

Kingdom of Saudi Arabia  
Ministry of Education  
Najran University  
College of Nursing



# Foundation Training Manual

College of Nursing - Najran university  
1444-1445 H





**College of Nursing**  
**Cooperative Training, Internship and Graduate Committee**  
**Foundation Training Manual**



### **Introduction:**

The internship year is a mandatory training year and it is considered as a complementary part of the nursing program to achieve its mission and a certificate of completion of this year or graduation certificate is not granted until after successfully completing the internship period. The practical training is mandatory for a period of one year and is conducted in hospitals with high training levels, inside or outside the Kingdom. The training will be under the supervision of the training authority in coordination with the college agency for educational affairs and the internship and graduates unit in the college.

## Definitions

**Internship period:** It is a full year of clinical practical training that begins after the student has successfully completed all coursework and requirements of the relevant program. The internship period is considered an integral part of the nursing program, and the graduate is not considered qualified to practice the profession until the successful completion of this period. **Trainee:** is the student who completed their learning programs and pass their exams.

**Training co-ordinator:** is one of the teaching staff who is appointed by the dean to be responsible for the training year.

## Definitions

**Practice supervisor:** is a qualified clinician who is responsible for trainees in practice. Practice supervisors must meet the standards set by the Faculty of Nursing.

**Training Institution:** is one of the government or military hospitals, health centres, and/or medical cities inside and outside KSA, that are approved to provide training by the faculty, Saudi Commision for Health specialities, and regional healthcare authority.

### Field training goals /internship period

- \* Improve trainees' clinical knowledge and skills by allowing them to practice under experienced healthcare professionals in approved training settings.
- \* A good opportunity for students to apply and improve their knowledge and skills they gained from their learning years and apply these knowledge in safely manners.
- \* Complete all training requirements to be able to practice as registered nurses.
- \* An addition to their work experience for their future career.





### Field training goals /internship period

- \* Learn about work ethics and be part of multi-disciplinary team.
- \* Improve trainees' confidence and community acceptance of the nursing profession
- \* Encourage nursing students to participate in research projects in order to improve their practice.
- \* An opportunity to learn about the profession and engage with requirements of nursing practice.





### **Internship training year entry requirements**

- \* successfully completing learning program with Grade Point Average (GPA) 2 out of 5.
- \* Training can be started at least 30 days after the announcement of the last term results. Students must pass all their exams before commencing their training period.

### **Authorized organizations for training:**

Is one of the government or military hospitals, health centres, and/or medical cities inside and outside KSA that are approved to provide training by the faculty, Saudi Commision for Health specialities, and regional healthcare authority.



## Mandatory field training areas

King Khaled Hospital

Military Hospital

Najran General Hospital. New hospital in Shurfa

Community Health Centres

University Hospital

Maternity and Children Hospital

Eradah Hospital for Mental Health

## Training specialities (nursing program)- Compulsory adults medical and surgical nursing

General Surgery Unit

Surgery Department

Emergency Department

ICU

Burn Units

Diabetes Clinics

Dialysis Unit

Training specialities (nursing program)- Compulsory  
Maternal Health nursing  
Pediateric nursing

Maternity Unit

Children Unit

Delivery Room

Neonatal ICU

Children Emergency

Training specialities (nursing program)- Compulsory Eradah  
Hospital for Mental Health Community Health Center

Eradah Hospital  
for Mental  
Health Najran

and Community Health  
Centres Najran

## Training specialities (nursing program)-

Voluntary training units: trainees can choose to work in these units (2 months)

Emergency Room

ICU

Dialysis Unit

Neonatal ICU



### **Procedures for reducing risks in training venues**

1. Students must provide medical clearance before commencing their training.
2. Proof of vaccinations against infectious diseases  
i.e. Hep B are required
3. Students must attend workshops on workplace safety and infection control
4. Trainees must follow infection control procedures set by the training site i.e. wearing Personal Protection Equipment (PPE)

### Conditions for changing the training center during the interns\_ period

- Training site cannot be changed unless approved by Vice Dean after written approval obtained from the department of graduates and internship. This can be achieved based on the training plan set by the faculty, and the new training site entry requirements are met.



### **Training procedures all trainees must follow during the internship**

1. Follow training sites rules and operating procedures
2. Abide by the dress code set by the faculty and the training site. Lap-coats cannot be worn outside working hours, weekends and/or public holidays for any reason.
3. Make-up, jewellery and nail polish are not allowed- female students.
4. Follow work/break time rules. Patients care transfer must be done when starting their break.
- 5-Leaving work site is not allowed unless approved by direct supervisor
- 6- Training sites assignments must be followed, and changing training sites can only be done in exceptional circumstances and must must be approved by the faculty.
7. Trainees must keep their identity cards with them all the time and present them when required
8. Trainees must familiarise themselves with administration offices in their training sites-i.e. for signatures.
9. follow Line of Authority whenever concerns are raised.
10. Students must bring their log book on daily basis for evaluation and sign-off by their practice supervisor at the end of each training period.



### Training procedures all trainees must follow during the internship

11. In case of emergency students must inform their teaching staff.
12. Collaborate with other healthcare professionals.
13. Respect all other healthcare team
14. In case of a patient refusing their treatment, risks must be discussed with the patient first before sign-posted to his doctor/supervisor.

## Holidays and absence

### 1. Public holidays

- All students have the right to break whenever there is public holiday, and this does not include academic holidays.
- Public holidays include two Eid holidays, and national day holiday.

### 2. Authorised absence

- Students are allowed maximum of 5 days/year in case of emergency. This must be approved by the training unit at the hospital and the faculty.
- Applications must be submitted at least one week before holiday taken if more than two days. If absence required for 1-2 days trainee can phone their academic/practice supervisor same day, and Paper works can be done afterwards.
- Trainees can take their holidays all at once or separate. Weekends are considered part of the holiday if the holiday is requested fully in the middle of the week.

### 3. sick leave

Students are allowed maximum of 5 days sick leave during their training year.

- If sick leave is for more than 5 days, student must work these days at the end of their training year and must be at the same training stage missed.
- Students can phone their academic/practice supervisor to report their absence.
- Copy of the sickness note signed and stamped (by approved healthcare settings) must be handed to the practice supervisor.
- Original copy of the sickness note should be handed to the academic supervisor to be kept in the trainee file.
- Sick leaves are not allowed if requested two weeks after medical interventions.

### 4. Maternity leave

- Maternity leave can be taken for maximum a month, and trainee must work it at the end of their training period.
- Holiday can be taken before delivery, with medical report submitted when necessary - Trainee can terminate their maternity leave at any point and commence their training.

### 5. Educational holiday

- Proof of registry Students can take a maximum of five days to participate in workshop and/or conferences inside KSA.
- action to such events must be provided to the academic/practice supervisor before starting holiday.

## **6. Personal holiday: includes**

### **7. Grievance absence**

- For three days and only granted on the losses of first degree relatives, otherwise is consider unauthorised absence.
- Death certificate must be submitted within 2 weeks.

### **8. Wedding holiday**

- For 15 days and must be compensated at the ends of the training year

### **■ Unauthorised absence**

- Unauthorised absence is not allowed at any point during foundation year.
- Verbal warning will be issued if absence reaches 5%.
- If absence reaches 10%, training period when absence happened must be redone , and the student must sign disciplinary form issued by the college.
- Trainee can take 2 hours at the beginning or the end of the shift for one day per month. Absence must be reported to the academic supervisor by phone as well as practice supervisor, and hospital process must be followed.



### Holiday application process:

- Application form must be filled and submitted at least a week before the start of the holiday.
- Application must be approved by the academic supervisor and form must be signed.
- When academic supervisor approval obtained, student must inform hospital supervisor for final approval and to be signed off by the training supervisor.
- No more than one holiday are allowed during each training period only in special circumstances approved by the college.

### Resuming after training was suspended

- Students' progress is monitored through monthly attendance by the hospital training department
- If training suspended by the trainee for less than 3 months because of acceptable excuse, he/she can work this period at the end of his/her training year.
- If training suspended for more than 3 months, students must re-start whole training year unless student submitted an acceptable excuse.
- If training is been suspended for more than 3 months and the student does not want to continue, hospital training department should inform the college for this to be recorded in the student's file.

## Progress review and assessment

- Progress review will be conducted at the end of each training period using templates approved by the college only.
- A progress report will be done by the academic/practice supervisors and kept in the trainee's file.
- Practice supervisor progress report will be rechecked by the academic supervisor.
- At the end of each training period, practice supervisor will discuss student performance and feedback will be discussed.
- Nursing college has the right to file disciplinary procedure if the student did not abide by the rules set by both the college and the training site, and could be asked to re-start his/her training year.

## Training supervisors duties / training program and visits

1. Choosing training sites
2. Collaborate with hospitals and health centres to ensure all training requirements are met.
3. Plan and deliver academic training workshops at the beginning of the year and after each training period.
4. Assign students to their training sites.
5. Technical and administrative supervision for trainee through the four clinics groups in collaboration with training sites.
6. Student performance evaluation in collaboration with practice supervisor.
7. Regular meetings with students to discuss any difficulties they may face during their training year.
8. Training sites evaluation at the end of each training cycle.



8. Deal with students complaints and discuss any issues arises with training sites supervisors when necessary.
9. Deal with any issues related to the training program administratively.
10. Conduct regular visits to training sites and report/deal with any technical issues arise during the training year.

#### **Training supervisors duties - Training sites**

1. Writing start forms at the beginning of each training year
  2. Putting attendance system for students to sign in and out each day.
  3. Monitor students absence and deal with unauthorised absences.
  4. Ensure supplies are available for clinical practices (i.e. changing rooms for female students).
  5. Holiday approvals. Signed by one of the training supervisors.
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6. Legally deal with complaints referred by the college.
  7. Refer hospitals complaints against students before taking any actions.
  8. Help with academic workshops at the beginning of the training year.
  9. Monitor students nursing practices alongside practice supervisors.
  10. Provide help and support for trainee to develop required skills during their foundation year.
  11. Provide performance review.

## Requirements for training outside Najran

- Application to train outside Najran must be submitted to committee.
- All applications will then be submitted to the Dean.
- College will then contact the training site.
- All Paperworks will be sent to the training site, which will have to submit a final report about the student performance before certificate is issued.

### **Disciplinary procedures**

- If a trainee broke any rules related to his/her training (behavioural, moral) that affect his/her fitness to practice, a report with be submitted to the college council, and students will receive one of the following:
  - Verbal warning
  - Written warning
  - Re-start whole or part of the training year
  - Recommendation to the college council to prevent student from obtaining their certificate
  - Dismissal from university by the university council in some cases

## Completing Internship Year

- After students unconditionally pass their training year successfully, their names will be sent to the college council for academic affairs to issue certificates.

## To receive the certificate, students must:

- Pass their internship year successfully.
- Received clearance from Nursing college.
- Change student`s status to graduate.
- Complete clearance from university.
- Received graduation document.



**We wish students to having a successful year**  
**Prepared by:**  
**Cooperative Training, Internship and Graduate Committee**  
**Nursing College**

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