

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES  
 COLLEGE OF DENTISTRY (COD)**



**INTERNAL POLICY & PROCEDURE**

**Subject:** CLINICAL DISCIPLINARY ACTION

**Dates: Original:** 27 November 2018

**Last Revised:**

**Effective:**

22 November 2020

**Reference:** COD-CLN/1551/2020

**Replaces Number:**

**Target Employees / Departments:** College of Dentistry Students, Academic and Student Affairs Department, Clinical Affairs, Faculty, Residents and Staff involved in pre-clinic and clinic.

Page 1 of 5

**1. PURPOSE**

The Clinical Affairs Office is committed to providing a fair and effective mechanism for handling disciplinary actions in the pre-clinical and clinical areas in College of Dentistry following rules and regulations that are in line with University standard. These policies and procedures address students, interns, residents, faculty and staffs' standards of conduct in the clinics including management of students' clinical violations. The policies and procedures are considered a guide to the college's responsible authority in reinforcing standards of conduct in College of Dentistry clinics.

**2. APPLICABILITY**

These policies and procedures apply to all College of Dentistry's students, interns, residents, faculty and staff with a single or repetitive behavior of non-compliance to clinical protocols.

**3. DEFINITIONS**

- 3.1 Comprehensive Care Clinic (CCC) – is defined as a clinic where care is planned to address all oral and dental needs of patients based on thorough diagnosis and treatment planning.
- 3.2 Faculty - teachers with different ranks in the COD-KSAU-HS involved in clinical teaching and/ or patient treatment (Full-timer and Joint Academic Appointees - JAA).
- 3.3 Student Disciplinary Committee – a governing body that is in-charge to review and investigate any illegal/irregularities on academic activity as well as clinical activities that a student may have committed and decide on what disciplinary action or appropriate course of action will be taken, if any should be administered in accordance with the executive by-law for students responsibilities and rights.
- 3.4 COD Internship Committee for Disciplinary Action – a responsible authority that is in-charge of managing any issues related to Interns conduct in their Training Center.
- 3.5 Dental Postgraduate Education Board Programs Committee – in-charge of overseeing all matters pertaining to the postgraduate education programs conducted by the Dental Services, CR
- 3.6 Indiscipline Codes – disciplinary protocol which is categorized based on the types of student's clinical violations.
- 3.7 Staff – auxiliary staff, assisting in the pre-clinical and clinical sessions in COD.



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Page 2 of 5

3.8 Interns – COD and Non-COD graduates of Doctor of Dental Medicine Program (DMD), currently trained under the College of Dentistry, KSAU-HS Internship Training Program.

3.9 Residents – dentists of postgraduate education programs conducted by Saudi Board.

### 4. POLICY STATEMENTS

- 4.1 A student who violates the College of Dentistry protocol in the pre-clinical and clinical areas and/or ethical standards will be subjected to an “Indiscipline Code.” The recurrence of such action may lead to referral to the Student Disciplinary Committee for further disciplinary action.
- 4.2 An intern who violates the College of Dentistry protocol in the pre-clinical and clinical areas and/or ethical standards will be subjected to an “Indiscipline Code.” The recurrence of such action may lead to referral to COD Internship Committee for Disciplinary Action for further action.
- 4.3 A resident who violates the College of Dentistry protocol in the pre-clinical and clinical areas and/or ethical standards will be subjected to an “Indiscipline Code.” The recurrence of such action may lead to referral to the Dental Postgraduate Education Board Committee for further action.
- 4.4 A faculty / staff who violates the College of Dentistry protocol in the pre-clinical and clinical areas and/or ethical standards will receive a verbal consultation about his/her misconduct. The recurrence of such action may lead to referral to the Associate Deans (Clinical Affairs, Academic and Student Affairs) and/ or Dean for further action.

### 5. PROCEDURES

#### 5.1 Student Violations and Disciplinary Action (see attached **Figure 1**)

- 5.1.1 A student who commits a violation under the yellow indiscipline code will be subjected to verbal advise the first time the violation is committed. If the same violation is repeated a second time, the student will be given a written warning letter. If the violation is repeated a third time, the student will be referred to the Student Disciplinary Committee for further disciplinary action.
- 5.1.2 A student who commits a violation under the orange indiscipline code will be subjected to verbal advise and dismissal from the clinic the first time the violation is committed. If the same violation is repeated a second time, the student will be given a written warning letter in addition to dismissal from the clinic. If the violation is repeated a third time, the student will be



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Page 3 of 5

suspended from attending the clinic for 2 days and will be referred to the Student Disciplinary Committee for further disciplinary action.

5.1.3 A student who commits a violation under the red indiscipline code will be referred to the Student Disciplinary Committee for further disciplinary action.

### 5.2 Interns Violations and Disciplinary Action (see attached **Figure 2**)

5.2.1 An intern who commits a violation under the yellow indiscipline code will be subjected to verbal advise the first time the violation is committed. If the same violation is repeated a second time, the intern will be given a written warning letter. If the violation is repeated a third time, the intern will be referred to COD Internship Committee for Disciplinary Action for further action.

5.2.2 An intern who commits a violation under the orange indiscipline code will be subjected to verbal advise and dismissal from the clinic the first time the violation is committed. If the same violation is repeated a second time, the intern will be given a written warning letter in addition to dismissal from the clinic. If the violation is repeated a third time, the intern will be suspended from attending the clinic for 2 days and will be referred to COD Internship Committee for Disciplinary Action for further action.

5.2.3 An intern who commits a violation under the red indiscipline code will be referred to COD Internship Committee for Disciplinary Action for further action.

5.2.4 When an intern is dismissed from the clinic, his/her patients will be covered by another intern.

### 5.3 Residents Violations and Disciplinary Action (see attached **Figure 3**)

5.3.1 A resident who commits a violation under the yellow indiscipline code will be subjected to verbal advise the first time the violation is committed. If the same violation is repeated a second time, the resident will be given a written warning letter. If the violation is repeated a third time, the resident will be referred to the Dental Postgraduate Education Board Committee for further action.

5.3.2 A resident who commits a violation under the orange indiscipline code will be subjected to verbal advise and dismissal from the clinic the first time the violation is committed. If the same violation is repeated a second time, the resident will be given a written warning letter in addition to dismissal from the clinic. If the violation is repeated a third time, the resident will be suspended from attending the clinic for 2 days and will be referred to the Dental Postgraduate Education Board Committee for further action.

5.3.3 A resident who commits a violation under the red indiscipline code will be referred to the Dental Postgraduate Education Board Committee for further action.



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Page 4 of 5

5.3.4 When a resident is dismissed from the clinic, his/her patients will be covered by another resident.

### 5.4 Faculty/staff Violations and Disciplinary Action (see attached **Figure 3**)

- 5.4.1 A faculty/staff who violates the required precautionary measures will be subjected to verbal advise the first time the violation is committed.
- 5.4.2 If the violation is repeated a second time, a written e-mail will be sent to the violator with a carbon copy to his/her department chairperson/ administrator.
- 5.4.3 If the violation is repeated a third time, a written e-mail will be sent to the violator with a carbon copy to the Associate Dean (Clinical Affairs, Academic and Student Affairs) and/ or Dean to consider further action.

### 5.5 Indiscipline Codes

Indiscipline codes are categorized into three (3) types:

#### 5.5.1 Red Indiscipline Code

- Rudeness/ Discourtesy to the staff (clinic instructors & clinical support staff; e.g. Dental Assistant, Receptionists, Unit Assistants etc.).
- Inappropriate behavior with the patient.

#### 5.5.2 Orange Indiscipline Code

- Non-compliance with/breach of the infection control policies and procedures in the clinic.
- Improper clinic attire.
- Working without an approved treatment plan.
- Unauthorized working with different clinical instructors in the same session.
- Non-compliance with clinical regulations.
- Taking patient from another student illegally.
- Starting treatment without instructor's permission.
- Non-completion of progress note.
- Eating and drinking in the clinics

#### 5.5.3 Yellow Indiscipline Code

- Tardiness
- Unauthorized leave
- Speaking / laughing loudly in the clinics



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Page 5 of 5

5.6 Record of Misconduct

- 5.6.1 Reported cases of students, interns and residents' categorized violations will be recorded by the Head of Pre-doctoral Patient Care Unit in coordination with Clinical Affairs Office.
- 5.6.2 The Head of Pre-doctoral Patient Care Unit will encode the violation using the "Record of Misconduct" form (APPENDIX I) using the above-mentioned indiscipline codes.
- 5.6.3 Clinical Affairs Office will coordinate with the concerned departments or units for action according to indiscipline codes.
- 5.6.4 The resulting disciplinary actions will be documented including verbal advice, warning letter and all decisions.

**6. APPROVAL**

*Prepared by:*

**DR. MOHAMMED AL OUSAIMI**  
ASSOCIATE DEAN, CLINICAL AFFAIRS

*Recommended by:*

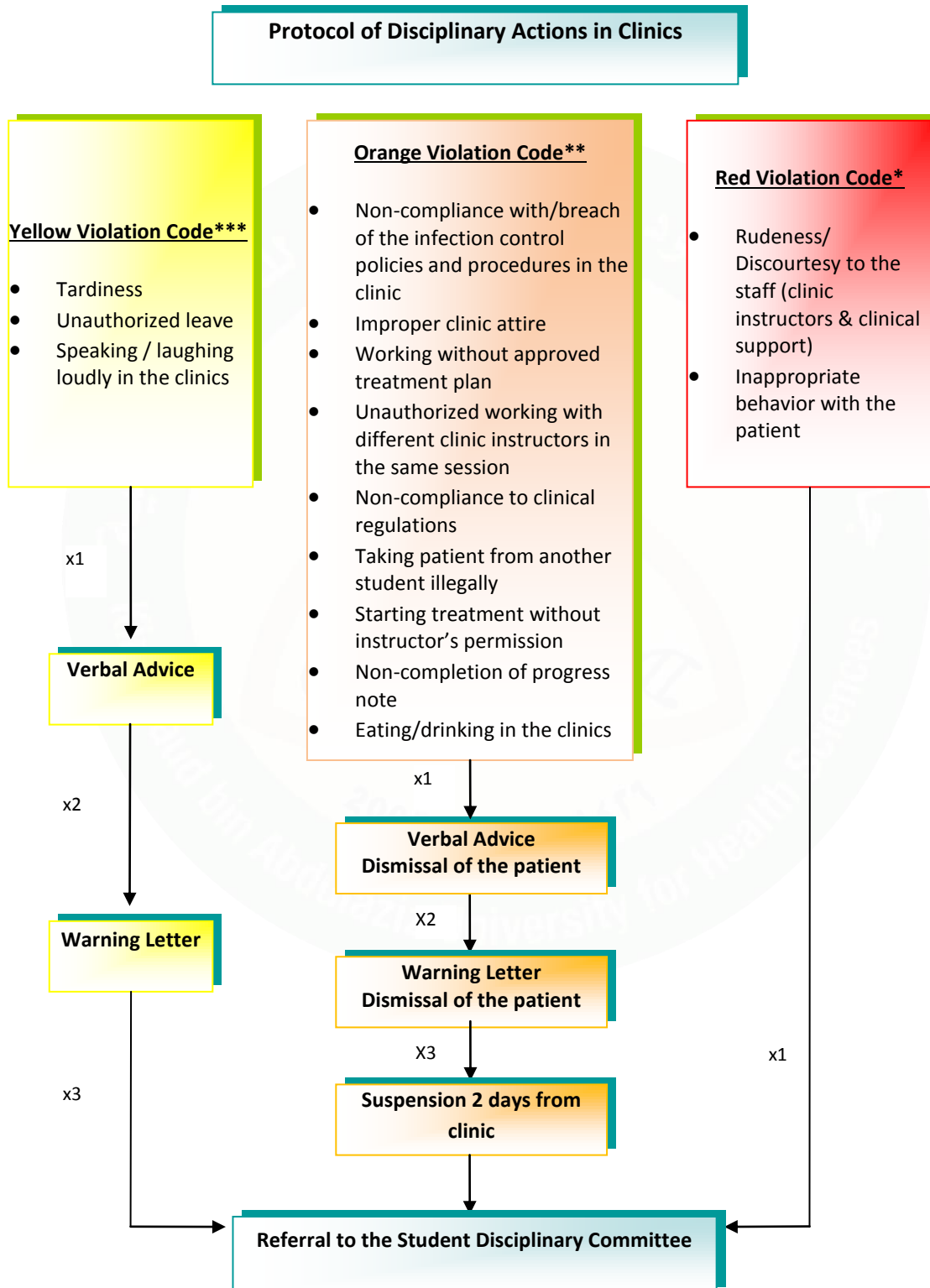
**DR. LUBNA AL KADI**  
CHAIRPERSON, ACADEMIC QUALITY  
ASSURANCE & ACCREDITATION UNIT

*Approved by:*

**DR. ALI AL EHAIDEB**  
DEAN

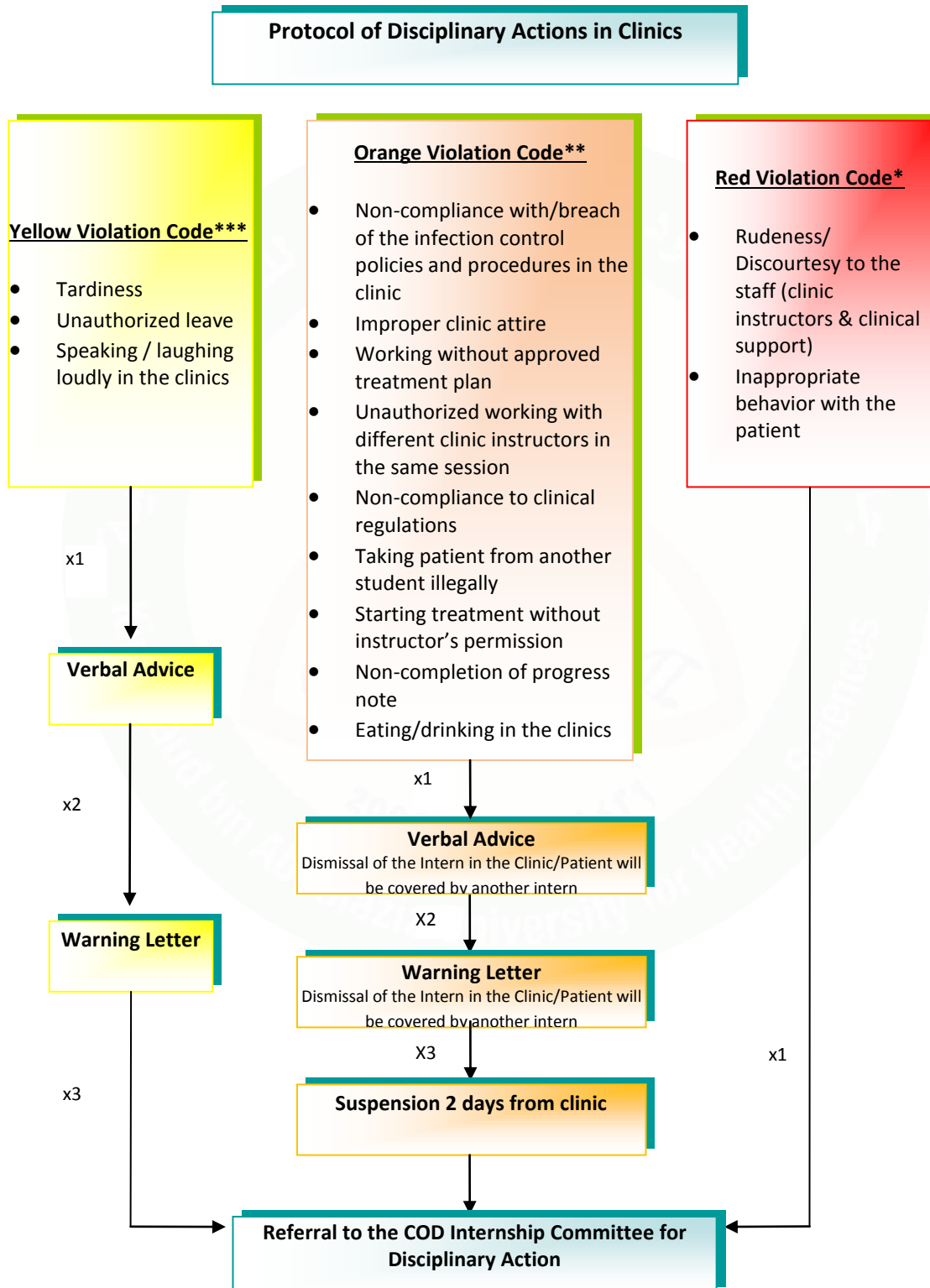


**FIGURE 1**  
**IPP - CLINICAL DISCIPLINARY ACTION (STUDENTS)**





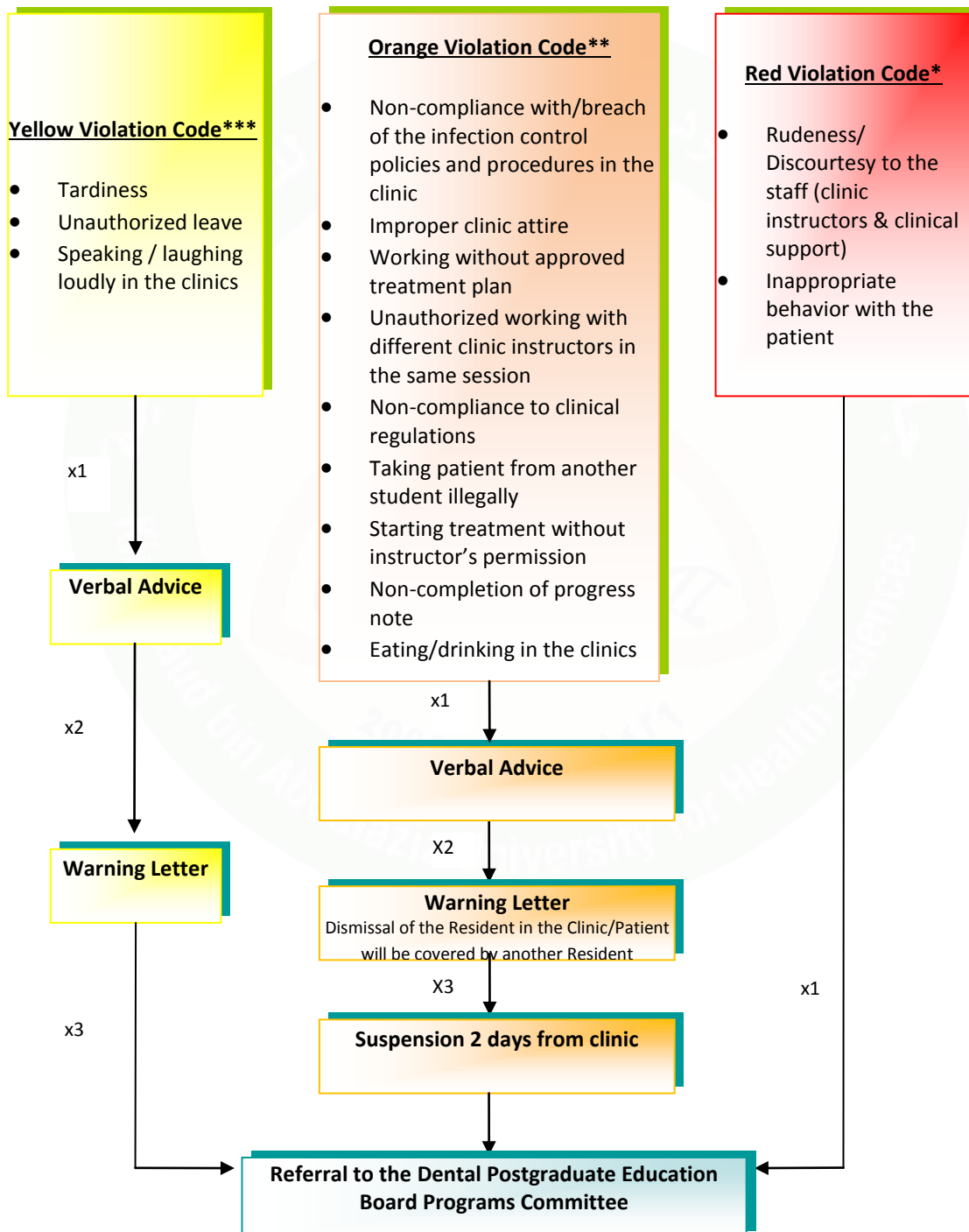
**FIGURE 2**  
**IPP - CLINICAL DISCIPLINARY ACTION (INTERNS)**





**FIGURE 3**  
**IPP - CLINICAL DISCIPLINARY ACTION (RESIDENTS)**

**Protocol of Disciplinary Actions in Clinics**







**RECORD OF MISCONDUCT**  
College of Dentistry – Clinical Affairs

Admin Assts. ☎ 4299999 x 95763/95760 Fax ☎ 8011111 x 14010 Mail Code ✉ 1243 E-mail 📧 cod\_cln@ksau-hs.edu.sa P.O. Box 📦 22490, Riyadh 11426

**STUDENT'S INFORMATION**

FACULTY  STAFF  RESIDENT  INTERN  STUDENT

NAME: \_\_\_\_\_ Badge NO.: \_\_\_\_\_

LEVE L (For Resident/Student): \_\_\_\_\_ DATE: \_\_\_\_\_

GENDER:  MALE  FEMALE

**PLEASE PUT AN (X) MARK OPPOSITE THE MISCONDUCT COMMITTED.**

**RED CATEGORY\***

- Rudeness/Discourtesy to the staff (e.g. instructors, assistant, receptionist and others).
- Inappropriate behavior with the patients.

**ORANGE CATEGORY\*\***

- Non-compliance with/breach of the infection control policies and procedures in the clinic.
- Improper clinic attire.
- Working without approved treatment plan.
- Non-compliance to clinical regulations.
- Unauthorized working with different clinic instructors in the same session.
- Taking patient from another student illegally.
- Starting treatment without instructor's permission.
- Non-completion of progress note.
- Eating and drinking in the clinics.

**YELLOW CATEGORY\*\*\***

- Tardiness
- Unauthorized leave
- Speaking/laughing loudly in the clinics

Reported by : \_\_\_\_\_ Signature: \_\_\_\_\_

Unit Head, Pre-doctoral Patient Care : \_\_\_\_\_ Signature: \_\_\_\_\_

CC: *Clinical Affairs*  
*Unit Head, Pre-doctoral Patient Care*  
*Quality Management*  
*Male & Female Student Affairs (for students)*  
*COD Internship (for interns)*  
*Dental Postgraduate (for residents)*  
*Concerned Department - Academic Affairs (faculty)*