



# **Faculty of Applied Medical Sciences (FAMS)**

Vice Deanship for Academic Affairs

Internship Policy and General Regulations

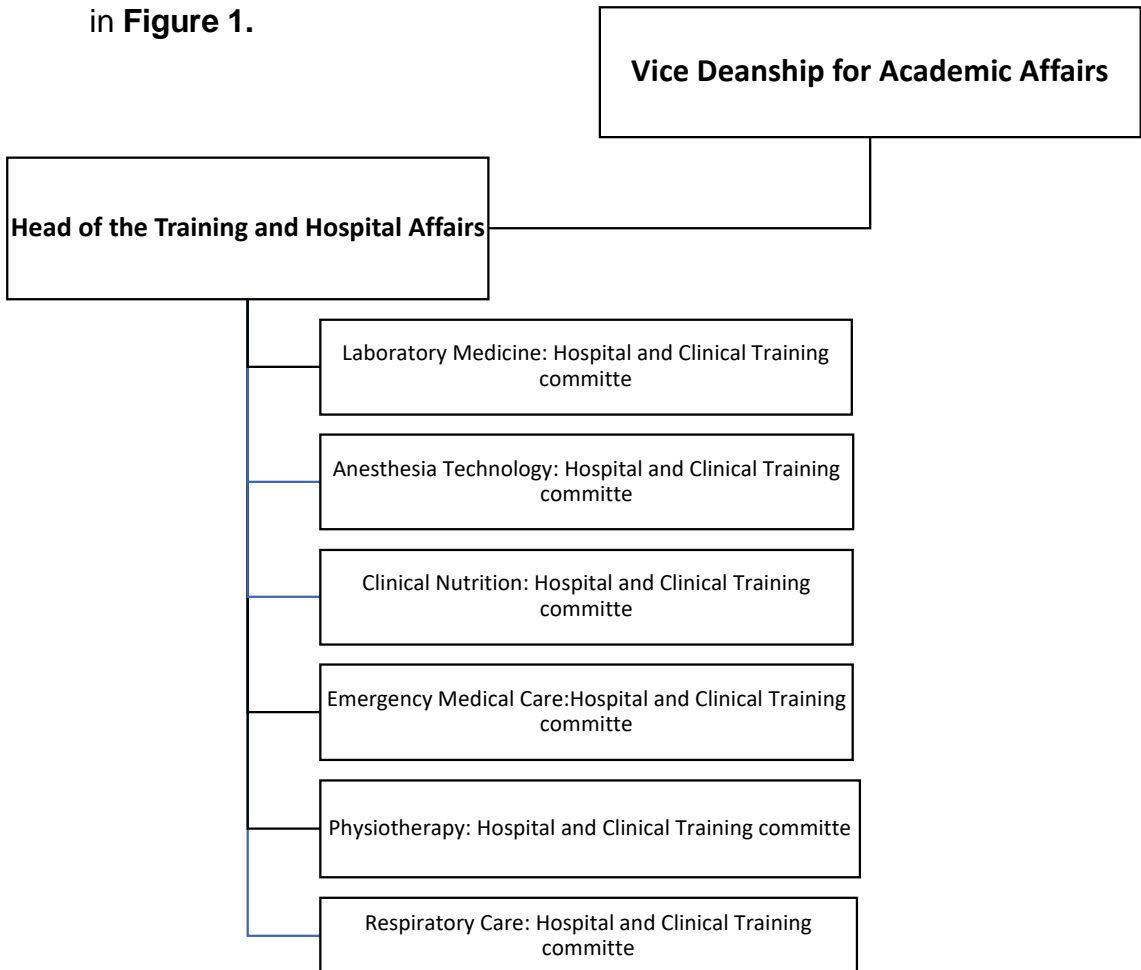


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## Introduction

The Vice Deanship operates the Training and Hospital Affairs for Academic Affairs of the Faculty of Applied Medical Sciences (FAMS). The organizational structure of the Training and Hospital Affairs is shown in **Figure 1**.



**Figure 1.** The organization structure of the Hospital and Clinical Training Affairs

The internship is an integral part of every program in Applied Medical Sciences. It allows interns to integrate and apply previously acquired knowledge and technical skills in clinical settings. The internship is arranged in the affiliated training sites of the programs, where they learn by participating in the workload of supervising professionals.

This internship booklet is prepared to orient **interns about the policy**

**and general regulations.** The beginning of this booklet describes the mission and objectives of the internship. Following this, special training, including internship schedule and rotations, interns' responsibilities, and monitoring and evaluation of interns, is described.

This booklet also guides interns about the **procedure of hospital transfer** and **problem-solving issues**. It lists different types of leaves interns are eligible for. It also describes the conditions of penalties, withdrawal from the internship, and award of internship certificate.

The later part of the booklet contains samples of various forms (Forms #1 to Form #4) to be used for approval of leaves, hospital transfer and incident reporting. In the end, contact details of internship coordinators of all programs are given, which interns of respective programs can use when needed

## **Internship Policy and General Regulations**

### **1. Internship mission and philosophy**

The Faculty of Applied Medical Sciences' mission is to offer high-quality services for patients, improve hospital clinical care through education, research, and quality assurance, and provide well-trained individuals of various applied medical sciences specialities. These can be fulfilled by delivering excellent hands-on training and tailoring high-standard training programs for each speciality according to professional needs.

### **2. The objectives of the internship**

In the Faculty of Applied Medical Sciences, the internship is an obligatory learning experience for all students. Learning can occur in several ways. First, it could be skills development or the ability to perform specific technical or professional acts. Most of these skills directly relate to what you have studied in college; few may not.

**The main objectives of the internship are to:**

1. Advance your skills in terms of clinical and practical skills to work as a professional.
2. Improve scientific attitude and ability to critical thinking.
3. Enhance professional communications skills.
4. Gain the maximum benefit from training opportunities and consider the whole training environment as a learning process, and it is a part of your curriculum.
5. Get the big picture; find out what people in the setting are doing, how they think through problems, and how they collaborate to accomplish their collective goals; ask questions, dig up information, and observe as many different events and processes as possible.
6. Develop problem-solving skills which impart in developing confidence as a competent professional.

### **3. Internship eligibility criteria**

Entry into an internship is allowed only after completing all prerequisite courses specified for the faculty program. For example, any fourth-year student who did not pass all classes or fail in one or more courses will not be allowed to start the internship in the current year. Instead, the said student will begin the training next year after passing all the courses. Sign the **agreement letter** before the beginning of the internship. Finally, attending the program's introductory meeting is obligatory for all the students before starting the internship program.

### **4. Internship duration**

The internship duration is one year (12 months, 52 weeks), including vacations and holidays. It is offered in the 5<sup>th</sup> academic year of the program and begins two weeks after the final examination of the 4<sup>th</sup> academic year.

## **5. Internship scheduling**

Interns are offered the opportunity to make a preliminary selection of preferred internship sites, and in most cases, they are offered their desired sites. However, intern pre-selection of selected internship sites does not guarantee training at these sites. Students' grades (GPA) at the end of the third academic year and availability of places in hospitals are considered while making hospital placement.

The internship schedule (days, times, and sites) is prepared by the Training and Hospital Affairs in consultation with the hospital coordinator. The intern is not allowed to make their arrangements for internship rotations or to change scheduled rotation days, times, or sites without prior approval of the hospital training coordinator and the Head of the Training and Hospital Affairs.

## **6. Internship rotations**

Rotations in the internship year depend on the program's needs. For example, the clinical Nutrition program has three rotations in 3 different hospitals. Other programs, e.g., Anesthesia, Health Administration, Physical Therapy, and Emergency Medicine, have rotations in two various hospitals. The Laboratory Medicine program is multidisciplinary (10 disciplines) in training. Therefore, the number of rotations varies depending on the availability of fields in a hospital. For example, the intern of laboratory medicine can use more than one hospital to complete their internship in all required disciplines.

## **7. Interns' responsibilities**

All interns should have two booklets; a) an internship policy and general regulations booklet and b) a program-specific internship booklet that contains the tasks for each discipline. Intern must complete the tasks list that the immediate supervisor should sign, if

possible, daily, otherwise every week. All tasks given in the internship booklet will be reviewed by the internship monitoring team of the program on their periodic visits to the training sites.

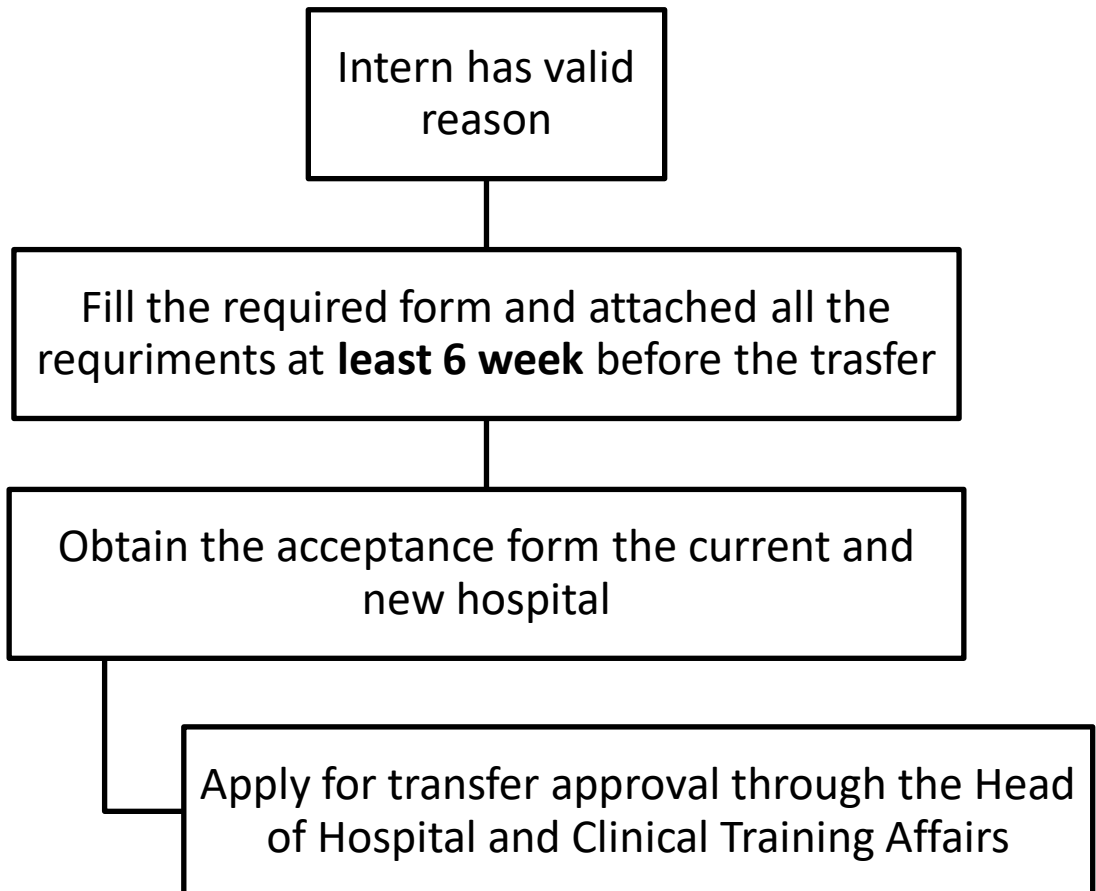
During the internship period, interns must demonstrate the following responsibilities:

- a. All interns should produce the required vaccination document.
- b. All interns should provide Basic Life Support (BLS) certificate at the beginning of the internship. In addition, the Vice Dean of Hospital Affairs office will guide in obtaining BLS certification.
- c. All interns should follow with dress code specified by the training site.
- d. Interns usually spend at least 8 hours daily, five days a week or follow the working hours of the training site where they are being trained.
- e. Interns must avoid unsafe and unprofessional conduct.
- f. Show professional behaviour and respect.
- g. Perform assigned work with responsibility.
- h. Follow hospital rules and regulations, including holidays.
- i. Attempt to establish good working relationships with all personnel in the hospital.
- j. Interns cannot change their hospitals after starting the internship, but this can be allowed (for detail, please refer to the hospital transfer section).

## **8. Hospital transfer**

Interns cannot change their hospitals after starting the internship. However, suppose the intern has any valid reason for transfer and is accepted by the departmental internship committee and the hospital training coordinator. In that case, the intern can change their hospital after completing the first rotation. The transfer process

should start at least 18 weeks before the desired date. In addition, interns need to use the “**Intern hospital transfer form**” (**Form #1**) and follow the steps outlined in **Figure 2**



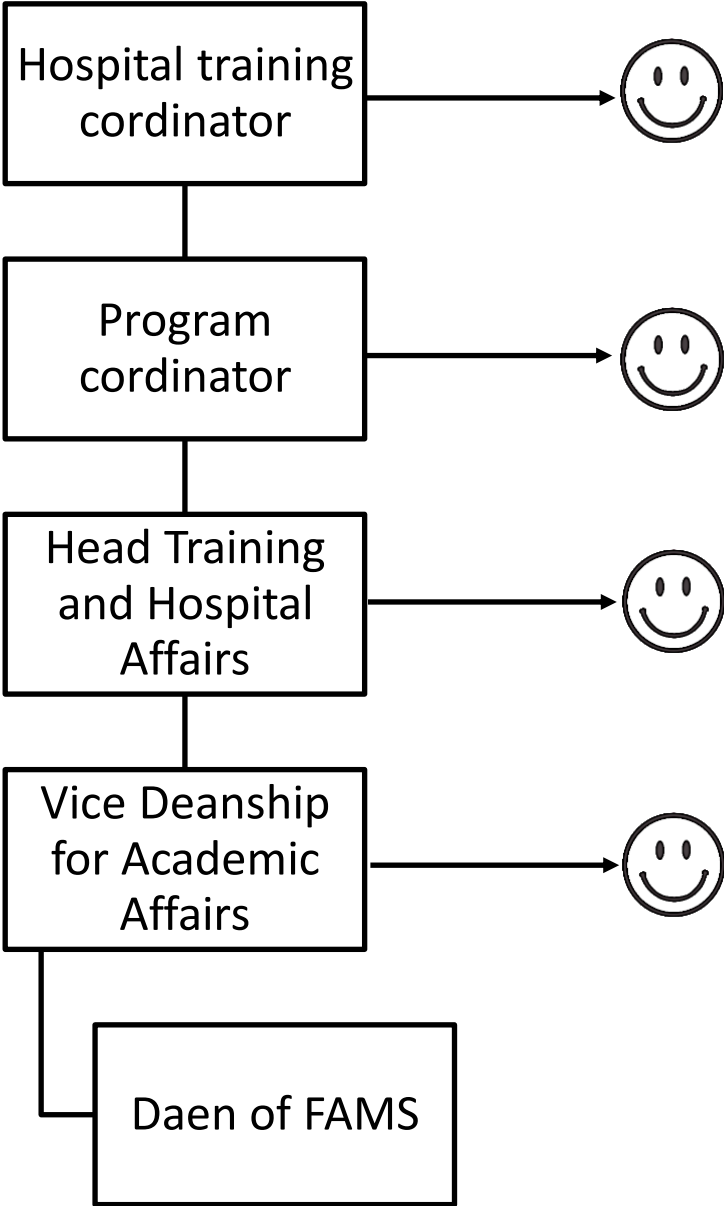
**Figure.2:** Hospital transfer flow chart

### **9. Problem-solving during internship**

Any problem the intern faces should follow the procedure outlined in **Figure 3**. The hospital training coordinator is the first person to be contacted who could solve the problem. If not solved, the university training coordinator of the program should be approached to tackle the



problem. If not solved, the Head of the Hospital and Clinical Training at FAMS must be contacted to solve the issue. If not solved, then Dean's office at FAMS needs to be approached to solve the problem. Under no circumstances should Dean be contacted directly without going through the abovementioned channels.



**Figure 3:** Problem-solving flow char

## **10. Internship supervision and monitoring**

The supervision of interns is done at two levels; one by the hospital training coordinator and the other by the program's internship coordinator designated by the departmental internship committee that should send a quarterly report to the Head of the Training and Hospital Affairs. During training at the hospital, the intern is supervised daily by the supervisor for a particular rotation. The internship monitoring team regularly visits the training sites to meet the interns and their supervisors to discuss their progress and address issues. However, urgent matters can be reported to program specific internship coordinator whenever required.

## **11. Evaluation of interns by supervisors**

Professional behaviour and technical performance are evaluated using an evaluation form designed to reflect students' competencies that they are expected to achieve on completion of their internship.

This evaluation is organized into two parts: (1) general clinical competencies, i.e., affective behaviour while at the rotation site and (2) discipline competencies, i.e., ability to demonstrate essential theoretical, practical, and technical ability in performing various procedures. In addition, both parts are rated on percent competency, including assessment of activities in the ordinary daily routine and that they would normally attend or participate in seminars/ lectures, in-service workshops, etc. In addition, evaluation forms can be seen in program specific internship booklet.

**Any intern who gets <60 marks in any rotation must repeat that rotation**

## **12. Evaluation of interns by program internship committee**

Each intern is also evaluated by the program internship committee for their professional development and continuous medical education based on their participation or attendance in faculty/University scientific conferences, seminars, symposia and workshops. In addition, the intern will also be evaluated for their commitments in filling the assigned tasks signed by the training supervisor as shown in the internship booklet and filling the intern feedback form at the end of each internship rotation. In addition, each intern must fill out the form in the program-specific internship booklet and submit it to the program internship committee at the end of the internship period. The weightage of this evaluation will be 20%.

## **13. Attendance, leaves and vacations**

- a. Interns are permitted to all public holidays (Eid-ul-Fiter, Eid Al- Adha and National day) and should follow the training site rules for these and any other kind of holidays.
- b. Interns are allowed ten annual leave and five working days of emergency leave. To use these leaves, interns must apply for approval in advance using the leave request form (**Form #2**). No intern is allowed to proceed on leave without prior permission from the Head of the Training and Hospital Affairs.
- c. Interns are granted sick leave on the provision of medical reports; if sick holiday exceeds 25% of the rotation period, and the rotation must be repeated.
- d. The training site documents the attendance.
- e. Interns are allowed two weeks of scientific or educational

leave (**Form #3**) to attend faculty/University conferences and research activities relating to their field subject to the following:

- i. Approval of training coordinator of the hospital.
  - ii. Approval of training coordinator from the college or head of the department
  - iii. Approval from Head of the Training and Hospital Affairs of the faculty.
  - iv. Provide the department with a copy of the attendance certificate.
- f. Maternity leave is four weeks after delivery.
- g. Marriage leave is five working days.
- h. Emergency and educational/scientific leave cannot be combined with other leaves.

**Table 1** below summarizes the types of leaves and the duration for each.

No	Type of leave	Duration allowed (Days or weeks)	Form to be used for approval
1	Annual	10 days	<u>Form# 2</u>
2	Emergency	5 days	<u>Form# 2</u>
3	Marriage	5 days	<u>Form# 2</u>
4	Maternity	4 weeks	<u>Form# 2</u>
5	Educational/Scientific	2 weeks	<u>Form# 3</u>

#### **14. Internship penalties**

Lack of commitment to attendance/training and improper behaviours/attitude can lead to some or all of the following:

- a. Give verbal warning to comply with the training roles regulations on the site.
- b. Repeat training in the section
- c. Move training to another hospital
- d. Terminate training program
- e. Other (should be mentioned)

The hospital coordinator will report to the internship program coordinator or Head of the Training and Hospital Affairs “**Intern Incident Report Form**” (Form #4)

#### **15. Termination conditions**

Interns will be terminated from the internship program if:

- a. They are dismissed from or fail to achieve required competencies during the particular rotation, or
- b. They do not achieve a passing grade in the required disciplines or do not maintain the average grade necessary for continuing the internship program, or
- c. They fail to abide by the policies and procedures set out by the Vice Dean for Hospitals Affairs and/or those of training sites (hospitals)
- d. Intern willing to withdraw himself/herself by own choice.

#### **16. Internship grading**

Grades for the internship are calculated using Intern Evaluation Form and evaluated by the program internship committee (intern must-see program-specific internship booklet). Percent/grades are determined based on each component's performance. The final percentage out of 100 is worked out as follows:

Hospital evaluation carries 80% weightage and 20% weightage for assessment by the program internship committee. A minimum of 60% is required to complete the internship successfully. Then, the total percentage grades are converted into letter grades according to the university grading system (Table 2).

**Table 2: University grading system for the internship year**

Letter Grade	Grade
Pass without Grade	≥60
Fail	<60

### **17. Award of internship certificate**

After completing training, the intern should submit the program-specific “**internship booklet**” signed by the supervisors for each rotation to the program internship coordinator of the Faculty. In addition, the Faculty will grant the intern a certificate after the approval of the program internship committee. The certificate will provide the overall grade obtained by the intern in training, the details of different disciplines, and the % of marks obtained in each discipline.

**Note: Any intern who fails to submit an internship booklet will not be awarded an internship completion certificate.**



## AGREEMENT LETTER

Dear Intern,

Please read the rules, regulations, and guidelines for the internship year. Sign the statement below to ensure you understand all the internship contents and fully agree to adhere to these rules, regulations, and guidelines.

**I have read, understood, and agree to adhere to this internship's rules and regulations explained in this guide booklet.**

Intern Name:.....

University ID No:.....

Department:.....

Signature:.....

## Contacts

For queries, please contact the Program Coordinator. The contact details are given in the table below.

**Table 3: Internship coordinators' contact details**

<b>No</b>	<b>Name of the Program</b>	<b>Program Coordinator</b>	<b>Contact Info</b>
<b>1</b>	Anesthesia Technology		
<b>2</b>	Clinical Nutrition		
<b>3</b>	Emergency Medical Care		
<b>4</b>	Health Administration		
<b>5</b>	Laboratory Medicine		
<b>6</b>	Physical Therapy		



# FORMS



## Hospital Transfer Form (Form #1)

Date: / /

Intern Name: ..... UQU ID: .....

Reason for transfer: .....

Hosting Hospital: .....

Training starting date: ..... Ending date: .....

Rotations completed:

..... Duration (weeks): .....

..... Duration (weeks): .....

..... Duration (weeks): .....

..... Duration (weeks): .....

Evaluation reports for completed rotations are attached:

Yes

No

The hospital Training Coordinator agrees to transfer

Yes

No

Name of Training Coordinator: .....

Signature of Training Coordinator: .....

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New Hospital: .....

Expected Training starting date: .....

Rotations to be completed:

..... Duration (weeks): .....

..... Duration (weeks): .....

..... Duration (weeks): .....

..... Duration (weeks): .....

Hospital Training Coordinator agrees to accept intern:

Yes

No

Name of Training Coordinator: .....

Signature of Training Coordinator: .....

Date: .....

Faculty Approval from Head of the Training and Hospital Affairs:

Date: / /



## Leave Request Form (Form #2)

(Annual leave, emergency leave, marriage leave, maternity leave)

Date: / /

Intern Name:.....

University ID No.:.....

Type of Leave:.....

Leave from: / / (Hijri) / / (Gregorian)  
To: / / (Hijri) / / (Gregorian)

Leave Balance:.....

Address during leave period:

Phone No.: .....

Mobile No.:.....

Joining date after leave: / / (Hijri) / / (Gregorian)

Signature of Intern: .....

Date: .....

Name of the Hospital:.....

Name of Training Coordinator:.....

Signature of Training Coordinator:.....

Head of the Training and Hospital Affairs.

Date: / /



## Educational Leave Request Form (Form #3)

*(To participate/attend faculty/university scientific conferences, seminars, workshops and research activities)*

Date:            /            /

**Intern Name: University ID No.:**

**Phone No.:** .....

**Mobile No.:** .....

**Leave Balance:**.....

**Purpose of leave:**

- To attend: Conference Seminar Workshop
- To participate/present in Conference Seminar Workshop
- Research meeting:

**Leave from:**        /        /        (Hijri)        /        /        (Gregorian)

**To:**                        /        /        (Hijri)        /        /        (Gregorian)

**Joining date after leave:**    /        /        (Hijri)        /        /        (Gregorian)

**Signature of the intern:**.....

**Name of the hospital:**.....

**Name of Training Coordinator:**.....

**Signature of Training Coordinator:**.....

**Name of Program Coordinator:**.....

**Signature of Program Coordinator:**.....

**Head of the Training and Hospital Affairs .**

Date:            /            /



## Incident Report Form (Form #4)

*(This form should be filled by the hospital or program coordinator)*

Date:        /        /

**Intern Name:**.....

**Hospital's Name:**.....

**After meeting with the training coordinator in the lab, we noticed the following:**

- Absent (without reason)
- Permission (more than usual)
- Late attendance
- Bad behaviour and attitude
- Obtained less than 60% of the evaluation in section:
- Others.....

**Based on the reason mentioned above, we decided to:**

- Give verbal warning to you to comply with the training rules and regulations in the hospital
- Repeat training in the section:.....
- Move your training to another hospital
- Terminate your training program
- Other:.....

**Name of Training Coordinator:**.....

**Signature of Training Coordinator:**.....

**Name of Program Coordinator:**.....

**Signature of Program Coordinator:**.....

**Head of the Training and Hospital Affairs**

Date:        /        /

**Internship Secretary:**

Mrs. Hana Al-Zahrani

Deanship of Academic Affairs

Faculty of Applied Medical Sciences

Umm Al-Qura University

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