scrutiny (whether Students properly mark the selected answer / check if belongs to Set A and B or C after segregation) by the Coordinator will check to the NCS Scanner for correction.
- ☒ Coordinator together with the Secretary will scan these answer sheets and manual checking will be made for at least 2 Students' answer sheets in order to ensure the reliability of the result before

d.2) Final Examination (OSCE)

- ☒ Answer sheets of the Students, will be checked manually and thoroughly by all the available Teaching Staff of the Department after the examination itself, who will then informed 1or 2 weeks prior to the examination day

d.3) Report of these Students' marks will be made by the Coordinator after its correction (on the same day) and consequently sent to the office of the Head of the Department for approval.

d.4) Both results -MCQ and OSCE will be dicussed in the Department Board eeting for its approval prior to the release for Students' information.

d.5) After the signature of the Undergraduate's Coordinator and the Head of the Department, Final Examination Report will be

forwarded to the Vice Dean of the Academic Affairs in University.

e) University Requirement

The official final marks of the students will be forwarded to the University as per their requirement and these marks will be filled up on the official paper which will be provided by the University.

Section 8. – Examination Committee

- a. The Committee includes three (3) Teaching Staff plus the Undergraduate Coordinator. In case of absence of two Members from the Committee, the Undergraduate Coordinator, inform the Head of Department who has the authority to assign other staff.
- b. The Committee usually holds one or two meetings according to the need three weeks prior to the date of examination.
- c. The main responsibilities of the Committee are as follows:
 - c1) To discuss and select the exam questions provided by the assigned Examiner.
 - c2) Has the right to change the provided questions or change the whole questions to ensure homogenous exam of reasonable quality.
 - c3) Responsible to develop and maintain the questions in the bank. These questions should be classified into three (3) categories:
 - 1. difficult questions
 - 2. average question
 - 3. easy questions

The examination should includes 20% difficult questions, 60% average questions and 20% easy questions.

While, the department's Question Bank should be supplied by the Teaching Staff by 20 items of MCQ and 15 OSCE per Cycle to ensure the quantity / volume of qualified questions.

Though, these solicited questions then are subject for screening by the Examination Committee for its final selection.

- c4) After finalizing the exam, the Committee will hand over to the Undergraduate Coordinator for photocopies depending on the number of students.

Section 9.- Complaint(s) from Student(s)

Any complaint concerning Lectures, Tutorials, and Examination results must be presented to the Undergraduate Coordinator to study. Needed complaints received by the Undergraduate Coordinator will be referred to the Head of the Department.

However, if the Department Head cannot solve himself, the complain will be referred either to the Board on its meeting or to the Vice Dean.

These complaints should be submitted in writing and should be signed by the student.