

# **Internship Policy and General Regulations**

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

<b>Name of the Program</b>	
<b>Name of the Intern</b>	
<b>University ID</b>	
<b>Training Year</b>	
<b>Training Hospital</b>	

## ***Preface***

Internship is an integral part of every program of Applied Medical Sciences and is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual clinical settings. Internship is arranged in the affiliated training sites of the programs, where they learn by participation in the workload of supervising professionals.

This internship booklet is prepared with the intention to provide orientation to interns about the policy and general regulations. The beginning of this booklet describes the mission and objectives of internship. Following this, particulars of internship including internship schedule and rotations, interns' responsibilities, and monitoring and evaluation of interns are 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 and withdrawal from 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. At the end, contact details of internship coordinators of all programs are given which interns of respective programs can use when needed.

## CONTENTS

1. Internship mission and philosophy.....	4
2. The objectives of the internship.....	4
3. Internship eligibility criteria.....	5
4. Internship duration.....	5
5. Internship scheduling .....	5
6. Internship rotations .....	5
7. Interns' responsibilities.....	6
8. Problem solving during internship.....	6
9. Hospital transfer.....	6
10. Internship supervision and monitoring.....	8
11. Evaluation of interns by supervisors.....	8
12. Evaluation of interns by program internship committee.....	9
13. Attendance, leaves and vacations .....	9
14. Internship penalties.....	10
15. Termination conditions .....	11
16. Internship grading .....	11
17. Award of internship certificate .....	12
18. Agreement letter.....	13
19. Forms.....	14
19.1. Form #1: Intern hospital transfer form.....	15
19.2. Form #2: Intern leave request form.....	16
19.3. Form #3: Intern educational leave request form.....	17
19.4. Form #4: Intern incident report form.....	18
20. Contacts.....	19

# Faculty of Applied Medical Sciences

## Internship Policy and General Regulations

### 1. Internship mission and philosophy

The mission of Faculty of Applied Medical Sciences (FAMS) is to offer high quality services for patients; to improve hospital clinical care by education, research and quality assurance; and to provide well-trained individuals for the current and the next generation of various Applied Medical Sciences specialties. These can be fulfilled by providing excellent hands-on-training and tailoring high standard training programs for each specialty according to the professional needs.

### 2. The objectives of the internship

At FAMS, the internship is a learning experience that is obligatory for all students. Learning can occur in a number of ways. It could be by skills development or by acquiring the ability to perform certain technical or professional acts. Most of these skills are related what you have studied in the college directly; few may not. The main objectives of internship are to:

1. Advance your skills in terms of clinical and practical skills to work as professional.
2. Improve scientific attitude and ability to critical thinking.
3. Enhance professional communications skills.
4. Gain the maximum benefit from training opportunity and consider the whole training environment as a process of learning 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, how they collaborate to accomplish their collective goals; ask questions, dig up information, observe as many different events and processes as you can.
6. Develop problem solving skills which imparts in developing confidence as a competent professional.

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

Entry in internship is allowed only after successful completion of all prerequisite courses specified for the particular program of the faculty. Any fourth year student who did not pass all courses or fail in one or more courses will not be allowed to start the internship in the current year of the internship. The said student will start the internship next year after passing all the courses.

### **4. Internship duration**

The duration of internship is one year (12 months, 48 weeks). 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.

### **5. Internship scheduling**

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

Internship 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 not allowed to make his or her own arrangements for internship rotations or to change scheduled rotation days, times or sites without prior approval of the hospital training coordinator and the Vice Dean for Hospital Affairs.

### **6. Internship rotations**

Rotations in the internship year depend on the program needs. Clinical Nutrition program has 3 rotations in 3 different hospitals. Other programs e.g. Anesthesia, Health Administration, Physical Therapy, and Emergency Medicine have 2 rotations in two different hospitals. Laboratory Medicine program is multidisciplinary (10 disciplines) in training. Therefore, number of rotations varies depending on the availability of disciplines in a hospital. The intern of laboratory medicine can use more than one hospital to complete his/her internship in all required disciplines.

## 7. Interns' responsibilities

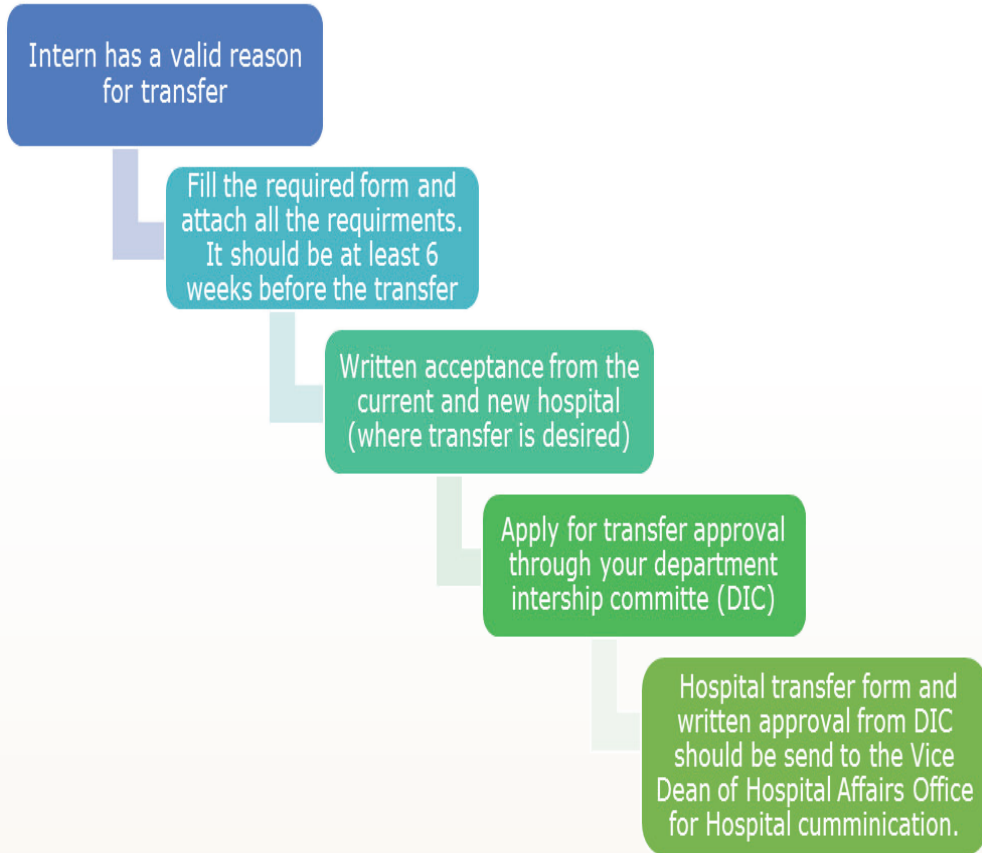
All interns should have two booklets; a) internship policy and general regulations booklet and b) program specific internship booklet that contains the tasks for each discipline. Intern must complete the tasks list that should be signed by the immediate supervisor, if possible on daily basis, otherwise on weekly basis. All tasks given in the internship booklet will be reviewed by the internship monitoring team of the program on their periodic visits to the training sites.

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) certificate at the beginning of internship. The guidance for obtaining BLS certification will be provided by the office of the Vice Dean for Hospital Affairs.
3. All interns should follow with dress code specified by the training site.
4. Interns usually spend at least 8 hours daily, 5 days/week or follow the working hours of training site where he/she is being trained.
5. Interns must avoid unsafe and unprofessional conduct.
6. Show professional behavior and respect.
7. Perform assigned work with responsibility.
8. Follow with hospital rules and regulations including holidays.
9. Attempt to establish good working relationships with all personnel in the hospital.
10. Interns cannot change their hospital after starting internship. However, under special circumstances this can be allowed (for detail please refer to the hospital transfer section).

## 8. Hospital transfer

Interns cannot change their hospital after starting internship. However, if the intern has any valid reason for transfer and accepted by departmental internship committee as well as by the hospital training coordinator, the intern can change his/her hospital after completion of the first rotation. The process of transfer should start at least 6 weeks before the desired date. Interns need to use "**Intern hospital transfer form**" (**Form #1**) and follow the steps outlined in **Figure-1**.



**Figure.1: Hospital transfer flow chart**

## 9. Problem solving during internship

Any problem faced by the intern, he/she should follow the procedure outlined in **Figure 2**. Hospital training coordinator is the first person to be contacted who could solve the problem. If not solved, university training coordinator of the program should be approached to tackle the problem. If not solved, Vice Dean for Hospital Affairs Office at FAMS must be contacted for the solution of the issue. If not solved, then Dean's office at FAMS needs to be contacted for solving the problem. Under no circumstances, Dean should be contacted directly without going through the channels mentioned above.



### Problem Solving Flow Chart



**Figure.2 : Problem solving flow chart**

## 10. Internship supervision and monitoring

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

## 11. Evaluation of interns by supervisors

Professional behavior and technical performance are evaluated using an evaluation form designed to reflect student’s competencies that are expected to achieve on completion of their internship.

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, practical, and technical ability in performing various procedures. Both parts are rated on percent competency, including assessment of activities that are in the normal course of daily routine and that they would normally attend or participate in seminars/ lectures, in-service



workshops, etc. Evaluation forms can be seen in program specific internship booklet.

**Any intern gets <60 marks in any rotation has to repeat that particular rotation.**

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

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

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

1. Interns are permitted to all public holidays (Eid-ul-Fiter, Eid Al- Adha and National day) and should also follow the training site rules for these and any other kind of holidays.
2. Interns allowed 10 working days annual leave and 5 working days emergency leave. To use these leaves interns need to apply for approval in advance using leave request form (**Form #2**). No intern is allowed to proceed on leave without prior approval of the Vice Dean for Hospital Affairs.
3. Interns granted sick leave on the provision of medical reports, if sick leave exceeds 25% of the rotation period, the rotation must be repeated.
4. The attendance is documented by the training site.
5. Interns are allowed 2 weeks scientific or educational leave (**Form #3**) to attend faculty/University conferences and research activities relating to their field subject to the following:
  - a. Approval of training coordinator of the hospital.
  - b. Approval of training coordinator from the college or head of the department
  - c. Approval from Vice Dean for Hospital Affairs of the faculty.
  - d. Provide the department with a copy of attendance certificate.

- 6. Maternity leave is 4 weeks after delivery.
- 7. Marriage leave is 5 working days.
- 8. Emergency and educational/scientific leave cannot 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	Form#2
2	Emergency	5 days	Form#2
3	Marriage	5 days	Form#2
4	Maternity	4 weeks	Form#2
5	Educational/ scientific	2 weeks	Form#3

## 14. Internship penalties

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

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

The training site coordinator will report to internship program coordinator or Vice Dean for Hospital Affairs using "**Intern Incident Report Form**" (**Form #4**)

## 15. Termination conditions

Interns will be terminated from the internship program if:

- a. They are dismissed from, or resign, 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 evaluation by the program internship committee (intern must see program specific internship booklet). Percent/grades are determined based on the performance in each of the components. The final percentage out of 100 is worked out as follows:

Hospital evaluation carries 80% weightage and 20% weightage for evaluation by the program internship committee. The minimum of 60% is required for successful completion of internship. Then, the total percentage grades are converted into letter grades. According to the university grading system (Table-2).

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

Letter Grade	Grade	Percentage obtained
A+	Exceptional	95 to100
A	Excellent	90 to 94
B+	Superior	85 to 89
B	Very Good	80 to 84
C+	Above Average	75 to 79
C	Good	70 to 74
D+	High pass	65 to 69
D	Pass	60 to 64
F	Fail	Less than 60

## 17. Award of internship certificate

After successful completion of training, intern should submit the program specific **"internship booklet"** signed by the supervisors for each rotation to the program internship coordinator of the Faculty. The Faculty will grant the intern a certificate after the approval of program 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 the rules, regulations and guidelines stated for internship year. Sign the statement below to ensure that you understood all the contents of internship and fully agree to adhere to these rules, regulations and guidelines.

**I have read, understood, and agree to adhere to the rules, regulations and guidelines stated in this internship booklet.**

Intern Name: .....

University ID No: .....

Department: .....

Signature: .....

# FORMS

**UMM AL QURA UNIVERSITY**  
Faculty of Applied Medical Sciences  
Department of Laboratory Medicine  
Internship Policy and General Regulations



## **FAMS Internship Intern Hospital Transfer Form (Form #1)**

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

Reason for transfer: .....

Hosting Hospital: .....

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

Rotations completed:

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

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

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

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

Evaluation reports for completed rotations attached: Yes  No

Hospital Training Coordinator agrees to transfer: Yes  No

Name of Training Coordinator: .....

Signature of Training Coordinator: .....

Date: .....

New Hospital: .....

Expected Training starting date: .....

Rotations to be completed:

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

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

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

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

Hospital Training Coordinator agrees to accept intern: Yes  No

Name of Training Coordinator: .....

Signature of Training Coordinator: .....

Date: .....

Faculty Approval from Vice Dean for Hospital Affairs:

Name of Vice Dean for Hospital Affairs: .....

Signature of Vice Dean for Hospital Affairs: .....

Date: .....



**UMM AL QURA UNIVERSITY**  
Faculty of Applied Medical Sciences  
Department of Laboratory Medicine  
Internship Policy and General Regulations



## **FAMS Internship Intern Leave Request Form**

(Form #2)

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

**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:** .....

**Date:**     /     /

**Vice Dean for Hospital Affairs:** .....

**UMM AL QURA UNIVERSITY**  
Faculty of Applied Medical Sciences  
Department of Laboratory Medicine  
Internship Policy and General Regulations



## **FAMS Internship Intern Educational Leave Request Form**

(Form #3)

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

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

**University ID No.:** .....

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

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

**Purpose of leave:**

**i) To attend: Conference Seminar Workshop**

**ii) To participate/present in: Conference Seminar Workshop**

**iii) Research meeting:**

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

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

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

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

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

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

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

**Name of Faculty Supervisor:** .....

**Signature of Faculty Supervisor:** .....

**Date:**             /     /

**Stamp of Vice Dean for Hospital Affairs:** .....

**UMM AL QURA UNIVERSITY**  
Faculty of Applied Medical Sciences  
Department of Laboratory Medicine  
Internship Policy and General Regulations



## **FAMS Internship Intern Incident Report Form** (Form #4)

**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 behavior and attitude
- Obtained less than 60% of the evaluation in section: .....
- Others: .....

**Based on the above mentioned reason(s), 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 other hospital
- Terminate your training program
- Other: .....

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

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

**Name of Faculty Internship Coordinator:** .....

**Signature of Faculty Internship Coordinator:** .....

**Date:**        /        /

**Vice Dean for Hospital Affairs:** .....

## 21. Contacts

For queries, please contact program specific internship coordinators. The contact details are given in table-3 below.

**Table 3: Internship coordinators contact details**

No	Name of the Program	Internship coordinator	Email Address	Contact number
1	Anesthesia Technology	Dr. Mohammad Kharit Basawi	mknewigy@uqu.edu.sa, mohnewigy2@gmail.com	0592147319
2	Clinical Nutrition	Dr. Firas Azzeah	fsazzeah@uqu.edu.sa, firas_99_2000@yahoo.com	0540833661
3	Emergency Medical Care	Dr. Maher Al-Andiyjany	mnandiyjany@uqu.edu.sa, vd_amdh@uqu.edu.sa	0504542360
4	Health Administration	Dr. Adel Abusaif	aahussain@uqu.edu.sa, aabusaiif957@gmail.com	0545490207
5	Laboratory Medicine	Dr. Naser Elsawy	nasawy@uqu.edu.sa, naser_elsawy@ymail.com	0540889314
6	Physical Therapy	Dr. Shamek Mohamed El-Shamy	smshamy@uqu.edu.sa, shamek mohammed@yahoo.com	0542327247

**INTERNSHIP SECRETARIES:**

**a) For Male Interns:**

**Mr. Abdulraman Imam**

E-mail: amimam@uqu.edu.sa

Tel: 012-5270000 Ext 4251

**b) For Female Interns:**

**Ms. Ghada Almarshid**

E-mail: gamarshid@uqu.edu.sa

Tel: 012-5270000 Ext 4665

---

**VICE DEAN FOR HOSPITAL AFFAIRS:**

**Dr. Maher Al-Andiyjany**

E-mail: mmandiyjany@uqu.edu.sa, vd\_amdh@uqu.edu.sa

Office: 012 - 5270000 ext. 4245

Fax: 012 - 5270000 ext. 4227



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ





تصميم و إخراج

