



INTERNSHIP YEAR GUIDE

2021 -1442

Internship Year Guide

1-INTRODUCTION:

The Internship Training Program aims to provide a general clinical experience in the framework of supervised clinical responsibility, in order that an intern acquires the necessary knowledge and skills for the practice of medicine in general. It is a mandatory training program that provides training in a hospital approved by the College Board. In addition to that, it is a professional academic program that is subject to the laws and regulations of the College of Medicine, Najran University, in addition to the systems of the approved training bodies.

The intern does not enroll in this program unless he/she successfully passes all the study plan subjects, with an academic average of more than 2 out of 5.

The internship period which consists of 52 (fifty-two) weeks of continuous clinical training, is termed the Internship Year. The student is called an intern during this period and is evaluated both professionally and behaviorally, and with a possibility of success or failure in every specialty in which he/she is being trained. The internship period is considered an integral part of studying medicine. Furthermore, the student is not eligible to practice the medical profession till this period is successfully completed.

2. AIMS:

The aim of the Internship Training Program, as mentioned above, is to provide a general clinical experience in the framework of supervised clinical responsibility, in order that the interns acquire the necessary knowledge and skills for the practice of medicine as follows:

- Application of the acquired medical information throughout clinical training.
- Improving the scientific and practical level of the intern medical outcome.
- Training an intern to work independently and be able to make decisions and deal efficiently and professionally.
- Requesting and evaluating the results of the necessary medical
- Training an intern to work within the medical team, knowing not only his/her limits but also the capabilities, and to seek guidance from those who have more experience, when needed.
- Providing the intern with other complementary needed skills like communication, presentation and administrative skills.
- Application and adherence to the ethics of Islam in his/her medical practice.

By the end of the training period, the trainee must competently be able to perform the following tasks:

- Taking medical history and examinations to diagnose and treat diseases.
- Writing all the necessary prescriptions for patients under the supervision of the treating medical team.
- Participating in handling emergency situations and how to deal with them.
- Requesting consultation for the patient if needed from other medical/surgical disciplines.
- Working in teamwork spirit and to cooperate with various health and administrative teams, and to show respect for all other disciplines.
- Familiarity with computer skills in the areas of diagnosis and collection of medical information.
- Application of the principles of public health and the rules for preventing the spread of infection.
- Developing scientific research skills during the review of the cases that are seen during the training work.

By the end of the training period, the trainee must competently be able to perform the following tasks:

- Taking medical history and examining the patients at different disciplines.
- Requesting and evaluating the results of the necessary work up, in order to diagnose and treat diseases.
- Writing all the necessary prescriptions for patients under the supervision of the treating medical team.
- Participating in handling emergency situations.

- Requesting consultation for the patient from other medical/surgical disciplines, if needed.
- Working in team spirit, cooperating with various health and administrative teams, including respect for all other disciplines.
- Familiarity with computer skills in the areas of diagnosis and collection of medical information.
- Application of the principles of public health and the rules for preventing the spread of infection.
- Developing scientific research skills during the review of the cases seen during the training work.

3- DEFINITIONS:

The following terms, wherever mentioned in this guide, have the meanings shown alongside:

- 1- Internship period: A compulsory training period comprising of 52 continuous weeks of actual clinical training. It is considered an essential part complementing the study of medicine. Moreover, the student is not considered eligible to practice the medical profession until after successfully completing this period.
- 2- College: College of Medicine at Najran University.
- 3- The Dean: Dean of the College of Medicine at Najran University.
- 4- Mentor: The college member who supervises the internship period.

5- An intern: The student (he/she) who completed the duration of study at the College of Medicine, Najran University and joined the internship period.

6- Internship Unit: The unit responsible for the supervision of the internship period, as mandated by the College of Medicine at Najran University.

7- Hospital: It is one of the university or government hospitals to which an intern is directed by the Internship Unit for training.

8- Warning: Notice given to an intern because of his/her absence or rather misconduct within the training process during the internship period.

4- The Regulations Governing the Internship Year

1-The internship year begins on the first of July every year, unless a decision is issued otherwise. Instead, for defaulting students, the internship year begins on the first of the next calendar month after successfully fulfilling the graduation requirements. An intern is trained in various disciplines as the following:

- Two months (Internal Medicine Departments)
- Two months (Surgery Departments)
- Two months (Pediatrics)
- Two months (Emergency Departments)
- One month (Department of Obstetrics and Gynecology)
- One month (Department of Family Medicine)
- Two months (Two electives, four weeks for each elective specialty)

2- The Internship Unit approves the training roadmap. Therefore, it cannot be altered without the College of Medicine Deanship's approval following a recommendation from the Internship Unit.

3- The intern should successfully pass the Basic Life Support course during the internship period. Also, get a passport issued for the sake of tallying the name indicated on it with the one in English on the Internship Certificate.

4- In order to pass the internship, it is obligatory to score at least 60% in all the rotations.

5- At the end of each rotation, the trainee is evaluated by the supervising consultant according to the form approved by the college, which is formally sent back after official approval by the training center.

6- In the event that the intern does not obtain a satisfactory report (passing score of 60%) in any specialty in the internship year, either obligatory or elective, he/she must repeat the period of this specialty without remuneration at the end of the internship year.

7- It is allowed to postpone the internship year for a maximum of three months if an intern submits an acceptable reason to the internship unit, provided the submission is at least a month prior to enrollment to the internship year. It is important to note that the training consists of 52 continuous weeks, and it is not allowed to include empty months within the training plan.

8- If the postponement period is more than six months but less than a year, then the intern is required to have a practical test in the surgical

and internal medicine courses, and in the event that he/she does not obtain a passing score of (60%) in the exam, he/she cannot retest in a duration of less than a month. These exams are not considered graduation exams, but rather a test to allow for the internship period's commencement.

9- If the postponement period exceeds one year, then the intern is required to have a practical test in the courses of internal medicine, surgery, pediatric, obstetrics and gynecology. If he/she does not pass the test, he/she cannot retake the test in a duration of less than a month. As stated above, these exams are not considered graduation exams, but rather exams to allow for the internship period's commencement.

10- If an intern stops training with an acceptable reason for less than (6) months, then he/she must complete the remainder of the current internship period. But if the intern stops training without an acceptable reason for less than (6) months, then he/she must repeat the entire internship period.

11- If an intern stops training for a period of more than (6) months to less than a year, he/she must repeat the entire internship period.

12- If an intern has stopped training for a period of more than a year, then he/she is required to have a practical test in the internal, surgical, pediatric, and obstetric courses. If he/she does not pass the test, he/she cannot retake the test for a duration of less than a month. These exams are not considered graduation exams but rather exams to allow for the commencement of the internship period with repeating the entire internship period.

13- The intern is not allowed to work outside the place of training whatsoever during the training period.

14- Upon the successful completion of the training year, the trainee is granted a certificate of completion of the internship period, indicating the training periods in each discipline. Accordingly, the academic office upgrades the trainee status into a graduate in the relevant academic registry.

5- Supervising the Training Period:

(1) Supervising the training of internship physicians is the responsibility of the College's Internship Unit.

(2) The Internship Unit reports directly to His Excellency, the Vice Dean for Clinical Affairs.

6- Training Sites:

University hospitals and government hospitals accredited for any training programs by the Saudi Commission for Health Specialties according to the following conditions:

1. The training should be under the supervision of a consultant in the relevant specialty.
2. The hospital must have the necessary equipment to execute the training period.
3. Obtaining an official acceptance from the hospital in which the intern wishes to train.

7- Internship Year Requirements:

1. Successfully completing all the academic courses. (needs evidence from the Deanship of Admission and Registration).
2. Submitting a copy of the academic manuscript, certified as true, with the original submitted for attesting.
3. Submitting a copy of the ID card, valid for a minimum of 12 months, and the original must be brought for attesting.
4. Attaching four recent 4x6 photos.
5. Filling out the required college forms and obtain the approval of the Internship Unit.
6. Providing contact information with the accredited hospital in which the intern wishes to train with confirmation of the validity of the correspondence e-mail

8- Conditions for Transferring the Site of the Internship Period:

1. The intern is not entitled to change the location and period of training except following the approval of the Internship Unit first and then of the Dean of the College of Medicine in proportion to the operational plan of each department without prejudice to the number of interns for each department, provided that a request to change the rotation is submitted for a period of not less than a month prior the start of training in that discipline.

2. In the event that training is stopped by the hospital, he/she will be referred to the Internship Unit to search for the reason for the suspension and take the necessary measures.

3. In the event that the site and period of training are changed without formal written approval from the college, this period is not recognized and must be repeated.

9- Job Description for The Intern:

(1) Taking history and conducting physical examination, recording each patient's disease signs under his/her care in the patient's file. He/she must record the differential diagnosis and suggest the initial workup and the treatment plan accordingly in the daily progress note. He/she is not entitled to implement the treatment plan except after approval of the treating consultant in charge (at least 5 cases per day).

(2) Follow up the implementation of the treatment plan and the results of the required tests for the patient, monitor any new developments that may occur in the patient's condition, discuss them with the treating consultant in charge, and document them in the patient's file.

(3) Attending clinical rounds while applying the recommendations of the treating team. He/she must also participate in the scientific activities of the department.

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- (4) Follow-up of the assigned patients from admission until discharge and write and implement the discharge plan as agreed by the treating consultant and ensure booking of the follow-up clinics.
 - (5) Participate in the presentation and discussion of medical cases in the daily meeting and during the daily rounds.
 - (6) Documentation of daily progress notes in the patients' record, including clinical examination, review of lab results and official reports of any procedures.
 - (7) To carry out the tasks assigned to him/her by the treating team.
 - (8) Provide basic care for emergencies and critical situations, and requesting senior colleagues' assistance immediately.
 - (9) Learn about the job description of the rest of the medical team, and interact with them accordingly in a professional manner.
 - (10) Follow occupational safety standards and infection control standards.
 - (11) Adhere to medical ethics, maintaining patient confidentiality.
 - (12) The intern is not permitted to issue death or sick leave certificates.
 - (13) The intern is not permitted to fill in the criminal record.
 - (14) The intern is not permitted to share details about the patient's care to the patient's relatives or others, unless directed otherwise by the supervising consultant in charge.
 - (15) The intern shall abide by the instructions of the department in which he works, for instance, when to start the daily work and when to depart at the end of the day.

(16) The intern is obligated to document and get signed all the required skills in the training book (log book) approved by the college.

(17) The intern is obligated to cover in-house on-call duties as required by the department.

(18) The intern must follow and respect the instructions and regulations of the hospital in which he works.

10- The Intern Rights:

(1) Training is under the supervision of the consultant in charge.

(2) Support from the medical team at all times upon request.

(3) To be dealt with in respect.

(4) To review and sign his evaluations, having the right to raise an objection to the Internship Unit, in case of a biased assessment.

11- Vacations System During the Internship Year:

A-Vacation Period for Both Eids:

The vacation period consists of 10 days, which are taken as five days for each Eid. The concessionaire can work during the holiday period and get compensated for leave at a later time with the same medical team, provided that the leave period does not exceed 25% of the course duration in the specialty in which the leave was taken (leave days are counted one day before Eid and four days of Eid, whether Eid al- Fitr or Eid al-Adha). He/she is not entitled to combine them during the training period, except with the approval of the hospital and the Internship Unit.

B. Conference Leave:

The intern is allowed to attend conferences during the training period according to the following conditions: -

1. The intern is allowed to attend conferences for a maximum of 7 days throughout the entire internship year.
2. That the percentage of attendance at the conference does not exceed 10% of the rotation duration that time.
3. The intern must arrange with the consultant in charge of his training one month earlier to the conference.
4. That the university does not bear any financial obligations.
5. The intern must present a certificate of attending the conference.

C. Urgent Leave:

The intern is allowed five days as an emergency leave during the year if it is proven that he/she needs it, provided that it is not related to the Eid leave, and if needed more, he/she must compensate the period with the number of days he/she was absent, and this leave must be approved by the consultant in charge and by the hospital training center, then to be approved by the Internship Unit.

12. Absence During the Internship Year:

In the event of absence with a reason (accepted by the Internship Unit) and at a rate not exceeding 50% of the rotation period, the intern will repeat training of the exact number of absenteeism days at the end of his internship year without any extension of financial incentives, and if absenteeism exceeds 50% of the rotation and has acceptable reason by the internship unit, then the intern must repeat the whole rotation at the end of internship year without any financial incentives.

- In the event of absence without an acceptable reason by the Internship Unit and at a rate not exceeding 10% of the rotation period, the intern will return training of the exact number of absenteeism days at the end of his internship year without any extension of financial incentives, but if the absence percentage exceeds 10%, he/she must repeat the rotation at the end of the internship year without disbursement of financial incentives.
- If the intern was absent for three consecutive days from the training in the hospital without permission or an acceptable leave request, the Internship Unit must be informed to take the necessary action in this regard.

13- Financial Incentives:

A financial incentive will be paid to the intern according to the regulations after the Commencement of Training letter is officially sent from the training hospital to the Internship Unit.

14- An Intern Evaluation System:

The training body must evaluate the intern using only the evaluation form approved by the college, none else. The evaluation form must be done and stamped by the consultant in charge of intern training as well as co-signed and stamped by the hospital training center, thereafter formally sent to the college for approval.

15- Penalties:

If the intern violates the rules or regulations of the training hospital, it should be reported to the Internship Unit, which should recommend one of the following options:

- Verbal warning.
- Written warning.
- Repeating the training for a specified period.
- Not granting him/her a certificate of completion of the internship year.
- The recommendations of the Internship Unit, along with a detailed

report of the penalties, should be submitted to the College Board to take the necessary action. Further, the intern must also be informed of the decision through the Internship Unit.

- Violations in the form of non-ethical malpractice and dishonorable behaviors should be reported by the training hospital to the Internship Unit, which should pass the report directly to the College Board to take the appropriate decision

16- End of Training Period:

The College of Medicine at Najran University will grant the intern who has successfully completed the training year, a certificate of completion of the internship year approved by the Dean of the College, as a mandatory prerequisite before the MBBS certification.

17- Regulations for Non-Najran University Students Admission to Internship Year:

Currently, Najran University does not supervise internship training for medical graduates of other universities. This policy is subjected to board review every two years.

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