



Sultanate of Oman
MINISTRY OF HEALTH
Directorate General of Human Resource Development
Oman Specialized Nursing Institute



STUDENT HANDBOOK

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FOREWORD

The regulations on this Student Handbook apply to all postgraduate students who are enrolled in the different specializations of the Institution who, upon admission agree to abide by these same regulations, they will conduct themselves so as to maintain discipline, uphold the good order of the Institute, preserve the fair name of the institution, and actualize its mission and vision statement.

The rules and regulations included in this handbook adheres to the Ministerial Ordinance No. 167/2008 and the amendments from Ministerial Order No. 68/2009 and Ministerial Order No.80/2011.

Aside from the norms contained in this Student Handbook, bulletin board postings, special manuals for specific purposes, and published announcements are the ordinary channels by which the administration informs the student body of official academic related activities. The students should consult these channels regularly.

The overall administrative authority of the institution is vested in the Oman Specialized Nursing Institute Council and the Dean. The continued attendance of any student subjects him or her to this authority, conforming to the spirit of the on-going policies set by the academic community, Ministry of Health and Higher Education Authority.

This handbook is designed to provide students with information about the programme of study at Oman Specialized Nursing Institute. It sets forth, in general, how the Institute operates, but it reserves the right to change policies and procedures according to the emerging needs. Students will be informed of any changes; however, it is their responsibility to be updated of these changes.

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ACKNOWLEDGMENT

The OSNI Student Handbook Taskforce team (Ms. Salu J Mathew -Taskforce Lead, Ms. Amal Said Al-Hadi, Dr. Cyruz Tuppal, Ms. Iman Al Rahbi, Mr. Jamal Mohammed Al-Manasrah, Mr. Richard Loresco, Mr. Yahya Al-Sheedi) would like to express our sincere gratitude to Dr. Abdullah Al-Battashi, Dean, OSNI for entrusting the task to the team and for his continuous guidance and valuable support throughout the course of this task. We also acknowledge the feedback and encouragement received from all of the Heads of Programmes and the Director of Administration for providing their documentations and insights to this Handbook. We would also like to underscore the dynamic efforts of the teamwork and the contributions of each member in this task force.

DEAN'S MESSAGE

Dear students,

Welcome to Post Graduate Education. On behalf of my colleagues, both faculty and administration, I would like to welcome and congratulate you on joining the Oman Specialized Nursing Institute. The specialized programme you have joined, will prepare you to specialize and lead the way in your field of practice.

This handbook will provide you with essential information regarding the Institute and your programme; aims and objectives, structure, and plan of implementation. The handbook also provides you with contact details of your faculty members and provides information on best communication methods with them. Essential information on rules and regulation and on academic progression is also delineated in the handbook.

Another important section of this handbook is on student services. Such services include: Library, Skills/Simulation labs, IT labs etc. I anticipate and earnestly hope that you will make the best use of these services while helping us sustain them for future students.

The original source of the rules and regulations stipulated in this handbook is the Oman Specialized Nursing Institute Internal Regulations-Bylaw issued by Ministerial Ordinance No. 167/2008 and the amendments from Ministerial Order No. 68/2009 and Ministerial Order No. 80/2011. For your own benefit, I recommend that you read and understand this handbook in its entirety as well as refer to the Institute's internal regulations and bylaws. Please do not hesitate to contact your faculty or the administration if further clarification is required regarding the internal regulations of the Institute or this handbook.

I wish you an enriching academic and enjoyable experience at Oman Specialized Nursing Institute.

Dr. Abdullah bin Rashid Al-Battashi
Dean

INTRODUCTION

The Oman Specialized Nursing Institute welcomes all the postgraduate students to embark in new challenging roles as reflective practitioners, transformative leaders, and valuable citizens. In the advent of innovative changes, there has been an urgent call to develop quality graduates in sustaining quality health, and addressing health disparities. As emphasized in the Health Vision 2050 the country requires a solid foundation of the human workforce to implement, execute, monitor, evaluate, and improve the service delivery. The Ministry of Health has always emphasized on human resource development to meet the growing needs of the country. To assist in achieving this, the ministry has established the institutions providing programs in nursing, pharmacy, and allied health.

To meet the growing demands for reflective practitioners and professionals, the Institute grounded its framework of learning based on Malcolm Knowles who introduced and developed the andragogy as core principles of adult learning. It helps the educator designing and conducting adult learning, and builds more effective learning processes for adults. Learning is a process of increasing competence to achieve full potential in life. According to Knowles, adults are problem-centered in their orientation to learning (Knowles, 2005). The six main characteristics of adult learners according to Knowles include:

- Adult learners are self-directed.
- Adult learners utilise the previous experiences and knowledge and build on their learning.
- Adult learners are goal oriented. Adult learners are relevancy oriented
- Adult learners highlight practicality, they implement theoretical knowledge into practice.
- Adult learners encourage collaboration. In an adult learning setting, educators make sure that they facilitate the process of learning and goal setting by encouraging the learners to be proactive decision makers.
- Learners are encouraged to participate and contribute effectively to classroom discussions bringing their past knowledge and experience to their current learning experience.

To this end, the postgraduate students will utilize their knowledge and skills to become effective and efficient leaders and managers. It is a challenge for each graduate to utilize these skills for the years to come to contribute for the development, improvement and sustenance of quality health and service delivery in the Sultanate.

SECTION 1

GENERAL INFORMATION

Oman Specialized Nursing Institute was formally inaugurated in 2001. The Institute started with 2 specialty programmes and has expanded since to 8 specialty programmes and 2 BSc Programme in collaboration with a UK university. At present the Institute offers the following programmes:

- Adult Critical Care Nursing
- Emergency Nursing
- Critical Care in Neonatology and Pediatric Nursing
- Health Services Management
- Infection Control and Prevention
- Nephrology Nursing
- Mental Health Nursing
- Midwifery
- BSc in Community Health Nursing (Offered in Collaboration with Cardiff University)
- BSc Top-up Programme (Offered in Collaboration with Cardiff University)

1.1. VISION

Oman Specialized Nursing Institute aspires to provide graduates committed to lifelong learning; who can influence the health care system and provide quality health services for the people of the Sultanate of Oman.

1.2. MISSION

Oman Specialized Nursing Institute is committed to:

1. Produce reflective Omani healthcare professionals who provide effective, safe, competent and culturally relevant care to the community.
2. Provide quality education to meet the health care needs and the expectations of the society in a conducive learning environment.
3. Ensure continuing professional development in collaboration with various stakeholders nationally and internationally.

1.3. OBJECTIVES

Oman Specialized Nursing Institute is committed to:

- 1 Develop Omani human resources in a variety of specialized fields.
- 2 Equip specialist with advanced skills and knowledge through analytical, critical and reflective strategies to meet the needs of a dynamic and progressive healthcare system.
- 3 Promote innovative teaching and learning approaches to enable students to develop skills at the higher level of competence consistent with the national and international standards and practice.
- 4 Promote research activities and research-based teaching leading to the sustained development of healthcare specialized professions.
- 5 Ensure periodic curriculum review and development to match current trends and needs.
- 6 Develop educational policies and procedures and monitor its effective implementation related to various specialties in coordination with respective programmes.
- 7 Promote faculty development initiatives to keep abreast with new trends in education and practice.

1.4. CORE VALUES

Core values provide bedrock in the formation of future graduates. The core values are grounded on the Health Vision 2050 that are needed, wanted, and accepted towards its realisation. Thus, the Institute shares common core values including:

1. Professionalism
2. Caring
3. Quality
4. Innovation
5. Active Learning

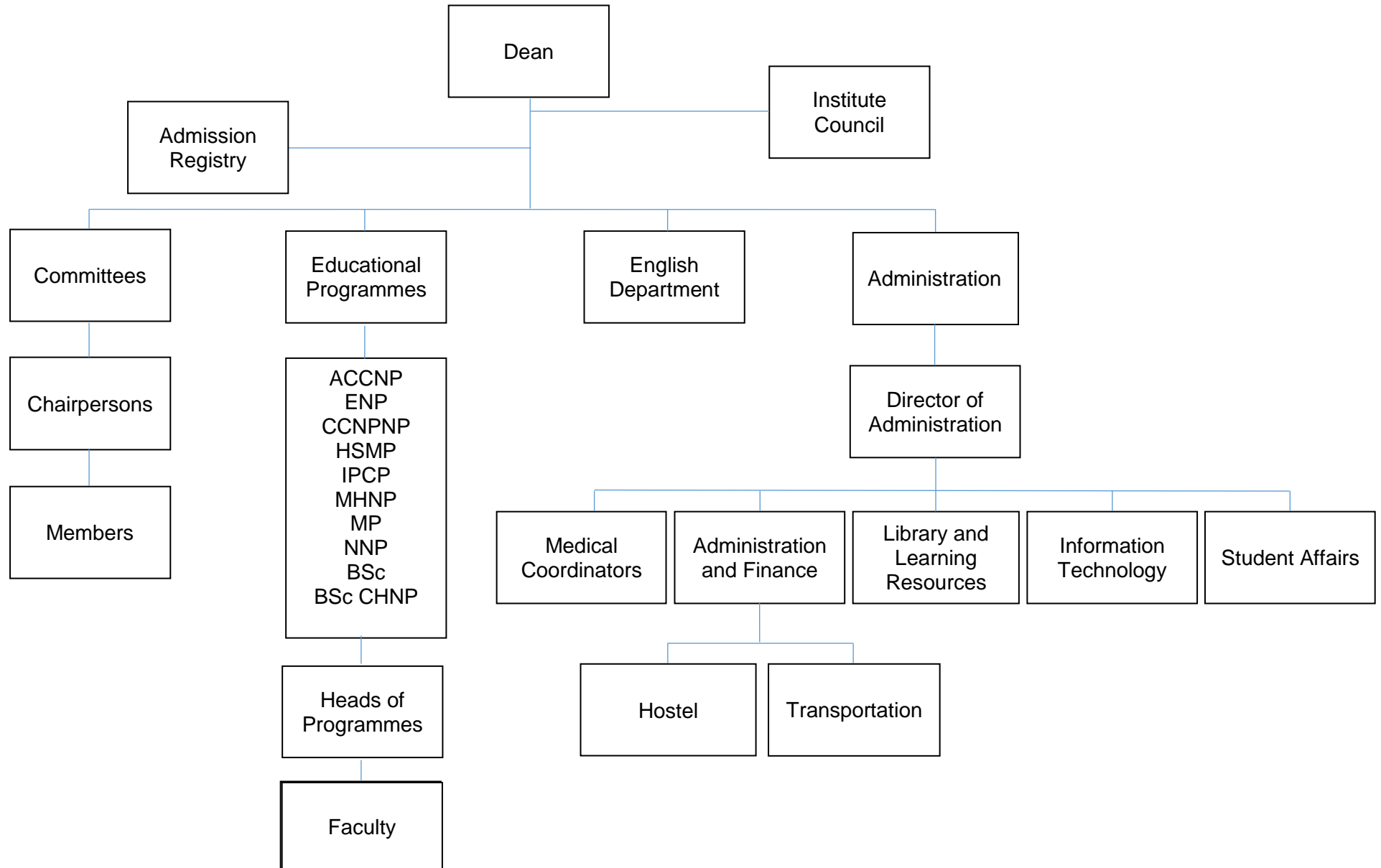
1.5. GENERAL GRADUATE ATTRIBUTES

The Generic Attributes of Graduates are to:

- Function in a highly technical environment as competent nurses in the provision of an advanced level of nursing care.
- Elevate and maintain the standard of care in all specialized settings by providing culturally relevant advanced nursing care.
- Use a systematic approach in meeting the biopsychosocial, cultural and spiritual needs of patients in specialized areas.
- Make independent decisions on matters pertaining to the nursing care.
- Function collaboratively as part of the health care team and communicate well verbally and in written form.
- Educate patients and their families about health care by utilizing appropriate teaching strategy.
- Utilize valid scientific knowledge and nursing research in their practice to provide an efficient and effective care.
- Participate in research activities for the development of healthcare and the nursing profession in order to address the contemporary issues in nursing.
- Value professionalism and the need for continued professional growth and development by enhancing the lifelong learning skills (EBP, reflective practice, portfolio, etc.).
- Maintain a high standard of professional and ethical issues and act as role models and change agent in their specialty areas.
- Effectively solve problem/s by applying logical, critical and creative thinking to a range of problems.
- Enhance the safe practice and professional development of others through participation in inter-professional working practice, peer support, leadership, and supervision and teaching activities.

- Graduates will be able to demonstrate a global perspective and intercultural competence in their professional lives.
- Work collaboratively as a leader and team member to achieve common goals.

1.6. ORGANIZATIONAL CHART



1.7. INSTITUTIONAL DIRECTORY

LOCATION	NAME	DESCRIPTION	EXT.
Dean's Office	Dr. Abdullah Rashid Al Battashi	Dean	6000/ 6001
		Direct Line	24571255
		Dean's Coordinator	6002
Administration	Mr. Ahmed Al-Mahrooqi	Director of Administration	6100
	Ms. Jaleela Mdawi	In-charge of Administration and Finance	6038
	Ms. Ebtisam Al Rashdy	Administration	6014/ 6022
	Ms. Annie Vikash	Medical Coordinator	6020
	Ms. Kochu Wilson	Coordinator	6005
	Ms. Laxmi Bangera	Curriculum Development Assistant	6029
BSc (Hons) Top-Up Degree	Ms. Najla Al Subhi	Programme Coordinator	6039
	Cardiff Representative	Faculty	6040
	OSNI Mentors	Faculty	
BSc. Community Health Nursing	Dr. Manal Al Zadjali	Programme Head	6107
	Ms. Maria Dolores Niña Ligon	Faculty	6107
	Ms. Marissa Tracy Ansula	Faculty	6107
	Ms. Shaly Victor	Faculty	6107
Adult Critical Care Nursing Programme	Mr. Samir Al Nasser	Head	6016/ 6106
	Dr. Gerry Guarin	Faculty	6025
	Mr. Hamed Al Hamdi	Faculty	6025
	Ms. Khadija Al Busafi	Faculty	6025
	Ms. Sreedevi Appukuttan	Faculty	6025
Emergency Nursing Programme	Mr. Said Humaid Harthy	Head	6103
	Ms. Mariam Al Abri	Faculty	6103
	Mr. Hamed Al-Hamdi	Faculty	6103
Critical Care Nursing in Paediatrics & Neonatology Programme	Ms. Muna Ramadhan Bait Saad	Head	6010
	Dr. Ada Bonina	Faculty	6030
	Ms. Jo Ann Tubo	Faculty	6030
	Ms. Muna Juma Al Mushaikh	Faculty	6030
Health Services Management Programme	Mr. Imad Al Husami	Head	6005
	Ms. Ana Virginia Sta. Ana	Faculty	6011
	Dr. Cyruz Tuppal	Faculty	6011
	Ms. Jennie Reynecke	Faculty	6011
	Mr. Said Nasser Al Harthy	Faculty	6011
	Mr. Yahya Al Sheedi	Faculty	6031
Infection Prevention and Control Programme	Mr. Samir Al Nasser	Acting Head	6106
	Ms. Deborah Samuel	Faculty	6106
	Ms. Maridel Juarez	Faculty	6103
	Ms. Mayla De Vela	Faculty	6106
	Mr. Richard Loresco	Faculty	6106

Oman Specialized Nursing Institute

Mental Health Nursing Programme	Ms. Salu Mathew	Head	6105
	Mr. German Verosil	Faculty	6105
	Ms. Ibtisam Al Harthi	Faculty	6105
	Ms. Huda Al Farsi	Faculty	6105
	Mr. Mohammed Al Kharusi	Faculty	6105
	Mr. Ruel Yaba	Faculty	6105
Midwifery Programme	Ms. Fatma Al Balushi	Head	6018
	Ms. Amal Al Hadi	Faculty	6020
	Ms. Jessie Zikalala	Faculty	6012
	Ms. Jokha Al Adawi	Faculty	6012
	Ms. Mercy Liza Cruz	Faculty	6012
	Ms. Mizoon Al Amri	Faculty	6012
	Ms. Nenita Ortiguero	Faculty	6012
	Ms. Stella Nessa	Faculty	6012
	Ms. Vimala Johnson	Faculty	6012
	Ms. Wadha Al Naimi	Faculty	6012
Nephrology Nursing Programme	Ms. Amal Al Awaisi	Head	6010
	Ms. Iman Al Rahbi	Faculty	6104
	Mr. Jamal Al Manasrah	Faculty	6104
	Dr. Mohammad Jawad	Faculty	6104
Core Courses	Ms. Anna Brown	Faculty/ Core Courses Lead	6005
English Language Dept.	Mr. Ahmed Siddiqui	Coordinator- English Dept.	6102
	Ms. Agnes Quadros	English Language Teacher	6102
Computer Department	Ms. Fatma Al Zadjali	IT Technician	6028 / 6024
Examination & Assessment	Mr. Yahya Al Sheedi	Chairperson/Faculty	6031
Staff Development	Ms. Laila Al Bulushi	Chairperson/Faculty	6033
Library	Ms. Sumaya Al Mahrooqi	Librarian	6101
	Ms. Zaynab Al Maaini	Librarian	6101
Simulation/ Skills Lab	Mr. Hamed Al-Hamdi	Simulation Lab In-Charge/Faculty	6041
General	Conference Room		6027
	Office Support		6036
	Security Guard/Driver Room		6035

FACULTY ON STUDY LEAVE

FACULTY NAME	PROGRAMME
Ms. Aisha Al Mamari	MP
Ms. Amal Al Alawi	ACCNP
Ms. Asiya Said Al-Hasani	ACCNP
Mr. Hamed Al Battashi	BSc
Ms. Hamida Al Harthy	MHNP
Ms. Nasiha Al-Braiki	CCNPNP
Ms. Raya Al-Habsi	CCNPNP
Ms. Ruqaia Al-Mughairy	ACCNP
Mr. Salim Al Ismaili	IPCP
Ms. Wafa Al Sinani	ENP
Mr. Waleed Al Rajhi	NNP

SECTION 2

BACHELOR OF SCIENCE PROGRAMME

2.1 BSc (Hons.) IN NURSING STUDIES PROGRAMME (OVERSEAS) - Cardiff University

For more information regarding the programme, kindly contact Ms. Najla Al-Subhi, Programme Coordinator and Cardiff University Representatives.

Cardiff Mentors from OSNI

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Ms. Najla Al-Subhi	Programme Coordinator	Al-SubhiN@cardiff.ac.uk
Dr. Ada Bonina	Honorary Tutor	BoninaA@cardiff.ac.uk
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Ms. Muna Ramadhan	Honorary Tutor	SaadMb@cardiff.ac.uk
Mr. Ruel Yaba	Honorary Tutor	YabaR@cardiff.ac.uk
Mr. Said Humaid Al-Harthy	Honorary Tutor	AlHarthyS2@cardiff.ac.uk
Mr. Said Nasser Al-Harthy	Honorary Tutor	AlHarthySN@cardiff.ac.uk
Ms. Salu Mathew	Honorary Tutor	MathewS4@cardiff.ac.uk
Mr. Samir Al Nasseri	Honorary Tutor	AlNassriS@cardiff.ac.uk

2.2 BSc COMMUNITY HEALTH NURSING (OVERSEAS) PROGRAMME - Cardiff University

For more information regarding the programme, kindly contact Dr. Manal Al Zadjali, Programme Head and Cardiff University Representatives.

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Dr. Manal Al Zadjali	Programme Head	manal.chn.osni@gmail.com
Ms. Maria Dolores Nina R. Ligon	Faculty	maria.chn.osni@gmail.com
Ms. Marissa Tracy Aksam Ansula	Faculty	tracy.chn.osni@gmail.com
Ms. Shaly Victor	Faculty	shaly.chn.osni@gmail.com

SECTION 3

SPECIALTY PROGRAMME DESCRIPTIONS

The programmes of Oman Specialized Nursing Institute focus on providing specialized nursing/health specialties and involve theory and clinical practice experiences. At present OSNI have eight specialty programs of study. These include Adult Critical Care Nursing Programme, Emergency Nursing Programme, Programme, Critical Care in Neonatology and Pediatric Nursing Programme, Health Services Management Programme, Infection Control and Prevention Programme, Nephrology Nursing Programme, Mental Health Nursing Programme, and Midwifery Programme

3.1. ADULT CRITICAL CARE NURSING PROGRAMME

Program	Postgraduate Diploma in Adult Critical Care Nursing
Purpose/Aim/Description	<ol style="list-style-type: none"> 1. To promote professional growth of Critical Care Nurses in Oman. 2. To improve the status and numbers of specialized professional nurses in Oman. 3. To ensure high quality nursing care delivery to patients in critical care areas. 4. To encourage critical thinking skills, autonomy, collaboration and delegation as components of the professional role of Critical Care Nurses. 5. To develop professional nurses with leadership abilities, willing to participate in the development of critical care standards, mentoring of other nurses; and participation in national and international associations of Critical Care Nursing. 6. To develop educational and research skills as an integral part of the professional nurse's role. 7. To provide a critical care environment that supports a caring relationship between clinical staff and patients/families based on mutual goal setting to facilitate the patients' early recovery and rehabilitation.
Overall Programme Outcomes	<ol style="list-style-type: none"> 1. Critically analyze the role of the critical care nurse in practice.

	<ol style="list-style-type: none"> Utilize nursing processes to ensure the delivery of safe and effective holistic care to critically ill patients based on updated research evidence. Practice a high level of professionalism and competency based on the current standards of the Oman Directorate of Nursing Affairs. Integrate innovative managerial skills to promote continuity of care to patients in the critical care unit focusing on patient and family centered approach. Evaluate the scope of nursing practice in the critical care areas and to safeguard nurses from legal liability in managing critically ill patients. Build effective team work and quality improvement to elevate the standard of care of critically-ill patients. Manage the use of available resources in the critical care area to ensure the provision of comprehensive nursing care.
Total Credits	31 Credits
Programme Courses	<ul style="list-style-type: none"> Research Methodology in Health Care I Legal and Ethical Principles Informing Innovative Leadership Core Principles in Critical Care Nursing (T) Core Principles in Critical Care Nursing (Practice) Health Assessment Research Methodology in Health Care II Complex Critical Care Nursing - I (T) Complex Critical Care Nursing (Practice) Advancing Critical Care Nursing Skills Complex Critical Care Nursing – II Complex Critical Care Nursing – II (Practice)

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
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Ms. Khadija Al Busafi	Faculty	estdiamond@live.com
Ms. Sreedevi Appukutten	Faculty	sreedevithundiyl@yahoo.co.in

3.2. EMERGENCY NURSING PROGRAMME

Programme	Postgraduate Diploma in Emergency Nursing Programme
Purpose/Aim/Description	<ol style="list-style-type: none"> 1. To graduate competent nurses who are able to provide safe, high quality and evidence based emergency nursing care. 2. Provide learning opportunities for nurses working in the emergency setting to help them develop professionally through encouraging critical thinking and clinical decision making skills.
Overall Program Outcomes	<ol style="list-style-type: none"> 1. Utilize up-to-date evidence-based knowledge and skills in emergency care for the assessment and treatment and disposition of acute and chronically ill and injured patients attending the emergency department. 2. Respond to rapidly changing physiological statuses of emergency patients 3. Initiate appropriate interventions for patients attending the emergency department with medical, surgical and trauma conditions. 4. Participate effectively in planning, implementing and evaluating mass casualty and major incidents. 5. Acquire knowledge and develop skills required to assess and care for a range of population groups including Pediatrics, Obstetrics and Gynecology, Elderly and mental emergencies. 6. Assess and respond appropriately to common trauma and environmental emergencies. 7. Act in high level of professionalism and in accordance with the ethical and legal standards of Oman Directorate General of Nursing.

	<p>8. Integrate the concepts of patient centered care and family centered care to ensure provision of comprehensive nursing care.</p> <p>9. Demonstrate ability to integrate systematic research process in designing a research proposal for the investigation of problems within the emergency setting.</p>
Total Credits	32 Credits
Programme Courses	<ul style="list-style-type: none"> • Medical and Surgical Emergency Nursing • Emergency Nursing Practice I • Health Assessment • Research Methodology in Health Science I • Legal and Ethical Principles Informing Innovative Leadership • Trauma and Environmental Emergency Nursing • Emergency Nursing Practice II • Advancing Emergency Care Nursing Skills • Research Methodology in Health Science II • Emergency Nursing for Special Population • Emergency Nursing Practice III

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Mr. Said Humaid Al Harthy	Head	alharthy005@hotmail.com
Mr. Hamed Al Hamdi	Faculty	hamdi7199@yahoo.com
Ms. Mariyam Al Abri	Faculty	mmabri14@hotmail.com
Ms. Maridel Juarez	Faculty	myah12_12@yahoo.com

3.3. CRITICAL CARE NURSING IN PEDIATRICS AND NEONATOLOGY PROGRAMME

Programme	Postgraduate Diploma in Critical Care Nursing in Pediatric and Neonatology Programme
Purpose/Aim/Description	The purpose of the Critical Care Nursing in Pediatric and Neonatology Program is to prepare a nurse-specialist at post graduate level (level 5) for an active, expanded role in the deliverance of critical care nursing to neonates, children and families through the application of advance evidence based practices within religious, ethical, legal and trans-cultural contexts in collaboration with related stakeholders.
Overall Programme Outcomes	<ol style="list-style-type: none"> 1. Scholarly acquire advanced knowledge in critical care nursing which is needed in the provision of quality care to pediatric or neonatal patients and their families. 2. Function in collaboration with the other members of the health care team within the complex critical care milieu in providing an advance level of nursing care to critically ill pediatric or neonatal patients and their families. 3. Enhance and maintain the standard of care in pediatric and neonatal critical care settings through the deliverance of culturally sensitive, safe and high-quality advance nursing care grounded by evidence-based practice. 4. Professionally develop through scholastic research involvement employing innovations attuned with quality improvement and the advancement of critical care nursing practice. 5. Critically evaluate professional development competence of self and others and participate in inter-professional working practice, peer support, leadership, preceptorship, teaching and health promotion activities.

	<p>6. Proficiently develop the characteristics of independent lifelong learners, competent decision-makers, and change agents within their specialty.</p> <p>7. Critically integrate the knowledge, skills and attitude learnt/acquired from the programme in the clinical practice.</p>
Total Credits	32 Credits
Programme Courses	<ul style="list-style-type: none"> • Core Principles in Pediatric/ Neonatal Critical Care Nursing • Pediatric and Neonatal Health Assessment • Research Methodology in Health Sciences I • Clinical practice I • Pediatric/Neonatal Critical Care Nursing • Research Methodology in Health Sciences II • Clinical practice II • Legal and Ethical Principles informing Innovative Leadership • Clinical practice III

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Ms. Muna Ramadhan Bait Saad	Head	mbaitsaad@hotmail.com
Dr. Ada Bonina	Faculty	adabbonina@yahoo.com
Ms. Jo-Ann Tubo	Faculty	joann_tubo@yahoo.com
Ms. Muna Juma Al Masheikhi	Faculty	munajum@hotmail.com

3.4. HEALTH SERVICES MANAGEMENT PROGRAMME

Programme	Post Graduate Diploma in Health Services Management Programme
Purpose/Aim/Description	To prepare Inter-professional healthcare professionals to manage and lead healthcare organizations and services as well as utilizing effective approaches in working with a diverse workforce through application of advance evidence based practices.
Overall Programme Outcomes	<p>Upon the completion of the Post Graduate Diploma in Health Services Management (PgDip HSM) Programme, the graduate will be able to:</p> <ol style="list-style-type: none"> 1. Apply the knowledge and skill pertaining to organizational strategic management to provide efficient and quality health services. 2. Evaluate the financial information to support strategic decision-making and policy development to ensure cost-efficient and cost-benefit health services 3. Analyze the ethical and legal aspects of healthcare to inform innovative leadership and effective organizational change. 4. Design strategic human resource management systems to match the human resource requirements of individual health services organizations. 5. Recognize the major determinants of population health status and link them to strategic planning. 6. Develop a research proposal pertaining to area of specialization. 7. Construct high quality projects utilizing the principles of project management pertinent to the needs of their individual healthcare organization.
Total Credits	32 Credits

Programme Courses	<ul style="list-style-type: none"> • Organizational Strategic Management • Legal & ethical principles informing innovative leadership • Advanced Research for Health Professionals I • Clinical Management Experience • Strategic Human Resources Management • Advanced Research for Health Professionals II • Applied Epidemiology & Biostatistics • Clinical Management Experience • Project Management • Healthcare Finance and Economics • Clinical Management Experience
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FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Mr. Imad Al Husami	Head	imadalhusami@gmail.com
Ms. Ana Virginia	Faculty	anaestaana_62373@yahoo.com
Dr. Cyruz P. Tuppal	Faculty	drcyruztuppal@gmail.com
Ms. Jennifer Reynecke	Faculty	jennyreynecke@hotmail.com
Mr. Said Nasser Al Harthy	Faculty	saidbro75@gmail.com
Mr. Yahya Al Sheedi	Faculty	yalsheedi@yahoo.com

3.5. INFECTION PREVENTION AND CONTROL PROGRAMME

Programme	Post-Graduate Diploma in Infection Prevention and Control
Purpose/Aim/Description	<p>The Post Graduate Diploma in Infection Prevention and Control prepare students to play an active role in identifying and reducing the risk of acquiring and transmitting healthcare-associated infections by providing a safe working environment within the healthcare settings and the community among patients, healthcare workers and visitors through the application of scientific evidence.</p> <p>The main objectives of the programme are to:</p> <ul style="list-style-type: none"> • Promote principles and practices of infection prevention and control at local and national levels. • Manage Infection Prevention and Control programmes, work plans and projects appropriate for the healthcare setting. • Evaluate infection prevention and control interventions. • Educate and train health care facility staff, patients and visitors in Infection Prevention and Control. • Contribute to research related to Infection Prevention and Control
Overall Programme Outcomes	<p>Upon the completion of this programme, students will be able to:</p> <ul style="list-style-type: none"> • Implement the principles of infection prevention and control practices to prevent and control healthcare-associated infections. • Apply evidence-based methods and practice to improve skills within a team approach. • Share knowledge and expertise with other health care workers and be the focal point within health care settings.

	<ul style="list-style-type: none"> • Develop the ability to be self-directed and life-long learners.
Total Credits	30 Credits
Program Courses	<ul style="list-style-type: none"> • Legal and Ethical Principles Informing Innovative Leadership (Core Course) • Research Methodology for Health Sciences I (Core Course) • Principles of Infection Prevention and Control • Advanced Clinical Practice I • Research Methodology for Health Sciences II (Core Course) • Applied Epidemiology and Biostatistics • Microbiology and Immunology • Advanced Clinical Practice II • Quality Improvement and Patient Safety • Applied Surveillance and Outbreak Management • Advanced Clinical Practice III

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Mr. Samir Al Nasser	Acting Head	alnasser.samir@gmail.com
Ms. Deborah Samuel	Faculty	debesamuele@yahoo.com
Ms. Maridel Juarez	Faculty	myah12_12@yahoo.com
Ms. Mayla De Vela	Faculty	mayladevela@yahoo.com
Mr. Richard Loresco	Faculty	richardloresco@yahoo.com

3.6. MENTAL HEALTH NURSING PROGRAMME

Programme	Post Graduate Diploma in Mental Health Nursing
Purpose/Aim/Description	<p>The aim of the Mental Health Nursing Programme is to facilitate the growth and development of nurses who have undertaken to study this specialty at a postgraduate diploma level to be intellectually active practitioners and promote evidence led practice for the benefit of individuals with a mental health problem. The students are prepared to assist individuals with a mental health problem to cope with life and regain their individuality, independence and self-esteem. Students are introduced to the fundamentals of a safe practice on mental health nursing through a shortened fast-track study methodology to produce a reflective and informed mental health nurse practitioner who will utilize research findings and evidence to enhance quality care of individuals in hospital and community settings. In addition to developing skills for a higher level of practice, MHN provides leadership and directions required in this emerging branch of study in the Sultanate.</p>
Overall Programme Outcomes	<p>Upon the completion of the Post Graduate Diploma in Mental Health Nursing Programme, the graduate will be able to:</p> <ol style="list-style-type: none"> 1. Create nursing diagnosis, assessments planning, implementing, evaluating for mental health patients to meet physiological, social and psychological needs and evaluate holistic care and deliver intelligent care with compassion 2. Negotiate and is able to offer the employer an enhanced capability in leadership, innovation and research such that they can envision, influence and transform nursing practice 3. Respond effectively in complex and unpredictable situations and maintain a therapeutic environment in which a patient can be seen to be relaxed and comfortable. 4. Demonstrate capability in engaging in critical thinking and reflective practice and sound interpersonal skills and commitment to self development with peers and the caring team with identified staff development needs. 5. Critically review literature and propose changes based on best available evidence and

	<p>demonstrate leadership skills and insight in advancing the profession and assume responsibility for own action.</p> <p>6. Analyze Legal and Ethical Issues and explore critical issues, trends, further, to recognize opportunities for improvement and be innovative and responsive to changing needs of the population in areas relevant to Mental Health in the Sultanate.</p> <p>7. Engage in educating patients, families regarding mental health issues and promote mental health in the community</p>
Total Credits	30 Credits
Programme Courses	<ul style="list-style-type: none"> • Introduction to Mental Health • Mental Health Clinical Practice • Research Methodology for health Sciences1 (Core Module) • Legal and Ethical Principles Informing Innovative Leadership (Core Module) • Advanced Mental Health • Advanced Mental Health Clinical Practice • Treatment Modalities • Treatment Modalities in clinical Practice • Research Methodology for health Sciences 2 (Core Module) • Applied Mental Health • Applied Mental Health Clinical Practice • Psychosocial Aspect in Mental Health

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Ms. Salu Mathew	Head	salu.sjm2007@gmail.com
Mr. German Verosil	Faculty	verosil112011@yahoo.com
Ms. Ibtisam Al Harthi	Faculty	ibtisamalharthi@hotmail.com
Ms. Huda Al Farsi	Faculty	hd.alfarsiya@hotmail.com
Mr. Mohammed Al Kharusi	Faculty	m.alkharusi83@gmail.com
Mr. Ruel Yaba	Faculty	ruelyaba@yahoo.com

3.7. MIDWIFERY PROGRAMME

Programme	Post-graduate Diploma in Midwifery Programme
Purpose/Aim/Description	<p>The post graduate diploma is intended to prepare Omani female nurses to become qualified midwives who will be independent practitioners in normal midwifery and to benefit the maternal and child health services in Oman by:</p> <ul style="list-style-type: none"> • Providing midwives with increased skills of critical thinking and problem solving, • Improve the care of women and their families through the enhanced skill base. • Increased skills in research to develop the evidence base for practice. • Cost effective provision of midwives at high level as first line care providers in the primary health care centers. • Maintaining the recruitment of midwives within the country.
Overall Programme Outcomes	<ol style="list-style-type: none"> 1. Develop inquiring, critical, analytical and creative approaches in theory and practice to explore midwifery related issues in a reflective manner. 2. Practice as competent midwife to provide accessible and effective care to the women, newborn babies and child bearing families acquired from the social science and public health 3. Ensure that students adopt the ethos of lifelong learning by using the appropriate learning styles and apply knowledge of ethical theories, principles and their legal implications in the clinical practice. 4. Impart the educational experience that will develop the students` intellectual and imaginative abilities in order to enhance her ability to make sound decisions and judgments. 5. Develop the students` abilities to recognize the normal-complex needs of women and their babies and provide culturally sensitive care throughout pregnancy, labour until postnatal period. 6. Detect and refer abnormalities during antenatal, labour and postnatal periods and to manage the emergency situations with the multidisciplinary teams. 7. Critically analyze and evaluate midwifery practice to identify areas for change and innovation.

Total Credits	42 Credits
Programme Courses	<ul style="list-style-type: none"> • Research methodology in health sciences I • Art & science of midwifery practice • Public & women health for midwives • Legal & Ethical principles informing innovative leadership • Skills for midwives I • Clinical practice I • Research methodology in health sciences II • Pharmacology for midwives • Complex midwifery • Skills for midwives II • Clinical practice II • Challenges to midwifery practice • Clinical practice • Obstetric Emergency care • Advance clinical practice • Internship

OSNI		
FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Ms. Fatma Al Balushi	Head	fatmaalbalushiah@gmail.com
Ms. Amal Al Hadi	Faculty	amalsaidalhadi@gmail.com
Ms. Jessie Zikalala	Faculty	jesintozi@yahoo.com
Ms. Jokha Al Adawi	Faculty	jaladawi@yahoo.co.uk
Ms. Mercy Liza	Faculty	liza_mecruz@yahoo.com
Ms. Mizoon Al Amri	Faculty	never2late_205@hotmail.com
Ms. Nenita Ortiguero	Faculty	nenitaortiguero1@gmail.com
Ms. Stella Spurgeon	Faculty	stellamscn@gmail.com
Ms. Vimala Johnson	Faculty	vimalajohnson@yahoo.com
Ms. Mercy Liza Cruz	Faculty	liza_mecruz@yahoo.com
Ms. Wadha Al Naimi	Faculty	wdh.naimi@hotmail.com
NORTH BATHINAH NURSING INSTITUTE		
Ms. Munira Al Masoudi	Regional Coordinator	munira.masoudi@yahoo.com
Ms. Mariam Al Shizawi	Faculty	rama-37m@hotmail.com
Ms. Marissa Vibar	Faculty	marissa_vibar@yahoo.com
Ms. Mpho Mohale	Faculty	mphomhl@yahoo.com
Ms. Zakiya Al Mamari	Faculty	sunflower2172@gmail.com
AL DAKHALIYA NURSING INSTITUTE		
Ms. Asma Al Hadabi	Faculty	asm39560@gmail.com
DHAHIRA NURSING INSTITUTE		
Ms. Laila Al Sawafi	Faculty	lailwafi@hotmail.com

3.8. NEPHROLOGY NURSING PROGRAMME

Programme	Nephrology Nursing Programme
Purpose/Aim/Description	The purpose of the Nephrology Nursing Programme is to prepare specialist nurse practitioner to be equipped with the knowledge, skills and professional values for advocating the prevention of renal disease and promoting renal health. It will also promote interdisciplinary communication and cooperation, encourage efficient use of resources, and address ongoing issues related to professional nephrology nursing practice. Furthermore, will promote professional growth and reward and recognize achievement in clinical practice in the Sultanate of Oman.
Overall Programme Outcomes	<p>On successful completion of the programme the nephrology student will be expected to demonstrate:</p> <ol style="list-style-type: none"> 1. Critical evaluation of service delivery to inform the optimizing of care within the national health care system at primary, secondary and tertiary level. 2. Professional understanding and accountability in the application of socio-cultural, legal and ethical principles to achieve the delivery of optimum patient care within the nephrology care setting. 3. Efficient utilization of leadership, knowledge of management strategies and skills to promote enhanced levels of professional nursing practice in the nephrology setting. 4. Analytical decision making in applying the principles of physiology to underpin practice. 5. Critical evaluation of the concepts and principles of different diagnostic and treatment modalities for short- and long-term care. 6. Efficient utilization of research in the practice through critical appraisal of existing evidence, and evaluating practice outcomes. 7. Critical evaluation of the biopsychosocial

	scope of treatment and care of patients with kidney disease.
Total Credit	30 Credits
Programme Courses	<ul style="list-style-type: none"> • Research Methodology in Health Science I (Core) • Legal & ethical principles informing innovative leadership (Core) • Foundation in Nephrology Nursing • Clinical Practice in Nephrology • Research Methodology in Health Science II (Core) • Kidney Replacement Therapy I • Clinical Practice in Renal Dialysis • Rehabilitative Aspect of Nephrology Nursing • Kidney Replacement Therapy II • Consolidation of Clinical Practice

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Mr. Amal Al Awaisi	Head	alawaisi137@yahoo.com
Dr. Mohammed Jawad	Faculty	mjws1959@yahoo.com
Mr. Jamal Al Manasrah	Faculty	jamal195@yahoo.com
Ms. Iman Al Rahbi	Faculty	iman.rahbi@yahoo.com

SECTION 4

INSTITUTIONAL COMMITTEES

4.1. COMMUNITY OUTREACH COMMITTEE

Dr. Manal Al Zadjali - Chairperson

The COC aims to represent OSNI in the larger community and strengthen its relationship with all the stakeholders including: the students, the faculty, the public, the employers, other educational institutions, non-governmental agencies and the alumni.

4.2. CURRICULUM REVIEW COMMITTEE

Mr.Samir Al Nasserri - Chairperson

The role of the review committee is to examine the curriculum implemented in OSNI speciality programmes in relation to the MOH Mission statement and student learning outcomes, to facilitate the self-review process within OSNI specialised programmes, and to offer feedback regarding the curricula to the faculty, the programmes and the DGET.

4.3. EXAMINATION AND ASSESSMENT BOARD COMMITTEE

Mr.Yahya Al Sheedi - Chairperson

The board is accountable to ensure that all academic staff is following Examination and Assessment policies that apply to all forms of summative assessment that are prepared by the teaching staff at the MOH educational Institutes. The purpose of such policies is to give guidance to teaching staff in the development of assessment tasks and to ensure that all assessment tasks promote students' learning, and to assist them to progress towards achievement of the learning outcomes/objectives of a given course. In addition, the board review all tasks related to the assessment of content and ensure it promote students' cognitive learning processes of remembering, understanding, applying, analyzing, evaluating and creating. The board also responsible to ensures that students receive feedback on their performed tasks in time to help them prepare for the next task if so. Finally, the board reviews the marks with the concerned programmes and presents them to the council of the Institute for approval. For more in-depth details about any related assessment matters, please consult the head of the board.

4.4. HEALTH AND SAFETY COMMITTEE

Ms. Amal Abdullah Al Awisi - Chairperson

Health and Safety Committee has been established at the Institute according to the Ministry of Health's health and safety requirements and the health and safety at work act 1974. It has the sole aim of functioning and meeting the standards of health and safety as per MOH and Directorate of Engineering Affair fire policy.

4.5. NEWSLETTER COMMITTEE

Ms. Khadija Al Busafi - Chairperson

To provide updated news and current scientific information on the latest trends and issues in specialized health care education and practice through current research and inspiring relevant contributions among faculty. Recreational activities and events will help to balance the professional and the social/entertainment progress of the organization.

4.6. PROFESSIONAL STAFF DEVELOPMENT COMMITTEE

Ms. Laila Qasim Al Balushi - Chairperson

The Professional Staff Development Committee provides orientation programmes for newly appointed staff in the Institute. They are responsible for updating faculty and staff regarding advancement in educational and clinical issues by organizing programmes within the Institute and other accredited external staff development programmes to meet training and development needs of staff.

4.7. QUALITY ASSURANCE TEAM

Ms. Anna Brown - Chairperson

Objectives:

1. The Quality Assurance Committee (QAC) will follow the guidelines provided by the Oman Accreditation Board and the Ministry of Higher Education in order to start preparing for the accreditation process within three years.
2. The QAC members will comprehend and introduce the ROSQA document to their specific departments to enable the speciality team to understand the accreditation process, which in turn will facilitate their participation in the process within three years.

3. The QAC members will be able to perform a self-study assessment with the help of their speciality team to gather all the required documentation and evidence as per the ROSQA guidelines within three and half years.
4. The QAC will be able to perform and submit a full comprehensive self-study of OSNI following the ROSQA guidelines to the Accreditation Board of Oman within four years.
5. The QAC will be able to benchmark practices and services inter-departmentally and inter-institutionally within five years.

Long Term Goal: To obtain accreditation by the Accreditation Board within the next five years and maintain it thereafter.

4.8. RESEARCH COMMITTEE

Ms. Muna Juma Al Mushaiki - Chairperson

The purpose of the OSNI Research Committee is to consolidate the teaching of research within the specialised nursing and midwifery programmes and to develop a successful research culture within the Institute by enhancing skills in critical thinking, research and evidence awareness.

The committee collaborates with other programs within Institute to create an attractive environment that supports excellence and innovation in scientific research. It also encourages and actively supports students in utilizing, conducting and disseminating research. This is to promote research and evidence based practice among postgraduate students

4.9. STUDENT AFFAIRS COMMITTEE

Mr. Jamal Moh'd Mustafa Al Manasrah - Chairperson

Student Affairs Committee provides opportunities for all students, to participate in different recreational activities and to collaborate with other committee to enhance their total physical, mental, spiritual and social wellbeing. The committee activities' are design to support OSNI's mission, create and sustain optimal learning environments both inside and outside the classroom and provide appropriate support for students.

Goals:

- Promote cohesiveness, cooperation, and communication between students and faculty.
- Develop the ability to integrate academic knowledge with experiences that extend the boundaries of the classroom.
- Give a voice to the student's member of OSNI.
- Integrate the students into the society of Oman.

SECTION 5 SUPPORT SERVICES

5.1 ADMINISTRATION & FINANCE SERVICE

The Department of Administration and Finance plays an essential role in managing the Institute's administrative and financial matters. It regulates, monitor and implements the human resource strategies and staff development processes to ensure high-quality standards. It is concerned with conducting meetings with the faculty to identify and resolve work-related conflicts and ensuring the safety and efficiency of the working environment. This department is accountable to supervise employees' annual appraisal and submitting the report to the dean of the Institute. The administration department has a student affair section which deals with all matters that relating to student's concern in terms of selection, starting and ending of the academic year. The administration services for students also include the Hostel and Transportation facility.

ADMINISTRATIVE STAFF	
1. Ahmed Al-Mahrooqui	Director of Administration
2. Jaleela Mdawi	In-charge of Administration and Finance
3. Ibtisam Al-Rashdi	Student Affairs Officer
4. Salim Al-Hakmani	Supervisor - Male hostel/ In-charge of Student issues
5. Shariffa Al-Rahbi	Female hostel supervisors
6. Maha Al-Zadjali	
7. Amani Al Rashdi	
8. Bushra Al Rahbi	

Administrative Rules for the Students at OSNI

Students are expected to adhere to the following administrative rules during their study period in OSNI.

1. Institute working hours are from 7:30 am to 2:30pm. Students are expected to strictly follow the Institute's timings and programme timetable.
2. The students are expected to fill the "Personal Information Sheet" for the individual student record purpose. The information sheet will be given from each specialty and students need to fill and submit it within the specified time given by the programme. Students are required to submit the following documents along with the Personal Information sheet;
 - a. Photographs (4 Nos)
 - b. Passport Copy (1)
 - c. Identity Card Copy (1)
 - d. Secondary Certificate copy (1)

- e. Nursing Diploma copy (1)
- 3. Students are expected to wear their Institute Identification Card while in the Institute and in the clinical areas. The Heads of the programme will make the necessary coordination with the IT department in arranging the student's Identification Cards after receiving the Personal Information sheet and photographs.
- 4. If a student needs to leave the Institute early during the working hours, an official permission should be submitted to the Heads of Programme; The number of hours of absence needs to be documented in the permission slip. Permission slips are available with Heads of Programme in each specialty programme.
- 5. In the case of absenteeism, students are expected to provide official supporting evidence.
- 6. In the case of absenteeism due to sickness, sick leaves from authorized personnel need to be submitted to the programme.
- 7. Students are expected to take full responsibility for their personal belongings and valuable items. The Institute shall not take any responsibility if personal belongings are lost.
- 8. Institute properties (Classroom furniture, whiteboard, overhead projectors, laptops, multimedia computers, simulation lab items etc.) need to be handled and maintained with proper care.
- 9. Students are expected to obtain permission from the programme faculty if they need to photocopy any study materials.
- 10. Students are expected to maintain cleanliness of the classrooms and other common areas like library, multimedia etc.
- 11. Keep the toilets and wash areas always clean.
- 12. Eating and littering inside the classrooms is not allowed.
- 13. Allotted parking spaces are located outside the main gate of OSNI. Students are not allowed to park inside the OSNI compound. Roadside parking outside the Institute premises is not allowed, the Institute shall not take any responsibility in case of penalty from the Royal Oman Police.

5.2 HOSTEL & BOARDING

There are 2 hostels (1 Hostel for Male students and 1 for Female students) for the students who require accommodation during their study period. Female student hostel is situated in Al-Ghubra and male student hostel is in Al-Khuwair. Students who are residing 150 km away from the Institute are eligible for requesting the hostel facility. There are supervisors who are responsible for monitoring the hostel facility and ensuring the safe and smooth stay in the hostel. Supervisors of student hostel are part of Institute administration. Any complaints received from hostel supervisor during the student stay in the hostel will be administratively handled.

Rules for the Hostel students

1. Students are expected to maintain cleanliness of the hostel rooms, toilets, pantry and other common areas.
2. Students are expected to carefully handle the furniture provided in the hostel. Students are responsible for paying the expense if any furniture damage noted.
3. Students are not allowed to bring their children and any other family members to stay in the hostel.
4. Students are not allowed to bring TV, small fridge etc. to the room without prior permission from the supervisor of the hostel.
5. Students are expected to obtain prior permission to go out of the hostel after the study hours/clinical timings. Outgoing log book needs to be filled by the student at the time of going out /coming back. The hostel gate will be closed by 11pm. The students are expected to return back to the hostel before that time.

5.3 TRANSPORTATION FACILITY

The Institute is providing transportation facility for the students who are in the hostel. Students will be transported from and to the hostel to the Institute and to their clinical areas.

Instructions related to Transport facility

1. Transportation facility is mainly for the students staying in the hostel.
2. Once a week, students are allowed to use the transport for personal shopping if any.
3. If any student is sick during the working hours, the Institute administration will be coordinating with the transport for arranging the student's clinic visit. The student needs to report his/her situation to the faculty in the

speciality programme so that transport can be arranged through administration.

5.4 OFFICE SUPPORT

Office support staff are responsible for photocopying documents and binding documents. They are also assigned with the duties of classroom arrangements, cleaning of classrooms, common areas and the toilets in the Institute. The Office support staff are the ones responsible for opening and closing of the main doors of the Institute and the outside gate.

5.5 LIBRARY

The Oman Specialized Nursing Institute Library is one of the two satellite libraries of the Wattayah Campus Central Library (WCCL) located in Oman Nursing Institute which serves all the Wattayah Institutes. The other satellite library is located in the Pharmacy Institute. The library collections comprise of books, journals and periodicals, encyclopaedia, videos and CD's and are organised based on the National Library of Medicine (NLM) classification. The non-medical books are classified based on the Library of Congress classification (LOC). All the information resources of the library correspond to the needs of the educational courses of the Institute to enhance the education process.



The library aims to be a supporting centre that will play an important role in the success of the educational programmes of the health Institutes in the campus to serve all students, faculty and staff of all Wattayah campus.

Library Services

1. Reference librarians are available to assist you with your questions and inquiries
2. The Librarian provides users with directions to library materials and give advice on library collections and services.
3. The librarian conducts an orientation programme for new students and introduces the library collection, locations and services.

4. The librarian conduct different lectures to enhance student's searching skills.
5. The librarian guide and assist faculty and staff in searching for any library collection.
6. The Librarian informs the users about the current news and new arrivals at the library.
7. The library provides online access to thousands of journals and e-books through the MoH e-library
8. OSNI Students are allowed to borrow books from the Central Library and the Pharmacy Institute by presenting their Identification Card. An Inter-library loan form will be filled up the respective librarian and a copy of the form will be sent to the Librarian in OSNI to follow-up the return of books.

(The above information regarding the library has been extracted from Wattayah Campus Central Library -WCCL)

E-mail address:

OSNI: osni.library@hotmail.com

WCCL: centrallibrary.dget.moh@gmail.com

5.6 IT DEPARTMENT



The IT Department aim is to enhance the education and training of students and staff by providing easy access and sharing of information using the latest multi-media resources and the Internet, and to ensure that they have the necessary computing skills required. This is in line with the vision of the ICT at the Directorate General of Education & Training

The IT Department has a multimedia laboratory that is currently equipped with 25 computers that are connected to a server and provides each workstation with Windows 2000 and basic software they need for data processing like Microsoft Word, Microsoft Excel and Microsoft Powerpoint, it also enables communication between students and the IT facilitator through NetSupport

software. Internet Service is also available inside the multimedia laboratory for educational purposes only.



Multimedia Lab: Rules and Regulations

1. Students are encouraged to use the multimedia labs during their break, study hours or during their free time.
3. External data media, such as floppy disks and CDs cannot be used in the multimedia laboratory
4. Silence must be observed while inside the multimedia laboratory
5. Eating, drinking and bringing food inside the laboratory is not allowed.
6. The laboratory must be kept tidy after each use.
7. Return the keyboard, mouse and chairs in proper places.

Priority of use

1. Scheduled Classes have priority in the use of the laboratory.
2. During study periods, students can use the laboratory if it is free. All students should be considerate of classmates and other students and ensure that everyone has a fair chance to use the computers. If this is not done voluntarily a system of regulating use will be implemented.

5.7 SIMULATION/SKILLS LABORATORY

Simulation laboratory in Oman Specialized Nursing Institute is offering students the opportunity to practice the required skills and procedures in a good and safe environment that is imitating the actual settings of healthcare facilities. The Institute's skills laboratory has up-to-date and sophisticated equipment that provides the students with various opportunities to demonstrate learning and to practice different simulated scenarios in which students can gain confidence by correcting errors in a safe learning environment. Consequently, patient safety will be improved once the students are given the opportunity to practice several times and correct their mistakes. The Simulation lab is adequately spaced, equipped with life-size mannequins, with a variety of models, simulators and supplies that is equipped with simulators ranging from low-fidelity to high-fidelity that is used to assess the competencies of students. The simulation areas are managed from the control room that is equipped with audio-visual system and one way

vision access glass to monitor students action during simulation session and OSCEs. An action video can be recorded to help students reflect their practice through a debriefing session utilizing the smart board.

5.8 ENGLISH DEPARTMENT

The English department imparts transferable skills to students as one of the academic requirements before they join the BSc in Nursing Studies and other Post-graduate programmes in Oman Specialized Nursing Institute.

The department offers academic support to all post-graduate students through the following:

1. Refresher sessions are held for academic skills and Harvard Referencing Guide at the commencement of specialty programmes.
2. One-on-One individual student tutorials are provided with prior appointments.
3. Editing of students' assignments is undertaken with prior appointments.

FACULTY NAME	DESIGNATION	EMAIL ADDRESS
Mr. Ahmed Mohiuddin Siddiqui	Co-ordinator	dogoodtoall@gmail.com
Ms. Agnes Quadros	Spl. Faculty	agnesq.eng.foundation@gmail.com

SECTION 6

POLICIES AND PROCEDURES

The following policies and procedures are extracted from the Ministerial Decision No. 167/2008 and the amendments from Ministerial Order No. 68/2009 and Ministerial Order No.80/2011.

6.1. EVALUATION SYSTEM

The performance of a student is evaluated in each course on the basis of the marks of the semester work and the marks of the final assessment of the course as follows:

1. The semester work marks are calculated on the basis of student's evaluation throughout the study semester,
2. The mark of final assessment is worked out, at the end of the course or the end of the semester in which the course has been taught.
3. 60% is allotted to semester work and 40% is allotted to the final assessment of the course.
4. In order to pass any course, the student shall attain a minimum of 60% of the course total rating. It is also a prerequisite for a student to attain a minimum of 50% of the percentage allotted to the final assessment of that course, in order to pass the respective course.
5. The Grade of each course is calculated on percentage basis and each grade has a numerical value in accordance with the following table:

Grade	Numeric Grade Point	Percentage
A	4.00	90 -100
A-	3.75	85 - <90
B+	3.25	81- <85
B	3.00	78 - <81
B-	2.75	75 - <78
C+	2.25	71 - <75
C	2.00	68 - <71
C-	1.75	65 - <68

D+	1.50	60 - <65
D	1.00	50 - <60
F	0.00	<50

6. Grade Point Average (GPA) is an average that determines the academic level of students through the semester average and the cumulative average.

It is calculated as follows:

- A. Semester GPA is calculated on the basis of the number of credit hours of that semester.
 - B. The cumulative GPA is calculated on the basis of the number of all credit hours of the courses studied by the student in all semesters till date of calculating the cumulative GPA.
- The final grade of the student is calculated at the end of study programme on the basis of the cumulative GPA of the courses studied in accordance with the following table:

Grade	Cumulative GPA
Excellent	3.31 - 4.00
Very good	2.85 - < 3.31
Good	2.39 - < 2.85
Passed	1.75 - < 2.39
Failed	< 1.75

6.2. STUDY PROGRESSION

A student's Progression from a semester to the next semester and from one academic year to another as follows:

1. The student should pass all the courses and shall attain a minimum of 60% of the course's total mark and should obtain a minimum cumulative GPA of 1.75.
2. A student is granted one opportunity to re-sit the final assessment of the course/courses he/she failed in each semester.
3. To pass the re-sit of the final assessment, the student should obtain a minimum of 60%.
4. A student who passes all courses either initially or after repeating the final assessment in the course/courses which he/she failed and did not attain a

- cumulative GPA more than 1.75, is granted one opportunity to raise the GPA by repeating the course/courses that he/she scored less than (C-) during the next semester as an external self-learning student under the Institute's supervision.
5. The student will get only one opportunity to repeat the academic year in the following cases:
 - a. If the student fails the resit of the final assessment.
 - b. A student who is unable to raise the cumulative GPA to 1.75 in repeated course/courses that he/she scored less than (C-) as an external self-learner.
 6. In case the student repeats the academic year, the student will study the following courses:
 - a. The course/courses that he/she failed.
 - b. Course/courses that he/she scored less than (C-).
 - c. Clinical course/courses if so.
 7. The student will be dismissed in the following conditions:
 - a. If the student fails in any of the course/courses which he/she studied in the repeated academic year.
 - b. If the student did not attain a minimum cumulative GPA of 1.75 in the repeated year.

6.3. GRADE APPEAL POLICY

A student may appeal against the course in accordance with the Organizational Regulation of MoH Institutes 167/2008:

1. A student appeals to the staff member-in-charge of the course, within three days from the date of announcement of the course result. The staff in charge should reach a resolution within three days from the date of the appeal and the student should be informed about the decision, in writing, within this period.
2. Any changes to be made in the course result due to mathematical or factual error in the final assessment should be brought to the Deans attention for final approval of amendment.
3. In the case of the student is not satisfied with the decision made by concerned staff member or he/she rejects the appeal, the student may submit his/her appeal in writing to the dean within three days from the date of notification.

4. The dean refers the appeal to ad hoc committee constituted by him/her to scrutinise the appeal. The staff member-in-charge of the course shall not be part of this committee. The concerned staff should make the final assessment and the relevant material available to the committee
5. The committee shall report its findings and its recommendations to Dean for perusal.
6. Based on the perusal of the committee's report, the Dean issues his/her decision on the appeal. The decision of the Dean shall be final.

* The Grade Appeal Form is attached on the appendices of this booklet

6.4. STUDENT'S DISCIPLINE

1. The Student shall attend all theoretical and practical lectures of all semesters as per credited hours of the study plan.
2. The student will be deprived of the final assessment, if his/her absence for unacceptable excuse exceeds 15% of the course's actual hours. He/she will be deemed failed and "Failed" will be graded to that course.
3. If a student's absenteeism from lectures or practical training, for an acceptable excuse approved by the Institute's council, is more than 15% and less than 25% of the total study hours of a course, the student will be deprived of the Final assessment of that course, and "incomplete" will be graded to that course. The student must attend the supplementary programme prepared for him/her in that course and the actual marks he/she obtains upon taking the final, assessment will be recorded.
4. If a student is absent from the lectures or practical training by 25% and more of the total hours of any course; for an acceptable excuse approved by the Institute's council, the student will be suspended from study for a period not exceeding one academic year
5. If a student is absent from the semester assessment or the final assessment or doesn't complete the same for an acceptable excuse approved by the Institutes council, "incomplete" will be recorded to that course. The student must attend the supplementary programme prepared for him in that course and a compensatory assessment shall be conducted for him/her within three (3) weeks and the actual mark he/she attains upon undertaking the assessment will be recorded.

6. If a student is absent from the semester assessment or does not complete it without an excuse or for an unacceptable excuse, he/she will be deemed failed and "F" will be graded to that evaluation.
7. If a student is absent from the final assessment or does not complete it without an excuse or for an unacceptable excuse, he/she will be deemed failed and "F" will be graded to that evaluation. In this case the student will be allowed to resit the final assessment and point 1 and 3 from section II (study progression) of this document will be applied to him.

Students are prohibited from committing any of the following offences:

1. Frequent, poor attendance at lectures
2. Absenteeism without excuse
3. Failure to perform study assignments
4. Breach of Institute's boarding facilities rules. Clauses of the internal Rules of educational Institutes' boarding facilities regulations will be applied in this regard
5. Behavioural deviation or breaching ethics and public morals or defaming the reputation of the Institute or its staff
6. Intentionally disrupting the study, or order, in theoretical lectures or sites of field training
7. Committing an act or utterance that violates religious beliefs or that affects the reputation of the state or the customs and tradition, both within and outside the Institute.
8. Disruption of the flow of the evaluation process
9. Misuse and deliberate damage to property of the Institute and its fixed and movable equipment
10. Assaulting staff members, or workers, or students of the Institute by act or utterance.
11. Keeping laboratory or other combustible materials on the premises of the Institute or in the boarding facilities.
12. Affiliation to illegal groups.
13. Attempting to defraud or committing different types of fraud and demonstrating a lack of academic integrity.

The following penalties may be imposed upon students:

1. Verbal Warning
2. Written Warning
3. Suspension from study
4. Provisional dismissal
5. Final dismissal

6.5. INVIGILATION POLICY

1. Conduct of Students During Examination:

- a. Students are not permitted to take into the examination venue bags, textbooks, any forms of electronic equipment and any other written material. Breaching this conduct subjects the student to disciplinary actions as per the regulations. If an examination requires a student to use a calculator, students are informed in advance about the type of calculators they are allowed to bring into the examination venue for that specific examination.
- b. Students should arrive at the examination venue 10 minutes before the commencement of the examination time.
- c. Students must sit in the desks designated for each of which is identified by the student's name and Institute registration number
- d. Every student must have his/her own pen, ruler and eraser and no sharing is permitted. Questions must be answered in black or blue ink unless otherwise stated (e.g. for a diagram). Questions answered in pencil are disqualified. The use of white ink (correction fluid) is strictly prohibited.
- e. Students must follow the examination-related instructions given by the invigilators.
- f. Students must not talk with each other or perform any type of conduct which may disturb other students or disrupt the smooth progress of examination.
- g. Students must not use any means to obtain assistance in their work, or give or attempt to give, direct or indirect assistance to others.
- h. Student/ Invigilator that violates the examination rules directly or indirectly, disrupts the examination progress, or who does not follow examination-related instructions, will appear before the investigation committee and may be subject to disciplinary action as per the regulations (see Unfair Practice and Academic Dishonesty Policy). Violations by an invigilator may be subject to disciplinary action as per the Civil Service Rules.

6.6. UNFAIR PRACTICE AND PLAGIARISM POLICY

Policy Statement: Students are expected to possess values of honesty as well as academic and professional integrity. Both students and faculty are required to know, and follow, the standards of academic integrity, and bear the consequences of violating the relevant policies. The ethical conduct must be an important obligation of each member of the academic community.

A violation of the rules of academic integrity is considered a serious breach of the code of conduct exhibited by MoH Institutes, and hence it may result in the dismissal of the student.

Definitions: For the purpose of this policy the following definitions have been accepted:

1. Unfair practice: An act whereby a student uses any form of dishonest or fallacious means to gain some academic advantages or benefit for himself/herself or for another student
2. Plagiarism: A form of unfair academic practice that occurs when a student uses: material from a source and does not acknowledge the source, intentionally or unintentionally. It can also occur when he/she takes ideas, words, phrases, or concepts from sources without giving credit to the sources used.
3. Supervised assignment/project: A form of assessment which accounts for $\geq 20\%$ of the total course marks. The student is expected to receive supervision and feedback from the course teacher at least two times during the course/semester.
4. Unsupervised assignment/project: A form of assessment which, accounts for $< 20\%$ of the total course marks. The student is given detailed instruction regarding the assignment/project (ref to assessment policy) and he/she will not receive supervision or feedback from the course teacher during the course/semester.

The above definitions apply to a student if he/she acts alone or in conjunction with others and if he/she does it before / during any form of assessment.

All students who have been found to engage in the following practices face disciplinary actions as per the new Regulations of the MoH Institutes – Qarar 167/2008. These disciplinary actions SHALL NOT APPLY to students who were enrolled before, the publication date of the new regulation” which shall come into effect from the academic year 2009-2010; the Regulation of the Ministry of Health Institutes 100/1993 and related internal rule apply to those students.

1. Tests & Examinations

- a. Using unauthorised notes and materials in a test/examination.
- b. Impersonating another student for the purpose of completing a test/examination to gain higher marks or pass the examination or allowing another student to impersonate himself/herself for the same purposes.

- c. Copying or attempting to copy from another student's test/examination paper or allowing another student to copy answers, or portions of answers, from his/her paper or distributing answers, or portion of answers, hints and tips to any other student.
- d. Using verbal cues, gestures, signals, posturing, or other non-verbal signs for purposes of passing or obtaining answers during a test or examination.
- e. Obtaining questions or answers to question(s) through unauthorised access to a "test file", an "examination paper", "computer files", teacher's notes and distributing these materials, to others. This act may come to the notice of the teacher:
 - e.1. Before the assessment/examination.
 - e.2. During/after completing the marking of the examination papers.

Disciplinary Actions/Penalties for Unfair Practices in Tests and Examination

If a student is caught practising any of the above acts before or during the test or examination, the following actions will be taken:

1. If a student is found guilty of committing the acts specified in items (a, b, & e.2) with tangible evidence, he/she is immediately alerted and the matter is brought to attention of the Dean/designated person. NO DISCUSSION OF THE INCIDENT IS PERMITTED INSIDE, THE EXAMINATION VENUE. The student is, however, allowed to complete the test / exam. The student shall appear before the investigation committee. Completion of the examination does not mean that the student is eligible to be awarded marks for the examination. This depends on the outcome of the investigation committee.
2. The invigilators complete an incident/incident form and submit it to the dean/designated person along with the evidence. The student should also be instructed to complete and sign the relevant part of form 6.a, the incident report.
3. The student(s) concerned appears before the investigation committee who in turn will submit a report along with recommendations to the appropriate authority for issuing penalties as per the regulations of the MoH Institutes. One or more of the following penalties may be applied if acts were proved and backed with tangible evidence:
 - a. Committing the act for the first time: Suspension from the Institute for a maximum of one week by the Dean or suspension from the Institute for three weeks by the Directors General of

Education and Training. In this situation, the student is eligible to take any assessment that coincides with the suspension period.

- b. Repeating the act for the second time: Suspension from the Institute for one semester by His Excellency the Undersecretary for Planning Affairs
 - c. The student fails the course in which he/she has committed the act of fraudulence and “failed” will be graded to that course. The student is deprived of a resit of the final assessment of the course in which fraudulence has been committed.
 - d. Repeating the act for the third time: Final dismissal from the Institute by: His Excellency the Undersecretary for Planning Affairs.
4. If a student is found to be practicing the acts specified in point (c, d, and e.1), the invigilators must complete an incident form and submit it to the Dean/designated person.
5. The student(s) concerned appears before the investigation committee who in turn will submit a report along with recommendations to the appropriate authority for issuing penalties as per the regulations of the MoH Institutes 167/2008. One or more of the following penalties may be applied if acts were proved and backed with tangible evidence:
- a. Committing the act for the first time: written warning.
 - b. Repeating the act: Suspension from the Institute for a maximum of one week by the Dean or suspension from the Institute for three weeks by the Director General of Education and Training
 - c. Repeating the act for the third time: Suspension from the Institute for one semester by His Excellency the Undersecretary for Planning Affairs
 - d. The student fails the course in which he/she has committed the act of fraudulence and “Failed” will be graded to that course. The student is deprived of a re-sit of the final assessment of the course in which fraudulence has been committed.
 - e. Repeating the act for the fourth time: Final dismissal from the Institute by: His Excellency the Undersecretary for Planning Affairs.

2. Written Assignments, Essay Papers, Projects & Practical work.

The following practices are other types of fraud and academic dishonesty:

- a. Plagiarism: using the words, ideas, or arguments of another person without acknowledging the source, as if they were the student's own work
 - b. Copying: Submitting copied or substantially derived written work of another person and presenting it either, in whole or, with only minor changes, as if it were the student's own work.
 - c. Collusion: Working with another student, or students, on assignments, papers, or projects completed outside of the classroom, unless explicit permission has been given by the teacher to do so
 - d. Falsification: inventing data or, altering data that have been obtained from legitimate sources
 - e. Switching: submitting work completed for one course to another course without the permission of the course teacher(s)
3. Other Unfair Practices:
- a. Deliberately interfering with another student's academic work which includes stealing or damaging computer files, books, notes, papers, practical materials, projects or related sources to hinder fulfilment of course requirements.
 - b. Misrepresenting one's condition for purposes of avoiding an assessment in any form aiming to secure an extension for the assessment. This includes pretending illness or accident, misrepresenting the condition of a family member, or otherwise incorrectly affirming duties or responsibilities that would prevent one from completing or turning in an examination or assignment at the scheduled time and on the scheduled date.
 - c. Claiming that one took a test or examination, or submitted a paper or other assignment, which in reality was not taken or given, completed or submitted.
 - d. Changing previously marked material and presenting it as evidence that a higher score is obtained.
 - e. Obtaining or seeking to obtain a score greater than what is deserved through bribery or in ways otherwise unrelated to academic achievement.
 - f. Including references in a project or an assignment that do not exist or were not used.
4. Forging Institute Documents:
- Submitting or using academic document or forged signatures for the purpose of personal gain or fraud.

6.7. REVIEWING OF GRADED WRITTEN ASSESMENT POLICY

Scope: This policy applies to all forms of written graded assessments and works undertaken by the students of the Ministry of Health Institutes.

Purpose: The purpose of this policy is to give students an opportunity to review their graded work for the purpose of identifying problematic areas of achievement and any mathematical or other objective errors. This task may reduce student's assessment related tensions and stress and probably will reduce the number of students requesting grade appeal.

Policy Statement: Students have the right to review their continuous assessment papers and other graded work for up to one week after it is first made available; otherwise, all grades are considered final. Students may review their final written assessment as per established procedures stated in grade appeal policy.

Procedure:

1. All assessment papers/assignments are made available, once, to students to check that grade calculation was correctly done and to have an opportunity to identify weakness and mistakes for future improvement.
2. Students are not allowed to retain any graded assessment/paper/ assignments; having seen the assessment paper, the student should return the paper after signing and dating. All graded assessments and related evidence are kept safety at the Institute.
3. Students may approach their course teacher to review their continuous graded assessment and work up to one week after it is first made available; otherwise all grades are considered final.
4. Students are not allowed to bargain for a higher grade. The purpose of paper review is to check that the grade calculation was correctly done and to have an opportunity to identify weakness and mistakes for future improvement.
5. If a student repeatedly insists on bargaining a higher grade, he/she is referred to the Dean/designated person for intervention. If a student is still not satisfied with his/her assessment grade, it is considered as an act of annoyance against a teacher's credibility. Such an act will subject the student to penalties as per the organisational regulation of the Institutes (clause 10 Article 34 and Article 35 of the MoH Institutes167/2008).

6. A student may be allowed to review the final assessment paper if he/she signs a duly filled-upgrade appeal form. Grade appeal policy will be applied in this case.

6.8. ACADEMIC ADVISING and COUNSELING POLICY

Scope: This policy applies to all students of the Ministry of Health Institutes

Purpose: The purpose of this policy is to ensure that students receive appropriate guidance and support to facilitate their learning. It will provide information to teachers and students on how to seek advice and teachers on his/her role on academic advising.

Policy Statement: An academic advisor shall be appointed for each student from among the Institute's faculty at the beginning of each academic year. A student may request to change the academic advisor at an appropriate point of time and according to the established policy. It is advised that the number of students assigned to each academic staff should not exceed 12 students. This ratio is however, subject to change based on the total number of students and number of teachers.

At present, the academic advisor's main responsibility is limited to help students whose performance and conduct is below the expected standard and examine the factors that attribute to the situation. If the curriculum plans are revised to elective courses, the policy will be expanded to include advice related to registration and selection of courses.

Procedure:

1. A student may seek advice voluntarily or may be referred to academic advisor(s) based on academic performance or behaviour using the academic advice form.
2. The advisor will be responsible for the following:
 - a. Meet with each of the assigned students at least once per semester (eg; week 4) and two more times for weak students (eg; week 8 and week 12)
 - b. Assist students in discovering their own potential and capabilities.
 - c. Investigate aspects related to the low academic performance of students and propose solutions for the same.

- d. Provide advice to any students kept under academic observation and liaise with the academic departments to develop plans for improving these students.
 - e. Follow up and keep track of the progress of the students with low academic performance.
 - f. Maintain a record of academic advising for each student assigned to him/her.
 - g. Recommend a student for transfer to another Institute or from one programme to another, or to be deferred for the next year in case he/she is unable to progress with education for any reason, in accordance with the plan of student and academic system.
 - h. A new academic advisor is appointed to that student when he/she is transferred to another Institute or changes the programme
3. The advisor should have specific office hours for guidance and advising. These hours should be displayed in a visible place for student information.
4. A student whose performance remains below the standard, in spite of academic advising, is referred to the Dean/designated person for further help in counselling and advising.
5. A student may request to change the academic advisor and must fill a form for changing the advisor indicating rationale. Changing can be done only at the beginning of the next semester, except for a genuine reason.
6. A student who does not benefit at all from all opportunities of advising and counselling and has factors that hinder his/her learning and beyond the scope of the academic advisor and Dean/designated person, may be referred to a psychologist upon student informed consent and approval.

6.9. STUDENT ATTENDANCE POLICY

Policy Statement: The Student shall attend all scheduled course activities of all semesters as per credited hours of the study plan. Regular attendance and punctuality are considered to be among the core professional behaviours of students of nursing and allied health professions.

Procedure:

1. A student is expected to participate in all scheduled course activities, e.g. lectures, lab sessions, scheduled group study sessions, exams, etc.

2. Students are expected to attend all course activities and to be at the venue on time.
3. In the event of a student being late for the class/course activity which is beyond his/her control, the following actions apply:
 - a. A student who is late for more than three times for less than 10 minutes in a given course is marked absent for one hour for that course and one who is late for more than 10 minutes is marked absent for that hour. In either situation the student is allowed to join the learning activity.
 - b. A student is given a Verbal Warning by the Dean if he/she repeatedly comes to the class/ learning activity late (up to three times).
 - c. A persistent late comers (after the Verbal Warning) appear before an investigation committee and the following actions may be taken in sequence when the incident occurred again:
 1. A first appearance before the dean for lateness: a verbal warning is issued and documented.
 2. A second appearance before the dean for lateness: suspension for a maximum of one week by the Dean or three weeks by the Director General of Education & training.
 3. A third appearance before the dean for lateness: Suspension for one semester by the Undersecretary for Planning Affairs.
 4. A fourth appearance before the dean for lateness: Final dismissal by the Undersecretary for Planning Affairs.
4. Students' attendance is taken every class by respective teacher(s) and is recorded accordingly on an attendance register developed by each Institute.
5. Students are not expected to leave the class / lab / venue except in the case of emergencies. If they do so, they are marked absent for that hour.
6. A student who is absent due to unforeseen circumstances has the responsibility to report to the head of student affairs/ course teacher in a timely manner if feasible and bring appropriate documentation. Absenteeism due to unforeseen circumstances (a valid reason) is considered excused absenteeism. Examples of unforeseen circumstances are:

- a. Hospital admission
 - b. Serious injury
 - c. Acute illnesses
 - d. Referral to tertiary hospital
 - e. Bereavement: related to first-degree relatives (father, mother, sister, brother, spouse, in-laws, grandparents, and any other deaths who lives in the same house) and second-degree relatives (uncles, aunts, and first cousins)
 - f. Being summoned to police station or court
 - g. Any other excuses approved by the Dean.
7. A student who is absent due to undocumented illnesses such as headaches, tiredness, anxiety, or (in the case of female students) menstrual cramps, or other undocumented illnesses, are not considered valid medical excuses. Judgment may be made on an individual basis
8. A student is responsible for any missed work due to absenteeism.
9. When a course teacher cannot determine whether the excuse of absenteeism is acceptable or unacceptable, he/she should discuss the matter with the Dean/designated person to determine: the nature of absenteeism, which will depend on the particular case and assessment of supporting documents
10. The student has the responsibility to track his/her absenteeism through the course teacher.
11. The course teacher should notify the student whose absenteeism is approaching 10% in writing and a copy is sent to the student's academic advisor.
12. The student is deprived of the final assessment, if his/her absence for unacceptable excuse exceeds 15% of the course's actual hours. He/she will be deemed failed and "Failed" will be recorded for that course.
13. If a student's absenteeism from lectures or practical training, for an acceptable excuse approved by the Institute council, is more than 15% and less than 25% of the total study hours of a course, the student is deprived of the final assessment/examination of that course, and "incomplete" will be recorded for that course. The student must attend a supplementary programme prepared for him/her in that course and

the actual marks he/she obtains upon taking the final assessment/examination is recorded.

14. In the event of absenteeism, due to mixed excuses (acceptable and unacceptable), the absenteeism is deemed acceptable if >60% of absenteeism is due to valid reasons and similarly it will be deemed unacceptable absenteeism if it is due to >60% of invalid reasons.
15. If a student is absent from the lectures or practical training by 25% or more of the total hours of any course, for a valid reason approved by the Institute council, the student will be suspended from the study for a period not exceeding one academic year.
16. If a student is absent from the semester assessment or the final assessment/examination or does not complete the same for an acceptable excuse approved by the Institute council, "incomplete" is recorded to that course. A compensatory assessment is conducted for him/her within three weeks and the actual mark he/she attains upon undertaking the assessment is recorded.
17. If a student is absent from the semester assessment or does not complete it without an acceptable excuse, he/she is deemed failed and "F" will be recorded for that evaluation.
18. If a student is absent from the final assessment/examination or does not complete it without an acceptable excuse, he/she will be deemed failed and F, is recorded for that evaluation. In this case the student will be allowed to re-sit the final assessment and clauses 2 and 3 of "First" and clause 2 of "Second" of Article 29 are applied.
19. Bereavement as a reason for unforeseen circumstances is subject to verification by official documents, providing evidence such bereavement took place, not, more than four days before the assessment. However each situation may be reviewed on its own merit.

(Please refer to Section 8. Appendix 8.2 for Calculation of Student's Absenteeism)

6.10. STUDENT GRIEVANCE POLICY & PROCESS

Policy statement: Students have the right to discuss their concerns and problems with the concerned member of teaching staff and appeal against the penalties imposed in an attempt to receive fair and equitable treatment and decisions. The Dean/ designated person is fully responsible for ensuring that

students are given opportunities to present their concerns/appeal and discuss them with the appropriate person/authority.

Definitions: For the purpose of this policy the following definitions have been accepted:

Informal Grievance: When a student feels unhappy /dissatisfied or uncomfortable with a staff or an event/service and he/she has the opportunity to discuss such issues with concerned Institute staff informally. Usually this type of grievance results in conciliation between parties and “win-win” is likely to be the outcome.

Formal Grievance: Any concern that a student brings to the attention of Dean/designated person in writing, which should be investigated and an outcome prepared and communicated to the concerned student. This type of grievance may result in formal disciplinary action.

1. Process of Informal Grievance:

- a. A student is encouraged to discuss his/her concerns or allegation with the concerned staff no later than one week after the occurrence of the event or after the student first has become conscious of the issue that gave rise to the complaint. The staff may attend to the student's complaint within one week of notification of the grievance and resolve the issue.
- b. A student who is not satisfied with any type of support services will discuss the issue with the concerned staff (head of student affairs section/administrative director) no later than one week after the occurrence of the event or after the student first perceives the issue and has become the subject of the grievance. The staff may attend to the student's complaint and resolve the issue within one week of notification of the grievance.
- c. A student who has a conflict with another student(s) is encouraged to discuss his/her conflict with the specific student(s) no later than one week after the occurrence of the conflict. If the conflict persists, he /she raise the issue with the designated person/the in-charge (Head of department/ head of division/ head of student affairs/Administrative director). The staff may attend to the student's complaint and resolve the issue within one week of notification of the grievance.
- d. A student who feels uncomfortable to discuss the subject of grievance with the concerned academic/non-academic staff may discuss the issue with the designated person/the in-charge of the course/support services (head of division/ department/programme/course coordinator/head of student affairs/administrative director) no later

than one week after the occurrence of the event or the issue that has become the subject of grievance. The designated person may attend to the student's complaint and resolve the issue within one week of notification of the grievance.

2. Process of Formal Grievance:

- a. If a student is not satisfied with the outcome of the informal grievance process or did not receive any feedback from the concerned staff, he/she raises the issue formally with the Dean/designated person two weeks after lodging the complaint. The student submits completed complaint form to the Dean (Form 10). The Dean/designated person forms an ad hoc committee to deal with the complaint within 10 days of lodging the formal complaint.
- b. If a student is not satisfied with the outcome, or does not feel that the problem has been resolved, the Dean initiates an investigation committee as per the regulation. The committee investigates the complaint and imposes appropriate penalties of warning or suspension from study or provisional dismissal or final dismissal.
- c. If a student feels that the concern/issue is critical to him/her, either because it hinders his/her academic achievement or because it ruins his/her reputation, the student may submit a formal complaint about the person(s) involved no later than one week after the occurrence of the event or after the student first becomes conscious of the issue which gave rise to the complaint.
- d. If the complaint is directed against a member of Institute staff, the Dean complies with the Civil Service rules while imposing penalties, if necessary.

3. Appeal Against a Disciplinary Action/Penalty

- a. A student may appeal against disciplinary action imposed on him/her to the Undersecretary within seven days from the date; he/she has been notified of it in writing (Form 11).
- b. An appropriate decision on the appeal shall be determined within fifteen days from the date of submission, either by the rejection of the appeal or remission of the penalty, or total cancellation.
- c. In the event of the expiry of the above-mentioned period without a resolution, the appeal shall be considered as a rejection.

6.11. STUDENT UNIFORM POLICY

(*Adapted from MOH STAFF UNIFORMS AND DRESS CODE, 2nd ed.,2009).

GENERAL APPEARANCE:

1. Neatness

Uniforms must be kept neat and clean at all the times, properly laundered and ironed.

2. Hair

Male: Hair should be kept neatly trimmed above collar level. Men should shave daily, or beards, if kept must be kept neatly.

Female: Hair must be neatly tied back and kept off the shoulders. Black or white ribbons may be worn to tie the hair. Ornate headbands or hair clips are not to be worn

3. Nails

Nails should be trimmed regularly and kept clean. Nail polish should not be worn while on duty. Cosmetics and perfumes should be worn discretely.

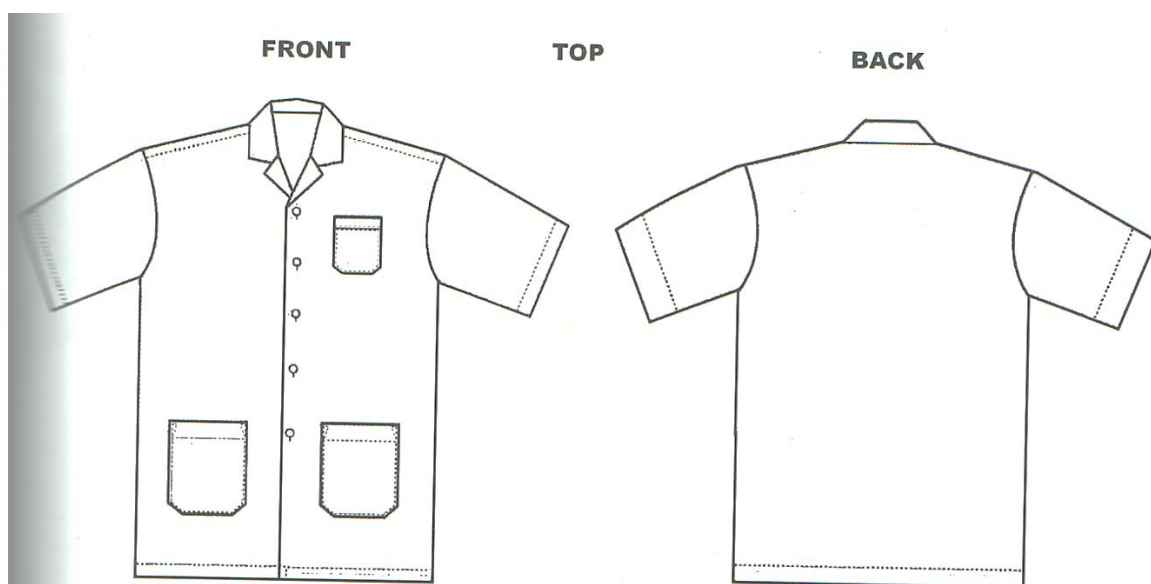
4. Jewelry

Wedding rings, a plain wristwatch, plain and stud earring (no more than a quarter of an inch in diameter), and a necklace (kept under the uniform) may be worn. Hijaab fastener must be plain white or silver colored, no more than half an inch in diameter

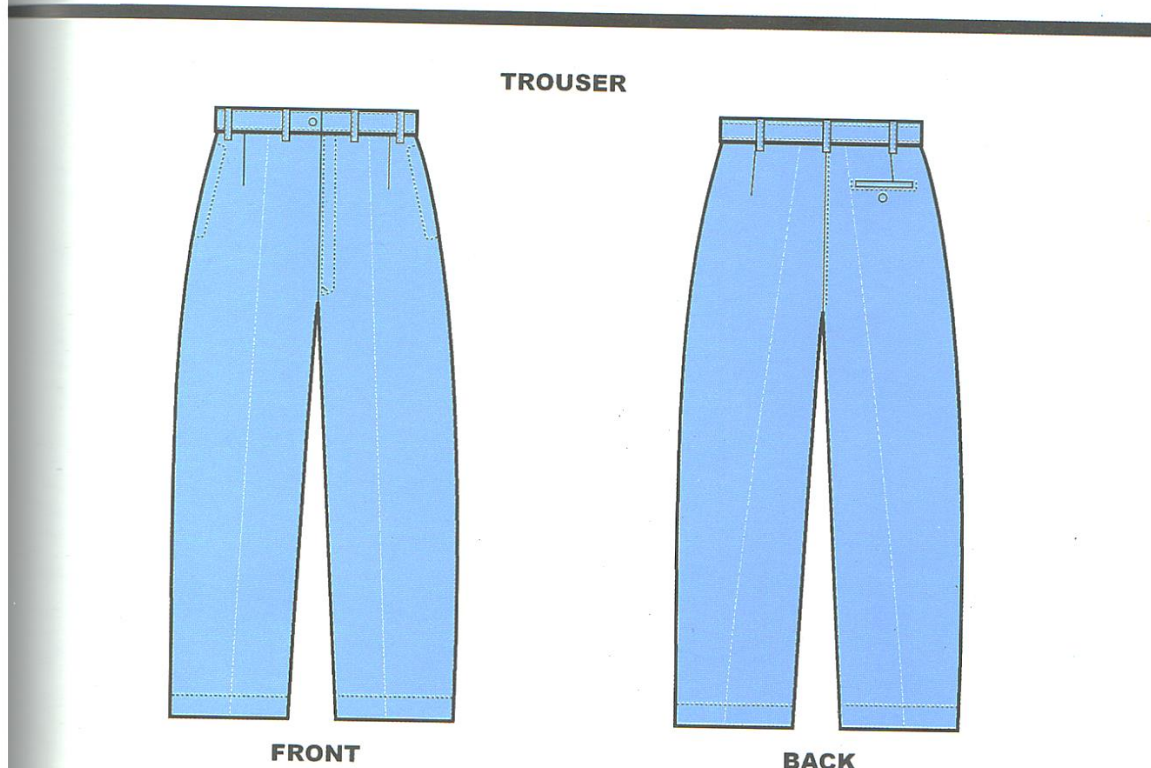
Item	Male	Female
Top	<p>7. Shirt tunic white - 8" above the knee</p> <p>8. 3 pockets (2 hip pockets and 1 on left breast),</p> <p>9. Sleeves 2" above elbow Buttons offset to the right.</p>	<p>10. Tunic top plain white - 3" above the knee</p> <p>11. Concealed buttons offset to the left</p> <p>12. Sleeves length 2" to 3" below elbow</p> <p>13. 3 pockets (2 hip pockets and 1 on left breast)</p> <p>14. Full sleeves with elasticized cuff optional.</p>
Trousers	<p>15. Light Blue - no less no more than 7" wide at ankle</p> <p>16. Straight cut</p> <p>17. No turn-up</p> <p>18. With zipper</p>	<p>20. Light Blue - no less no more than 7" wide at the ankle</p> <p>21. Elasticized back</p> <p>22. Straight front.</p>

	19. Three pockets (2 straight and 1 back on the right)	
Hijab	N/A	23. Plain white opaque materials 24. No longer than 2" below bust and equal length to the front and back
Shoes	25. White/ Black hard top 26. Low heeled rubber soled 27. Closed toe	28. White/ Black hard top 29. Low heeled rubber soled 30. Closed toe
Socks	31. Plain White/ Black	32. Plain White
Miscellaneous	<ul style="list-style-type: none"> ID badge to be worn over the left chest pocket of the uniform top. 	<ul style="list-style-type: none"> ID badge to be worn over the left chest pocket of the uniform top.

* refer to MOH Staff Uniform and Dress Code 2nd Ed. 2009

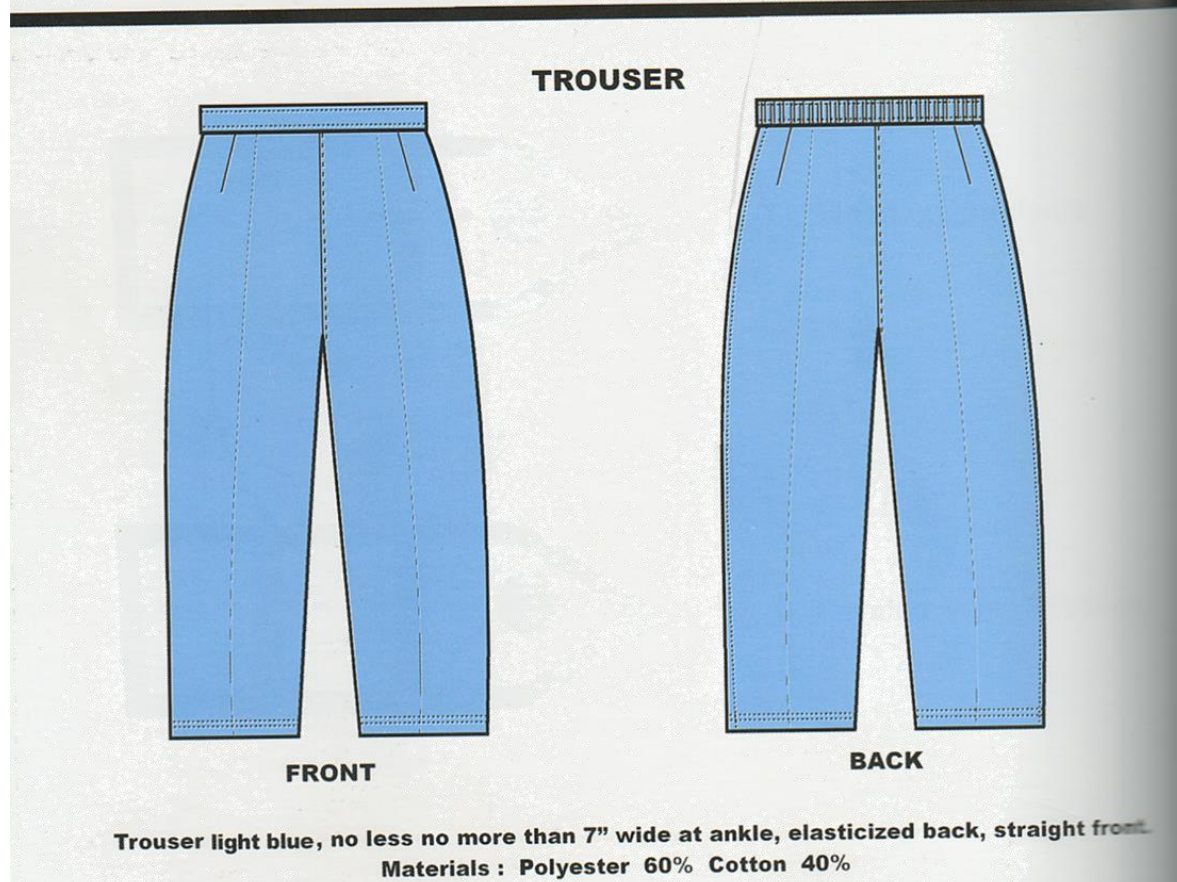
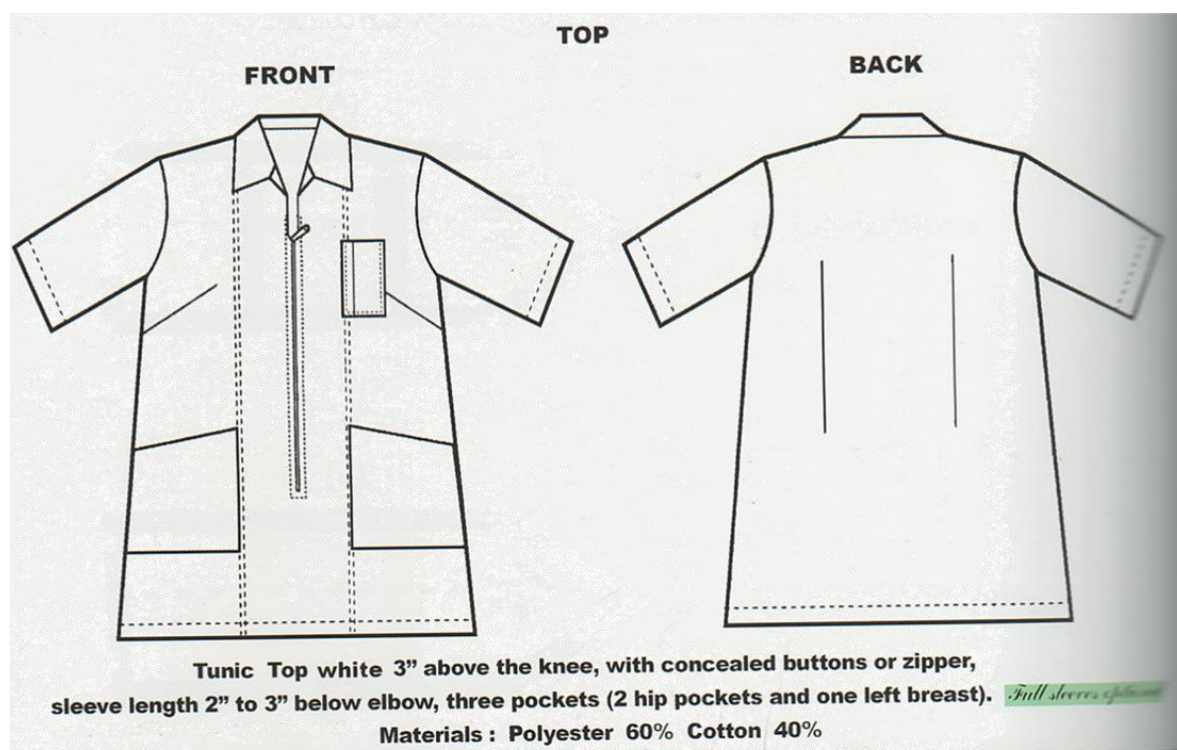


Shirt Tunic white, 8" above knee, three pockets, (2 hip pockets one left breast), sleeves 2" above elbow.
Materials : Polyester 60% Cotton 40%



Trouser Light blue, no less no more than 7" wide at ankle. Straight cut, no turn up, with zip, three pockets, (2 straight and one back on the right)
Materials : Polyester 60% Cotton 40%

Male Student Uniform
Category 7b,
Oman Specialized Nursing Institute (All Specialisation)
MOH Staff Uniform and Dress Code



Female Student Uniform
Category 7b,
Oman Specialized Nursing Institute (All Specialisation)
MOH Staff Uniform and Dress Code

SECTION 7 FORMS

**MINISTRY OF HEALTH
DIRECTORATE GENERAL OF EDUCATION AND TRAINING
Oman Specialized Nursing Institute**

Form 7: Examination Rules Template

1. You will be required to sign on the “sign-in” sheet to prove your attendance
2. Place your ID on the corner of your desk to verify your identity
3. Ensure that you have not brought to the examination venue the following items:
 - Bags
 - Textbooks
 - Any other form of written material
 - mobile telephone/ pager
 - Electronic dictionaries
 - Calculator unless otherwise asked to bring it
 - Any other form of electronic equipment
4. Keep your examination papers turned downwards until instructed to turn them over.
5. You may ask for clarification of questions allowed for 20 minutes from the commencement of examination.
6. If you have a question requiring clarification, please raise your hand, an invigilator will move forward and will make the clarification as appropriate.
7. You are not permitted to leave the examination venue during the first half an hour after the start of the examination.
8. If you require a bathroom break, you will be accompanied by a member of staff.
9. You are not permitted to leave the examination venue during the last 15 minutes so as not to disturb students who are still writing.
10. Once you have left the examination room after completion of your paper, you may not re-enter the venue until the examination has been completed, all students have finished writing and the invigilators have cleared all examination items from the room.
11. Sharing pens, erasers, scales, etc is not permitted.
12. Questions must be answered in black or blue ink, unless otherwise stated.
13. Questions answered in pencil are disqualified and will not be marked.
14. The use of white ink (correction fluid) is strictly prohibited.
15. Talking is not permitted during the examination.
16. Cheating or obtaining assistance from/giving assistance to other students will subject all parties to disciplinary actions.
17. When you finish the exam please remove all your exam materials and leave the room quietly.
18. Start the exam.

**MINISTRY OF HEALTH
DIRECTORATE GENERAL OF EDUCATION AND TRAINING
Oman Specialized Nursing Institute**

Form 9: Grade Appeal & Reviewing of Final Examination/Assessment Paper

Student's Name: _____ **Registration No:** _____
Programme/ Specialty: _____ **Course:** _____
Academic Year: _____ **Semester:** _____ **Teacher In-charge:** _____
Grade/marks received:: _____ **Grade/marks I should have received:** _____

1. State clearly the reasons for your grade appeal/ reviewing final assessment appeal for the above course.

2. State any evidence for your grade appeal (only facts to be presented).

3. Attach document(s) that you have in support of your case, if any (list the attachments)

4. State what you would consider a fair resolution of the appeal with reasons.

I hereby acknowledge that the information furnished above is true and I recognise that falsification of any of the above information at any stage of the appeals process is considered as an incident/violation of Organizational Regulation.

Student Name

Signature

Date

Oman Specialized Nursing Institute

The original form must be submitted to the course in-charge/designated person and a copy to be retained by the student.

=====

Received by

Signature

Date

Course teacher in-charge /designated person recommendation/action.

Course teacher in-charge

Signature

Date

Student Name

Signature

Date

=====

If the student is not happy with the resolution made by the course in-charge, the Dean should establish an ad hoc committee for further examination of the appeal request.

Ad hoc committee

Members of Ad hoc Committee			
#	Name	Designation	Membership
1			
2			
3	A member external to the department/programme		

Recommendations:

☐

No grade change needed

☐

Grade change needed

New grade : _____

Signature of the members

Member

Member

Member

Dean's Decision/Action:

Dean's signature:

Date:

Student's signature:

Date:

**MINISTRY OF HEALTH
DIRECTORATE GENERAL OF EDUCATION AND TRAINING
OMAN SPECIALIZED NURSING INSTITUTE**

Form 11: Student Grievance Form against a Disciplinary Action

Student's Name: _____

Registration No: _____

Programme/ Specialty: _____

Course: _____

Academic Year: _____ **Semester:** _____

Date of grievance: _____

#	Question
1.	Why are you not satisfied with the action taken?
2.	Please provide a complete description of your concern regarding the outcome of a decision made.
3.	What specific solution do you seek in making this grievance?

Student's signature:

Date:

The original copy must be submitted to the Dean. The student should keep a copy of the form.

=====

For official use by Undersecretary of Planning affairs Office

Date of receipt: _____ **Received by:** _____

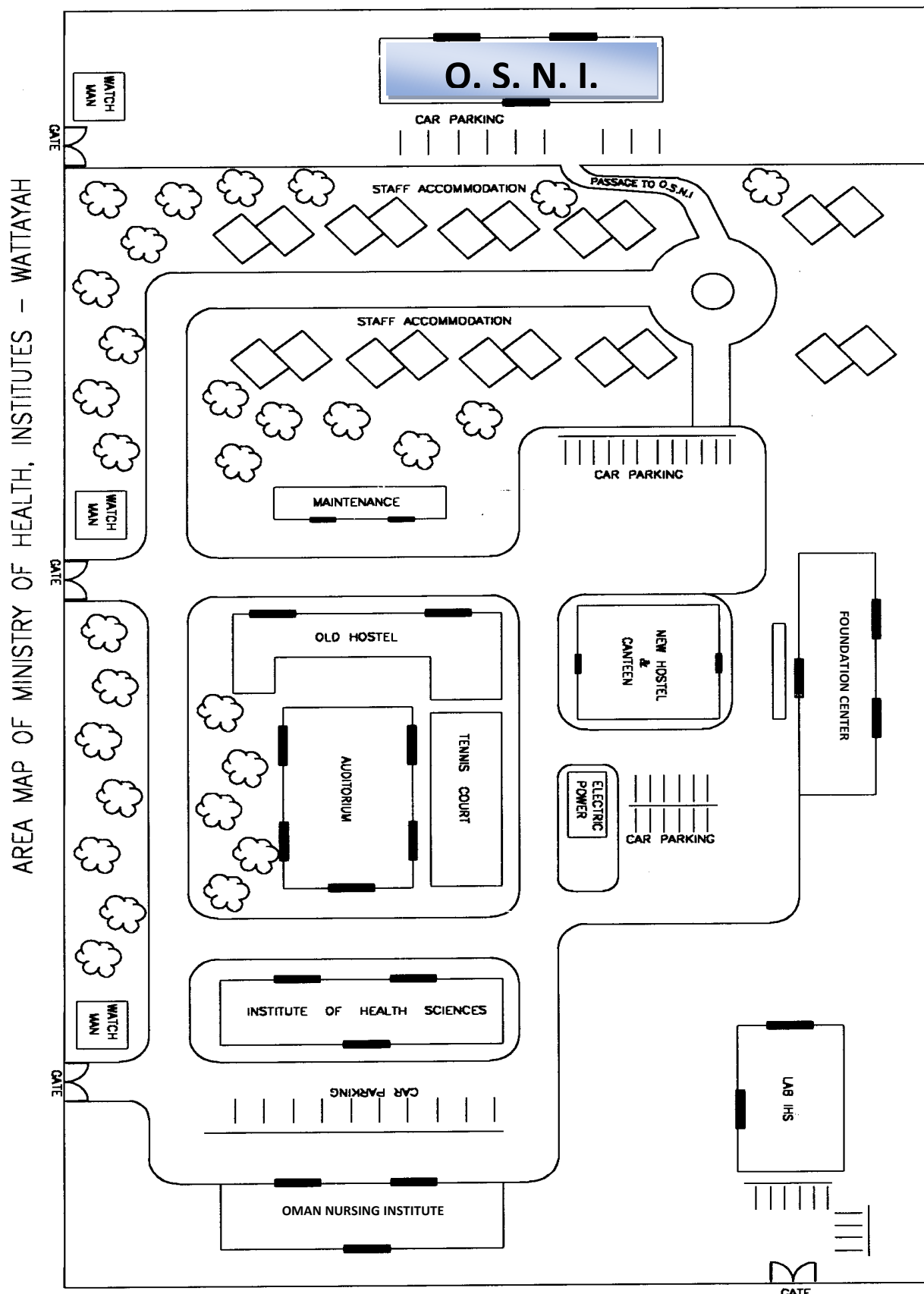
Undersecretary's recommendation/action

Undersecretary's signature:

Date:

SECTION 8 APPENDICIES

8.1. MOH Institutes Map (Alwattaya Complex)



8.2 CALCULATION FOR STUDENT'S ABSENTEEISM AS INDICATED IN THE FOLLOWING TABLE:

Theory Courses	3 Credits Course = 45 Teaching Hours		
	15% of Theory Hours 45 hrs × 0.15 = 6.75 hrs	Means: 15 % of a 3 credits theory course is = (6.75 hrs)	How to calculate the absenteeism? Absence of 4 hrs from Theory Module: (4 ÷ 45 × 100 = 8.88 hrs)
	4 Credits Course = 60 Teaching Hours		
	15% of Theory Hours 60 hrs × 0.15 = 9 hrs	Means: 15 % of a 4 credits theory course is = (9 hrs)	How to calculate the absenteeism? Absence of 4 hrs from Theory Module: (4 ÷ 60 × 100 = 6.66 hrs)
Practicum Courses	2 Credits = 90 Practicum Hours		
	15% of Practicum Hours 90 hrs × 0.15 = 13.5 hrs	Means: 15 % of a 2 credits practicum course is = (13.5 hrs)	How to calculate the absenteeism? Absence of 4 hrs from Practicum Module: (4 ÷ 90 × 100 = 4.44 hrs)
	3 Credits = 135 Practicum Hours		
	15% of Practicum Hours 135 hrs × 0.15 = 20.25 hrs	Means: 15 % of a 3 credits practicum course is = (20.25 hrs)	How to calculate the absenteeism? Absence of 4 hrs from Practicum Module: (4 ÷ 135 × 100 = 2.96 hrs)
Lab Course	1 Credit Course = 30 Lab Hours		
	15% of Practicum Hours 30 hrs × 0.15 = 4.5 hrs	Means: 15 % of a 1credit lab course is = (4.5 hrs)	How to calculate the absenteeism? Absence of 4 hrs from Lab: (4 ÷ 30 × 100 = 13.33 hrs)

8.3 PROGRAMME STUDENT CONTRACT

I _____ Student Number _____ have read and agree to abide by the relevant Organizational Regulations, named and numbered below, which are outlined in the _____ Programme, Student Handbook 2016 – 2017 and given fully in the Ministry of Health Organizational Regulation 167 / 2008: (Available on request).

Rules for Educational Institutes	Student Signature
Evaluation System & Study Progression	
Student Appeal Against Results	
Student Discipline (Attendance	
Disciplinary Action	
Policies & Procedures	
Conduct of Students During Examination	
Unfair Practice and Plagiarism Policy	
Grade Appeal Policy	
Student Attendance Policy	
Student Grievance Policy & Process	
Student Uniform Policy	

Date.....

Programme Supervisor / Acting Coordinator.....

Signature of Programme Supervisor / Acting

Coordinator.....