



UMM AL-QURA UNIVERSITY
Faculty of Applied Medical Sciences

Internship Policy and General Regulations

*Training & Hospital Affairs Committee
Vice Deanship for Academic Affairs*

2023

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Introduction

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

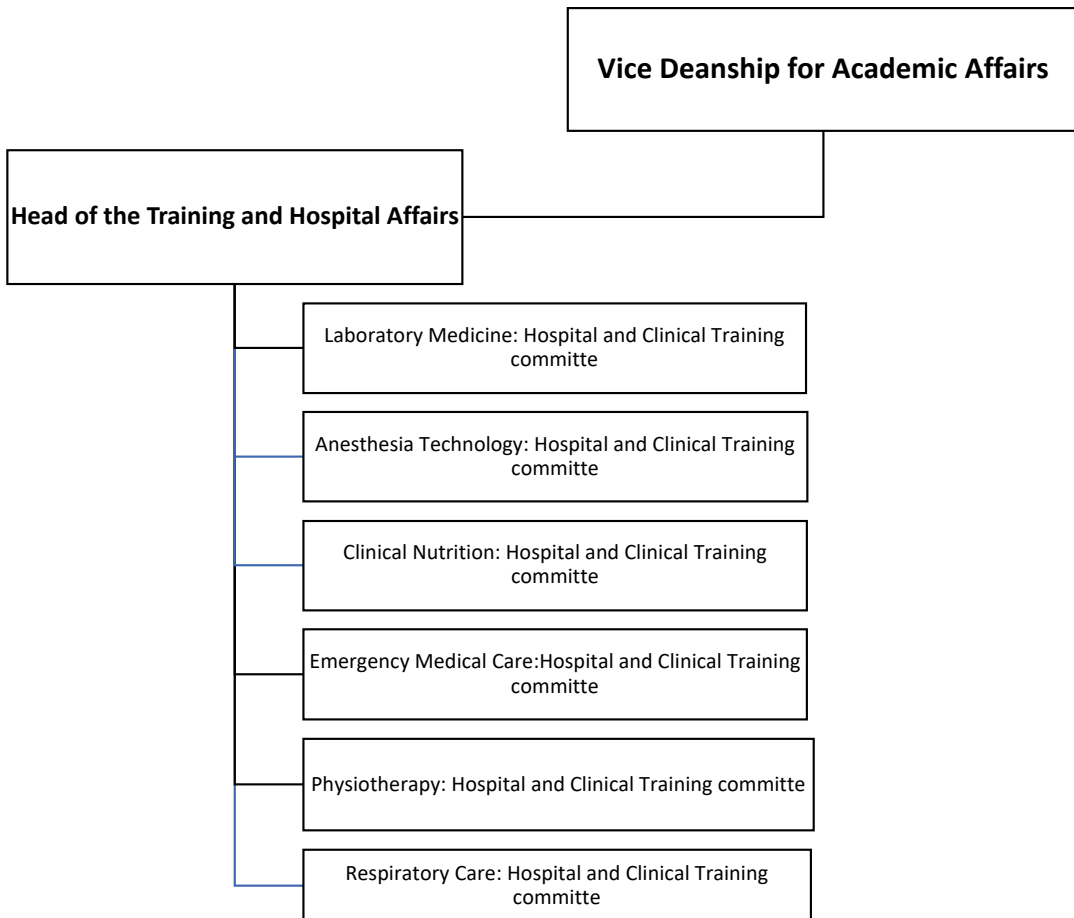


Figure 1. The organization structure of the Hospital and Clinical Training Affairs

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 supervised 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 last part of the booklet contains the links used for hospital transfer, for different types of leaves and the incident report form. 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 specialties. These can be fulfilled by delivering excellent hands-on training and tailoring high-standard training programs for each specialty 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 including skills development and the ability to perform specific technical or professional acts. Most of these skills directly

relate to what you have studied in the Faculty of Applied Medical Sciences, however, some skills are only obtained through practical training and experience.

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 part of your curriculum.
5. Obtain the overall perspective of your specialty by exploring how the work is conducted, how problems are solved and how they collaborate to accomplish their collective goals.
6. Learn how to search for information and knowledge from certified references, how to ask questions and observe as many different events and processes as possible.
7. Develop problem-solving skills which are substantial 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. Fourth-year students who do not pass a course/s will not be allowed to start the internship in the current year and will begin training next year after passing all courses.
- ✓ Reading and agreeing to the regulations before the beginning of the internship is mandatory.
- ✓ Finally, attending the program's introductory meeting is obligatory for all students before starting the internship program.

- ✓ Filling in the form of internship location preferences sent by the program coordinator.

4. Internship duration

The internship duration is one year (12 months, 52 weeks), including vacations and holidays. It is offered in the 5th academic year of the program and begins on the first Sunday of July.

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, Physical Therapy, and Emergency Medicine, have rotations in two various hospitals. The Laboratory Medicine program is multidisciplinary (10

disciplines) in training and is usually covered in one hospital. 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. Interns 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 complete the required vaccination document.
- b. All interns will receive the Basic Infection control Skills License (BICSL) from the Faculty of Applied Medical Sciences.
- c. If required, interns should obtain the Basic Life Support (BLS) certificate at the beginning of the internship. The Head of Hospital Affairs will guide in obtaining BLS certification.
- d. All interns should follow the dress code specified by the training site.
- e. 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.
- f. Interns must avoid unsafe and unprofessional conduct.
- g. Show professional behavior and respect.
- h. Perform assigned work with responsibility.
- i. Follow hospital rules and regulations, including holidays.

- j. Attempt to establish good working relationships with all personnel in the hospital.
- k. 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, if the intern has a 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 going through the transfer process. The transfer process should start at least 6 weeks before the desired date. In addition, interns need to use the **“Intern hospital transfer form”** (See the link below) and follow the steps outlined in **Figure 2**

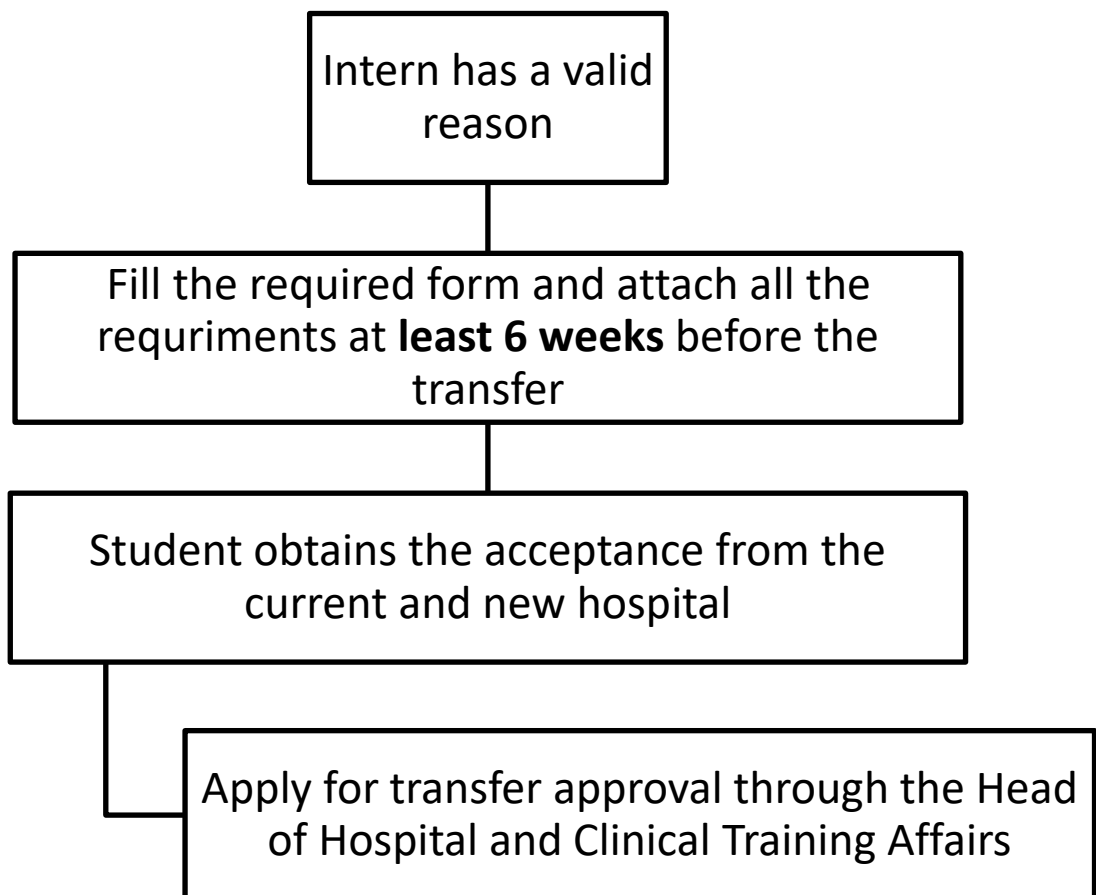


Figure.2: Hospital transfer flow chart

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 help in solving 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 the Vice Dean's office at FAMS needs to be approached to solve the problem. The final step is approaching the Dean. Under no circumstances should the Dean be contacted directly without going through the above-mentioned channels.

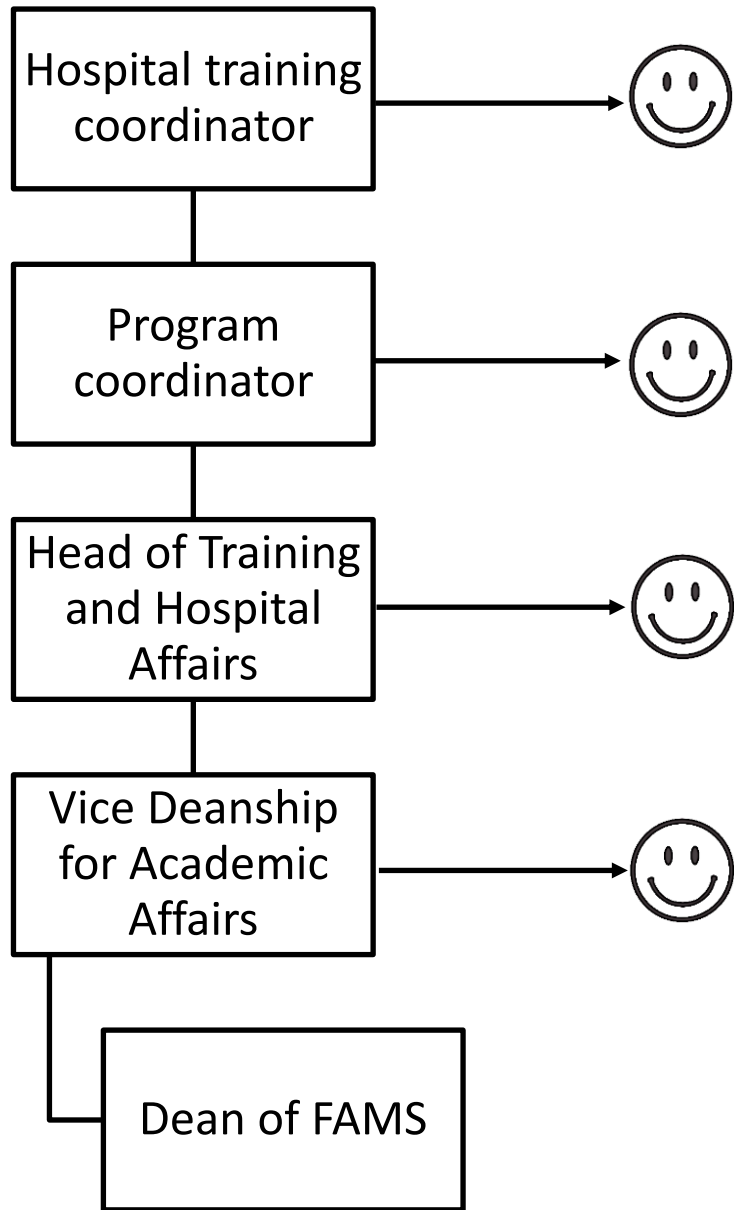


Figure 3: Problem-solving flow chart

10. Internship supervision and monitoring

The supervision of interns is done at two levels; one by the hospital training coordinator and 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 behavior 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 behavior 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. evaluation forms can be seen in program specific internship booklet.

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

Evaluations from hospitals should be sent to the Head of Training and Hospital Affairs email: vd_amdh@uqu.edu.sa.

The number of evaluations obtained depends on the number of hospitals the student trained in. For the evaluation forms to be accepted from the Training and Hospital Affairs Committee it should contain the following:

- ✓ The full name (first, second and last name) of the intern and student ID number
- ✓ The date
- ✓ Name of hospital
- ✓ Rotation number
- ✓ The final grade
- ✓ The name of the hospital evaluator
- ✓ The signature and stamp of the hospital evaluator
- ✓ In PDF format

Evaluation forms are a pre-requisite for obtaining the internship certificate.

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, symposium, 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 take public holidays (Eid-Al-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 days of annual leave and five working days of emergency leave. To use the annual leave, interns must apply for approval in advance using the online leave request form (**See link below**).
- c. Interns are granted sick leave on the provision of medical reports; if total leaves exceed 25% of the rotation period, then the rotation must be repeated.
- d. The training site documents attendance.
- e. Interns are allowed two weeks of scientific or educational leave 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. 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 unless the hospital approves the combining of leaves.

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

No	Type of leave	Duration allowed (Days or weeks)	Online form to be used for approval
1	Annual	10 days	https://uqu.edu.sa/families/App/Forms/Show/91211?ticket_cat_id=154953
2	Emergency	5 days	
3	Marriage	5 days	
4	Maternity	4 weeks	
5	Educational/Scientific	2 weeks	

14. Internship penalties

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

- a. Give verbal warning to comply with the training roles regulations on the site.
- b. Repeat training in the section/rotation.
- c. Move training to another hospital.
- d. Suspend 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**” (See form below)

15. Termination/Suspension conditions

Interns will be terminated/suspended from the internship program if:

- a. They are dismissed from or fail to achieve required competencies during the 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 Faculty of Applied Medical Sciences 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 the 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 accounts for 80% of the total score and 20% of the score is from 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.

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

FORMS

Hospital Transfer Form

https://uqu.edu.sa/fameds/App/Forms/Show/70400?ticket_cat_id=147283

Leave Request Form

https://uqu.edu.sa/fameds/App/Forms/Show/91211?ticket_cat_id=154953

Incident Report form

نموذج تسجيل حادثة لمتدربة/ة امتياز

Internship Trainee Incident Report Form

معلومات المتدربة/ة - Trainee Information

Date	Click or tap to enter a date.	التاريخ
Name		الاسم
University ID		الرقم الجامعي
University	@st.uqu.edu.sa	البريد الإلكتروني الجامعي
Email		
Mobile Number		رقم الجوال
Specialty	Choose an item.	التخصص

معلومات فترة التدريب - Training Rotation Information

Training Site		جهة التدريب الحالية
City		المدينة
Training Rotation	<input type="checkbox"/> Fourth الرابعة <input type="checkbox"/> Third الثالثة <input type="checkbox"/> Second الثانية <input type="checkbox"/> First الأولى	فترة التدريب

وصف الحادثة

Description of Incident

Absent without reason/s	<input type="checkbox"/>	الغياب المتكرر بدون عذر
Permission more than usual	<input type="checkbox"/>	الاستئذان عن التدريب أكثر من اللازم
Repeated late attendance	<input type="checkbox"/>	كثرة الحضور المتأخر
Poor behavior and ethics that are not in line with hospital regulations and training standards	<input type="checkbox"/>	سلوك وأخلاقيات لا تتماشى مع أنظمة المستشفى ومعايير التدريب
Others:	<input type="checkbox"/>	أخرى:

منسق التدريب بالمستشفى - Hospital Training Coordinator

Name	_____	الاسم
Signature	_____	التوقيع
Date		التاريخ

قرار لجنة التدريب وشؤون المستشفيات بالجامعة - Decision of the Training and Hospital Affairs Committee

Minutes #		رقم المحضر
Minute Date		تاريخ محضر
Decision		القرار

رئيسة/ة لجنة التدريب وشؤون المستشفيات بالجامعة - Head of Training and Hospital Affairs Committee

Name		الاسم
Signature		التوقيع
Date		التاريخ

اعتماد وكيل الكلية للشؤون الأكاديمية - Approval of Vice Dean for Academic Affairs

Name		الاسم
Signature		التوقيع
Date		التاريخ

يجب من قبل منسق التدريب بالمستشفى
To be filled by Hospital Training coordinator

للاستخدام الرسمي بالكلية
For official use in the College

Contact Information

Internship Secretary:

Mrs. Hana Al-Zahrani
Deanship of Academic Affairs
Faculty of Applied Medical Sciences
Umm Al-Qura University

Email: hajzahrani@uqu.edu.sa

Head of the Training and Hospital Affairs:

Essra A. Noorwali MSc, PhD, RD
Head of the Training and Hospital Affairs,
Deanship of Academic Affairs
Faculty of Applied Medical Sciences
Umm Al-Qura University

Email: eanoorwali@uqu.edu.sa

Email of Vice Deanship of the College of Applied Medical Sciences for Development and Quality

This email is used by the Head of Training and Hospital Affairs for contacting hospitals and program coordinators.

Email: vd_amdh@uqu.edu.sa

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

Name of the Program	Program Coordinator	Contact Info
Anesthesia Technology	Dr. Mohammed K. Newigy	mknewigy@uqu.edu.sa
Clinical Nutrition	Dr. Haya Al-Essimi	hdessimii@uqu.edu.sa
Emergency Medical Care	Dr. Abdulhadi Al-Ruwaiti	aaruwaiti@uqu.edu.sa
Respiratory Care	Dr. Saeed Al-Ghamdi	smghamdi@uqu.edu.sa
Laboratory Medicine	Dr. Hibah Almasmoum	hamasmoum@uqu.edu.sa
	Dr. Shakir Idris	siidris@uqu.edu.sa
Physical Therapy	Dr. Moayad Subahi	mssubahi@uqu.edu.sa

Approval

Name	Position	Signature
Hamza Assaggaf	Vice-Dean of Academic Affairs	

Manual Previous Versions

Version number	Date	Contribution
1.0	2020-2022	Dr. Maher Alandiyjany
2.0	2022-2023	Dr. Faisal Minshawi
3.0	2023-2024	Dr. Essra Noorwali