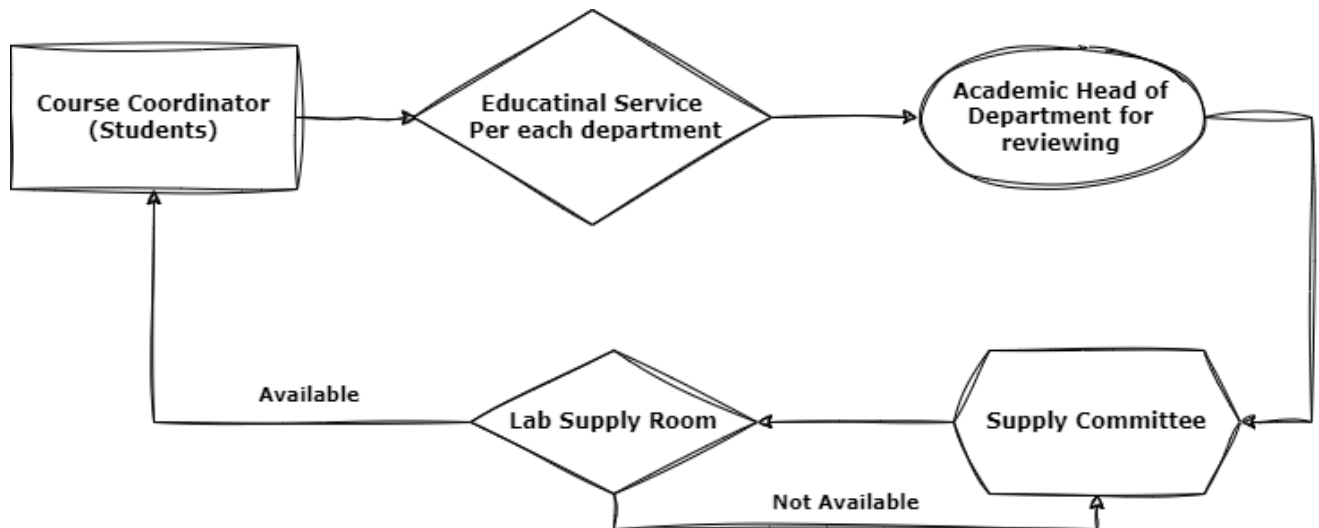


Protocol for Ordering Supplies for Pre-Clinical Courses



Objective:

This protocol outlines the standardized procedure for requesting and approving supplies necessary for the pre-clinical courses at the College of Dentistry. It aims to ensure the efficient and timely management of educational resources.

Scope:

This protocol applies to all course coordinators of pre-clinical courses at the College of Dentistry, King Khalid University.

Procedure:

1. Initial Request:

- **Course Coordinators:** Initiate requests by submitting the necessary supply lists for pre-clinical courses to the Educational Service of their respective departments.

2. Departmental Review:

- **Educational Service:** Reviews the requests to confirm alignment with educational objectives and forwards them to the Academic Head of the Department for further evaluation.

3. Approval by Academic Head:

- **Academic Head of Department:** Conducts a detailed review of the requests. If approved, forwards the requests to the Supply Committee for final approval.

4. Final Approval and Stock Check:

- **Supply Committee:** Grants final approval and forwards the approved requests to the Lab Supply Room to check for item availability.

5. Supply Room Processing:

- **Lab Supply Room Personnel:** Assess stock availability. If supplies are available, they are issued for use.
- If supplies are not available, the Head Unit of the Lab Supply Room informs the Supply Committee, which then discusses the next steps with the Academic Head of Department.

6. Documentation and Record Keeping:

- Ensures meticulous documentation of all requests, approvals, stock status, and any further communications necessary for efficient inventory management and audit compliance.

Responsibilities:

- **Course Coordinators:** Responsible for identifying the needs and initiating requests for pre-clinical course supplies.
- **Educational Service Personnel:** Tasked with reviewing the initial requests for completeness and alignment with educational goals before forwarding to the Academic Head.
- **Academic Head of Department:** Reviews and approves the requests based on departmental and educational needs.
- **Supply Committee:** Finalizes approvals and manages communications regarding stock availability with the Lab Supply Room.

- **Head Unit of Lab Supply Room:** Monitors stock, manages supply issues, and communicates with the Supply Committee about stock shortages.
- **Supply Committee & Academic Head:** Collaborate to resolve supply shortages and ensure that necessary materials are sourced promptly.

Conclusion:

This protocol ensures that requests for supplies in pre-clinical courses at the College of Dentistry are handled efficiently, maintaining a high standard of education through well-managed resource allocation.

Head of Academic Department:

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Pediatric and orthodontics	Dr. Faisal Aboud	0543380000
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