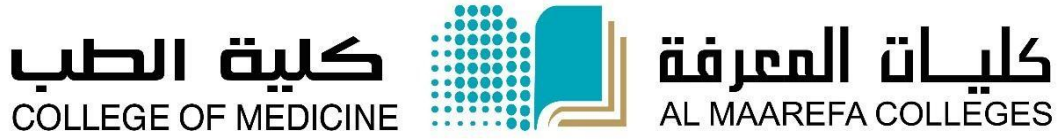


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Topic	Interns' Training Program Rules and Regulations	



Interns' Training Program Rules and Regulations

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Preface

This document is the main reference for the internship training program organization, policy and procedures of medical training practices at Al-Maarefa Colleges for Science and Technology.(College of Medicine)

Program Definition

The internship training program consists of twelve months clinical training which starts once the medical student has successfully completed all the academic courses at the College of Medicine i.e. upon the successful completion of year 6 which corresponds to the end of Semester 12.

Internship is a period of transition from medical student to a qualified physician; a process in which an intern gains more confidence in patient care, develops professional attitudes and applies appropriately the knowledge and skills in the practice of medicine.

Training Course

The Internship program starts on a fixed date decided by the Vice-Dean for Academic Affairs and approved by the College Board. Interns may be allowed to delay the start of training for a limited period for valid reasons and prior approval by the Vice Dean for Academic Affairs. The duration of program is one Gregorian year (12 months). The clinical rotation is a period of one or two months that an intern will get a general clinical experience in a setting of supervised clinical responsibility in order to acquire the necessary knowledge and skills for the practice of medicine in general and to develop the proper medical attitudes and ethics in accordance with the teachings of Islam.

Training Centre

The internship program is organized in hospitals which are recognized for training by the Saudi Commission for Health Specialties.

This is one of the hospitals or medical and research centers for training interns accredited by the Medical College

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Article 1: Introduction

An internship is considered the seventh year of medical graduation training program. It is a mandatory requirement for award of bachelor's degree in medicine and surgery (MBBS). A student must successfully finish all academic courses, until the end of year 6 (i.e. semester 12) before he/she can start internship training. Upon completion of internship training, which lasts a year, the student will receive a graduation certificate. Only then is a medical graduate considered eligible to practice medicine.

Article 2: Aim of this Document

To explain the principles, goals, terms and regulations of internship at Almaarefa Colleges (College of Medicine).

Article 3: Training Objectives

The objectives of the Internship include:

1. Apply an integrated concept of medical practice (prevention, early diagnosis, cure, rehabilitation, taking into consideration the social, economic and psychological status of the patient, etc.)
2. Prepare the intern to work independently, to take decisions on one's own and to deal competently and professionally with patients in his work environment.
3. Acquire the necessary communication skills to work with a medical team efficiently.
4. Develop the intern's knowledge and skills through feedback, interactive training and constant guidance.
5. Develop the communication skills needed to deal with patients and their families.
6. Observe ethical behavior in all aspects related to the medical profession and fully committing to it. In addition, interns will learn how to adhere to the moral values of a Muslim doctor inside and outside the medical field.

Article 4: Program Outcomes

On completion of internship training, the intern should be able to:

1. Diagnose the common diseases, identify their causes, provide the treatment modalities using the clinical knowledge and skills, be part of rehabilitation, and follow up the cases.
2. Work harmoniously with other members of the medical team.
3. To know the capabilities and the limitations and act within those boundaries. And to know when to involve other professionals as needed to contribute to patient care.
4. Adhere to professional ethics as a Muslim doctor in all aspects of the profession. This includes:

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- Continuously updating one's medical knowledge.
- Protecting patient's privacy and confidentiality without putting at risk society's values or interests.
- Accepting constructive criticism and personal assessment.
- Working harmoniously within the team.
- Being aware of and committing to the rules while dealing with patients, and their families.

Article 5: Interns' Duties

The general duties of the intern include:

1. Commitment to the duties and responsibilities set by the medical department under which the intern is training. This is considered an integral part of the training.
2. Commitment to weekly working schedules which should be no less than five days a week, 8 hours a day, six on calls distributed each month, according to the roster set in place by the department under which the intern is training.
3. Participation in and commitment to the on-call working hours during normal days, holidays, Eids, and weekends as set by the different training departments and dictated by work priorities.

• Technical Duties

1. Carry out the initial examination of a patient, write down notes about the patient's medical history, and clinical findings immediately upon admission to the hospital and be able to write this information into the patient's medical file.
2. Accompany residents or specialists in the team during their daily rounds and be able to carry out any medical tasks and procedures assigned by the medical team under their supervision and responsibility.
3. Record initial diagnosis and carry out preliminary examinations and treatment which may include giving patients IV fluids or medications, or applying other treatment modality according to the nature of illness according to hospital regulations.
4. Follow the treatment plan after it gets approved by one of the doctors in charge in the department, fill in the different laboratory and x-ray forms as requested by the treating doctor, send samples, follow-up results and inform the medical team about the results.
5. Daily follow up the patients and write the progress notes in the patient's file.
6. Participate in department morning meetings, case conferences and daily and grand rounds; followed by documentation of findings on each patients' chart. (Item No. 6 is not in the Arabic form)

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• **Academic Duties**

1. Accompany on regular basis resident doctors during their daily rounds as they follow up the patients. Then participate in ensuing discussions about the patients' cases in the department or unit.
2. Participate in conferences, lectures and scientific activities efficiently and regularly.
3. Train to efficiently perform routine medical examinations such as diabetic screening, electrocardiogram (ECG), blood sugar tests, and ultra-sounds for pregnant women etc.

• **Professional Duties**

1. Adhere to the department's attendance policies.
2. Commit to working hours strictly during the on-calls. Make sure not to leave the hospital post on-call till the person in charge of the next shift arrives.
3. Carry out any other clinical duties ordered by the doctor in charge.
4. Refrain from discharging patients, writing medical reports, signing sick leaves or medical prescriptions without approval of the consulting doctor in charge.
5. Commit to attending and participating in professional and fieldwork training programs.

Article 6: The Intern's Rights

1. Adequate training under the supervision of consultants and specialists in different departments.
2. Adequate exposure to a variety of cases suitable for training and to other activities that will enhance the interns' professional abilities.
3. Direct support from the medical team.\
4. Respect from all as required by our Islamic practices, professional medical ethics and workplace etiquettes.
5. Entitlement to holidays as stated in the internship rules and regulations.
6. The intern has the right to see and sign his/her evaluation made by the training supervisors in the specialty for which he/she was assigned for clinical rotation and receive guidance for improvement in any area of weakness documented in assessment report.
7. Report to the Internship Training Unit at the college any problems or harassment he/she may have encountered during internship training.
8. Report and complain to the college disciplinary committee of any punitive action taken against him/her during internship training as is stated in college by-laws.

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Article 7: Training supervision

Medical internship is governed by the Internship Training Unit (ITU) that reports all internship related matters to the Vice-Dean for Academic Affairs at Al Maarefa College of Medicine. The Internship Training Unit (ITU) responsibilities include:

1. The administrative arrangements of the internship program (preparing interns' timetables and clinical rotation requests to hospitals and research centers).
2. Monitoring the trainees through continuous coordination with the training centers through regular visits and continuous coordination with the training centers supervisors Aimint to increase the competence level of the interns through adequate feedback.
3. Collect the evaluation forms of the interns, making sure they are properly completed.
4. Ensure an intern is placed in an ideal training and learning environment
5. Help to resolve internship related problems at the training centers and dealing with interns' complaints.
6. Promotes educational activities of interns that aim to develop the interns' knowledge, refine their skills and qualify them for medical practice.
7. Prepare the list of interns who successfully completed internship training and forwarding it to the vice Dean Academic Affairs of Al Maarefa College of Medicine for final certification.

Article 8: How to Start and Complete Training

1. In order to start the internship training, students must successfully complete all courses of College of Medicine up to the end of semester 12 (the end of the sixth year) as stated in the medicine college program.
2. Students who provide a letter from the Ministry of Higher Education to join the internship training will also have their application considered according to the vacancies available. Priority is given to Al-Maarefa students.
3. The training is restricted to hospitals and centers which are recognized by the college and nowhere else.
4. The interns' training unit will prepare a list of the students who will be starting their internship four months prior to the end of the semester classes in which they are enrolled.
5. Two periods of internship training are scheduled for each academic year. The first starts on February 1st and the second on July 1st.
6. The college Board may make a special provision for a separate date for start of internship for students who are late in fulfilling the prerequisites of their internship training.

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- Once the distribution lists are published, no changes to the training schedule will be made, except in unforeseen emergency circumstances and that decision need to be approved by the Internship Training Unit.
- Those who successfully complete internship training with satisfactory assessment reports for all rotations; will have their certificates of completion of internship training sent to the Vice Dean of Academic Affairs for approval. These will then be referred to the College Board for accreditation, and for the award of the graduation diploma.

Article 9: Postponing the Beginning of the Training

- Interns may postpone the beginning of their internship training once they get approval from the Internship Training Unit; provided the delay is not more than a full rotation period.
- In case the training is postponed for more than six months after the completion of all the academic courses in year six, the following penalties will be incurred in addition to the completion of the internship as listed in the table below

Period of Delay	Penalty
More than six months but less than a year	Sit Qualification exam in General Medicine and Surgery
From twelve months to less than 24 months	Sit Qualification exam in the following courses (General Medicine, Surgery, Pediatrics, and Obstetrics and Gynecology)
More than 24 months	The college Board will study each case based on its own merits then make a suitable decision which may include retaking some clinical courses and exams.

Article 10: Training Rotations

- Interns carry out their training at hospitals **in Riyadh** that are recognized by the college.
- Part of training could be done outside Riyadh, providing that the period does not exceed 3 months.
- All interns must carry out training in the specialties below (regardless of the order)

Department	Period
General Medicine	Two months
General Surgery	Two months
Obstetrics and Gynecology	Two months
Pediatrics	Two months
Emergency	Two months
One or two elective rotations	Two months

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4. Any single rotation must not be divided over more than one period.
5. The interns' training unit prepares the training schedule that is finally approved by the Vice Dean for Academic Affairs.
6. Students may seek and provide acceptance of training in any accredited hospital of their choice provided that they get an acceptance at least two months prior to the beginning of their training.
7. In case that students fail to gain admission to one of the hospitals on their own, the college will enroll them in one of the accredited hospitals inside the city of Riyadh based on availability.
8. **Procedures for choosing the clinical rotations:**
 - a. Final year students who are expected to complete all their academic studies have to fill-in an internship form. The internship form specifies the training in which intern wish to get the clinical rotations according to what is available. The form then has to be sent via email to the Interns' Training Unit at least 3 months prior to the end of the semester.
 - b. It is possible to spend the two months of the elective training in one specialty or to choose two specialties, each for one month. The interns are free to choose the specialty of their elective training providing that they make the arrangements after they get the approval of the college. In case the intern does not choose a specialty or the training is uncompleted, the college will choose the specialty it deems fit for them.
9. **Substitution Policy:**
 - a. It is possible for an intern to swap a rotation with a colleague. A form should be signed by both interns. Final approval should be confirmed by the Interns' Training Unit. This can take place within five days of preparing the initial distribution schedule and making it public.
 - b. The training center can make an internal substitution arranged between the hospital administration and the intern. It should be approved by the Interns' Training Unit.
 - c. Any training will be rescheduled if alteration of the training period is done without approval of the Interns Training Unit.
10. All interns must send their requests via their official college emails which carries their student Academic ID number to the Interns Training Unit Email and must follow any other instructions. The email is an official document; a copy of it will be kept in the intern's file.

Article 11: Training Interruption

1. If an intern stops his/her training during an internship year for a period of less than six months, he/she has to make up for the time at the end of his/her internship.
2. The missed periods of training will be added together. The rules and regulations stated in Section 9 will be applied to them.

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Article 12: Evaluation

1. Once a month passes, the head of the training department at the hospital will evaluate the intern based on an evaluation form approved by the college. The evaluation will be signed by the training supervisor or the consultant in charge and the head of the department. The evaluation will include an assessment of the intern's professional skills, attendance, communication with the patients, and relation with their supervisors and the nursing staff.
2. The supervising consultant will discuss the points listed in the evaluation with the intern to raise his/her awareness of his/ her strengths, and weaknesses to improve the intern's performance. The intern is required to countersign the evaluation.
3. After the intern's evaluation is approved by the head of the training department at the hospital, the hospital will hand in the evaluation papers in sealed and confidential envelopes to a college representative within a week of the end of each month. The evaluation reports may also be confidentially sent through registered mail in sealed envelopes to the Interns' Training Unit at the college to the address below:

**Interns' Training Unit – Medicine College –
Al-Maarefa Colleges for Science and Technology.
P.O. Box: 71666 Riyadh, Deriyah, 11597.**

4. Once the college collects all rotations evaluations, the Interns' Training Unit will prepare a comprehensive evaluation of the training period.
5. In the case that the evaluation of a training period is weak overall (below 60% in total), the trainee will have to repeat the training after discussing the negative points that led to these poor results.
6. The intern will assess the department where s/he trained and the consultants with whom s/he worked by filling an assessment form prepared for that purpose and it should be send to the Interns' Training Unit.
7. The Interns' Training Unit will pass the evaluation reports to the Vice Dean for Academic Affairs while maintaining the confidentiality of the content of these reports.
8. The College Board, or its authorized representatives, will make a list of the interns who successfully completed their training. They will then pass the aforementioned list to the admission and registration office so that the certificates of completion will be distributed to the successful interns.

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Article 13: Holidays and Vacations

1. The intern is entitled to 15 days of annual leave during the whole period of his internship (providing that none of the leave requests exceeds 5 days per rotation).
2. The intern may be granted no more than five days to partake in scientific activities (e.g. conferences, training courses). This, however, has to be preceded by an official request submitted to the supervisor of the training unit at the college at least a month prior to the beginning of the event to allow for the necessary coordination with the center in which the intern is training. The intern is required to present proof of attendance of these activities. In case s/he does not, the period of absence will be deducted from his/ her annual leave. In case s/he has exhausted all his/ her annual leave, the training will be extended for as many days as the intern was absent. The intern may be asked to stand in front of the discipline committee once it becomes clear that s/he has tried to manipulate the system. The necessary steps will be taken as stated in the disciplinary bylaws.
3. Eids vacation; work and the on-calls during Eid will be arranged as per the decisions of the department in the medical center where the intern is training.
4. It is possible for the intern to be awarded a five-day leave in case of an emergency provided that both the department where the intern is training and the Interns' Training Unit approve.
5. The days off for maternity or sick leave should be compensated before the 'end of training' certificate is awarded. In case the days taken off are equal to 20% of the single rotation, the rotation should be repeated.
6. It is not allowed to combine two vacations within one rotation except in very restricted and exceptional circumstances and after obtaining official approval of the Interns' Training Unit.

Article 14: Penalties

1. In case of absence without a valid excuse for less than 20% of any rotation, 5% of the evaluation will be deducted for every day of absence after subtract of annual leave days.
2. In case there is a valid excuse, the days will be deducted from the annual leave. The intern will have to make up any days in excess of what s/he is entitled to at the end of the rotation or the period of training in either case.
3. In the case of absence for 20% or more of the single rotation (with or without a valid excuse), the rotation must be repeated. In the case that the intern breaches any of his/her duties or professional commitments, the Interns' Training Unit will choose one of the following penalties:
 - Issue a warning letter.
 - Issue a final warning and place the intern under observation (as detailed by the Interns' Training Unit).

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- Refer the intern to the discipline committee to take an action based on the college rules and regulations.
- 4. The Interns' Training Unit will send its recommendations along with a detailed report of the possible punishment and its merits to the Vice Dean of Academic Affairs who will make the suitable decision. The intern will be informed later about the final decision in writing.
- 5. In the case that the proper conduct code, honor code, trust code or the Muslim doctor's ethics code are breached, the Dean of the Medicine College will decide to form a committee which will investigate the incident then send its findings and recommendations to the College Board to take the appropriate decision as per the college rules and regulations. The College Board will send its decision and recommendations to the college discipline committee to make a decision in regards to the matter at hand.

Article 15: The Right to Appeal:

The intern has the right to make an appeal to the discipline committee against any decision taken against him/her within 15 days of the date of notification as per the rules and regulations. The intern may also appeal the decision of the discipline committee as specified in the regulations.

Article 16: Correspondence

Any correspondence between the Interns' Training Unit at the college and the students, the interns and training centers should be through one of the following addresses:

1. The Interns' Training Unit's email address: m.interns@mcst.edu.sa
2. The Interns' Training Unit's registered mail address:

Interns' Training Unit – Medicine College
Al-Maarefa Colleges for Science and Technology
P.O. Box: 71666 – Riyadh (Deriyah) 11597.

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