



HRS

Princess Nourah bint Abdulrahman University
College of Health and Rehabilitation Sciences

Laboratories Manual

Version One

2022

The vision and mission of the laboratory unit

Vision

Work to achieve the university's vision to be at the forefront of prestigious international universities in the educational and practical fields, by securing the latest equipment and to be model laboratories that meet the requirements of academic accreditation.

Mission

Access to all laboratories of the college to the highest level of equipment process by developing the applied side in the educational process and organizing the use of the college's technical, laboratory and practical capabilities and expertise to interact with needs of the current and the future of the university.

Objectives

- Achieving the vision and mission of the university to be in the ranks of international universities in all fields of education, research, and scientific services.
- Providing the best and latest equipment for laboratories in a typical manner that meets the requirements of academic accreditation, in coordination with the competent authorities.
- Work to provide security and safety for students and workers in laboratories.
- Preparing a scientific study for the optimal use of laboratories work to raise the level of students' performance by using modern technologies and information technology in practical applications in laboratories.
- Enabling students to benefit from laboratories and their equipment, benefit from the experiences and opinions of similar entities in this field.

Safety and Security

Implementation of fire safety and security system procedures in laboratories, which includes:

- eye wash station
- A first aid kit
- Fire extinguishers
- Ensure that there are no obstacles in front of (exits, fire extinguishers, fire bell, emergency blankets, eye wash station)
- Ensure that the exits are illuminated for the safety of evacuation
- Ensure that all exits are free of obstacles, locks, and installed tools that may prevent exit
- Ensure that laboratories and laboratory rooms have direct and unobstructed entrances to the external corridors or to any exit.
- Ensure that all doors are marked with signs indicating the use of flammable or flammable materials within this area.
 - Follow up the disposal of medical waste



Application Procedure for laboratories supply

- Requests for devices and consumables are submitted by filling out a form that is circulated in advance.
- The department's requests and consumables are included in it, and their needs are approved by the head of the department.
- Then the request is submitted by itself to the laboratories at the end of the academic year, in preparation for the new academic year.
- The laboratory unit secretary collects applications from all departments of the college.
- Requests are submitted to the purchasing coordinators in the laboratories unit to be included in the ERP system, follow up on the request, and inform the departments of the latest developments in the request.
- The unit secretary receives the applications from the receiving and loading point in the college basement to the college storage site.
 - The unit secretary collects and distributes orders to the departments, follows up on inventory, and notifies the departments in case of shortage.



Supply form

Maintenance requests Procedure of construction facilities



Maintenance requests Procedure for equipment

- The maintenance form is filled out.
- The maintenance request is submitted to the laboratory's unit in the college.
- It is submitted to the head of the department for approval.
- The form will be sent to the laboratory unit in the college.
- It is directed to the Vice Deanship of Educational Affairs in the college, and from there to the Health Affairs, provided that it is within the period specified for maintenance at the end of each semester.



[maintenance form word format](#)



Maintenance form excel format

Procedure of annual inventory records

- At the end of the academic year, the laboratories unit sends inventory forms to the college departments.
- It is signed by the head of the department.
- The inventory forms shall be sent to the laboratory unit office for approval as an annual inventory of the department.



College laboratories inventory form



Vice Rector inventory form for facility and operation



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Return Procedure

- The department raises their need to make a return in the middle of the second semester each academic year, by filing out the form for the return sent by the laboratory unit (inventory form).
- The form is sent to the laboratories unit office after being filled out.
- Submit a copy of the application to the Vice Deanship of Educational Affairs in the college.
- The return status is followed up by the Administrative and Financial Efficiency Department in coordination with the Custody Department and the necessary barcodes are drawn up.
- The return list is uploaded to be directed to the inventory management at the university through the college at the end of the academic year to be implemented during the summer vacation period.

Transfer Procedure

- The transfer form is filled out and sent to the custody office in the college.
- The request is submitted to the laboratories unit to dispense the devices to be transferred.
- Coordination is made with the designated authority to complete the transfer process and sign an updated custody transfer form.
- The barcode is placed by the custody office on the devices, and thus it is ready for transportation.



Transfer form



Permit to transport devices and equipment

The borrowing Procedure

- Apply and submit a request form to the laboratory unit office.
- State the name of the device and purpose of the borrowing.
- The form is approved by the department in possession of the device.
- Inform the department to return the borrowed item upon completion.
- Sign a return form.



Borrowing form

Reporting Procedure for missing devices

- Inform the department and the laboratories unit of the loss and the details of the accident by filing a report form.
- The report is submitted to the security unit in the college.
- Follow up the status of the report with the Security Department.



Report form for missing devices

Entry permit request Procedure

- The department submits an entry permit request to the laboratory unit office.
- The department provides IDs for the people to enter the college and the reason for entry.
- Fill in the entry permit application form.
- The laboratories unit submits the identities to the Office of Financial and Administrative Efficiency to approve the application.



College entry permit form

Internal contact information

The contact information for the laboratories chrs-lab@pnu.edu.sa

Laboratory coordinators in the departments

- Rawan Al-Qarni Department of Health Communication Sciences Ext. 40775
raalqarni@pnu.edu.sa
- Sahar Al-Shuraimi, Department of Rehabilitation Sciences Ext. 40664
shalcheremy@pnu.edu.sa
- Saja Al-Shehri Department of Radiological Sciences Ext. 40472
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External contact information

Health Affairs dgha@kaauh.edu.sa


University Vice rector for Educational Affairs

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Vice Rector for facilities and Operations

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Safety and Securityssa@pnu.edu.sa

Approved by: College Council	College Council minutes number: 12.1444 H
Date: 28 November 2022	
College Dean with signature	Dr. Maha Aldera 

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