



**KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH**

PUBLIC HEALTH INTERNSHIP

**التدريب الميداني (الامتياز)
الصحة العامة**

TRAINING COMMITTEE

2019

KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH



PUBLIC HEALTH

INTERNSHIP BOOKLET

COLLEGE AGENCY FOR HOSPITAL AFFAIRS AND TRAINING

THIRD EDITION, OCTOBER, 2019

STUDENT INFORMATION

Name	
University ID	
National ID	
Mobile	
In case of emergency	Mobile No.
	Relation:
E-mail	
Address	

Contents

Preface	3
Internship objectives	4
Types of Facilities and Experiences	4
Internship information	4
Internship details	5
Internship in Directorate of Health Affairs	7
Departments of Infection Control /Chest Diseases Control	8
Departments of communicable diseases	9
Department of Disease Vectors and Field Operations.....	10
Environmental Health Department	11
Occupational Health Department	12
Health Education and Promotion Department.....	13
Administration of Health Centers	14
Financial and Administrative Affairs Department	15
Infection Control in Health Institutions Department	16
Quality Management and Patient Safety Department	17
Chronic and Genetic Diseases Department	18
school health Department.....	19
Public Health Laboratory	20
Form	21
Internship in Hospitals	25
Infection Control Department	26
Nutrition Department	27
Quality Department	28
Health Promotion Unit	29
Form	30
Internship in Health Centers	34
Health Education and Promotion Department	35
Public Health Laboratory	36
Medical supplies and Pharmacy	37
Immunization and vaccination	38
Infection Control in Health Institutions Department	39
Administration of Health Centers	40
Environmental Health Department	41
Form	42
Internship in Municipalities (Health Administration)	46
Food safety	47
Waste management	48
Environmental Laboratory.....	49
Management of Diseases Vectors	50
Slaughter house / abattoir	51
Form	52
Provide health activities to the community	56
Food safety	58

Preface

Internship is an integral part of the Public Health program and is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and technical skills in actual practice 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 training stages during one year internship. The ultimate goal is that intern may acquire necessary skills in performing various health management tasks. The beginning of the booklet entails internship including its duration, schedule, rotations, monitoring and evaluation procedures are stated.

The main contents of this booklet are the tasks list for each training stage which interns are expected to either perform or observe during the training. They need to fill tasks list in each discipline during their training at each stage. It is essential to evaluate intern's professional behavior and technical competencies that are expected to achieve on completion of his/her internship. The later part of the booklet contains samples of various forms.

Internship objectives:

The purpose of the internship is to provide opportunities for students to:

- Apply concepts from core and concentration courses.
- Work with agency professionals to gain practical experience in public health.
- Interact with a wide range of health professionals in a designated setting.

The internship should provide B.Sc. students with work experience in their concentration area, with important job skills, and with the opportunity to explore public health organizational environments. Internships should be valuable to both the student and the host agency.

Types of Facilities and Experiences:

The internship allows students to utilize their training in an appropriate public health setting under the supervision of a qualified field supervisor. Assignments are made in collaboration with the facility, university and the student and are based on the student's specific field of study (i.e. concentration) to provide for a beneficial learning experience. Students have the opportunity to work in county health departments, hospitals, health centers, municipalities (health administration) and communities.

Internship information:

Training plan aimed at providing the trainees the skills that are compatible with the objectives of the public health program.

The Internship period basis (52 weeks) and be a training period by five days a week from Sunday to Thursday and by 8 hours a day.

It is not required to have the training in the morning and be according to the trainer direction.

The trainee during the training period undergoes the trainer direction administratively and technically in the attendance, dismiss and rotations. The trainee have the official holidays just like any other workers in the training directory.

The training program is distributed on the stages of training include all sections in the training and in order to acquire the necessary skills and achieve the objectives of the training program.

The training program is applied in a manner effective functional exercise specified in the job description mentioned in the organizational structure of the training.

During the training period, the trainee being under the direct supervision of one of the administrative in addition to the head of department in the training direction, as well as under the supervision of one of the staff of public health department to take part all in the evaluation of the trainee's performance on an ongoing basis and directed to carry out their assigned tasks during the training period.

The training direction makes a assessment of the trainee's performance and be recorded in the form of a weekly evaluation delivers to the college's training supervisor and a copy of the proposed evaluation model will be attached.

The trainee should submit a written report at the end of each training phase that explains the details of the training he received during that stage and delivers this report to the college's training supervisor. The instructions for the trainees to how to write these reports in addition to a copy of report form will be attached.

If the trainee released any improper conduct during the training period the training directory must inform the college, then the university commission will study appropriate decision thereon.

Internship Details:

First week is internship orientation for all students:

- ✓ Students attend an orientation (First week) in which they plan to begin their internship
- ✓ Distribution students among supervisors.
- ✓ Distribution internship letters
- ✓ Distribution booklets.

Last week for delivery of reports and certificates:

- ✓ Presentation of internship final report including the tasks or projects completed, the skills and competencies gained, and personal reflections on the strengths and weaknesses of the internship by student.
- ✓ Delivery of reports and certificates of completion of internship.

Training institutes : The training will be in the :

- (1) Directorate of health affairs (public health departments).
- (2) Hospitals.
- (3) Health centers.
- (4) Municipalities.
- (5) Health activities for the communities



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH

INTERNSHIP IN

(MINISTRY OF HEALTH)

(DIRECTORATE OF HEALTH AFFAIRES)

Departments of Infection Control /Chest Diseases Control

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of infectious control and chest diseases control department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the task of the department, its objectives, the organizational structure				
2	Ability to work (Hisn) system for the registration of communicable and infectious cases				
3	Ability to fill the various forms that used, the policies and procedures, work routines				
4	Various daily activities investigation of an epidemic,				
5	Follow up the various epidemic diseases and coordination with hospitals, as well as how to set up epidemiological investigation				
6	Coordination team with field operations				
7	Reporting to the region and then to the headquarter of the ministry in Riyadh				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Departments of Communicable Diseases

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of infectious control and chest diseases control department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the task of the department, its objectives, the organizational structure				
2	Ability to fill the various forms that used, the policies and procedures, work routines				
3	Various daily activities investigation of an epidemic.				
4	Follow up the various epidemic diseases and coordination with hospitals, as well as how to set up epidemiological investigation.				
5	Coordination team with field operations.				
6	Reporting to the region and then to the headquarter of the ministry in Riyadh				
7	Practical measures that can be taken and implemented into your own practice to prevent the spread of infection.				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Department of Disease Vectors and Field Operations

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from /to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of department of disease vectors.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware about implementation of safety precautions in insecticides spraying process.				
2	To be aware of the entomological surveys, collection and preserving.				
3	To understand and to be aware about the types of spraying and spraying method				
4	To be able to use the machines used in various types of spray process in Vectors control programs.				
5	To understand the mixture ratio of pesticides and solvents used in spraying operations				
6	To understand the tools and equipment used in the entomological surveys.				
7	To apply The entomological surveys in the field with vector control programs teams				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Environmental Health Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of environmental health department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives of the department and the organizational structure and functions of each member of the Department				
2	Recognize the work and the various forms and records specific to environmental health tasks, and the monthly and annual reports				
3	Laboratory forms, epidemiological investigation form tools, bulletins, declarations and guidelines of health ministry				
4	The policies and procedures and the daily work routine and different activities				
5	How to conduct sampling and make maps				
6	How to follow up water and food safety and control workers' housing				
7	Health situation in prisons and follow up cases of various food poisoning				
8	Coordination with the various Departments of Public Health as well as				
9	How to set up the field teams and reporting to the Department of public Health.				
10	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Occupational Health Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of occupational health department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives				
2	The department and the organizational structure				
3	Functions of each member of the Department				
4	Recognize the work and the various forms and records specific to Occupational health tasks				
5	The monthly and annual reports, tools, bulletins, declarations and guidelines of health ministry and also the policies and procedures.				
6	The daily work routine and different activities.				
7	Coordination with the various Departments of Public Health as well as reporting to the Department of public Health.				
8	Trainee commits with uniform and time during training.				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Health Education and Promotion Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health education.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives of the these departments and the organizational structure and functions of each member of the Department				
2	Recognize the work and the various forms and records, and the monthly and annual reports,				
3	Tools, bulletins, declarations and guidelines of health ministry and how to celebrate health weeks				
4	Designing brochures and advertising materials				
5	Recognize the policies and procedures and the daily work routine and different activities				
6	Coordination with the various Departments of Public Health and with healthcare centers and hospitals				
7	Reporting to the Department of relevant authorities.				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Administration of Health Centers

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health Programs.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Work procedures, administrative forms used,				
2	Organizational structure and number of staff.				
3					
	Status through health centers guide issued by the General Administration of healthcare centers				
4	The relation with health care facilities and supervisory role, the role of planning department.				
5	The role of balance department, the role of health economics department, the role of medical licensing department.				
	To know his role and vaccination campaigns and health education				
6	How to report to the relevant authorities				
7	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Financial and Administrative Affairs Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of financial and administrative affairs.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be familiar with: Work procedures, administrative forms used, organizational structure and number of staff,				
2	Main problems facing the section Relation with other sections,				
3	Procedures for recording financial transactions,				
4	Preparation of financial statements for internal and external use, various accounts kept in the department, ,				
5	Reviewing and recommending for approval an annual operating and capital expenditure budget				
6	Evaluating and monitoring long and short-term financial obligations, debt structure, cash flows.				
7	The overall uses of funds, directing on cash management and investment policies, how to report to the relevant authorities				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Infection Control in Health Institutions Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of infection control in health institutions Department

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Work procedures, administrative forms used,				
2	Organizational structure and number of staff,				
3	Main problems facing the section, relation with other sections,				
4	The most common infections in the hospital,				
5	The ecological factors that favor spread of infection in the hospital,				
6	The key control measures required to limit spread of hospital infections ,				
7	How to report to the relevant authority.				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Quality Management and Patient Safety Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of quality management and patient safety.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To recognize, the task of those sections and accreditation, measurement, internal audit, institutional work.				
2	To know the goals and the organizational structures and functions of each member of those sections				
3	To recognize the work system, forms and records of monthly and annual reports.				
4	To recognize tools and the circulars and guides the Ministry of Health and the Saudi Council for Accreditation of health facilities				
5	To recognize policies and procedures, and the daily work routine and activities and coordination				
6	How to test the health centers and access to local and global quality, as well as				
7	How to get departments to sign ISO 9001 mark				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Chronic and Genetic Diseases Department and Health Programs Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities chronic and genetic diseases department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognize the goals and the organizational structures				
2	Functions of each member of those sections				
3	Recognize the work system				
4	Forms and records of monthly and annual reports				
5	Tools and various circulars and guides the Ministry of Health used				
6	The policies and procedures and the daily work and routine activities and coordination with health centers				
7	How to report the views of the relevant ministry				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

School Health Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health centers department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To recognize the department mission and objectives.				
2	Functions of each member of those sections				
3	Know school health programme Components of a comprehensive SHP				
4	Forms and records of monthly and annual reports				
5	Understood health promoting school initiative.				
6	The policies and procedures and the daily work and routine activities and coordination with health centers				
7	Participate in school based screening for the most important diseases affecting students.				
8	How to report the views of the relevant ministry				
9	Trainee commits with uniform and time during training.				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Public Health Laboratory

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities public health laboratory.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Laboratories objectives and the organizational structure and, as well as				
2	Functions of each specialist from the laboratory members				
3	Recognize the work system, forms and records and monthly and annual reports , tools.				
4	Samples and specifications and detection methods.				
5	The policies and procedures and the daily work and activities				
6	Coordination with the departments that bring samples				
7	How to report to the relevant authorities routine.				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

FORMS

Guideline for Internship Evaluation by Intern

Attention to the job (10 marks):

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

Cooperation and relationships (20 marks):

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

Quality of work (30 marks):

- 7 – was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

Professional growth and maturity (40 marks):

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

Form #1

EVALUATION FORM

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	10	50	80%

Other Student Notes

.....

Name of the supervisor at the training facility		Signature	
---	--	-----------	--

Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	80%

Other Student Notes

.....

Name of training supervisor in the department		Signature	
---	--	-----------	--

Date:



UMM AL-QURA UNIVERSITY
Health Sciences college at Al leith
Department of Public Health
Public Health Internship

Form #2

Final Report

Training Facility :

Training Stage :

Training Period : From to

Trainee Name :

- Report Introduction
- Report Main Body
- Knowledge gained
- Skills mastered

Training objectives achieved Yes / No

- If training objectives are not achieved , the reasons are:
- I suggest the following to improve training

Trainee Signature



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH

INTERNSHIP BOOKLET

HOSPITALS

Infection Control Department

Name of Hospital: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of infection control Department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	To be aware of the most common infections in the hospital				
2	To be aware of the ecological factors that favor spread of infection in the hospital				
3	Familiarity with the trend of occurrence of hospital infections				
4	To be aware of the key control measures required to limit spread of hospital infections				
5	To be aware of the importance and technique of hand washing				
6	Familiarity with duties of infection control committee				
7	To be aware of hospital infection statistics				
8	Ability to use administrative forms correctly				
9	Trainee commitment with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Nutrition Department

Name of Hospital: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of Nutrition Department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Familiarity with means of food Provision				
2	Familiarity with ways of preparation and distribution of food				
3	Familiarity with dietetics and how to tailor-made the food to match with patient condition				
4	Familiarity with how to ensure safety of food provided to patients				
5	Familiarity with how to do hazard analysis critical control point , HACCP				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Quality Department

Name of Hospital: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of Quality Department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	Be aware of how to regulate quality duties in the hospital				
2	Be aware of membership and duties of quality committee				
3	Familiarity with future plans				
4	Familiarity with emergency and disaster plans				
5	Be aware of methods of evaluation of plans				
6	Be aware of hospital accreditation criteria				
7	Ability to use administrative forms correctly				
8	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Health Promotion Unit

Name of Hospital: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health promotion unit.

Tasks: The intern will observe and/or perform the following tasks mark "Yes" . If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware of how to prepare and conduct health promotion session				
2	To be aware of the needs and targeted groups for health promotion activities				
3	To be aware of how to evaluate health promotion activities				
4	To be engaged in international health days				
5	Ability to use administrative forms correctly				
6	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

FORMS

Guideline for Internship Evaluation by Intern

Attention to the job (10 marks):

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

Cooperation and relationships (20 marks):

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

Quality of work (30 marks):

- 7 – was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

Professional growth and maturity (40 marks):

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

EVALUATION FORM

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	10	50	80%

Other Student Notes

.....

Name of the supervisor at the training facility		Signature	
---	--	-----------	--

Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	80%

Other Student Notes

.....

Name of training supervisor in the department		Signature	
---	--	-----------	--

:Date



UMM AL-QURA UNIVERSITY
Health Sciences college at Al leith
Department of Public Health
Public Health Internship

Form #2

Final Report

Training Facility :

Training Stage :

Training Period : From to

Trainee Name :

- Report Introduction
- Report Main Body
- Knowledge gained
- Skills mastered

Training objectives achieved Yes / No

- If training objectives are not achieved , the reasons are:
- I suggest the following to improve training

Trainee Signature



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH

INTERNSHIP BOOKLET
(HEALTH CENTERS)

Health Education and Promotion Department

Name of Health Center: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health promotion unit.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	To be aware of how to prepare and conduct health promotion session				
2	To be aware of the needs and targeted groups for health promotion activities				
3	To know how to provide guidance about lifestyle health promotion and its role in preventing diseases such as: nutrition wise, feeding, development and growth of children, dental health, hygiene, prevention, and others.				
4	To be aware of how to evaluate health promotion activities				
5	To be engaged in international health days				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Public Health Laboratory

Name of the Health center: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of the laboratory.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Familiarity with the risks facing laboratory staff				
2	Be aware of how to protect laboratory staff				
3	Familiarity with activities of hospital laboratory				
4	Be aware of ways of supplying the department with requisites				
5	To be aware of laboratory divisions				
6	To be aware of laboratory safety procedures				
7	To be aware of means of infection control				
8	Ability to use administrative forms correctly				
9	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Medical Supplies and Pharmacy

Name of the Center: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of medical supplies and pharmacy.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Familiarity with drug store conditions and inventory issues				
2	Familiarity with activities of drug storage in the pharmacy				
3	Familiarity with ways of supply of drugs				
4	Familiarity with types of drugs most needed by patients				
5	To be aware of how to deal with expired drugs				
6	To be aware of ways of infection control				
7	Familiarity with safety procedures				
8	Ability to use administrative forms correctly				
9	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Immunization and vaccination

Name of the Health Center: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of Immunization and vaccination.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	To be aware of importance of immunization and vaccinations				
2	To know types of vaccines				
3	Participate in vaccination session				
4	To know methods of preservation of vaccines.				
5	To know methods of refrigerator examination				
6	Ability to use administrative forms correctly				
7	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Infection Control in Health Institutions Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of infection control in health institutions Department

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Work procedures, administrative forms used,				
2	Organizational structure and number of staff,				
3	Main problems facing the section, relation with other sections,				
4	The most common infections in the hospital,				
5	The ecological factors that favor spread of infection in the hospital,				
6	The key control measures required to limit spread of hospital infections ,				
7	How to report to the relevant authority.				
8	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Administration of Health Centers

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health Programs.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Work procedures, administrative forms used,				
2	Organizational structure and number of staff.				
3					
	Status through health centers guide issued by the General Administration of healthcare centers				
4	The relation with health care facilities and supervisory role, the role of planning department.				
5	The role of balance department, the role of health economics department, the role of medical licensing department.				
	To know his role and vaccination campaigns and health education				
6	How to report to the relevant authorities				
7	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Environmental Health Department

Name of Health administration: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of environmental health department.

Tasks: The intern will observe and/or perform the following tasks mark "Yes". If not mark "No". If any task is not applicable, please mark "N/A".

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Recognizes the mission and objectives of the department and the organizational structure and functions of each member of the Department				
2	Recognize the work and the various forms and records specific to environmental health tasks, and the monthly and annual reports				
3	Laboratory forms, epidemiological investigation form tools, bulletins, declarations and guidelines of health ministry				
4	The policies and procedures and the daily work routine and different activities				
5	How to conduct sampling and make maps				
6	How to follow up water and food safety and control workers' housing				
7	Health situation in prisons and follow up cases of various food poisoning				
8	Coordination with the various Departments of Public Health as well as				
9	How to set up the field teams and reporting to the Department of public Health.				
10	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

FORMS

Guideline for Internship Evaluation by Intern

Attention to the job (10 marks):

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

Cooperation and relationships (20 marks):

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

Quality of work (30 marks):

- 7 – Was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

Professional growth and maturity (40 marks):

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve her or his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

Form #1

EVALUATION FORM

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	10	50	80%

Other Student Notes

.....

Name of the supervisor at the training facility		Signature	
---	--	-----------	--

Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	80%

Other Student Notes

.....

Name of training supervisor in the department		Signature	
---	--	-----------	--

:Date



UMM AL-QURA UNIVERSITY
Health Sciences college at Al leith
Department of Public Health
Public Health Internship

Form #2

Final Report

Training Facility:

Training Stage:

Training Period: From to

Trainee Name :

- Report Introduction
- Report Main Body
- Knowledge gained
- Skills mastered

Training objectives achieved Yes / No

- If training objectives are not achieved , the reasons are:
- I suggest the following to improve training

Trainee Signature



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH

INTERNSHIP BOOKLET

MINISTRY OF MUNICIPAL AND RURAL AFFAIRS

MUNICIPALITIES (HEALTH ADMINISTRATION)

Food safety

Name of municipality: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of food safety.

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

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Determine the validity of foodstuffs.				
2	Conduct inspections on food services (manufacturing locations and sales and trading points)				
3	Write a report on the results of inspections.				
4	Take the different samples of food for bacteriological and chemical analyses.				
5	Application of local regulations and orders relating to food services.				
6	Investigate complaints related to food.				
7	Examination of food handlers: Collection of specimen Issuance of medical certificates				
8	Development and formulation of recommendations and implementation to address the health irregularities or limitation.				
9	Trainee commitment with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Waste Management

Name of municipality: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of Waste Management.

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

Tasks		Trainee (Tick appropriate column)			Trainer's signature
		Yes	No	N/A	
1	Performing the daily operations of the Landfill, including the Solid Waste Management Plan, equipment, department employees, Household Hazardous Waste and recycling programs..				
2	supervise the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources;				
3	Know the current legislation in the transportation, handling and disposal of waste;				
4	Ability to managing contracts with private waste collection companies				
5	Ability to evaluates data, plans, trends and issues concerning solid waste disposal and the operation of the Landfill.				
6	Ability to prepare and manage department budget, capital improvement and equipment replacement plans				
7	Identification, Assessment and Control of Occupational Hazards associated with Solid Waste Facility (SWF) operational activities				
8	Trainee commitment with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Environmental Laboratory

Name of municipality: _____

Intern Name: _____ University ID: _____

Rotation Period (1 week) (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of health education.

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

Tasks	Trainee (Tick appropriate column)			Trainer's signature
	Yes	No	N/A	
1	Receives, unpacks, and assigns unique identification to all samples			
2	Write updated laboratory procedures and technical reports			
3	Apply statistical models to monitor laboratory testing performance and other duties as assigned.			
4	Collect, track, log, and bench test water , wastewater, air, soil, samples which are submitted to laboratory			
5	Perform bacteriological testing on water samples			
6	flexibility in order to work with and provide support for a number of people			
7	Be familiar with general laboratory safety guidelines			
8	Prepared and provided quality control standards			
9	Trainee commitment with uniform and time during training			

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Management of Diseases Vectors

Name of municipality: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of management of diseases vectors.

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

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	To be aware about implementation of safety precautions in insecticides spraying process.				
2	To be aware of the entomological surveys, collection and preserving.				
3	To understand and to be aware about the types of spraying and spraying method				
4	To be able to use the machines used in various types of spray process in Vectors control programs.				
5	To be aware of the importance and technique of hand washing				
6	To understand the mixture ratio of pesticides and solvents used in spraying operations				
7	To understand the tools and equipment used in the entomological surveys.				
8	To apply The entomological surveys in the field with vector control programs teams				
9	Trainee commits with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

Slaughter house / abattoir

Name of Hospital: _____

Intern Name: _____ University ID: _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with the functions and administrative responsibilities of Slaughter house abattoir.

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

Tasks	Trainee (Tick appropriate column)			Trainer's signature	
	Yes	No	N/A		
1	Application of various requirements for license / renewal of license under Meat Food Products				
2	Improving safety and quality of meat and meat products.				
3	Train public health personnel to promoting the welfare of human communities.				
4	Participate in food inspection and public health work for the production of clean, wholesome and hygienic animal products including meat.				
5	Application of the risk analysis process and the implementation of risk based recommendations for regulatory systems				
6	Contribute with the direct performance of some veterinary tasks and through the auditing of animal and public health activities conducted by other government agencies, private sectors.				
7	Provide a sanitary certificate in connection with food processing and hygiene and conformance with product quality standards.				
8	Trainee commit with uniform and time during training				

Training Coordinator:

Name: _____

Signature: _____

Date: _____

FORMS

Guideline for Internship Evaluation by Intern

Attention to the job (10 marks):

- 1 – Did the student arrive at work on time and work the required hours?
- 2 – Did the student fully apply himself to the job? How much effort did the student make to complete assigned task in a timely manner?
- 3 – Did the student comply with safety procedures and other workplace policies, such as dress codes and equipment maintenance procedures?

Cooperation and relationships (20 marks):

- 4 – Did the student make an effort to cooperate with other employees at the work location? If applicable, was the student polite and professional when interacting with clients, customers or the public?
- 5 – Did the student follow instructions and cooperate with his supervisors?
- 6 – Did the student contribute positively to the social and team environment of your organization?

Quality of work (30 marks):

- 7 – was the student's work of adequate professional quality?
- 8 – If the student prepared written documents or reports, was the student's written work of adequate quality in terms of content, sophistication, style and clarity?
- 9 – If the student performed scientific analyses or data collection, was the work adequately precise, accurate and of adequate quality and quantity?
- 10 – If the student conducted sampling or monitoring, did the student have an adequate knowledge of appropriate techniques and methodologies, and were these properly applied to assigned tasks?

Professional growth and maturity (40 marks):

- 11- Did the student demonstrate useful professional skills and preparation on the job?
- 12 – Did the student make a serious effort to improve his performance throughout the internship experience?
- 13 – Was the student able to work independently and solve the problems he encountered in the work environment?
- 14 – Would you be willing to hire this student in an open position or to offer this student a full time position, if a job were available?
- 15 – How could this student improve in terms of professional skills and applications?



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

Form #1
EVALUATION FORM

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	10	50	80%

Other Student Notes

.....

Name of the supervisor at the training facility		Signature	
---	--	-----------	--

Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	80%

Other Student Notes

.....

Name of training supervisor in the department		Signature	
---	--	-----------	--

:Date



UMM AL-QURA UNIVERSITY
Health Sciences college at Al leith
Department of Public Health
Public Health Internship

Form #2

Final Report

Training Facility :

Training Stage :

Training Period : From to

Trainee Name :

- Report Introduction
- Report Main Body
- Knowledge gained
- Skills mastered

Training objectives achieved Yes / No

- If training objectives are not achieved , the reasons are:
- I suggest the following to improve training

Trainee Signature



KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
UMM AL-QURA UNIVERSITY
HEALTH SCIENCES COLLEGE AT AL-LEITH
DEPARTMENT OF PUBLIC HEALTH

PUBLIC HEALTH

INTERNSHIP BOOKLET

HEALTH ACTIVITIES FOR THE COMMUNITIES

Health activities for the communities

Name of Health administration: _____

Intern Name: _____ University ID: _____

No.	Activities Title
1	Healthy day
2	Health education of the harmful effects of smoking and passive smoking
3	Health Awareness of Obesity and Body Mass Measurement

Rotation Period (from/to): _____

Goal: Community participation and provision of health information and awareness in coordination with various health authorities.

The trainee selects one of the following activities and performs the activity in the selected training area.

	(BMI)
4	Diabetes Reduction Initiative
5	Health education about blood pressure and prevention methods
6	Types of influenza, modes of transmission and risk factors
7	Health awareness of dengue fever
8	Health education about heat stress and heat stroke
9	Safety food



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

Form #1

EVALUATION FORM

(Filled by the supervisor at the training facility and the training supervisor at the department)

Intern Name			
Training Facility			
Department Name			
Name of the training stage			
Start date of the training phase		End date of the training phase	

Student assessment by the supervisor at the training facility

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	10	10	50	80%

Other Student Notes

.....

Name of the supervisor at the training facility		Signature	
---	--	-----------	--

Evaluation of the student by the training supervisor in the department

Attention to the job	Cooperation and relationships	Quality of work	Professional growth and maturity	Total
5	5	5	5	80%

Other Student Notes

.....

Name of training supervisor in the department		Signature	
---	--	-----------	--

:Date



UMM AL-QURA UNIVERSITY
 Health Sciences college at Al leith
 Department of Public Health
 Public Health Internship

Form #2

Final Report

Training Facility :

Training Stage :

Training Period : From to

Trainee Name :

- Report Introduction
- Report Main Body
- Knowledge gained
- Skills mastered

Training objectives achieved Yes / No

- If training objectives are not achieved , the reasons are:
- I suggest the following to improve training

Trainee Signature