



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

## **ATTACHMENT 7.**

# **T8. FIELD EXPERIENCE SPECIFICATION**



المركز الوطني للتقويم والاعتماد الأكاديمي  
National Center for Academic Accreditation and Evaluation

### Field Experience Specifications

Institution: Najran Univerity	Date: ٢٠ / ٨ / ١٤٣٨ = 6/5/2018 (updated)
College: Dentistry	Department: Interns and Graduates Unit
Program: Internship Program	Track (if any):

#### A. Field Experience Course Identification and General Information

1. Field experience course title and code: Internship Program			
2. Credit hours (if any)			
3. Level or year of the field experience. 7 <sup>th</sup> year.			
4. Dates and times allocation of field experience activities.  a. Dates: July1st-June30th of each year.  b. Times: 08:00AM-04:00PM			
5. List names, addresses, and contact information for all field experience locations.			
	Name and Address of the Organization	Name of Contact Person	Contact Information (email address or mobile)
a.	Faculty dental clinics	Dr. Ali Asseri	<a href="mailto:Ali100mm@hotmail.com">Ali100mm@hotmail.com</a> 0507700624
b.	Alshorfa specialized dental center	Dr. Ali Almakrami	<a href="mailto:almoalmakrami@moh.gov.sa">almoalmakrami@moh.gov.sa</a> 0592893000
c.	Habona dental center	Dr. Nasser Laloom	0591155199
d.	Asser specialized dental center	Dr. Ahmed Alfifi	0592800503
e.	Asser central hospital	Dr. Saeed Murait	0545766333



## B. Learning Outcomes

### Learning Outcomes for Field Experience in Domains of Learning, Assessment Methods and Teaching Strategy

Program Learning Outcomes, Assessment Methods, and Teaching Strategy work together and are aligned. They are joined together as one, coherent, unity that collectively articulate a consistent agreement between student learning and teaching.

The *National Qualification Framework* provides five learning domains. Learning outcomes are required in the first four domains and sometimes are also required in the Psychomotor Domain.

On the table below are the five NQF Learning Domains, numbered in the left column.

**First**, insert the suitable and measurable learning outcomes required in each of the learning domains (see suggestions below the table). **Second**, insert supporting teaching strategies that fit and align with the assessment methods and intended learning outcomes. **Third**, insert appropriate assessment methods that accurately measure and evaluate the learning outcome. Each program learning outcomes, assessment method, and teaching strategy ought to reasonably fit and flow together as an integrated learning and teaching process.

	NQF Learning Domains and Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	Describe basic principles of safe dental practice	Seminars Journal Club	Direct measures
1.2	List the proper treatment modalities for each patient.	Seminars Journal Club	Direct measures
<b>2.0</b>	<b>Cognitive Skills</b>		
2.1	Plan comprehensive dental treatment.	Self learning	Direct measures <a href="#">Observation card</a>
2.2	Evaluate emergency dental cases.	Self learning	Direct measures <a href="#">Observation card</a>
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	Respond to patients' complaints and questions appropriately and effectively.	Interactive and cooperative learning	Direct measures
3.2	Work effectively, develop and maintain successful relationships with his patients and colleagues.	Interactive and cooperative learning	Direct measures
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

4.1	Volunteer in public dental health activity	Participation	Direct measures
4.2	Participate in scientific research	Research project under mentor supervision	Direct measures
<b>5.0</b>	<b>Psychomotor</b>		
5.1	Perform daily bases dental procedures	Clinical practice	Direct measures
5.2	Conduct scientific research		Direct measures



### C. Description of Field Experience Activity

<p>1. Describe the major student activities taking place during the field experience.</p> <ul style="list-style-type: none"> <li>a. Participate in the group discussions, treatment planning seminars.</li> <li>b. Attending national and international conferences and dental meetings.</li> <li>c. Practice general dentistry.</li> <li>d. Volunteer in public dental awareness activities.</li> <li>e. Conduct scientific dental research activity.</li> </ul>
<p>2. List required assignments, projects, and reports.</p> <ul style="list-style-type: none"> <li>a. a. Attend at least three group discussions, treatment planning seminars.</li> <li>b. Attend at least one national or international dental conference.</li> <li>c. Complete the whole training period with minimum 60% overall score.</li> <li>d. Evidence of participating at least in one event related to dental health awareness activity.</li> <li>e. Participate in one dental research activity under mentoring of faculty staff.</li> <li>f. Proof of taking Basic Life Support course.</li> <li>g. Proof of taking Saudi Dental License Exam.</li> </ul>
<p>3. Follow up with students. What arrangements are made to collect student feedback?</p> <ul style="list-style-type: none"> <li>a. Communication with them through email.</li> <li>b. Collect a survey regarding their experience.</li> <li>c. Visiting them at their training centers.</li> </ul>
<p>4. Insert a field experience flowchart for responsibility and decision-making (including a provision for conflict resolution).</p> <div style="text-align: center; margin: 20px 0;"> <pre> graph LR     Dean[Dean] --&gt; ViceDean[Vice dean]     ViceDean --&gt; Chair[Chair of the Interns and Graduates Unit]     Chair --&gt; ViceChair[Vice-Chair]     ViceChair --&gt; Members[Members of the unit]     Members --&gt; Interns[Interns]           </pre> </div> <p>In case of conflict the chair of the unit will meet and make a decision then, the chair of the unit will write a report explaining the situation and the decision of the unit and send it to the vice dean, who will report it to the dean for directions.</p>



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

5. Responsibilities.

	Student	Field Teaching Staff	Program Faculty and Teaching Staff	Department or College
<b>Planning Activities</b>				
a. Student activities.	√	√		√
b. Learning experiences.		√	√	√
c. Learning resources		√	√	√
d. Field site preparations				√
e. Student guidance and support		√	√	√
<b>Supervision Activities</b>				
a. transport to and from site.	√			
b. Demonstrate learning outcome performance.	√	√		
c. Completion of required tasks, assignments, reports, and projects.	√	√		
d. Field site – safety.		√		√
e. Student learning activities.	√	√		√
b. Providing learning resources		√	√	√
c. Administrative (attendance)		√		
<b>Assessment Activities</b>				
a. Student learning outcomes	√	√		
b. Field experience		√		
c. Field teaching staff	√			√
d. Program faculty and teaching staff	√	√		
e. Field site	√			√
f. Learning resources	√	√		

b. Explain the student assessment process.

1. Evaluation report every three months.

2. Submitting evidence of attendance the activities, exams.

c. Explain the resolution of differences process (If the field teaching staff and the program faculty and teaching staff share responsibility for student assessment, what process is followed for resolving differences between them?)

If the difference is greater than 30% between them, the chair of the unit will search the issue and hear from both sides then make a report and discuss it in the unit's meeting, and the decision to be taken by the unit.

If the difference is less than 30% between them, the average of the two will be considered.



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

## D Planning and Preparation

### 1. Identification of Field Locations

List Requirements for Field Site Locations (IT, equipment, labs, rooms, housing, learning resources, clinical)	List Safety Standards	List Specialized Criteria
a. Well equipped dental clinic.	Follow written infection control policy	Up to date materials, dental lab available in the same building, x-ray room, reception.
b. Access to e-library.	Have a secure access	Username and password to access scientific sites.
c. Room with appropriate audiovisual equipment.	Well ventilation, fire alarm installed.	Presence of lab top and projector. Presence of microphone.
Explain the decision-making process used to determine appropriate field experience locations. Visit by the chair of the unit, and then the visit's report will be discussed in the unit's meeting and decision taken.		

### 2. Identification of Field Staff and Supervisors

List Qualifications	List Responsibilities	List Training Required
a. Bachelor degree in dental surgery	Supervising general dental procedures.	Training on management of Interns in the dental office.
b. Specificity certificate/Board	Demonstrating specialized dental procedures.	Teaching strategies for non-specialized dentists.
c. Master degree or PhD degree	Mentor research activity	Training on mentoring undergraduates for scientific research.
Explain the decision-making process used to determine appropriate field staff and supervisors. Visit by the chair of the unit and meeting the expected staff and supervisors, and then report it and discusses it in the unit's meeting and decision taken.		

### 3. Identification of Students

List Pre-Requisite Requirements	List Testing Requirements	List Special Training Required
a. Submitting a form from deanship of administration that the intern passed all the requirements for the BDS Program.	For graduates from outside KSA, the applicant must have GPA of at least 4/5 or equivalent, Have his BDS certificate authenticated from appropriate	Attending the orientation seminar before applying to the internship program.



**المركز الوطني للتقويم والاعتماد الأكاديمي**  
National Center for Academic Accreditation and Evaluation

	authorities, pass interview/ theoretical and practical exam conducted by the unit.	
b. Filling the application form.	Evidence of taking HBV vaccine and lab results of HbSAg titer.	Submitting evidence of taking Basic Life Support course.
c.	Quantifer TB Gold test.	
<p>Explain the decision-making process used to determine that a student is prepared to enroll in field experience activities.</p> <p>Student's advisory office will confirm to the unit that the student passed all requirements for BDS program. Then, the student will attend the orientation seminar conducted by the unit and fill the application form, and submit all required lab test, if the applicant had BDS from out side KSA, the required documents, exams and interview have to be completed and space availability evaluated. Then, the unit will notify the applicant of the decision either acceptance or rejection.</p>		

**4. Safety and Risk Management.**

List Insurance Requirements	List Potential Risks	List Safety Precautions Taken	List Safety Training Requirements
a. The Intern will be under the insurance of the field staff.	Health risks: Infection with hepatitis. Tuberculosis.	Vaccination is pre-requisites.	Training on proper disposal of sharps. Training on universal precautions (Masks, gloves, gown, eye shielded)
b. Security staff and monitoring cameras	Physical assault	Instructing the Interns on managing the risk situations that could results in physical harm.	Anger management. Self defense techniques.
<p>Explain the decision-making process used to protect and minimize safety risks.</p> <p>The chair of the unit and unit's members will evaluate the field regularly and report any potential risks and suggest appropriate actions. Then the chair of the unit will report that to the vice dean and dean for action.</p>			

**5. Resolution of Differences in Assessments.** If supervising staff in the field location and faculty from the institution share responsibility for student assessment, what process is followed for resolving any differences between them?

If the difference is greater than 30% between them, the chair of the unit will search the issue and hear from both sides then make a report and discuss it in the unit's meeting, and the decision to be taken by the unit.

If the difference is less than 30% between them, the average of the two will be considered..

**E. Evaluation of the Field Experience**





**المركز الوطني للتقويم والاعتماد الأكاديمي**  
**National Center for Academic Accreditation and Evaluation**

1. Describe the evaluation process and list recommendations for improvement of field experience activities by:

a. Students

Describe evaluation process

1-Direct meeting with the chair of the unit at the end of each rotation.

2- Survey to evaluate the experience during the internship program

b. Supervising staff in the field setting

Describe evaluation process

1-Direct meeting with the chair of the unit.

2- Survey to evaluate the difficulties that faced and recommendations for improvements.

c. Supervising faculty from the institution

Describe evaluation process

1- Evaluating the performance of the interns by reviewing their assessments.

2- Revising the results of the interns in the Saudi Dental License Exam.

e. Others—(e.g. graduates, independent evaluator, etc.)

Describe evaluation process

Name of Field Experience Coordinator: Dr. Ahmed Alshabab

Signature: *Ahmed Alshabab*

Date Specification Completed: 15/08/1439H

**Program coordinator : Dr: Abdel Naser Emam**

Signature: *Ansman*

Date received