

2025

OS-G-01

**Quality and Accreditation Unit  
Guide**

Quality and Development Department

Quality and accreditation unit

Second Edition

2025

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Development

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## Introduction

This guide establishes an important framework for achieving quality performance in Al-Riyada college for health sciences, as it focuses on directing efforts and strategies towards best practices for serving the beneficiaries. The guide includes a series of procedures and policies aimed at interpreting the standards of the National Centre for Academic Accreditation and Evaluation into applicable procedures.

## College vision

Leadership in nursing education and excellence in scientific research and community service.

## College mission

Enriching society with academically and professionally distinguished nursing staff, which contributes to community service and the development of scientific research nationally and internationally.

## College values

- Justice
- Transparency
- Responsibility
- Creativity
- Teamwork
- Continuous development

## College strategic goals

1. Excellence in education and learning
2. Developing scientific research to serve societal issues
3. Elevating the status and ranking of the college locally, regionally, and globally

## Nursing program mission

Prepare professional nurses through innovative and impactful education, scientific research, and community partnership.

## Nursing program goals

1. Prepare students with a high-quality education that equips them with the professional requirements to achieve career success through nursing licensure.
2. Prepare graduate nurses to provide safe, ethical, evidence-based, and patient-centred care to diverse populations.
3. Promote an innovative and collaborative environment for learning and professional development, integrating communication and leadership skills essential for modern nursing practice.
4. Create and promote a research environment for students and faculty, advancing both education and patient care, while supporting continuous professional development and lifelong learning.
5. Encourage participation in local community services, building community partnerships within the scope of nursing and health care.

## The Quality and Accreditation Unit Tasks

The Quality and Accreditation Unit's main function is to develop, implement, and monitor quality assurance, policies, and procedures to enhance the academic standards of the College. This unit strives to develop and foster a culture of quality in all operational activities from academics to research and service. One of the main aims of the unit is to prepare the College for national institutional accreditation and national & international academic program accreditation by meeting the standards and requirements. This unit has the following tasks:

### Tasks of the Unit:

The tasks are grouped to follow a complete accreditation cycle:

**Planning → Implementation → Monitoring → Improvement → Communication.**

### 1. Strategic Alignment and Planning

1. Establish the vision and mission of the Quality and Accreditation Unit in alignment with the College and Vice Deanship.
2. Develop and update the policies, procedures, objectives, and operational frameworks of the Quality and Academic Accreditation Program.
3. Support departments in preparing program and course specifications and ensure periodic review.
4. Identify and develop academic and administrative performance evaluation measures and prepare the related manuals.

### 2. Quality Assurance System Implementation

5. Supervise the implementation and continuous development of the college-wide quality program.
6. Provide support and oversight for the implementation of national and international academic accreditation requirements for all programs.
7. Train college employees at all levels on quality assurance standards, procedures, and documentation.
8. Promote a culture of quality, performance measurement, and continuous improvement through training courses, workshops, lectures, and seminars.

### 3. Accreditation Requirements & Documentation

9. Oversee the fulfillment and documentation of all institutional accreditation requirements, including evidence collection, verification, and submission.
10. Support academic departments in conducting their self-study according to NCAAA-approved standards.
11. Prepare, review, and periodically update the College Policies and Procedures Manual.
12. Follow up the updating of the college website to ensure accuracy and alignment with accreditation needs.

### 4. Monitoring, Evaluation, and Performance Measurement

13. Collect, compile, and analyze institutional and program-level performance indicators

annually.

14. Conduct benchmarking activities with comparable local academic institutions.
15. Supervise the implementation of the annual plan for measuring program learning outcomes and ensure timely reporting.
16. Monitor the development of educational facilities, including modernization of laboratories.
17. Follow up on the performance evaluation of faculty members, academic leaders, administrative staff, and other beneficiaries.
18. Prepare periodic reports on performance evaluation results and recommend actionable improvements.

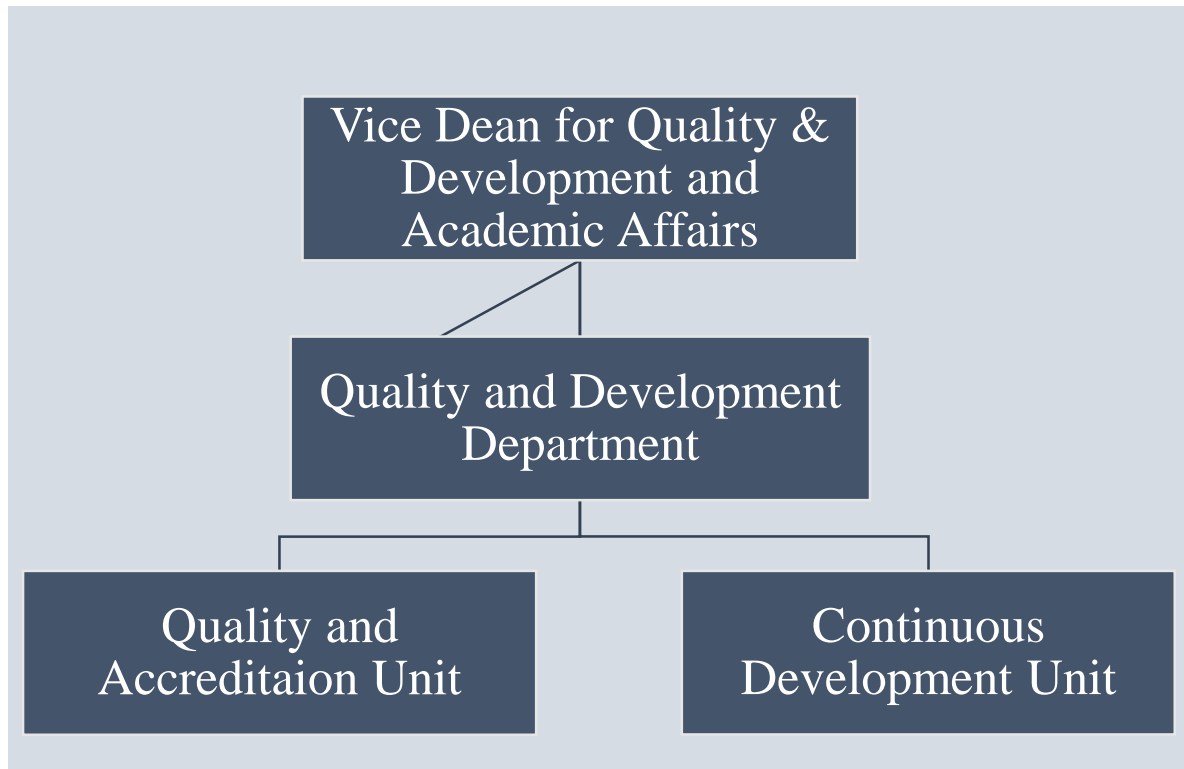
## **5. Surveys, Feedback, and Stakeholder Engagement**

19. Develop and implement mechanisms to identify the expectations and satisfaction levels of internal and external stakeholders.
20. Prepare, distribute, and analyze beneficiary satisfaction surveys; prepare reports; share results; and supervise the execution of improvement plans.
21. Announce survey results periodically to relevant stakeholders.
22. Conduct regular meetings with students, faculty members, graduates, and other beneficiaries to collect feedback and close the quality loop.

## **6. Continuous Improvement and Problem-Solving**

23. Study challenges faced by quality and development initiatives and propose evidence-based solutions.
24. Follow up on the activities related to creativity, excellence, and academic/research performance awards within the college.
25. Communicate findings, recommendations, and improvement opportunities to all relevant departments and units.

## 1- Quality and accreditation unit organizational structure



## 2- Quality and accreditation unit staff members

Name	Position	Link CV
<b>Dr. Howida Elsaba</b>	Chairman of the Unit	<a href="https://drive.google.com/file/d/12CgWb0bcYYPFmCDA-MXXER1hOSXwepGFE/view?usp=drive_link">https://drive.google.com/file/d/12CgWb0bcYYPFmCDA-MXXER1hOSXwepGFE/view?usp=drive_link</a>
<b>Dr. Amani Abdulsattar</b>	Member	
<b>Dr. Rasha Mehder</b>	Member	<a href="https://drive.google.com/file/d/1yQDmMO1n5WLWvik6cIYTljTFp9gJvQSx/view?usp=drive_link">https://drive.google.com/file/d/1yQDmMO1n5WLWvik6cIYTljTFp9gJvQSx/view?usp=drive_link</a>
<b>Dr. Ahmad Rizk</b>	Member	
<b>Mrs. Samar Milad</b>	Member	
<b>Mrs. Jehan Alghamdi</b>	Member	
<b>Mrs. Lina Kamal</b>	Member	
<b>Ms. Doha Asiri</b>	Member and Rapporteur	

## Quality and Accreditation Unit Annual Plan

No	Name Of Activities	Alignment With College Strategic Goals	Alignment With Nursing Program Goals	Responsibility	Evidences / Key Performance Indicators
1.	Working to achieve the college's mission and strategic goals in cooperation with the various departments within the college.	3	3	Quality and accreditation unit members	Prepare required documents needed for review visit for Institutional accreditation
2.	Spreading the culture of quality within the college by holding conferences, meetings, discussion sessions and events related to quality and academic accreditation.	3	3	Quality and accreditation unit members	<ul style="list-style-type: none"> <li>• Holding at least 4 activities inside the College (workshop or training program) related to quality and accreditation</li> <li>• Activating Quality Day in November of which year?</li> </ul>
3.	Providing the necessary support to all departments and units members of the college to carry out their work and activities in the field of quality in order to obtain academic accreditation.	3	3	Quality and accreditation unit members	<ul style="list-style-type: none"> <li>• Providing at least 100 consultation or quality support activities to all departments or unites members each year</li> <li>• Target satisfaction rate for quality and accreditation support (4 f at Likert scale from 5)</li> </ul>
4.	Review program specification	1	1	Quality and accreditation unit members	Review 100% of the program specification
5.	Review program report	1	1	Quality and accreditation unit members	Review 100% of the program Report

No	Name Of Activities	Alignment With College Strategic Goals	Alignment With Nursing Program Goals	Responsibility	Evidences / Key Performance Indicators
6.	Review sample of courses specification	1	1	Quality and accreditation unit members	Review at least 25% of the courses specification
7.	Review sample from course reports	1	1	Quality and accreditation unit members	Review at least 25% of the courses report
8.	Review field experience specification	1	1	Quality and accreditation unit members	Review 100% of the field experience specification
9.	Review field experience report	1	1	Quality and accreditation unit member	Review 100% of the field experience report
10.	Review sample from course guide	1	1	Quality and accreditation unit members	Review at least 25% of the courses guide
11.	Review sample of courses report	1	1	Quality and accreditation unit members	Review at least 25% of the courses report
12.	Review sample of courses portfolio	1	1	Quality and accreditation unit members	Review at least 25% of the courses portfolio
13.	Review Samples of Faculty portfolio	1	1	Quality and accreditation unit members	Review at least 25% of the Faculty portfolio

No	Name Of Activities	Alignment With College Strategic Goals	Alignment With Nursing Program Goals	Responsibility	Evidences / Key Performance Indicators
14.	Review sample of course blueprint	1	1	Quality and accreditation unit members	Review at least 25% of the course blueprint
15.	Prepare KPIs annual Report	1	1	Quality and accreditation unit members	Prepare annual KPIs report for institution and program
16.	launch the college Core surveys according to its schedule and preparing its statistical reports (the weakness, strengths and action plan is responsibility of other departments according to type of survey)	1	1	Quality and accreditation unit members	<ul style="list-style-type: none"> <li>● Launch all Core surveys</li> <li>● Launch the non- core surveys according to departmental needs</li> </ul>
17.	Review the operational plan of the program	1	1	Quality and accreditation unit members	Review 100% of the operational plans of the programs

## Appendix

Form code	Form name
QA-(F-01)	<a href="#">Course blueprint</a>
QA-(F-02)	<a href="#">Course blueprint review form</a>
QA-(F-03)	<a href="#">Course specification review form</a>
QA-(F-04)	<a href="#">Course portfolio review form</a>
QA-(F-05)	<a href="#">Course report review form</a>
QA-(F-06)	<a href="#">Course guide review form</a>
QA-(F-07)	<a href="#">Field Experience Specification review form</a>
QA-(F-08)	<a href="#">Field Experience Report review form</a>
QA-(F-09)	<a href="#">Program specification review form</a>
QA-(F-10)	<a href="#">Program report review form</a>
QA-(F-11)	Program portfolio review form
QA-(F-12)	Program annual operational plan form
QA-(F-13)	Program annual operational plan report form
QA-(F-14)	<a href="#">Program Graduate Attributes Matrix</a>
QA-(F-15)	<a href="#">Faculty portfolio review form</a>
QA-(F-16)	Employee operational plan form
QA-(F-17)	Employee operational plan report form
QA-(F-18)	<a href="#">Internal Review Visit Report – Nursing Skills Laboratory</a>
QA-(F-19)	<a href="#">نموذج مراجعة داخلية للاقسام</a>
QA-(F-20)	<a href="#">Internal Review Visit Report – Classroom</a>
QA-(F-21)	<a href="#">Student Course Equivalency Transaction Audit Form</a>
LT-P-02-(F-05)	Benchmarking Report Template.
LT-P-02(F-03)	<a href="#">Hospital Training Site Appropriateness Checklist</a>
Dashboard	<a href="#">KPIs Report and Action Plan Dashboard</a>

<b>Dashboard</b>	<a href="#"><u>Course Portfolio Dashboard</u></a>
<b>Dashboard</b>	<a href="#"><u>PLOs Assessment Cards Dashboard</u></a>