

Kingdom of Saudi Arabia
Ministry of Education
Prince Sattam Bin Abdulaziz University
College of Applied Medical Sciences



المملكة العربية السعودية
وزارة التعليم
جامعة الأمير سطام بن عبد العزيز
كلية العلوم الطبية التطبيقية

Training and Internship Unit

Internship Manual (Handbook)

1436 / 1437 H

Introduction:

The programs offered by the College of Applied Medical Sciences, the duration of studying extends for 4.5 years [with the exception of the Nursing program where the duration is only 4 years] along with a mandatory internship year for clinical training. The graduate shall not be eligible to practice the profession until he/she completes the internship year.

Moreover, the student would not be considered a graduate until he/she completes the full clinical training period of 12 months in accredited training centers under supervision of the College.

In Saudi Arabia, the Ministry of Education and the Saudi Commission for Health Specialties require an internship year program. It is a key requirement for obtaining a bachelor degree and issuing a license to practice as a Specialist.

The College Council (in the meeting number 15 on 29/4/1434 H [11/3/2013 G]) approved the first version of this Manual. Some amendments were made, and the second version was approved by the College Council (in the meeting number 11 on 13/6/1437 H [22/3/2016 G]).

We, at the Training and Internship Unit at the College of Applied Medical Sciences of Prince Sattam bin Abdulaziz University, are pleased to release this Manual of Internship Year for our students in order to provide them with the regulatory procedures pertaining to the internship year, and we wish them every success.

1. Definitions:

- **Internship Year:** A 12-month clinical /lab training begin after the completion of the student graduation requirements from the College of Applied Medical Sciences. It is considered as a complementary part of student's academic program at the College. The student shall not be eligible to practice the profession until he/she completes the training period.
- **Intern:** A student who successfully completed all the requirements for graduation from the academic program.
- **Academic Supervisor:** A faculty member in one of the academic supervisor and is assigned by the concerned Department Council to supervise the training of students during the internship year period.
- **Clinical Supervisor:** A licensed specialist at the training area who is in-charge of supervising the training activities of the interns and who is considered by the concerned academic department academically and clinically qualified to supervise the interns and to reach the goal of the internship period set by the department.
- **Training center:** It is one of the public or military hospitals or medical cities inside the Kingdom of Saudi Arabia or abroad, which is approved by the Applied Medical Sciences' College Council, and by the concerned academic department as a suitable training area satisfies the conditions set by the department.

2. Goals of the Internship Year:

- Facilitating the transition from the academic environment to the clinical life.
- Applying and developing the information that the student receives during academic courses throughout his/her clinical and/or lab trainings.
- Training the student on autonomy at work, the ability to make decisions and how to deal with different situations with a high professional competence.
- Developing the professional capacities of the student through his/her participation in working within various medical cadres in training units.
- Giving students the skills to approach the right to deal with patients and their families and enjoy a highly professional work ethic while carrying out work with patients, as well as with members of the medical team.
- Developing the ability of the student to communicate and to have professional development through continuing the medical education and participating in working with the medical cadres.
- Training the student on some of non-medical skills that are needed by each clinician such as communication skills, dictation skills, some management skills, and so on.
- Enriching the curriculum vitae of the student and discovering/learning career opportunities in the training areas.

3. Special Procedures of the Internship Year:

The Training and Internship Unit undertakes the following procedures at the beginning of the last academic semester of the graduating students, who are candidates to start the internship year upon successful completion of the last academic semester's courses:

- List/Roster names of the graduating students, who would fulfill graduation requirements upon successful completion of the last academic semester's courses.
- Guide students in filling the form that shows their desired training areas, which do not contradict the approved conditions for the training area by the concerned academic department.
- Draft official letters on behalf of the Dean of the College of Applied Medical Sciences to hospitals or medical centers, in order to take the necessary approvals of the internship training.
- If training requisitions are approved, the Coordinator of Training and Internship Unit in the academic department sends the following to the training areas: the Manual of Internship Year, internship plan, and evaluation forms.
- At the end of the academic semester, the Training and Internship Unit (at the College) conducts orientation sessions that highlight the rights and duties of the students during the internship year. Further, it provides the graduating students with the Manual of the Internship Year and explains it to them, ensuring that they comprehend the contents of it. Answering the questions raised by the graduating students and providing them with a view regarding most common obstacles and problems that they may encounter during the internship year should also take place during such orientation sessions.
- Receiving letters from the training areas regarding starting (Mobashara) dates of the students in the internship. Then drafting official letters on behalf of the Dean of the College of Applied Medical Sciences to the Dean of the Deanship of Faculty and Personnel Affairs to initiate and process the Internship Allowance for the students, ensuring the necessary forms are completed.
- Periodically, follow-up students through: visiting training areas by Training and Internship Unit Coordinator and the Academic Supervisor at the concerned department; communicating with the Clinical Supervisor at the clinical training area; and preparing reports on any visits, which also kept in the Student File in the Training and Internship Unit.
- Receive the evaluation forms after the end of the training period, review and complete the necessary for issuing the certificate of completion of the internship year from the College.

4. Conditions of Commencing the Internship Year:

- The successful completion of all the courses set by the program's curriculum at the College of Applied Medical Sciences at Prince Sattam bin Abdulaziz University.
- The internship year begins within approximately 1 month of announcing the results of the last semester of the student.

5. Approved Places for Training during the Internship Year:

- The training for internship year shall be done at Prince Sattam bin Abdulaziz University Hospital in Alkharj or at internal or external hospitals, medical cities, or the specialized research centers approved by the College Administration – for governmental and private ones.

6. Duties of Internship Student:

- Following the rules and guidelines in place at the training area.
- Following the job description for interns at the training area (if available), or the job description of Specialist under supervision of the Academic Supervisor of the concerned department.
- Following and adhering to all the training area's regulations, particularly attending and leaving on the required time as well as needed training rotations.
- Following and adhering to occupational health and safety professional regulations approved at the training area.
- Following and adhering to what is stated in the Manual of the Internship Year.
- The student must communicate with the Training and Internship Unit Coordinator if he/she experienced any emergent problem during working time, where the Coordinator would follow-up student status on a regular basis in order to avoid any problems that may hinder his/her training, and would report such problems to the concerned Supervisor of the Academic Department.

7. Rights of Internship Student:

- Student should be treated by all health care members at the training area with respect – according to Islamic law and the professional ethics. If the student has been treated inappropriately, a complaint should be raised by student to the Training and Internship Unit Coordinator at the College.
- Student should be provided a learning experience on variety of cases within training areas in order for the internship student to enrich his/her abilities and skills in the specialty.
- If some departments or experiences are not provided in the training area or if the student wishes to have such experience(s) in another training area, a requisition to find an alternative training area should be submitted by the student to the Training and Internship Unit Coordinator. The Coordinator would prepare the necessary in order for the student to have such experience in an alternative training area.
- The different training departments/units shall provide a variety of educational programs during the internship year. Those programs can fall under the educational programs of the department or prepared specifically for the internship students.
- The student has the right to attend internal conferences, scientific gatherings and workshops that are announced officially by Ministry of Education and Ministry of Health. Seven days can be used to attend such educational activities, which would increase the knowledge level of the students. Pre-approvals are necessary to attend such activities should be collected from the training area and the College. Attendance certificate should be provided after the completion of the activity.

- The student has the right to get a letter to testify that he/she is completing an internship year at any time during the training period.
- The student has the right to know the evaluation that he/she received at each department. If the student objects against his/her evaluation, he/she shall complain to the Training and Internship Unit at the College.

8. Vacation and Absenteeism System during the Internship Year:

- Internship student shall be entitled to take all the official holidays that are allowed to the government employees.
- Internship student shall be entitled to take vacation up to 15 days during the internship year with a maximum of three days at each training unit's period in the scheduled training program. If the student wishes to take the 15 days altogether at the same time, a special request should be made with reasons provided. In this latter situation, approvals from the Training and Internship Unit and the Vice Dean for Educational and Academic Affairs should be collected before the Dean's final approval.
- Internship student shall be entitled to submit a request of emergency leave up to 5 days. Student shall not be eligible to take the vacation until he/she collects the approvals from the training unit at the training area and Training and Internship Unit at the College.
- If a female intern student had a delivery during the internship year, she is allowed to take the "Maternity Leave" stated in the regulations of "Ministry of Civil Service" for governmental employees. However, any days spent in the Maternity Leave should be repeated after the vacation.

9. Penalties and Sanctions:

- If the student is absent for three months, the student should repeat such period at the end of the internship year.
- If the student is absent for more than three months, a written notification shall be sent to the student by the College, and he/she should repeat the entire internship year. However, the College Council could give exception, if the student submits an acceptable excuse, but the Internship Allowance would be deducted for the absent days.
- If the student training was stopped by the training area, an investigation committee will be formulated by the concerned academic department and should report the results to the Dean. The Training and Internship Unit would make the necessary efforts to secure an acceptance in another training area. The Internship Allowance would be stopped for the days in-between the two training areas rotations.
- The Dean has the right based on the recommendations provided by the concerned academic department to stop the internship training for an internship student if he/she is absent without acceptable reason and/or if the internship student does not adhere to the rules and regulations at the training area.
- Punishment list at Prince Sattam bin Abdulaziz University shall be applied to the student who does not follow the rules and regulations at the training areas.

10. Conditions of Making a Change/Transfer within the Internship Year:

- The internship student is not allowed to change the location or the period of his/her training until he/she receives an approval from the Training and Internship Unit of the College that is also approved by the Vice Dean for Educational and Academic Affairs. This approval shall be appropriate with the operational plan of each department and not negatively affect the number of internship students at each department.

11. Conditions of Passing the Internship Year:

- Completing the required period for the internship year.
- The internship student must get an average evaluation score of at least 70%.
- In case the internship student does not pass the minimum requirement for the evaluation at any department/unit (major or minor), the student must repeat the period that he/she did not pass. A decision would be made on this matter by the Training and Internship Unit and approved by the Vice Dean for Educational and Academic Affairs.

12. Conditions for Postponing the Internship Year:

- The student shall be allowed to defer the start date of internship year after finishing all graduation requirements and submitting an acceptable excuse. This postponing shall not exceed 3 months and both Training and Internship Unit and the Vice Dean for Educational and Academic Affairs should approve this postponing.

13. Mechanism of Evaluating the Internship Student:

- Internship student evaluation shall be done using the evaluation form that is approved by the academic department and it should be sent in a sealed envelope to the College under the name of the Dean of the Applied Medical Sciences College.
- Training Supervisor should meet the student at the end of each department/unit of his/her internship to discuss with him/her the result of received evaluations in a positive and constructive way. This discussion should involve the weaknesses and strengths of his/her performance, providing different solutions to improve the weaknesses in the future. At the end of the meeting, student should sign the evaluation form. This signature serves as a proof that a discussion of such results was completed.

14. Documents shall be Submitted for Enrolment at the Internship Year:

- A copy of academic transcript
- A copy of valid national ID
- A copy of university ID
- A copy of bank statement that shows the International Bank Account Number (IBAN) of student
- Filling in all the required forms by the College.