

Kingdom of Saudi Arabia
Ministry of Education
Umm Al-Qura University
Faculty of Public Health and Health
Informatics
Health Information Management
and Technology Department



المملكة العربية السعودية
وزارة التعليم
جامعة أم القرى
كلية الصحة العامة
والمعلوماتية الصحية
قسم إدارة وتغذية المعلومات
الصحية

Health Information Management and Technology Department

Internship Booklet

Name of the Student	
University ID	
Year	

Preface

Internship is an integral part of the Health Information Management and Technology program and it 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: the intern may acquire necessary practical skills in performing various Health Information Management and Technology program tasks.

The beginning of the booklet entails the description of Health Information Management and Technology program stating its mission, goals and objectives. Following this, rules and regulations of internship are stated which each intern has to follow in addition to the instructions issued by the training facilities.

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.

It is essential to evaluate student'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.

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Health Information Management and Technology program

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

1.1.1. Vision:

To become the national and international reputed leading and quality education as well as research Centre for Health Information Management and Technology area.

1.1.2. Mission:

It is to prepare innovative, confident and quick learner professionals who can identify and use a variety of information resources and technologies to accomplish the objectives of diverse practice environments.

It provides students with the knowledge and skills necessary to become self-directed learners who possess critical-thinking and problem-solving abilities as well as communication and interpersonal skills.

As practitioners, graduates of programs will serve society and the profession through collaborative practice, innovative teaching, and the generation and application of new knowledge about health information management.

1.1.3. Goals:

Health Information Management & Technology (HIMT) Program is dedicated to provide & support the highest quality education in management of health information that will benefit the students as well as patients and healthcare providers.

1.1.4. Objectives:

- To provide internationally recognized highest level of education in the field of health information management and technology as part of professional development of workers in healthcare.
- To undertake analytical, evaluative and innovative quality education to improve the management of health information at a national & international level.
- To facilitate the dissemination of education & awareness in the management of health information to the community at large.

1.2. Program Description:

Faculty of Public Health and Health informatics, Umm Al-Qura University offers the program leading to Bachelor degree in Health Information Management and Technology. The program provides students a strong foundation in Health Information Management and Technology theories, training and research.

The program comprises of eight semesters plus one year internship (training facility based), after which the degree of B.Sc. Health Information Management and Technology program is awarded to successful candidates. A student undertaking this program must complete a total of 143 credit units.

1.2.1. The language of teaching: English.

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

1.2.3. The Research Project: This is 4 credit units course is offered in 7th semester and completing by the end of 8th semester. The students are provided with a list of projects proposals to choose from after agreement with supervisors in the department. It is expected that the students will apply knowledge and skills learnt during this course such as research methodology, data analysis and interpretation and presentation of research results during the experimental work of their research project. At the end of the course students need to submit a thesis and give a seminar on their project and defend their work in discussion.

1.2.4. The Internship: This one full year (summer, first and second semesters) professional training is offered to each intern in one of the training facilities (general or specialized government hospitals in addition to health office or a directorate of health affair). During this year, students undergo in-depth Health Information Management and Technology training.

Rules and Regulations of the Internship

Introduction:

Internship is an integral part of Health Information Management and Technology Program and is designed to provide interns with an opportunity to integrate and apply previously acquired knowledge and skills in actual work settings. Under the guidance of experienced Health Professionals and other qualified Health personnel, interns learn more about medical records, health information systems, quality issues and infection control concept as well as health team functions and problems and they gain an understanding of the roles and responsibilities of health care providers.

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

1. Practice and acquire health information skills.
2. Practice skills in problem-solving.
3. Perform quality control procedures.
4. Learn and adapt new health information techniques and procedures.
5. Understand the responsibilities, roles, and functions of the Health Professionals.
6. Learn how to write monthly / quarterly or annual report.

I. Internship eligibility criteria:

Entry in internship is allowed only after successful completion of all prerequisite courses of Health Information Management and Technology program specified.

II. Internship duration:

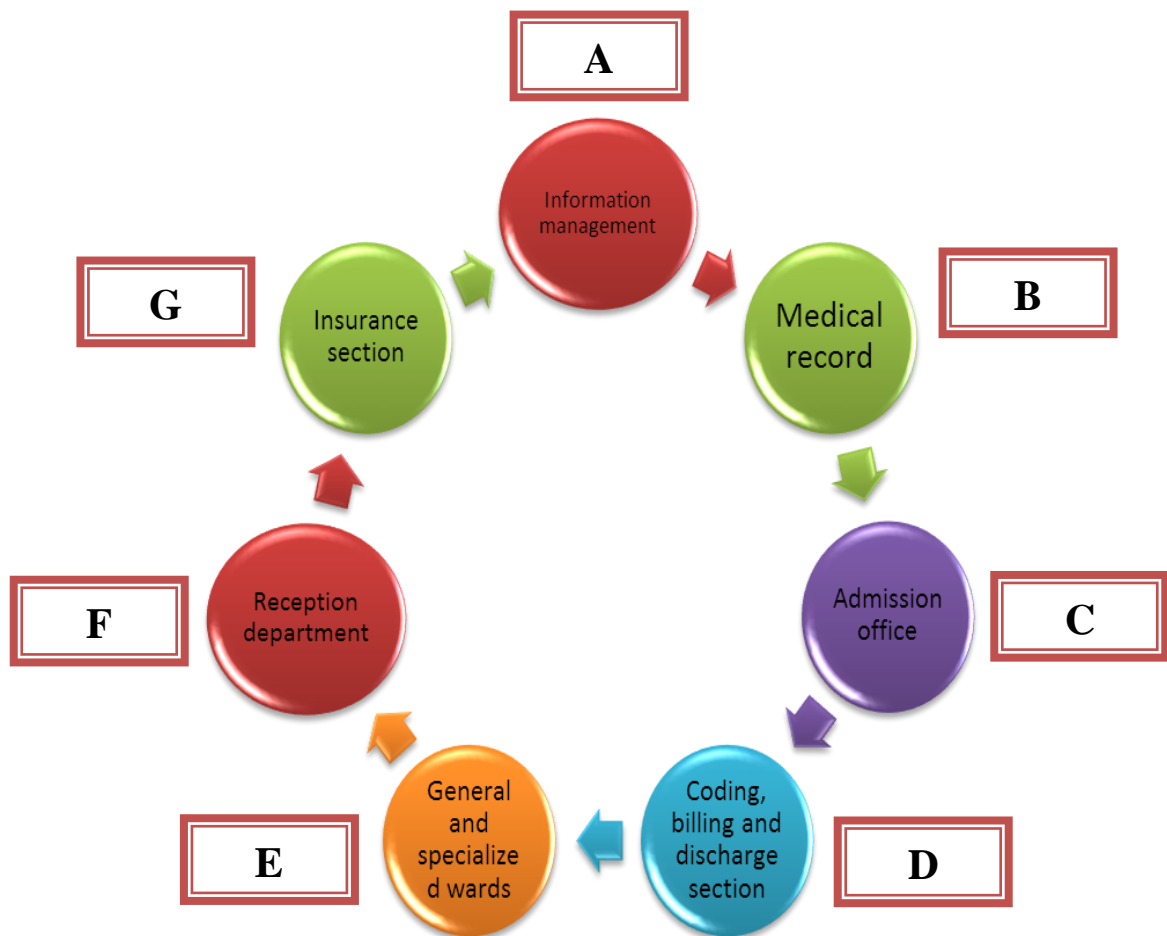
The training period for the internship is one calendar year. It is offered in 5th academic year of the program and begins two weeks after the final examination of 4th academic year.

III. Internship scheduling:

Students will be distributed according to the availability of the training facilities equally. Student's preference also considered while making placement. However, student pre-selection of preferred internship sites does not guarantee training at those facilities.

Internship schedule (days, times and sites) is prepared by the internship coordinator of the program in consultation with the coordinator in the training facilities. The student is not permitted to make his or her own arrangements for internship rotations or to change scheduled rotation days, times or sites without a prior request to and approval by the Program Faculty and field training coordinators.

IV. Internship stages, core stages:



Group A: 1- 2- 3- 4-	Group B: 1- 2- 3- 4-	Group C: 1- 2- 3- 4-	Group D: 1- 2- 3- 4-	Group E: 1- 2- 3- 4-	Group F: 1- 2- 3- 4-	Group G: 1- 2- 3- 4-
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V. Internship supervision:

The supervision of interns is done at two levels; one by the field training coordinator and other by the internship coordinator designated by the faculty for this purpose and report to Vice Dean for Hospital Affairs. During training at, intern is supervised on daily basis by the Health Information Management and Technology supervisor for particular rotation. Faculty coordinator visits regularly every month to training sites and meet the students and their supervisors to discuss with them their progress and addresses issues, if any. However urgent issues can be reported directly to faculty coordinator whenever required.

VI. Interns responsibilities:

Each intern is provided with internship booklet which contains the tasks for each training stage. Intern must complete the tasks list on daily basis which is to be signed by the immediate supervisor, if possible on daily basis, otherwise on weekly basis. All tasks given in the internship booklet will be reviewed by the Faculty Internship Coordinator on his periodic visits to health facilities providing the training.

During internship period interns have to demonstrate the following responsibilities:

1. Perform training in accordance with Health Information Management and Technology policies and procedures.
2. Comply with training facility rules and regulations.
3. All interns should comply with dress code specified by the training facility.
4. The intern usually spends at least 8 hours daily, 5 days/week or follows the working hours of training site where he/she is being trained.
5. Interns must refrain from unsafe and unprofessional conduct.
6. Exhibit professional behavior as Health Information Management and Technology professional.
7. Perform assigned work with responsibility.
8. Attempt to establish good working relationships with all personnel with whom they come in contact during the internship rotation.

VII. Evaluation of interns by training Supervisors:

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

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

Intern will be evaluated by his/her field supervisor using evaluation form **(Training Form #10)**. The field supervisor will submit the evaluation form for each intern to the Training Coordinator in the department. A summary of internship evaluation **(Form #12)** will be prepared by the Training Coordinator in the department.

VIII. Evaluation of interns by the Training Coordinator in the department:

Each intern is evaluated for his/her commitments in filling the assigned tasks and signed by Training Coordinator in the department as shown in internship booklet and filling **(training Form #11)**.

IX. Evaluation of training rotations by interns:

Interns' evaluation of rotation sites is a part of our reciprocal evaluation procedure. Interns must return intern feedback form to faculty internship coordinator no more than five (5) calendar days after completion of each rotation. Also they are required to give a report **(Training Form #9)** about each rotation.

X. Internship monitoring:

Internship monitoring form **(Training Form #14)** is to be used to get feedback from field coordinator in the training sites. Faculty internship coordinator should monitor Health Information Management and Technology interns on monthly

basis by visiting the training site and making a report. Quarterly monitoring report will be sent to the Vice Dean of hospitals affairs in time.

XI. Training site transfer:

Intern should start process of transfer (if he/she want) at least 6 weeks before the desired date. The intern needs to fill the training site transfer form (**Training Form #15**) and obtain evaluation reports of the rotations completed by the intern at current training facility. Similarly intern has to obtain acceptance from the training facility where he/she wants to transfer. This form will then be submitted to program internship committee for approval. It is the responsibility of program internship coordinator in the department to check with current field training coordinator about the evaluation reports of the rotations completed by the intern, any problem or absence of the intern who applied for transfer. After that, the transfer form will be sent by the department to the vice dean hospital affair office electronically with all the required details including student name, university ID, current/new hospital name, finished /required training period and holidays record for the student.

XII. Internship grading:

Grades for the Health Information Management and Technology internship are calculated using Student's Evaluation Form (**Training Form #10**) which will be filled by the coordinator at the training facility and the training coordinator in the department. Percent/grades are determined based on the performance in each of the components. The final percentage out of 100 is worked out as follows: 80% weightage will be given to field training supervisor evaluation and 20% weightage for evaluation of the training coordinator in the department and both evaluation will collected together in the final evaluation of form of the student (**Training Form#12**). The minimum of 60% is required for successful completion of internship. The percentage component of grades is then converted to letter grades. University grading system is used to determine the grade as follow:

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

XIII. Attendance leaves and vacations:

1. Interns are permitted to avail all public holidays (Eid-ul-Fiter, Eid Al-Adha and National day).
2. The Vice Dean for Hospital Affairs determines the beginning and the end of each vacation, and informs the interns and the Health Information Management and Technology department to follow.
3. Interns are also allowed 15 working days annual leave and 5 days emergency leave. To avail these leaves they need to apply for approval in advance using leave request form (**Form # 8**). No intern is allowed to proceed on leave prior to approval from Vice Dean for Hospital Affairs.
4. Intern may be granted sick leave on the provision of medical reports.
5. If sick leave exceeds 25% of the duration of the training rotation, the training stage must be repeated.
6. The attendance should be documented by the training facility.
7. Students are also allowed 14 days educational leave (**Form # 16**) to attend faculty/university conferences and research activities relating to their field according to the following:
 - a. Approval from training facility head of the department or training coordinator.
 - b. Approval from Vice Dean for Hospital Affairs of the faculty.
 - c. Provide the department with a copy of certificate of attendance to be sent with the evaluations to the faculty of Public Health and Health Informatics.

8. Lack of commitment in the attendance/training and improper behavior/attitude can lead to some or all of the following (**Training Form # 5**):

- a. Give verbal warning to comply with the training roles and regulations;
- b. Repeat the training stage;
- c. Move training to other training facility;
- d. Terminate training program;
- e. Or other.

Note: All forms are available at the "Forms" section.

XIV. Award of internship certificate:

After successful completion of training, student should submit the "**internship booklet**" duly signed by the supervisors for each rotation to the department training coordinator. The intern will be granted a certificate by the Faculty after approval of Health Information Management and Technology department. The certificate will provide the overall grade obtained by the intern in the training as well as the details of different training stages and the percentage of the marks obtained in each stage.

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

Internship Guidelines for Health Information Management and Technology Training Stages

HIMT Internship Program

Internship stages, Rotation 1 (38 weeks)

The intern has a choice to take this rotation period in the hospital in elective or extra training sites or to take it in a health office and / or a directorate of health affair. The following table revealed the hospital elective or extra stages.

Internship stage	Duration
Introduction and Orientation workshop	2 weeks
Information management department	8 weeks
Medical record department	8 weeks
Admission office	4 weeks
Coding, billing and discharge section	4 weeks
General and specialized patients wards	4 weeks
Reception and appointment department	4 weeks
Insurance section	4 week
Total in Weeks	38 Weeks

Internship stages, Rotation 2 (10 weeks)

Internship stage	Duration
Health Information and Planning Directorate	4 weeks
Surveillance Disease Program	2 weeks
National Cancer Registry	2 weeks
Primary Healthcare Centre	2 weeks
Total in Weeks	10 Weeks
The grand total	48 Weeks

Information Management Department

Name of Hospital: _____ **Section:** _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with Information Management Department job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Ability to identify relevant statistical or mathematical techniques and apply them creatively in interpreting information and proposing solutions.	✓		
2	Ability to communicate effectively both orally and in writing · Selects and uses appropriate forms of presentation for differing issues and audiences.	✓		
3	Routinely uses the most appropriate information and communications technology in gathering, interpreting and communicating information and ideas.	✓		
4	Ability to perform effective communication and positive relation with others.	✓		
5	Ability to use technology in analyzing data and information	✓		
6	Ability to prepare an oral presentation	✓		
7	Ability to be an active participator on the health service team work	✓		
8	Ability to use electronic medical records.	✓		
9	Ability to write up a report on a problem and being able to discuss it with other professionals	✓		
10	Communicate effectively with other members in the hospital.	✓		
11	Communicate effectively with patient relatives and health care professionals establishing	✓		
12	Professional and ethical relationship.	✓		
13	Communicate accurately, clearly, confidently, and effectively in writing and orally.	✓		
14	Understanding health care delivery system	✓		

15	Access information sources (e.g. libraries, database, and scientific papers) to gain new knowledge about rehabilitation of burn cases.	✓		
16	The ability to document the patient's information digitally	✓		
17	The ability to conduct oral presentation to the patient's condition	✓		
18	The ability to be an active participator on the health service team work	✓		
19	The ability to practice within the ethical, cultural, and professional standards	✓		
20	The ability to use the IT as in documentation and for electronic medical records	✓		
21	Advances the management of information as a key strategic resource.	✓		
22	Demonstrates an understanding of the key attributes of data and information (e.g., quality, integrity, accuracy, timeliness, appropriateness) and their limitations within the context of intended use (e.g., clinical and analytical uses).	✓		
23	Determines appropriate data sources and gaps in data sources in relation to identified business needs across the healthcare system.	✓		
24	Demonstrates an understanding of the data interrelationships and dependencies among the various health information systems (e.g., decision support systems, electronic health records, order entry, registries, etc.).	✓		
25	Demonstrates an understanding of the implications of ethical, legislative, and regulatory requirements related to the management of health information.	✓		
26	Applies accepted policies, principles and guidelines for the management of health information (e.g., COACH Guidelines and Canadian Health Information Management Association practices).	✓		
27	Demonstrates an understanding of relevant health information standards and their appropriate use (e.g., classifications, vocabularies, nomenclature, etc.).	✓		
28	Integrates data quality principles and methodologies into the identification, use and management of information sources (people and systems).	✓		

Medical Record Department

Name of hospital: _____ **Section:** _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with Medical Record Department job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Patient reception	✓		
2	patient data recording	✓		
3	patient data entry	✓		
4	Arrange patient medical forms	✓		
5	Organize the patient medical record	✓		
6	Documentation of medical record	✓		
7	Indexing the medical record	✓		
8	Retrieving the medical record	✓		
9	Diseases coding	✓		

Admission Office

Name of the Hospital: _____ **Section:** _____

Rotation Period (from/to): _____

Goal: Interns need to be familiar with Admission Office job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1.	Patient interview.	✓		
2.	To have the knowledge of classifying admission cases into emergency, urgent, and normal cases.	✓		
3.	Patient registration.	✓		
4.	Utilization Review (to ensure that the care provided is medically necessary).	✓		
5.	To achieve the ideal and maximum use of clinical capacity.	✓		
6.	Insurance verification.	✓		
7.	Patient's medical record (chart).	✓		
8.	Room/Bed assignment.	✓		
9.	Admission summary (face sheet).	✓		
10.	Knowledge of Census update.	✓		
11.	To guide and help patients in every way that may achieve the maximum degree of benefit from protective and remedial services provided by the hospital.	✓		
12.	Patient reception.	✓		
13.	Patient personal data entry.	✓		
14.	Check application of admission policy.	✓		
15.	Check referral letter or admission slips.	✓		
16.	Check availability of bed status.	✓		

17.	Conform with patients insurance policy.	✓		
18.	Collect patient insurance details.	✓		
19.	Collect patient previous reports and prescriptions.	✓		
20.	Send patient to duty medical officer to enter the admission notes.	✓		
21.	Arrange transport to shift the patient to the respective department/ward	✓		
22.	Inform the consultant and attending physician.	✓		
23.	Update the hospital admission list.	✓		
24.	Take the routine consents and signatures.	✓		
25.	Arrange collection of blood sample for preliminary investigations.	✓		

Coding, Billing and Discharge Department

Name of the Hospital: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Coding, Billing and Discharge Department job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Demonstrate knowledge of healthcare billing policies.	✓		
2	Demonstrate knowledge and understanding of healthcare coding and reimbursement	✓		
3	Demonstrate knowledge of the principles of data quality and apply the ICD-10-CM classification system	✓		
3	Describe relationship between admission process and billing for patient services	✓		
4	Provide an explanation of how charges are applied	✓		
5	State the role of Health Information System in billing patient services	✓		
6	Knowledge of discharge summary	✓		

Inpatient Wards

Name of the hospital: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Inpatient Wards job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Able to Distinguish between Inpatient Census and Daily Inpatient Census	✓		
2	Able to Distinguish between Intrahospital transfer and discharge transfer	✓		
3	Able to Distinguish between adult and newborn	✓		
4	Able to distinguish between patient include in bed account and bassinet	✓		
5	Define inpatient services day	✓		
6	Define admitted and discharged	✓		
7	Able to compute daily census	✓		
8	Able to compute period census	✓		
9	Able to compute average census	✓		
10	Able to distinguish between Inpatient care and Outpatient care	✓		
11	To verify the census data that are collected daily	✓		
12	Able to distinguish between Bed statistics and Bassinet statistics	✓		
13	Able to distinguish between Emergency Room/Department and Trauma Center	✓		
14	Able distinguish between Acute care and Long Term Care	✓		

Reception and Appointment Department

Name of the Hospital: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Reception and Appointment Department job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Receive patients with politeness, courtesy and respect	✓		
2	Receive patients, attendants and doctors calls	✓		
3	Respond the calls with dignity and good language	✓		
4	Keep all information about patient and their respective rooms and wards	✓		
5	Keep the list of available staff and doctors for any consultations and communications	✓		
6	Maintain all emergency and important phone numbers	✓		
7	Maintain emergency staff contact details and alternative availability of staff	✓		
8	Maintain list of doctors and other emergency staff on call and on duty on daily basis	✓		
9	Maintain register or online records of all appointments and send respective schedule to the related clinical staff (Doctors)	✓		
10	Give appointments based on the days and duty hours of doctors/consultants and specialist.	✓		
11	Keep inform all the consultants about their appointment schedule and number of patients on daily basis	✓		

Insurance Section

Name of the Hospital: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Insurance Section job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Check about - Insurance documents collection procedure	✓		
2	Check about - Insurance coverage and eligibility assessment procedure	✓		
3	Check about - Procedure of patient counseling about inclusions and exclusion in insurance policy	✓		
4	Check about - procedure of consultation with physician or operating surgeon about case discussion and criticality involvement	✓		
5	Check about - procedure of information about additional costing above the insurance policy	✓		
6	Check about - billing procedure	✓		
7	Check about - pre-authorization procedure	✓		
8	Check about - Authorization procedure	✓		
9	Check about - final billing and submission procedure	✓		
10	Check about - Bill reconciliation and auditing	✓		

Optional Stages

Health Information and Planning Directorate

Name of the Program: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Health Information and Planning Directorate job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Assign basic service classifications	✓		
2	Name several sources of statistical data	✓		
3	Identify the major requesters of statistical data	✓		
4	Identify the aspects included in Vital Statistics	✓		
5	Define Ancillary service/care	✓		
6	Define Primary Care Center	✓		
7	Define Incident Report	✓		
8	Define Respite Care	✓		
9	Able to distinguish between Inpatient care and Outpatient care	✓		
10	Able to distinguish between Acute care and Long Term Care	✓		
11	Able to distinguish between Bed statistics and Bassinet statistics	✓		
12	Able to distinguish between Child and adolescent for hospital statistical purposes	✓		
13	Able to distinguish between Retrospective and concurrent methods of data collection	✓		
14	Able to distinguish between intrahospital transfer and interhospital transfer	✓		
15	Able to distinguish between Emergency Room/Department and Trauma Center	✓		

Diseases Surveillance Program

Name of the Program: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Diseases Surveillance Program job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Able to identify cases of priority diseases, conditions and events	✓		
2	Able to report priority diseases, conditions and events.	✓		
3	Able to analyze data by time, place and person.	✓		
4	Able to participate in investigate suspected outbreaks and other public health events.	✓		
5	Able to prepare to respond to outbreaks and other public health events.	✓		
6	Able to develop information summary sheets of diseases.	✓		
7	Able to identify targets and indicators of monitoring performance and evaluation of diseases.	✓		
8	Able to identify surveillance data to analyze and interpret for each priority disease.	✓		

Cancer Registry Program

Name of the Program: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Cancer Registry Program job duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Able to collect information on all cases of cancer treated in one or more hospitals.	✓		
2	Able to collect information from one or more laboratories on histologically diagnosed cancers.	✓		
3	Able to systematically collect information on all reportable neoplasms occurring in a geographically-defined population from multiple sources.	✓		
4	Able to provide follow-up information for cancer surveillance.	✓		
5	Able to calculate survival rates by utilizing various data items and factors.	✓		
6	Able to provide information for cancer program activities	✓		
7	Able to analyze referral patterns.	✓		
8	Able to edit and data processing capabilities for data quality	✓		
9	Able to understand the standards for coded and text data items	✓		
10	Able to training for improved data quality	✓		

Primary Healthcare Centre

Name of the Program: _____ **Section:** _____
Rotation Period (from/to): _____

Goal: Interns need to be familiar with Primary Healthcare Centre duties.

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

N	Tasks	Trainee (Tick appropriate column)		Trainer's signature
		Observe	Perform	
1	Create and update documents within the electronic health record (EHR)	✓		
2	Locate and retrieve information in the electronic health record for various purposes	✓		
3	Perform data entry of narrative information	✓		
4	Locate and retrieve information from a variety of electronic sources.	✓		
5	Differentiate between primary and secondary health data sources and databases.	✓		
6	Know the architecture and data standards of health information systems.	✓		
7	Identify classification and systematic health-related terminologies for coding and information retrieval.	✓		
8	Know the policies and procedures related to populating and using the health data content within primary and secondary health data sources and databases.	✓		
9	Apply appropriate documentation management principles to ensure data quality and integrity	✓		
10	Use software applications to generate reports.	✓		
11	Know and apply appropriate methods to ensure the authenticity of health data entries in electronic information systems.	✓		
12	Use electronic tools and applications for scheduling patients	✓		

Internship Forms

Student's Information Form

(Training Form No. 2)

(To be filled by the student)

Name	(Arabic)
	(English)
University ID	
National ID	
Tel. No.	
In case of emergency	Mobile No.
	Relation
E-mail	
Address	

Agreement Letter

(Training Form No. 6)

Dear Intern,

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

I have read, understood, and agree to adhere to the Rules, Regulations and Guidelines stated in Faculty of Public Health and Health Informatics.

Student Name	
University ID No.	
Date	
Signature	

Student Incident Report Form

(Training Form No. 5)

(To be filled by the training coordinator)

Student's Name	
Training facility Name	

After meeting with the training coordinator in the department , 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 the training stage (.....).
- 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 training facility.
- Repeat training in the stage (.....).
- Move your training to other training facility.
- Terminate your training program.
- Other:
.....

Name of the Training Coordinator	
Signature of Training Coordinator	
Name of Head of the Department	
Signature of Head of the Department	

Date

Vice Dean for Hospitals Affairs

Intern Annual, Educational & Emergency Leave Request

(Training Form No. 8)

(The student has two weeks annual leave + one Week for emergency leave, 14 days for Educational leave to participate/ attend faculty/university scientific conferences, seminars, workshops and their research activities)

Student's Name		University ID No.	
Name of the department			
Phone No.		Leave Balance	

Type of the Leave requested	Annual	Educational	Emergency

Purpose of Educational leave					
To attend	Conference		Seminar	Workshop	
To participate/ present in	Conference		Seminar	Workshop	
To participate in	Research meeting				
Name of the Educational facility					
Name of the Educational event					

Leave request	from		To	
Joining date after leave				
Name of the current training facility				
Signature of the student				

Name of the field training coordinator	
Signature of the field training coordinator	

Name of the department Coordinator	
Signature of the department Coordinator	

Name of the Head of the Department	
Signature of Head of the Department	

Date

Vice Dean for Hospitals Affairs

End of the Training Stage Report

(Training Form No. 9)
(To be filled by the student)

Student's name			
Department			
Training Facility			
Training stage			
Training period	from		To

Introduction:

Knowledge gained:

Exquisite skills:

Is the training objectives have been achieved?

Yes

No

If the training objectives does not achieve, what are the reasons:

I suggest the following to improve training:

Trainee Name Signature

Guidelines for writing the report:

Use words which are clear and simple terms.

Try to be as brief as possible, with the writing of the points that have to do with training only.

Go directly to the main points and avoid lengthy reports.

Start with an introduction on the objectives of the training stage.

Highlight the training that you have received, acquired knowledge and skills and whether the training objectives have been achieved or not, and if not met, what are the reasons.

At the end of your report please put suggestions for improving the training program.

Complete the form by computer or by hand writing.

Submit the report within two days after the end of the training stage.

The report can be submitted by hand or send it via e-mail or fax to the training supervisor in the department.

Student's Evaluation Form

(Training Form No. 10)

(To be filled by the Field training coordinator & Training Coordinator in the Department)

Intern Name			
University Number			
Department			
Training Facility Name			
Stage of Internship			
Date of the beginning of the training stage		Date of the end	

Evaluation of The Student By the Supervisor at Training Facility

Punctuality and Attendance	Has a good relation with others	Skills and general performance	Total
15	15	50	80%

Other comments about the student:

.....

.....

.....

.....

	Name	Signature	Date
Field Training Supervisor			

Evaluation of The Student By the Training Coordinator in the Department

Punctuality and Attendance	Has a good relation with others	Skills and general performance	Total
5	5	10	20%

Other comments about the student:

.....

.....

.....

.....

	Name	Signature	Date
Training coordinator in the department			

Final Evaluation of the Student's Internship

(Training Form No. 12)

(To be filled by training coordinator in the department)

Student's name	
University ID	
Department Name	

No.	Training Stage	Evaluation of the field training coordinator	Evaluation of the training coordinator in the department	Degree	Overall Rating (success / failure)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
The final evaluation					

Name of the training coordinator in the department	
Signature	

Name of the Head of Department	
Signature	

Date

Vice Dean for Hospitals Affairs

Evaluation of the Internship by the Field Training Coordinator

(Training Form No. 14)

Name of the Training Facility	
--------------------------------------	--

Items	Below average	Average	Good	Very Good	Excellent
	<60	60-69	70 - 79	80 - 89	90 -100
Student performance during the training					
Follow the rules and regulations at the training facility					
Punctuality and initiative to work					
Have positive attitudes					
They have good relationships with others					

Problems with the students, (if any):

.....

.....

.....

.....

Any recommendations to improve the quality of the training:

.....

.....

.....

.....

Name of the Field Training Coordinator	
Signature	

Date

Vice Dean for Hospitals Affairs

Student's Training Site Transfer Form

(Training form no. 15)

Student's Name: **UQU ID**

Training facility:

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

Field Training Coordinator agrees to transfer: Yes No

Name of Training Coordinator:.....

Signature of Training Coordinator: Date:

New training facility: Expected starting date:

Rotations to be completed:

1..... Duration (weeks):

2..... Duration (weeks):

3..... Duration (weeks):

Training Coordinator in the department agrees to accept intern: Yes No

Name of Training Coordinator:

Signature of Training Coordinator:

Date

Vice Dean for Hospitals Affairs

Student's Internship Evaluation Form

(Training Form No. 17)
(To be filled by the student)

General Information	
Name	
ID	
Mobile #	
E-mail	
Signature	
SUPERVISION	
Field Training Coordinator	
Training Coordinator in the department	

Please use a check mark (√) to indicate your response

Item	Poor	Fair	Good	Very good	Excellent
Training Coordinator in the department					
Encourage the interns to ask questions and represent themselves					
The academic supervisor was accessible to me and concerned about my progress					
The preparation and presentation of material was clear					
The presentation of material was consistent with the internship goals					
The supervisor's respectable attitude and behavior toward intern					
The supervisor motivates and enhance the intern to get updates in his profession					
The supervisor frequent attend the training place and follow up interns					
Field Training coordinator					
Encourage the interns to ask questions and represent themselves					
The Field Supervisor was accessible and concerned about the progress of intern					
The application process (procedures and forms) was clear and accessible					
The Field Supervisor's respectable attitude and behavior toward intern					
The Field Supervisor discuss the internship options with interns					

Student's Internship Evaluation Form (continue):

Please answer the following and give comments:

1- In what ways do you feel your previous academic education has been helpful in preparing you for your internship?

2- What do you feel was lacking in your previous academic education that would have been helpful for you at your internship?

3- Have you met your initial expectations for the internship training? Why or why not?

4- Do you feel that your internship experience will be helpful for you in pursuing professional?

5-What is the internship training strength?

6-What are the internship training weaknesses, or area needs to improve?

7-What did you learn thought this internship that you particularly value?
How did you learn that?

For Queries Please Contact:

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Internship Coordinator:

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Mobile: 00966541837954

For Female Students:

Dr. Amal Omer Bashir

E-mail: aomer@uqu.edu.sa

Mobile: 0535885490
