



Ref.FM :

Date : / /

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الرقم :

التاريخ : ١٤ / / هـ

المرفقات :

Internship Office

Rotation Guidelines:

1. ROTATION:

- FIRST PRIORITY is to complete KAUH interns allocations before sending others to affiliated hospitals.
 - Under no circumstances, if needed in the University anytime to pull out interns assigned in other hospitals.
 - NO CHANGE OF YOUR APPROVED INTERN'S SCHEDULE.**
 - All rotation must start on the 1st day of Gregorian month. No exception is allowed.
 - All rotations must be 1 complete month. No splitting will be allowed under any circumstances.
 - Major rotations must be taken in 2 consecutive months , no splitting is allowed under any circumstances. Major rotation must be taken as general rotation and sub-specialties are not allowed to be chosen unless it was scheduled by the department as internal arrangement.
- The INTERNSHIP OFFICE is responsible in sending letters to affiliated hospital. It is NOT ALLOWED to CHANGE the intern rotation once the letter has been sent.**
 - Interns are NOT allowed to communicate directly to the heads of department &/or affiliated hospital regarding acceptance, it is always thru the Internship office. You can communicate directly if it is being instructed by the Internship office.**
 - Elective** must be requested at least 2 to 3 months in advance to have time for approval especially those requesting outside KAUH.
 - VACATION** – is maximum of 15 days for the whole year. (Please see the vacation policy)
 - Exams, Symposiums, Courses etc.** are **NOT** part of the internship training. (*Interns may be required to repeat the days they missed*) There is **NO Academic leave** during internship training.
 - EID HOLIDAY: Interns are only entitled to 5 days leave, which is taken either in Ramadan or Hajj Holiday only.** Interns assigned in other hospital should follow the rules and regulations of the hospital.
 - SICK LEAVE:** Interns must inform immediately the assigned department and submit a sick leave report for approval. The sick leave report should be generated from a governmental hospital and preferably from the hospital where the intern is taking his/her rotation.
 - ABSENCES:** In case of any absences an excuse letter with documentation (if available) should be submitted in advance (if possible) to the department or maximum of within 4 working days after the absence day. The maximum legitimate days of absences from the rotations are :
 - 5 days from 1 month rotation or 15% of the rotation which one is less
 - 7 days from 2 months rotations or 15% of the rotation which one is less

If any official excused absence exceed these numbers, **ALL** missing days should be repeated after the whole internship training.

- ON-CALL & DUTIES:** Interns are not allowed to leave the hospital while on duty, especially if On-call. Duty time & On-call should follow the department rules but minimal of 45 working hours/week must maintained. Number of On-call days should not exceed 10 days/month. The interns are allowed to leave the hospital after 12:00 noon on next day after proper endorsement and taking permission from the team.



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11. MATERNITY LEAVE : It is preferable to make the expected date of delivery during the one month rotation. Maternity leave is considered a legitimate absence and usually last for a month. The intern must inform the internship office about her expected day of delivery as soon as she know it. She must submit a request for the maternal leave with documentation so the internship office will make the necessary arrangement. If delivery happened or schedule is different time than the expected date, the intern must inform the internship office immediately. Any delay in notification will be under the responsibility of the intern herself for any consequences. If the intern wish to extend her leave, she must request that officially with proper documentation.

12. EVALUATION : We are using a 360 degree evaluation forms for all rotations. The forms are sent directly to the departments however for affiliated hospitals some needs to be carried by the interns themselves. The interns are responsible to fulfill all criteria that set by the department in order to get his/her evaluation. These includes but limited to the following:

- c. Perform Formal Clearance from the hospital
- d. Retrieving any belongings
- e. Repeating any missing days
- f. Reporting to the Training/Academic Affairs

Even if the intern had the passing score of 60%, the evaluator still can recommend some repetition of the intern's rotation according to the department's judgement.

13. The intern must follow-up his/her evaluation with the department secretary however the evaluation must be send to the internship office directly from the department. In special circumstances in which the department was unable to send the evaluation directly to the internship office, the intern must bring his/her evaluation personally to the internship office in stamped and sealed envelope.

14. The interns will not receive his/her certificate unless he/she complete all requirements (please refer to the Issuing Internship Certificate Policy).

15. DURATION OF THE TRAINING: The intern must complete all rotation and requirements within the given period that is equal to 1 full Gregorian year. The repetition of a rotation should be done after the 1-year internship training at the nearest available time. However, all repetition must be approved by the internship office. Moreover, the maximum extended time for completing the internship training is 6 months after that the intern is subjected to repeat the whole year including a pre-training exam & interview.

16. All submitted requests will be subjected for approval & final schedule can be differ completely from the original requests.

17. It is expected to have 1 major rotation in KAUH.

18. Requests for changes that have legitimate reason(s) and all necessary documentation will not be accepted within the last month of the rotation.

N.B. legitimate reasons does not include social or academic. All reasons must be accompanied by official documentation.



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19. PAGER: PAGER MUST BE ANSWERED IMMEDIATELY.

20. Interns are NOT AUTHORIZED to sign birth certificates and all sick leaves.

21. RESPECT your Colleague & Supervisor. (Discipline in dealing with colleagues).

22. SMOKING is NOT ALLOWED IN THE HOSPITAL and the rest of University compound.

23. All procedure must be directly supervised by eligible staff, after the correct consent from the patient, failure to this can lead to disciplinary action which can lead to expulsion from the training program. The procedure includes:

- IV/IM injection for regular medication NOT chemotherapy
- Extract blood for routine blood works & blood culture
- Urine catheter for low risk patient. NOT with coagulopathy – lady with circumcision-single lady
- Apply CTG
- Conducting SVD for low risk patient (with resident supervision)
- Check fetal heart by Doppler
- Check vital signs for stable patient
- Pap smear & endo. Sample (with Resident supervision)
- Speculum exam & amniosure test
- HVS (high vaginal swab)
- Apply ECG leads
- Nasogastric tube insertion
- ABG

24. Failure to follow the above rules, not notified absences or conviction with an ethical situation are subjected to be expelled from the program.