



Kingdom of Saudi Arabia
King Saud Bin Abdulaziz University for Health Sciences
College of Nursing, Jeddah
Community Service



TITLE:	INTERNAL POLICY AND PROCEDURE FOR COMMUNITY SERVICES ACTIVITIES
DEPARTMENT:	College of Nursing – Jeddah Community Service Committee
POLICY NUMBER:	IPP/CSA/001/2015
EFFECTIVE DATE	2016
REVIEW:	Biennial

1 PURPOSE

The purpose of this policy is to establish an operational framework for planning, implementing and documenting community service activities which maximize beneficial outcomes for target groups. It serves to coordinate all community service activities with excellence in accordance with the NCAAA best practices, as well as community service policies of King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) and College of Nursing – Jeddah (CON-J) Community Service Committee (CSC).

2 APPLICABILITY

This policy is applicable to any community service activity provided by the Community Service Committee (CSC), as well as staff, and students at College of Nursing – Jeddah (CON-J), King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) Community Service Committee.

3 RELATED REFERENCES

- 3.1. The mission and vision of the KSAU-HS and the CON-J
- 3.2. Community Service Committee, College of Nursing, Jeddah: (2015). Committee mission, vision, objectives and plans (no number...)
- 3.3. KSAU-HS Strategic Goals for Community Service (www.ksau-hs.edu.sa).
- 3.4. NCAAA. 2013. Standards for Quality Assurance and Accreditation of Higher Education Programs – Standard 11.



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4 DEFINITIONS

4.1. Community Service:

The concept of community service is defined as contributions aimed at improving the health and wellbeing of the community including services and activities to assist individuals, organizations or communities inside and outside the institution. It includes services and activities to assist individuals, organizations or communities outside the institution such as invitations to participate in campaigns or health days. It also includes participation in community-based research or development projects, and community education programs. Community service activities can be classified as curricular and extra-curricular activities.

4.2. Community Service Registration Form: The form prepared by the KSAU-HS CON-J community service activity owner before conducting the activity using the designated template (Ref: CSA/TEMP/001/2015).

4.3. Community Service Evaluation Form: The form used to measure the outcomes of a community service activity in accordance with the activity key performance indicator (Ref: CSA/TEMP/004/2015).

4.4. Community Service Report: The report submitted by the KSAU-HS CON-J community service activity owner upon completion of the activity using the designated template (Ref: CSA/TEMP/003/2015).

4.5. Community Service Action Plan: The detailed plan of activities and responsibilities for the intended community service prepared by KSAU-HS CON-J community service activity owner using the designated template (Ref: CSA/TEMP/002/2015).

5 POLICY

5.1. The Community Service Task Group-Standard 11 (CSTG-ST11) of CON-J is responsible for collecting evidence and documentation pertaining to community service in CON-J in accordance with the NCAAA best practices stated in Standard 11.

5.2. All community service activities should be registered with the (CSTG-ST11) and relevant documents, including invitations to participate, should be submitted in accordance with the approved procedures (Item # 6).

5.3. Community service owner is responsible for communicating all community service activities to faculty, staff, and students ahead of time to enhance opportunity for participation.



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5.4. The community service owner is responsible for submitting reports of completed activities to the (CSTG-ST11) at the completion of the activity. The reports should include the results of performance measurement using the designated key performance indicator (Item # 6).

5.5. The (CSTG-ST11) is responsible to maintain all data/reports received from community service owners and ensure availability to the Quality Assurance and Accreditation Unit.

6. PROCEDURE

1. Community service activity owner registers the proposed activity (i.e., course activity, community service activity) with the Community Service Task Force- Standard 11 (CSTF-S11) before the activity starts, using the community service registration form (Ref: CSA/TEMP/001/2015).
2. Community service activity owner attaches supporting documents for a proposed community service activity including an invitation (if relevant) and action plan using the appropriate form (CSA/TEMP/002/2015)
3. The (CSTF-S11) invites the activity owner to meet with the members for clarification if required.
4. The (CSTF-S11) submits the community service activity registration form to the Dean for approval if prior approval is not available.
5. The (CSTF-S11) registers the community service activity and maintains a data base of all activities.
6. Upon approval and registration of the activity, the activity owner:
 - a. Collaborates with Students Affairs to secure student participation and parental approval.
 - b. Requests participation by sending an email to all faculty and staff.
 - c. Requests the needed funds (if any) for the proposed activity by writing to the dean.
 - d. Makes logistical arrangements (transport, materials etc.).
 - e. Use and modify the approved evaluation form related to the stated KPI(s) (CSA/TEMP/004/2015).
 - f. Makes arrangements regarding media coverage, certificates, etc.
7. The community service owner implements the community service activity according to the action plan with the support of the Community Service Committee as needed.
8. The community service owner maintains accurate records, including progress reports if activity requires an extended period of time.
9. The community service owner submits final report about the completed activity including pictures, data, and conclusion to the Community Service Committee and CSTF-S11) using the community service activity report form (Ref: CSA/TEMP/004/2015).

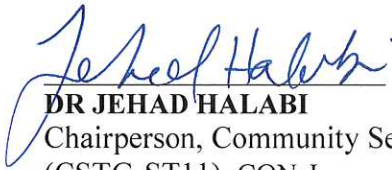


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7 APPROVAL

Prepared by:


DR JEHAD HALABI

Chairperson, Community Service Task Group-Standard 11
(CSTG-ST11), CON-J

In cooperation with Dr. Louise de Villiers, CON-J QAAU and Standard 11 Task Group

Approved:

This policy and procedure has been reviewed and approved on 1/4/16 2016.

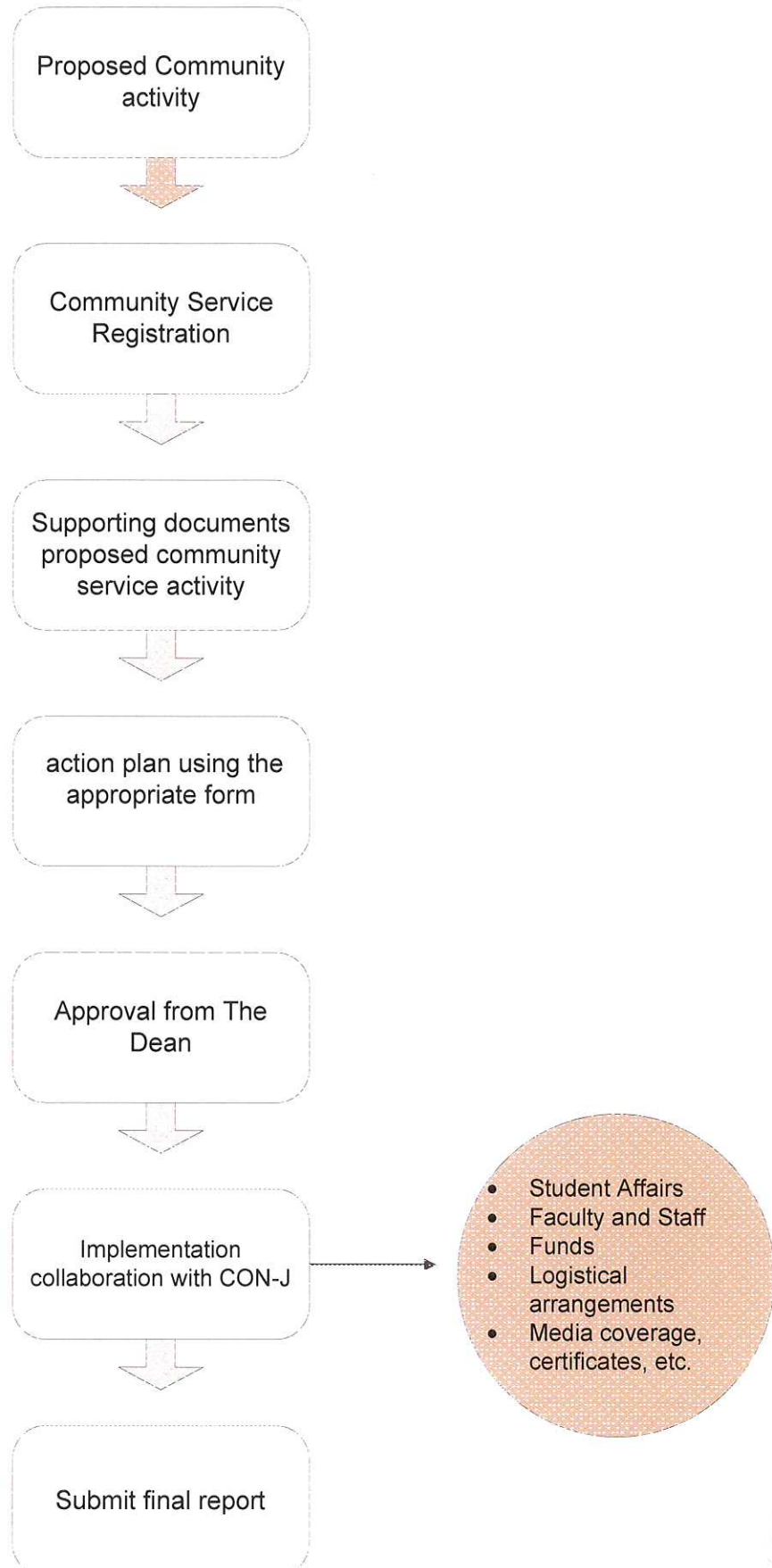


Dr TAGWA OMER

Dean, College of Nursing- Jeddah



Community Service Management Process





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Registration form: Community Service Activities

Ref: CSA/TEMP/001/2015

Title of Activity:

Date of the Activity:

Duration of the Activity:

Invitation organisation: (Attach)

Target Group:

CON-J Participants:

Goal(s) and/or Intended Outcome(s):

Goals:

- E.g. 1: To improve knowledge/awareness about cancer
E.g. 2: To contribute towards prevention of communicable disease among school children
E.g. 3: To contribute towards quality of life among DM patients

Intended outcomes:

- E.g. 1: Increased knowledge/awareness about cancer
E.g. 2: Adequate immunisation coverage among school children
E.g. 3: Identification of DM persons at risk for complications

****Key Performance Indicator (s):** (attached form)

- E.g. 1: # Target Group Satisfaction Rate (knowledge acquisition)* - (*Extent to which activity improved knowledge, based on participants' perspective)
E.g. 2: # Immunisation rate; # Inviting organisation satisfaction rate (quantity and quality)
E.g. 3: # DM complications at risk rate

Brief Description of the planned activity:

Resources:

Financial: State the financial implications for the institution.

Human: List the team members who will participate in the initiative. Indicate the team leader.

Material: List the equipment and supplies required for the initiative:

** Attach evaluation form



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Report Form: Community Service Activity

Ref: CSA/TEMP/004/2015

Title of Activity:

Date of the Activity:

Duration of the Activity:

Beneficiaries:

E.g. number of people reached

Outcome(s) Achievement:

E.g. Level of success in achieving the intended outcomes

Evidence of the Impact of the Activity (Results of KPI measurement):

Evidence of the impact of KPI:

Results:

E.g. satisfaction mean score

Challenges Experienced:

Recommendations:

Community Service Activity Owner:

Name and Title:

Signature:

Date Submitted:

Chairperson of the Community Service Standard 11 Task Force:

Name:

Signature:

Date:



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Template for Action Plan for Community Service Activity (AY 2016-2017)

Name of Activity Owner: _____

Title of Community Service Activity: _____

Institution Name: _____

Date of the Activity: _____ Time of Activity: _____

Time: XX Leaving College @ XX and Returning to College XX

Activity /Sub activity	Days and Dates	Goals/ Intended Outcomes	Owner of the sub activity	Needed Resources/ Funds/Budget, etc.	Plan details/ comments Owner/ * Faculty/students

*Note: List of faculty and students participating in the activity (Attached)