



College Deanship

1. Dealing with general supervision of all academic, administrative, and development and quality issues.
2. Supervising and implanting the college new academic plan.
3. Participates in activities of faculty committees, and in development of academic budget.

I- Centers

- **Research Center:**

The Research Center of the College of Pharmacy, King Saud University was established in 1397 H (1977 G). The Center comprises the following units and laboratories:

1. Central Instrumental Lab.
2. Drugs and Water Analysis Lab.
3. Microbiology Lab.
4. Physical Pharmacy Lab.
5. Biological Analysis Lab.
6. Radioisotope Lab.

- **Medicinal, Aromatic and Poisonous Plants Research Center**

A quarter of a century ago the Committee of Medicinal Plants held its first session and decided to form a Medicinal Plants Research Unit. Therefore in 1976, a Medicinal Plant Research Unit came into existence. The prime objective of this unit included a thorough survey of national wealth of medicinal, aromatic and poisonous plant species for the possible utilization in pharmaceutical and/or economical purposes. The global renewed interest for medicinal preparation from plants in the prevention and treatment of certain ailments stimulated the creation of the Center. Keeping in view of the achievements of the unit and to focus on the herbs used in Arab Traditional Medicine, and to exploit rationally the endemic flora of the Kingdom of Saudi Arabia, the King Saud University Scientific Council approved the establishment of the Medicinal, Aromatic and Poisonous Plants Research Centre (MAPPRC) at the College of Pharmacy, in 1985.

- **Animal Care Center**

The Experimental Animal Care Center is located in the college of Pharmacy and offers animal testing required for the research and teaching for the university

Description of College of Pharmacy Units

faculties, research and educational institutions, government and other universities around the Kingdom of Saudi Arabia.

Research Center also supported numbers of research for faculty members and researchers and graduate students. This support was in a form of providing laboratory animals with its necessary equipments such as cages, which represents a vital part for their research.

The Centers technician teaches technical services and scientific tests such as: how to withdraw required samples, preparations before testing and how to follow-up animals under testing.

- **Drug and Poison Information Center**

The center provides a free service that answers questions for both healthcare professionals and the public. It is involved in various functions, cover the following areas: services, education and research which can be summarized in the following list:

1. Respond to the requests of large number of health care practitioners from the various health care sectors.
2. Respond to the queries of the general public.
3. Teach and train pharmacy students the basis of providing drug information.
4. Support the college staff members as well as other pharmacists acting as a consultant of involved in committees at the various health care sectors.
5. Communicate new medical information about drugs and poisons by publishing bimonthly newsletter and participate in various activities such as exhibition and symposia. (The newsletter can be sent to you upon request).

II- Public Relationship Unit

The unit is dealing with the definition public relations activities and highlighted Faculty media functions:

1. Dissemination and follow-up activities of the College activities in the various media.
2. Provide the college web site coordinator with the updated activities

III- College Vic-Deanship for Academic Affairs

The Vice Deanship is dealing with the general supervision of the academic affairs in the college. The vice Dean supervises the following unities:

Description of College of Pharmacy Units

- **Secretariat of the Council of College**

The secretariat of the College council consider all the transactions decided by the College council and the main tasks are:

1. Follow-up transactions submitted to the College council by the departments and others.
2. Invitation for the College Council.
3. Follow up the resolutions of the College Council as well as printing record of the meeting.

- **Academic Affairs Unit:**

It is dealing with all of the affairs of undergraduate students and its tasks are:

1. The postponement of the registration and the deletion of the curriculum.
2. Distribution schedules and the names of students to the departments.
3. Survey rates of absenteeism for students.
4. Collection and delivery of the final results of the Deanship of Admission and Registration and to ensure that recognizes the result of the examination after 48 hours of the exam held.
5. The statistics needed to identify the extent of student achievement.

- **Unit of pharmacy Training:**

It is dealing with all of the pharmaceutical field training for students of the Tenth Plan level of study and its major tasks are:

1. The distribution of male and female students to various field training sites.
2. Overcome difficulties that might face the students during the training.
3. The distribution of supervisors training faculty members to training sites to follow up on students during the training period.
4. Coordination with relevant sectors to receive students.

- **Examination Unit:**

It is dealing with the general supervision and follow-up examinations in the college and its major tasks are:

4. The organization of final exams and the deployment of observers and to ensure the availability of rooms.
5. To ensure the well running of the examinations.
6. Supervision of the Copy Center for examinations.
7. Organizing and providing rooms for half a quarterly or monthly exams.

Description of College of Pharmacy Units

- **Unit of the Students Rights and Activities:**

Tasked with supervision of all the social, cultural and sports activities at the colleges and financially support by the Deanship of Student Affairs. This unit also sponsor the academic students rights and the following is its major responsibilities:

1. The discovery of the talents, care and develop their talents.
2. Investment in leisure-time of the university students in the practice of many activities appropriate to their wishes and preferences and to help them to develop their personality in a balanced and integrated thinking and behavior and encourage creativity and innovation and creating full potential and means to do so.
3. Accustom students to work as a team to plant and resettlement of interdependence and cooperation.
4. Support the rights of students on the basis consistent with the rules and regulations of the university.
5. Receive academic complaints and grievances and other from the students.
6. Solving the complaints and grievances through the college sub-committees.

- **Unit of Laboratories and Follow-up:**

Tasked with the supervision of the labs at the College and its responsibilities are:

1. Ensure full exploitation of the resources of College laboratories.
2. Follow the technicians, laboratory specialists and laboratories work.
3. Managing the distribution and exploitation of space overall to the fullest extent (offices / labs / laboratories).

IV- College Vice-Deanship for Development and Quality

General tasked with supervision of the College development and quality. It supervises the following units:

- **Development Unit:**

It concerned with developing the performance level of staff through training and placement programs to improve the working methods and procedures and techniques in public administration office of education:

1. Study the development of working methods and procedures in the overall cooperation and coordination with the College quality Unite.
2. College representation at the authorities of internal and foreign universities working on the development.

Description of College of Pharmacy Units

3. Submission of proposals and recommendations to develop the scientific and professional performance in the various scientific departments and administrative sections.
4. Propose plans and programs to provide training opportunities for the staffs in the light of the actual training needs and implemented after its adoption.
5. Supervision of academic training (Faculties) and functionality (of staff) to ensure the upgrading of academic and career altogether.

- **Quality Unit:**

Dealing with the seizure and application of quality standards and developing plans for the adoption of the academic and strategic plans and setting goals at the level of future. Its major tasks are:

1. Organization and development of administrative staff to activate and facilitate the functional activities altogether.
2. Make sure that all the units and their interrelationships with each other, and their interaction with the plans drawn up to ensure the application of quality and durability.
3. Preparation and issuance of the annual report of the College.
4. Follow-up to prepare the requirements of quality management system (ISO 9001:2000).
5. Issuance of periodical Statistical reports on the college students.
6. Supervision of the achievements of the College Center (under construction)
7. Access to national and academic accreditation as a tool to improve the educational process.
8. Periodically review and study plans to develop in line with the national standards for the evaluation and academic accreditation.
9. Cooperate with local academic credit and international exchange of expertise to ensure the continuity of academic development.
10. Issuance of future strategic plans for the College and timetables for implementation and follow-up to achieve the goals, God willing.
11. To find other sources of funding from outside the University College.

- **Unit of Graduate Students:**

Tasked with supervision of all programs for graduate students at the college and its mission as follows:

1. Coordinating the interviews of the graduate students with the academic departments.

Description of College of Pharmacy Units

2. Deleting the registration and the postponement of courses to the graduate students.
 3. Follow-up postgraduate students and their academic research.
 4. Coordination of all the graduate students affairs with the college and University administration.
 5. Coordinate comprehensive exams steps and Theses defending as well as research projects discussion.
- **Alumni Unit:**
Tasked with the effective communication with college graduates:
 1. Strengthening the relationship with alumni and benefit from their experience varied notes.
 2. Improve the level of services for graduates in order to assist them in obtaining jobs.
 3. Provide a window to communicate with colleagues and inform them of developments that are taking place altogether.
 4. The development of communication between the faculty and alumni and investment.
 - **Educational Mission Student Unit:**
Follow-up Students academic Mission of the college abroad and its main tasks are:
 1. Ensure the conduct of the study of the missioned students perfectly.
 2. Follow-up of all transactions of the missioned student as extension of the mission and a change of course or university.
 3. Calling for periodic reports from the missioned students from their academic institutes.

V- Academic Departments

- **Department of Pharmaceutical Chemistry**
The Department of Pharmaceutical Chemistry offers courses in pharmaceutical organic chemistry, pharmaceutical analytical chemistry and medicinal chemistry. These courses form the basis for many other courses in pharmaceutical sciences. Courses in pharmaceutical analysis involve analysis of drugs and pharmaceutical formulations for the purpose of assessment of their quality and conformity to international standards. Classical methods of analysis are covered and special emphasis is given to modern instrumental methods used in drug analysis. Courses

Description of College of Pharmacy Units

in medicinal chemistry cover structure-activity relationship and drug receptor interaction as well as the effect of physical and chemical properties on biological activity. The synthesis and metabolism of selected compounds from different classes of medicinal agents are also covered. The Department offers graduate degree programs leading to the M.S. in Pharmaceutical Science, and the Ph.D. in Pharmaceutical Chemistry.

- **Department of Pharmacology**

The department is concerned with the sciences of Pharmacology and Toxicology. It provides eighteen undergraduate courses covering pharmacology, Toxicology and their related Biomedical Sciences of Biochemistry, Physiology & Anatomy for students of Pharmacy. The department also provides pharmacology courses for the College of Medicine.

In addition, two undergraduate Pharmacology Courses are provided to students of the College of Dentistry as well as three other Pharmacology Courses for the students of the College of Applied Medical Sciences. The department also offers two Master Degree programs in Pharmacology and in Toxicology. For both programs, 14 postgraduate courses are provided by the department. In addition a practical thesis, supervised by staff members, is required for the fulfillment of each degree.

- **Department of Pharmaceutics**

The Department of Pharmaceutics is responsible for teaching courses in two different disciplines: Pharmaceutics and Pharmaceutical Microbiology. Pharmaceutics deals with the theoretical and practical study of the physicochemical properties of the ingredients used in the formulation of various dosage forms, and the influence of these ingredients on their effectiveness. It also deals with the methods of compounding and manufacturing of the various dosage forms at the retail pharmacy, hospital pharmacy, and manufacturing level. Quality control tests and procedures used in determining their conformity to pharmacopoeial specifications are also studied. Courses in pharmaceutics also introduce the students to the most important proprietary products on the local market, their proper use and to the criteria used in their evaluation. Microbiology deals with the theoretical and practical study of the microscopic and biochemical properties of microorganisms, laboratory tests used in the diagnosis of disease, and the application of antibiotics in their treatment. It also deals with the methods of sterilization as well as infectious diseases, and public health. Regarding the postgraduate study at the department of pharmaceutics, there are two master

Description of College of Pharmacy Units

programs currently available and a program of doctor philosophy in pharmaceutics is under establishment.

- **Department of Pharmacognosy**

The Department of Pharmacognosy is ascribed to carry out the responsibilities of offering courses pertaining to drugs from natural sources, plants or animals. The contents of these courses are planned to provide the students with the most recent developments in areas dealing with preparation, collection, storage and analysis of medicinal plants and drugs from natural sources.

In this essence some courses offer different approaches in the screening of medicinal plants for potentially active compounds such as anticancer agents or antibiotics and various techniques employed in the isolation of these compounds including chromatographic techniques. In addition, other courses are devoted to teach students topics in drug preparation, assay and biosynthesis. Methods in production of plants with high yield of active constituents and recent methods in structure analysis of natural drugs are also highlighted. The department also participates with a number of professional courses covering food analysis, detection of drugs of abuse, biotechnological production of drugs and evaluation of natural drugs which help the students with more specialized professionally oriented information. In the area of graduate studies, the department offers a Master Degree program in Pharmacognosy which comprises twelve advanced courses in addition to a well developed research program designed to orient graduate students in the application of scientific technology in the discovery and analysis of drugs from natural products. Recently, a Doctor of Philosophy Degree Program in Pharmacognosy was approved to start in the academic year 2001/2002 which comprises eight advanced courses in addition to a high caliber research program in the discovery and analysis of natural products.

- **Department of Clinical Pharmacy**

The Department of Clinical Pharmacy offers applied courses to provide the student with knowledge and experience for broadest sense involves the pharmacist's active participation as a member of the health-team. This involves: patient counseling on the proper and safe use of medications, therapeutic drug monitoring, monitoring drug interactions and providing physicians, nurses and patients with drug information. The College of Pharmacy, King Saud University is playing a leading role in the development of clinical pharmacy education in the Middle East. Since this area of pharmacy practice does significantly contribute to better health care in Saudi Arabia. The college had undertaken the initiative of developing a curriculum that

Description of College of Pharmacy Units

enables graduates to actively participate in patient care areas. The Department of Clinical Pharmacy offers several courses: the objective of which are: (1) providing the student with basic knowledge about diseases, their etiology, signs, symptoms, prognosis and treatment, (2) the application of pharmacokinetics and clinical laboratory tests to the management of disease as well as identification of drug adverse and toxic effects, and (3) training of students in areas like hospital pharmacy and drug and poison information services.

VI- Vice-Deanship for Girls Students Section

They deal with the college and take over the operation and means of human, financial and administrative. The most important tasks of Vice Dean are:

1. Supervision of all College academic and administrative affairs.
Supervise the implementation of the academic plans and work to be completed in time.
2. Decisions required by the Internal good work entirely.
3. Participation in the presence of the College Council and contribute to the adoption and implementation of its resolutions.

- **Academic Affairs Unit**

Unit deals with overall supervision of academic affairs at the college. The supervisor manage the following committees:

1. Academic Affairs Committee: Concerned with all bachelor students.
2. Committee for examination: tasked with the general supervision and follow-up of the examinations in the college.
3. Committee for students rights and activities: tasked with supervision of all the students social and cultural activities at the College and support the unit financially by the Dean of Student Affairs. This unit also sponsors and the discovery of the rights of students with special talent and care and the development of talents.
4. Committee of follow-up laboratories: tasked with supervision of the college laboratories.

- **Unit of Development and Quality**

The Unit deals with the general supervision of College development and quality. The supervisor of the unit coordinates with the vice dean for development and quality for the following:

Description of College of Pharmacy Units

1. Committee for development: Concerned with the strategic plans and setting goals aimed at the future of the College development.
 2. Committee for Quality: Concerned with the seizure and application of quality standards at the level of overall development plans for the adoption of the academic accreditation.
 3. Committee of graduate students: tasked with supervision of all programs of the college graduate students.
 4. Committee of graduates: communication and dealing effectively with college graduates.
- **Administration Unit:**
Tasked with the general supervision of the girls section management in coordination with the college and university regarding to:
 1. Staff Committee: Concerned with all matters regard to faculty members and women staff.
 2. Budget Committee: dealing with all the financial affairs of the College.
 3. Administrative Communications Committee: providing all means of communication management at the college.
 4. Support Services Committee: This committee supervises the maintenance and cleaning altogether.
 5. Committee of the website: Concerned with the website of the college.
 - **Public Relationship Unit:**
The unit is dealing with the definition public relations activities and highlighted Faculty media functions:
 1. Dissemination and follow-up activities of the College information in the different media.
 2. Provide the college web site coordinator with the updated activities.
 3. Coordination and administration of different activities and events.

VII- College Administration

Dealing with overall supervision of the College of Management and oversees the Director of Administration and assistant to the following units

- **Staff Unit**
Deals with all matters related to college teaching staff and members:
 1. Follow-up all employment procedure.

Description of College of Pharmacy Units

2. Completion of all administrative papers for college employee and staff papers and
- **Budget Unit:**
Deals with all matters related to financial issues:
 1. Follow-up of all matters related to college purchases.
 2. Manages the college warehouse and provide college needs from university central warehouse.
 - **Unit of Administrative Communications:**
Providing all means of administrative communications
 1. Office of incoming and outgoing transactions Registration and distribution of external and internal mails to all departments and centers.
 2. Office of Archives: archiving all transactions and administrative papers for easy access when needed.
 - **Unit of Services and Utilities:**
Dealing with all matters related to cleaning and maintenance of the college.
 1. Maintaining of all college utilities and properties.
 2. Supervising washrooms utilities and equipments.
 3. Supervising cleaning of classrooms and laboratories.