

Kingdom of Saudi Arabia  
Ministry of Education  
Umm Al Qura University  
Faculty of Applied Medical Sciences  
Vice Dean for Hospital Affairs  
Emergency Medical Services Program



# Emergency Medical Services

Internship Booklet





Kingdom of Saudi Arabia  
Ministry of Education  
Umm Al-Qura University  
Faculty of Applied Medical Sciences  
Department of Emergency Medical  
Services



المملكة العربية السعودية  
وزارة التعليم  
جامعة أم القرى  
كلية العلوم الطبية التطبيقية  
قسم الخدمات الطبية الطارئة

# Emergency Medical Services Internship

<b>Intern Name</b>	
<b>University ID</b>	
<b>Training Year</b>	
<b>Training Hospital</b>	

## **Preface**

Emergency medical services practice/internship is an integral part of the emergency medical services program and is designed to provide students with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual clinical settings.

This internship booklet is prepared with the intention to provide orientation to interns about various tasks to be performed and/or observed in different disciplines during one year internship at the hospital and Red Crescent centers. The ultimate goal is that interns may acquire necessary practical skills in performing various skills which are achieved during study in different disciplines/practice areas.

The beginning of the booklet entails the description of Emergency Medical Services program stating its vision, mission, goals and objectives. Following this, particulars of internship and rules and regulations of internship are stated which each intern has to follow in addition to the instructions issued by the training site.

The main contents of this booklet are the tasks list for each discipline which interns are expected to either perform or observe during the training.

It is essential to evaluate intern's professional behavior and technical competencies that are expected to achieve on completion of internship. The later part of the booklet contains samples of various forms (**Form #1 to Form #5**) including supervisor evaluation form and interns feedback form.



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## INTERN INFORMATION

<b>Name</b>	<i>(Arabic):</i>
	<i>(English):</i>
<b>University ID</b>	
<b>National ID</b>	
<b>Mobile</b>	
<b>In case of emergency</b>	<b>Mobile No.</b>
	<b>Relation:</b>
<b>E-mail</b>	
<b>Address</b>	

## Emergency Medical Services program

### 1.1 Vision, Mission, Goals, Objectives and Values of the Program

#### 1.1.1. Vision:

To become pioneer in providing state-of-the-art educational environment allowing students to cultivate into the health care providing community, driven by compassion, guided by science, towards the safest patient care.

#### 1.1.2. Mission:

The mission of Emergency Medical Services (EMS) program at Umm Al-Qura University is to train national paramedics and rehabilitate personnel to be able to provide highest level of performance in the specialized field of emergency medical services.

#### 1.1.3. Goals:

The goals of emergency medical services program are to:

- Become a reference in emergency medical services to solve problems relating to Makkah, the Holy site and to develop the environment and society, alike.
- Produce useful knowledge through research.
- Reinforce teamwork within the university.
- Achieve permanent development of the health care.
- Fulfill societies' demand of health care providers.
- Secure participation of private and public sectors.

#### 1.1.4. Objectives:

The objectives of emergency medical services program are to:

1. Prepare interns physically, mentally and psychologically to provide emergency medical services in time and with safety to the people who are in need.
2. Train interns for emergency treatment in case of accidents and disasters.
3. Develop ability to assess and act on the basis of medical advice and appropriate immediate intervention to safe life, particularly in case of interruption of communication with medical administration.

### 1.1.5. Values:

#### Emergency medical services program observes following values:

1. Observe Islamic values. A faith and heritage that must be preserved.
2. An Islamic perspective for the stabilization and cooperation of nations in this global age.
3. General quality assurance is the first choice and foundation of a stable development.
4. Adapt continuous education method.
5. Professionally committed to the community and its needs.
6. Communicate and cooperate with public agencies, the private sectors and national and international universities.
7. Committing to the objective of providing the learning environment to teach and train students on academic research.
8. Develop the skills and abilities of interns with special talents and interns with special needs.
9. Commit responsibility to the community by providing the best services to Makkah, the Holy site, and their visitors.

### 1.1. Program description

Faculty of Applied Medical Sciences, Umm Al-Qura University offers the program leading to Bachelor degree (BSc) in Emergency Medical Services. The program provides a strong foundation in theory, training in clinical emergency, research and managements domains.

The program comprises of eight semesters plus one year internship (hospital and Red Crescent centers), after which the degree of B.Sc. in Emergency Medical services is awarded to successful candidates. A student undertaking this program must complete a total of 148 credit hours which are distributed as follows:

No.	Requirements	No. of Credit Hours
1	Preparatory year requirements	31
2	University requirements	21
3	Program core requirements	96
	Total	148

#### 1.2.1.

**The language of teaching:** English.

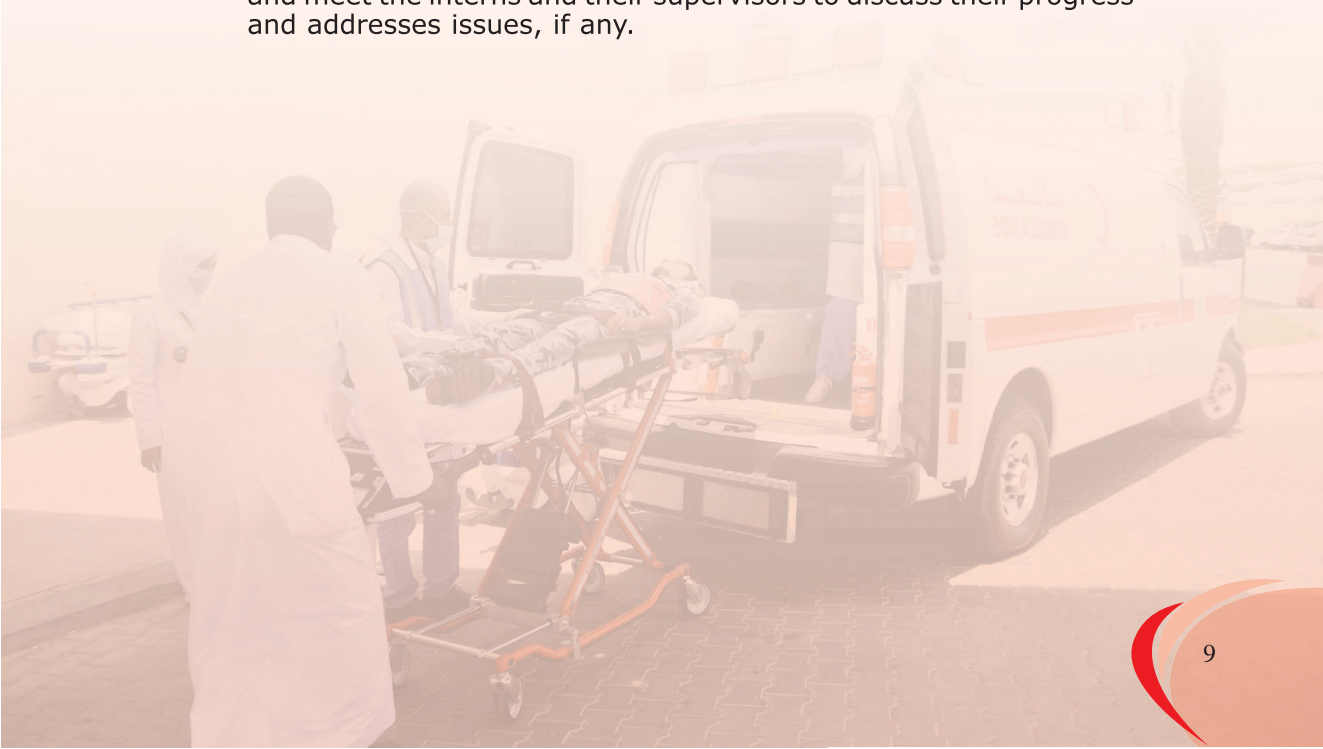


**1.2.2.** In addition, students are expected to develop certain academic skills such as essay and report writing, presentation skills and statistical analysis. These essential skills will allow the student to complete two important components of the program:

**1.1.1.1. The Research Project:** This 10 credit units course is offered in 7<sup>th</sup> semester and completing by the end of 8<sup>th</sup> semester. The students are provided with a list of projects proposals to choose from after agreement with supervisors in the department. It is expected that the students will apply knowledge and skills learnt during this course such as research methodology, data analysis and interpretation and presentation of research results during the experimental work of their research project. At the end of the course students need to submit a thesis and give a seminar on their project and defend their work in discussion.

**1.1.1.2. The Internship:** Following completion of study program, the student will receive one year practical training. This one full year (summer, first and second semesters) professional training is offered to each intern in one of the health facilities e.g., general or specialized government hospitals and at well-organized ambulance services e.g., Red Crescent. During this year, interns undergo in-depth training in emergency medical services.

The supervision of interns is done at two levels; one by the health facility training coordinator and other by the program internship coordinator who reports to Vice Dean for Hospital Affairs. During training, intern is supervised on daily basis by the health facility supervisor for particular rotation. The internship monitoring team of the program visits regularly every three month to training sites and meet the interns and their supervisors to discuss their progress and addresses issues, if any.





## INTERNSHIP SPECIFICS

### Introduction:

Internship is an integral part of Emergency Medical Services program and is designed to provide students with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual clinical settings. The internship also provide the emergency medical technician with a broader and wider scope of experience, which will reinforce the learning skills obtained from classroom and emergency instruction. Under the guidance of emergency medical services professionals and other qualified health professionals, interns learn more about various tools and procedures of emergency services, quality control and quality assurance methods and administration of other relevant services required for better patient care. They also gain an understanding of the roles and functions of the emergency medical services professionals.

### Objectives:

The internship provides applied learning experiences during which the intern should:

1. Practice and acquire clinical experience in the work area.
2. Practice skills in problem-solving techniques.
3. Perform quality control procedures.
4. Apply a comprehensive assessment in emergency situations.
5. Apply an accurate documentation about emergency situation mainly medico-legal cases honestly.
6. Apply transporting and escorting procedures of patients safely.
7. Practice priority in treating emergency cases.
8. Understand how to deal with victims and their families.
9. Know how to act in mass accidents and disasters.
10. Understand how to protect themselves in infectious and poisoning situations

The internship program is conducted in the affiliated hospitals and Red Crescent centers of the program, where interns learn by participating in the workload of a supervising emergency medical services personnel and consultants. Emphasis in each internship discipline is given on: a) organization of work, b) use of emergency medical services tools for patient support and well-being c) writing emergency notes, and d) recommendations for better management of a particular issue.

**I. Internship eligibility criteria:**

Entry in internship is allowed only after successful completion of all prerequisite courses of emergency medical services program specified. There will be no exception to carry over any course during internship.

**II. Internship duration:**

The training period for the internship is one calendar year. It is offered in 5<sup>th</sup> academic year of the program and begins two weeks after the final examination of 4<sup>th</sup> academic year.

**III. Internship disciplines:**

The internship program is spread over one year during which each intern takes training in various disciplines of emergency medical services. It covers learning and application of effective emergency medical services procedures to provide better services to customers. Broadly, it includes training in emergency department, intensive care units and operation rooms. The schedule of training for various disciplines is given in forthcoming section.

The tasks (what intern may learn) for each discipline is listed in different sections. The intern will **“perform and/or observe”** the tasks, and therefore, should tick (√) the appropriate column for each task. Each task needs to be signed by the training supervisor. If any task is not applicable, then column should be marked as “N/A” (not applicable).

**IV. Internship rotations:**

The internship program is spread over one year and completed in two rotations. Each rotation consists of 6 months training in government hospitals and 6 months in Red Crescent centers. Each intern needs to take training at both places.

Internship rotation schedule (days, times and sites) is prepared by the internship coordinator of the program in consultation with the hospital coordinator. In no case the intern is permitted to make his own arrangements for internship rotations or to change scheduled rotation days, times or sites without a prior request to and approval by the Program Faculty and Hospital Coordinators.

## **V. Internship supervision and monitoring:**

The supervision of interns is done at two levels; one by the hospital training coordinator and other by the program internship coordinator designated by the faculty for this purpose and report to Vice Dean for Hospital Affairs. During training at hospital, intern is supervised on daily basis by the training site supervisor for particular rotation.

The internship monitoring team visits training sites regularly every month and meet the interns and their supervisors to discuss their progress and addresses issues, if any. However, urgent issues can be reported to internship coordinator whenever is required. The monitoring team submits the report of each visit to program internship coordinator using a prescribed form (**Form #5**). Quarterly progress report of the internship of the program is submitted to the office of the Vice Dean for Hospital Affairs for review and action, if required.

## **VI. Interns responsibilities:**

Each intern should have two booklets; a) internship policy and general regulations booklet and b) program specific internship booklet that contains the tasks for each discipline. Each intern must go through both booklets thoroughly.

Internship policy and general regulations booklet has the details of general policy and rules and regulations of internship including vacations that all interns have to follow.

In program specific booklet each intern must complete the tasks list on daily basis which is to be signed by the immediate supervisor, if possible on daily basis, otherwise on weekly basis. All tasks given in the internship booklet will be reviewed by the internship monitoring team on their regular visits to training sites. Interns must know that filling the tasks list carries 5 marks. Any intern not filling tasks list of the disciplines in which they are trained will either lose these marks or get less marks if they have filled partially.

### **During internship period interns have to demonstrate following responsibilities:**

1. All interns should produce required vaccination document.



2. All interns should provide Basic Life Support (BLS) certification at the beginning of internship. The guidance for obtaining BLS certification will be provided by the office of Vice Dean for Hospital Affairs.
3. Perform training in accordance with hospital policies and procedures in each clinical area.
4. All interns should comply with dress code specified by the training site.
5. The intern usually spends at least 8 hours daily, 5 days/ week or follows the working hours of clinical site where intern is being trained.
6. Interns must refrain from unsafe and unprofessional conduct.
7. Exhibit professional behavior as EMS professional.
8. Perform assigned work with responsibility.
9. Adhere with hospital rules and regulations.
10. Attempt to establish good working relationships with all personnel with whom they come in contact during the internship rotation.

## **VII. Interns Evaluation:**

### **a. Evaluation of interns by EMS Supervisors at training sites:**

Professional behavior and technical performance are evaluated using an evaluation form designed to reflect interns competencies that are expected to achieve on completion of their emergency medical services internship. Evaluation by hospital EMS supervisors has 80% weightage.

This evaluation is organized into two parts: (1) general clinical competencies i.e., affective behavior while at the rotation site and (2) discipline competencies i.e., ability to demonstrate basic theoretical and practical and technical ability in performing various clinical emergency skills and procedures. Both parts are rated on percent competency, including assessment of activities that are in the normal course of daily routine of emergency medical services and that they would normally attend or participate in seminars/lectures, in-service workshops, etc.

At the end of each rotation intern will be evaluated by his/ her immediate supervisor using an evaluation form (**Form #1**) provided by the Faculty Internship Coordinator. The

supervisor will submit the evaluation form for each intern to the EMS Training Coordinator of the hospital.

A summary of internship evaluation (**Form #2**) will be prepared by the EMS Training Coordinator and at the end of internship period evaluation report of each intern will be submitted to Hospital Training and Education Office which will submit this report to Vice Dean for Hospital Affairs of the Faculty.

**b. Evaluation of interns by program internship committee:**

The evaluation of interns by program internship committee has 20% weightage. Each intern is evaluated by this committee using a prescribed form (**Form #3**). An intern must fill this form at the end of internship and submit to program internship committee for evaluation. This form has three sections:

**i. Attending and participating in scientific events:**

Intern will be evaluated for his/her professional development and continued medical education on the basis of his/her participation or attendance in faculty/university scientific conferences, seminars, symposia and workshops. Each intern must fill the details of his/her participation or attendance and attach copy of certificates when submitting the booklet at the end of internship. This section carries 10 marks. Failing to do so will lose these marks.

**ii. Commitment to fill tasks list in internship booklet:**

Intern's needs to fill the assigned tasks list for each discipline in which he/she is trained and signed by the training supervisor as shown in internship booklet. This section carries 5 marks. The program internship committee will check this and assign marks. Any intern not filling the tasks list completely will lose these marks or get less mark.

**iii. Commitment to fill intern feedback form:**

Filling intern feedback form (**Form #4**) at the end of each discipline of the internship is necessary and carries 5 marks. Any intern not filling intern feedback form for the disciplines in which he/she is trained will either lose these marks or gets less mark if filled partially.



### VIII. Intern feedback regarding the training:

Interns' evaluation of training sites is a part of our reciprocal evaluation procedure. Interns must fill intern feedback form **(Form #4)** at the end of each rotation (training in hospital and at Red Crescent centre). Interns must make sure that intern feedback form for both rotations are filled in which they trained.

### IX. Internship grading:

Grades for emergency medical services internship are calculated using intern evaluation forms **(Form #1 and #2)** and evaluation by program internship committee **(Form#3)**. Percent/grades are determined based on the performance in each of the components. The final percentage out of 100 is worked out as follows: 80% weightage will be given to hospital training evaluation and 20% weightage for program internship committee evaluation. The minimum of 60% is required for successful completion of internship. The percentage component of grades is then converted to letter grades. University grading system is used to determine the grade (please see the table below).



**Table: University grading system**

Percentage obtained	Grade	Letter Grade
95 to 100	Exceptional	A <sup>+</sup>
90 to 94	Excellent	A
85 to 89	Superior	B <sup>+</sup>
80 to 84	Very Good	B
75 to 79	Above Average	C <sup>+</sup>
70 to 74	Good	C
65 to 69	High pass	D <sup>+</sup>
60 to 64	Pass	D
Less than 60	Fail	F

**Note: All forms are available in the "Forms" section.**

**X. Award of internship certificate:**

After successful completion of training, intern should submit the "**internship booklet**" duly signed by the supervisors for each rotation to faculty program internship coordinator. The intern will be granted a certificate by the Faculty after the approval of department internship committee. The certificate will provide the overall grade obtained by the intern in the training as well as the details of different disciplines and the % of the marks obtained in each discipline.

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

## AGREEMENT LETTER

**Dear Intern,**

Please read carefully Rules, Regulations and Guidelines stated for internship year. Sign the statement below to ensure that you understood all contents of internship and agree to adhere to the Rules, Regulations and Guidelines.

**I have read, understood, and agree to adhere to the Rules, Regulations and Guidelines stated in the Emergency Medicine Internship Booklet.**

**Intern Name:** \_\_\_\_\_

**University ID No:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



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## TRAINING PLAN

Internship year for emergency medical services students is divided into two parts according to discipline of the training.

**Part 1:** Training in hospital for six months where interns are trained in emergency department, intensive care unit and operation room.

**Part 2:** Red Crescent Centers where interns work as pre-hospital care.

### Part 1: Hospital Training (6 months)

S. No	Internship Discipline	Number of Weeks
<b>1</b>	<b>Emergency Department( include)</b>	<b>16</b>
	1.1. Triage area	<b>2-3</b>
	1.2. Assessment area	<b>2-3</b>
	1.3. Trauma area	<b>2-3</b>
	1.4. Observation area	<b>2-3</b>
	1.5. Cardiac area	<b>2-3</b>
	1.6. Medical area	<b>2-3</b>
<b>2</b>	<b>Intensive care unit</b>	<b>4</b>
<b>3</b>	<b>Operation room</b>	<b>4</b>

### Part 2: Training at Red Crescent Centers (6 months)

Internship Discipline	Number of Weeks
<b>Red crescent centers</b>	<b>24</b>

## PART 1: HOSPITAL TRAINING

Training in the hospital is mainly carried out in Emergency department of the hospital. The disciplines in which interns are trained include:

1. Triage area
2. Assessment area
3. Trauma area
4. Observation area
5. Cardiac area (CPR)
6. Medical area

In addition to above, interns also receive training in various skills required to work in intensive care units and operation rooms.

The coming section describes the tasks and procedures interns need to carry out in all the areas of emergency department, intensive care units and operation rooms.





## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Triage area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in triage area of emergency care services during the internship period.

**Objectives:**

1. To decide application of personal protective equipments
2. To know the process of sorting injured people needs immediate treatment
3. To learn assessment of patients for vital signs
4. To learn how to deal with critical patients
5. To be familiar with accurate documentation system

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

A.	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) to protect themselves and person from infectious disease by wearing gloves and masks while dealing with patients.			
2	Checking of vital signs.			
3	Assessment of patients' physical and mental status.			
4	Physical examination.			
5	Psychological support for patients and their families.			
6	Transfer of patient to correct area after assessment.			
7	Escorting patients to intended area safely.			
8	Dealing critical patients immediately and with extreme care.			
9	Communication skills with other health providers.			
10	Accurate documentation.			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Assessment area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in assessment area of emergency care services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To observe and assess patients appropriately.
3. To apply frequent observation to prevent deterioration of patients.
4. To learn safe administration of drugs.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

B.	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) protects person from any infectious disease by wearing gloves and masks while dealing with patients.			
2	Checking of vital signs.			
3	Assessment of patients' physical and mental status.			
4	Physical examination.			
5	Psychological support for patients and their families.			
6	Electrocardiogram (ECG).			
7	Insertion of intravenous cannula.			
8	Collection of blood samples.			
9	Oral suction for patients.			
10	Administration of intravenous fluid.			
11	Administration of drugs.			
12	Administration of oxygen.			
10	Accurate documentation.			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Trauma area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in trauma area of emergency care services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To learn and practice skills and procedures to deal injured patients.
3. To learn safe administration of different drugs.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

C.	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) to protect themselves and others from infectious disease by wearing gloves and masks while dealing with patients.			
2	Checking of vital signs.			
3	Assessment of patients' physical and mental status.			
4	Physical examination.			
5	Psychological support for patients and their families.			
6	Placing patient in appropriate position.			
7	Insertion of intravenous cannula.			
8	Collection of blood samples.			
9	Applying different types of tractions.			
10	Administration of intravenous fluid.			
11	Administration of drugs.			
12	Administration of oxygen.			
13	Applying dressing.			
14	Applying cast.			
15	Accurate documentation.			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Observation area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in observation area of emergency care services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To observe patients frequently to prevent any deteriorations.
3. To administer drugs safely.
4. To learn different approaches to handle critical cases.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

D.	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) protects themselves and others from any infectious disease by wearing gloves and masks while dealing with patients.			
2	Checking of vital signs.			
3	Assessment of patients' physical and mental status.			
4	Physical examination.			
5	Psychological support for patients and their families.			
6	Placing patient in appropriate position.			
7	Insertion of intravenous cannula.			
8	Collection of blood samples.			
9	Neurological observation.			
10	Administration of intravenous fluid.			
11	Administration of drugs.			
12	Administration of oxygen.			
13	Continuous checking of vital and neurological signs.			
14	Insertion of nasogastric tube.			
15	Accurate documentation.			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Cardiac area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in cardiac area of emergency care services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To learn observation of patients on cardiac monitors.
3. To learn use of cardiac machines.
4. To learn critical skills and techniques to deal with cardiac patients.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A". Each task to be signed by the trainer during training of the trainee

E.	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) protects themselves and others from any infectious disease by wearing gloves and masks while dealing with patients.			
2	Check vital signs.			
3	Assessment of patients' physical and mental status.			
4	Physical examination.			
5	Psychological support for patients and their families.			
6	Placing patient in appropriate position.			
7	Insertion of intravenous cannula.			
8	Collection of blood samples.			
9	Monitoring the patient by attaching to cardiac monitor.			
10	Administration of intravenous fluid.			
11	Administration of drugs.			
12	Administration of oxygen.			
13	Electrocardiogram (ECG).			
14	Applying CPR.			
15	Insertion of endotracheal tube.			
16	Opening the airway.			
17	Suction if requested			
18	Checking cardiac machines for functioning.			
19	Accurate documentation			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## EMERGENCY DEPARTMENT

Hospital Name: \_\_\_\_\_ Section: **Medical area**  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in medical area of emergency care services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To administer drugs safely.
3. To apply close observation frequently.
4. To perform correct documentation.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

F.	Medical area	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Application of body substances isolation (BSI) protects themselves and others from infectious disease by wearing gloves and masks while dealing with patients.			
2	Assessment of patients' physical and mental status.			
3	Physical examination.			
4	Psychological support for patients and their families.			
5	Placing patient in appropriate position.			
6	Insertion of intravenous cannula.			
7	Collection of blood samples.			
8	Neurological observation.			
9	Administration of intravenous fluid.			
10	Administration of drugs.			
11	Administration of oxygen.			
12	Continuous checking of vital and neurological signs.			
13	Opening the airway.			
14	Accurate documentation.			

**Emergency Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## INTENSIVE CARE UNIT

Hospital Name: \_\_\_\_\_  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in intensive care unit during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To learn skills and procedures essentially required for this unit.
3. To observe patients on mechanical ventilators.
4. To administer drugs safely.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
	<b>Intensive care unit (ICU)</b>			
1	Application of body substances isolation (BSI) protects him from any infectious disease by wearing gloves and masks while dealing with patients.			
2	Assessment of patients' physical and mental status.			
3	Physical examination.			
4	Suctioning of patients' nasal, oral or endotracheal secretions.			
5	Insertion of intravenous cannula.			
6	Withdrawal of blood samples.			
7	Neurological observation.			
8	Administration of intravenous fluid.			
9	Administration of drugs.			
10	Administration of oxygen.			
11	Continuous checking of vital signs and neurological signs.			
12	Observing patients on ventilators.			
13	Accurate documentation.			

**Intensive care unit Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OPERATION ROOM

Hospital Name: \_\_\_\_\_  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills in operation room services during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To apply accurate suction procedure for patients.
3. To observe patients appropriately after extubation.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A". Each task to be signed by the trainer during training of the trainee

	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
	<b>Operation Room</b>			
1	Application of body substances isolation (BSI) protects person from any infectious disease by wearing gloves and masks while dealing with patients.			
2	Checking of vital signs of patient under anesthesia.			
3	Conduction of anesthesia process.			
4	Endotracheal intubation.			
5	Suctioning of patients' oral, nasal or endotracheal secretions.			
6	Insertion of intravenous cannula.			
7	Collection of blood samples.			
8	Neurological observation.			
9	Administration of intravenous fluid.			
10	Extubation process (removal of endotracheal tube).			
11	Administration of oxygen.			
12	Continuous checking of vital and neurological signs.			
13	Observing patients on ventilators.			
14	Accurate documentation.			

**Operation room Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Part 2: RED CRESCENT

Training at Red Crescent centers is very important for the interns of emergency medical services to learn all skills and techniques to handle cases in emergency. It is also of prime importance because it will be one of the workplace for them after graduation.

Emergency medical services interns will acquire full training and apply theoretical knowledge which they acquired during last four years while training in different Red Crescent Centers.

Training in Red Crescent centers will give interns an opportunity to identify and recognize ambulance and its components and how to use different devices and machines in real situation.

Emergency medical services interns will do scene size-up observation, initial assessment, physical examination, focused history and emergency treatment during training. Also they will escort the patients to different hospitals in safe and comfortable manner.

Duration of training at the Red Crescent Centers will be for six months and the interns will respond to every emergency call while they are at duty together with official employees.





## RED Crescent Training

Name of Red Crescent center: \_\_\_\_\_  
 Intern Name: \_\_\_\_\_ University ID: \_\_\_\_\_  
 Rotation Period (from/to): \_\_\_\_\_

**Goals:** Interns need to acquire practical skills and techniques at Red Crescent centers during the internship period.

**Objectives:**

1. To use available equipment to protect themselves and others.
2. To know all essential components of imbalance and their functions.
3. To learn all first aid techniques
4. To learn techniques and skills to escort the patients safely.
5. To enable interns for initial assessment of the patients.
6. To treat critically injured patients immediately under supervision.

**Tasks:** The intern will observe and/or perform the following procedures. If any task is not applicable, please mark "N/A".

Each task to be signed by the trainer during training of the trainee

	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Identify the components of ambulance.			
2	Know the functions of various components of an ambulance.			
3	Application of body substances isolation (BSI) protects person from any infectious disease by wearing gloves and masks while dealing with patients.			
4	Check vital signs of victims.			
5	Assessment of patients' physical and mental status.			
6	Work as a team member with other paramedics.			
7	Placing patients in appropriate position according to site of injuries.			
8	Insertion of intravenous cannula.			
9	Insertion of oral and nasal airway.			
10	Neurological observation.			
11	Administration of intravenous fluid.			
12	Administration of drugs.			
13	Administration of oxygen.			
14	Opening the airway.			



	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
15	Continuous checking of vital and neurological signs.			
16	Administration of oxygen by nasal cannula.			
17	Applying CPR.			
18	Ventilation by BVM (backed valve mask).			
19	Applying all types of tractions.			
20	Moving and elevating patients.			
21	Transfer patients safely.			
22	Endotracheal intubation.			
23	Accurate documentation.			
24	Application of first aid techniques			

**Red Crescent Center Training Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# FORMS





**UMM AL QURA UNIVERSITY**  
 Faculty of Applied Medical Sciences  
 Department of Clinical Technology  
 Emergency Medical Services Internship Program

**Form #1**

**Intern Evaluation (Confidential)**

I- Intern name: \_\_\_\_\_  
 I- Hospital name: \_\_\_\_\_  
 I- Department: \_\_\_\_\_

II- General Clinical Competences	Excellent	Very Good	Good	Average	Below average
<b>The intern was able to:</b>	<b>90-100</b>	<b>81-90</b>	<b>71-80</b>	<b>60-70</b>	<b>&lt;60</b>
1. Follow hospital regulations and codes.					
2. Punctuality and initiative for work.					
3. Adhere to safety rules.					
4. Exhibit verbal communication skills.					
5. Work as a dependable team member.					
<b>TOTAL (of each column)</b>					
<b>GRAND TOTAL= SUM OF ALL COLUMNS</b>					
<b>AVERAGE OF SECTION I (Grand total/5)</b>					
<b>II-Discipline Competencies</b>					
1. Application of knowledge in clinical setting					
2. Interviewing skills					
3. Assessment skills					
4. Performance of skills					
5. Decision making					
6. Interaction with patients					
7. Isolation precautions					
8. Documentation					
9. Presentation skills					
10. Response to feedback					
<b>TOTAL (of each column)</b>					
<b>GRAND TOTAL= SUM OF ALL COLUMNS</b>					
<b>AVERAGE OF SECTION II (Grand total/10)</b>					
<b>AVERAGE SUM OF SECTIONS I + II/2</b>					
<b>FINAL %</b>					

**Hospital training coordinator/Instructor:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**UMM AL QURA UNIVERSITY**  
 Faculty of Applied Medical Sciences  
 Department of Clinical Technology  
 Emergency Medical Services Internship Program

**Form #2**

**SUMMARY OF INTERNSHIP EVALUATION  
 (Confidential)**

Intern Name: \_\_\_\_\_

Intern University ID: \_\_\_\_\_

Name of the Hospital: \_\_\_\_\_

S. No.	Clinical Discipline	Final Assessment	
		Percentage (%)	Grade
1	Emergency room triage area		
2	Emergency room assessment area		
3	Emergency room trauma area		
4	Emergency room observation area		
5	Emergency room cardiac area		
6	Emergency room medical area		
7	Operation room		
8	Intensive care unit		
9	Red Crescent centers		
	<b>Total percentage (%)= sum of all %/9</b>		
	<b>Final grade</b>		

Remarks (if any): \_\_\_\_\_

\_\_\_\_\_

**Name of Hospital Training Coordinator:** \_\_\_\_\_

**Signature of Hospital Training Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**UMM AL QURA UNIVERSITY**  
 Faculty of Applied Medical Sciences  
 Department of Clinical Technology  
 Emergency Medical Services Internship Program

**Form #3**

**EVALUATION OF INTERN BY FACULTY INTERNSHIP  
 COMMITTEE  
 (Confidential)**

Each intern is also evaluated by the faculty internship committee for his professional development and continued medical education on the basis of his participation or attendance in faculty/university scientific conferences, seminars and workshops.

This section represents 20% of the total internship evaluation. Each intern MUST fill this form and submit to **Program internship coordinator** along with certificates of attendance and participation at the end of internship period for the review of internship committee.

NO	TITLE OF EVENT	VENUE	DATE	Marks Obtained
<b>I</b>	<b>ATTENDANCE/PRESENTATION IN FACULTY/UNIVERSITY CONFERENCE: (10 MARKS)</b>			
1				
2				
3				
4				
<b>II</b>	<b>COMMITMENT TO FILL TASKS FORMS IN INTERNSHIP BOOKLET (5 MARKS)</b>			
<b>III</b>	<b>COMMITMENT TO FILL STUDENT FEEDBACK FORM (FORM #4) (5 MARKS)</b>			
<b>TOTAL MARKS (20)</b>				

**Members of Program Internship Committee:**

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**UMM AL QURA UNIVERSITY**  
Faculty of Applied Medical Sciences  
Department of Clinical Technology  
Emergency Medical Services Internship Program

**Form #4**

**INTERN FEEDBACK OF INTERNSHIP  
(Intern form)**

**Year:** \_\_\_\_\_

**Training area:** \_\_\_\_\_

1. Intern Name: \_\_\_\_\_

2. Hospital Name: \_\_\_\_\_

3. Rotation Period: Dates: From: \_\_\_\_\_ to \_\_\_\_\_ (No of weeks) \_\_\_\_\_

4. Name(s) of the supervisor under whom you were trained:

\_\_\_\_\_  
\_\_\_\_\_

**I. Overview:** Check (√) explanation that most closely represents your evaluation of this section.

**1. Were intern's responsibilities and privileges discussed with you?**

- Clearly discussed
- Clear to some extent
- Not clear

**2. What is your opinion about training for interns in this section?**

- Excellent training
- Good training
- Adequately planned training
- Poorly planned training

**3. Do you feel that the responsibilities given to you in this section were according to your abilities to handle them?**

- The responsibilities given to me were suited to my ability to handle them.
- Some of the responsibilities were above my ability to handle them.
- The responsibilities given to me were too limited and too narrow.

**4. Do you feel that you gained maximum benefits of the training in this section?**

- Yes
- To some extent
- No benefit

**II. Supervision and Instruction:** Please rate the section on each item below by **circling** the appropriate number on the rating scale. The rating scale is:

**0**=Not applicable    **1**=Poor    **2**=Adequate    **3**=Above average    **4**=Excellent

		Rating Scale				
<b>A</b>	Committed to the training program	0	1	2	3	4
<b>B</b>	Supervision of intern	0	1	2	3	4
<b>C</b>	Encouraging intern learning	0	1	2	3	4
<b>D</b>	Amount of feedback given to intern	0	1	2	3	4
<b>E</b>	Friendliness toward interns' questions	0	1	2	3	4

**III. Clinical Emergency Experience:**

**1. List below the instruments/equipments/devices you operated.**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_
- 7. \_\_\_\_\_ 8. \_\_\_\_\_
- 9. \_\_\_\_\_ 10. \_\_\_\_\_

**2. List the types of skills you observed but DID NOT perform.**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_
- 7. \_\_\_\_\_ 8. \_\_\_\_\_
- 9. \_\_\_\_\_ 10. \_\_\_\_\_

**3. What additions/deletions or suggestions would you like to make for the training in this section? Please explain.**

- Additions:** \_\_\_\_\_
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

- Deletions:** \_\_\_\_\_
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

**Suggestions:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**IV. Academic/Clinical correlation:**

**1. Did you find correlation between previously learned theories/concepts (at university) and their practical application during training in this section? If your answer is "no", please explain.**

yes

no

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. What recommendations would you like to make to correlate your learning theories/concepts (at university) with the practical experience during training in this section?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Intern Signature:** \_\_\_\_\_

**Date of rotation: From:** \_\_\_\_\_ **To** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_





**UMM AL QURA UNIVERSITY**  
 Faculty of Applied Medical Sciences  
 Department of Clinical Technology  
 Emergency Medical Services Internship Program

**Form #5**

**Internship Monitoring Report**

**Year:** \_\_\_\_\_

1<sup>st</sup> Visit                       2<sup>nd</sup> Visit                       3<sup>rd</sup> Visit

Name of the Hospital: \_\_\_\_\_

Name of the Hospital Training Coordinator: \_\_\_\_\_

**A: FEEDBACK FROM HOSPITAL TRAINING COORDINATOR:**

Intern Performance	Excellent	Very Good	Good	Average	Below average
	90-100	81-90	71-80	60-70	<60
1. Follow hospital rules and regulations.					
2. Punctuality and initiative for work.					
3. Adhere to safety codes.					
4. Exhibit verbal communication skills.					
5. Work as a dependable team member.					
<b>Problems with interns, if any.</b>					

**B: FEEDBACK FROM INTERSHIP STUDENTS:**

Intern Experience	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
	5	4	3	2	1
1. The internship is giving me a better understanding of concepts and skills.					
2. I am given level of responsibilities which is consistent with my abilities.					
3. My supervisor is available and accessible when I have questions.					
4. I have regular meeting with my supervisor and receive constructive feedback.					
5. Are you all using UQU internship booklet.	<b>Yes</b>		<b>No</b>		
6. <b>If yes</b> , does this booklet provide you useful guidance for internship?					
7. <b>If not</b> , please state the difficulties.					
<b>8. Any Suggestions:</b>					





**HOSPITAL COORDINATOR’S FEEDBACK ON UQU INTERNSHIP BOOKLET:**

Name of the Hospital					
Hospital Coordinator’s impression on UQU internship booklet	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
	5	4	3	2	1
1. Is this hospital using UQU internship booklet for UQU interns?	Yes		No		
<b>If yes,</b> 1.1. This booklet provides useful guidance to internship students.					
1.2. It is helping hospital supervisors to be aware of the tasks to be met by the interns in each discipline.					
1.3. Interns are using UQU internship booklet.					
1.4. Interns experience any difficulty in following internship booklet.					
2. If hospital is <b>not</b> using UQU internship booklet, please state the difficulties.					

Name of the Hospital Training Coordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Members Name: \_\_\_\_\_

Members Signatures: \_\_\_\_\_

## CONTACTS

### INTERNSHIP SECRETARIES:

#### a) For Male Students:

**Mr. Abdulraman Imam**

E-mail: [amimam@uqu.edu.sa](mailto:amimam@uqu.edu.sa)

Tel: 5270000-012 Ext 4251

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**In case of no response from above persons please contact:**

### VICE DEAN FOR HOSPITAL AFFAIRS:

**Dr. Maher Al-Andiyjany**

**E-mail:** [mnandiyjany@uqu.edu.sa](mailto:mnandiyjany@uqu.edu.sa), [vd\\_amdh@uqu.edu.sa](mailto:vd_amdh@uqu.edu.sa),

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تصميم واخراج

