

KINGDOM OF SAUDI ARABIA
Ministry of Education
KING ABDULAZIZ UNIVERSITY
Faculty of Medicine
Vice Dean, Clinical Affairs
Internship Office



INTERNSHIP TRAINING PROGRAM

Faculty of Medicine

King Abdulaziz University
Jeddah, KSA





[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

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[INTERNSHIP TRAINING PROGRAM]

MISSION:

To educate and facilitate lifelong learners to be outstanding clinicians, leaders and educators, advocates and researchers of the future.

VISION:

To be distinguished as a leader among Middle East medical schools through community collaboration in medical education, patient care, research and service.

INTRODUCTION:

The aim of Internship Training Program is to provide a general clinical experience in a setting of supervised clinical responsibility in order that interns acquire the necessary knowledge and skills for the practice of medicine in general and that they develop proper medical attitudes and ethics in accordance with the teachings of Islam. 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.

Interns are 7th year medical students are holder of MBBS degree but still lacking the field experience. They are not still licensed by the Saudi Commission for Healthcare Specialties (SCFHS).



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STRUCTURE OF THE PROGRAM:

ROTATION	DURATION
Internal Medicine	2 months
General Surgery	2 months
Pediatric	2 months
Obstetrics & Gynecology	2 months
Emergency Medicine	1 month
Family Medicine	1 month
Elective	2 months



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GENERAL OBJECTIVE of Internship Year:

- a. Consolidate, expand and apply knowledge of the etiology, pathology, clinical features, natural history and prognosis of common and important presentations at all stages of life
- b. Demonstrate safety skills including effective clinical handover, graded assertiveness, infection control, and adverse event reporting
- c. Communicate clearly, sensitively and effectively with patients, their family, doctors and other health professionals.
- d. Perform and document a patient assessment, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis.
- e. Safely perform a range of common procedural skills required for work as general physician .
- f. Recognize and assess deteriorating and critically unwell patients who require immediate care. Perform basic emergency and life support procedures
- g. Demonstrate ability to screen patients for common diseases and provide care for common chronic conditions
- h. Respect the roles and expertise of other healthcare professionals, learn and work effectively as a member or leader of an inter-professional team, and make appropriate referrals.



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OBJECTIVES PER ROTATIONS:

FAMILY MEDICINE:

1. Describe the principles of family medicine.
2. Recognize common medical problems encountered in family medicine.
3. Define the red flags of different clinical situation encountered in family medicine.
4. Identify the principles of disease prevention and health promotion including child preventive services in well baby clinic and elements of antenatal care.
5. Define basics of geriatric, home care, complementary and alternative medicine.
6. Develop the ability to manage common medical problems encountered in family medicine.
7. Develop an appropriate differential diagnosis
8. Appraise clinical evidence for different clinical problems encountered in family medicine practice
9. Demonstrate proper communication skills, both orally and in writing, including documenting in patient records, SOAP format, making case presentations, writing prescriptions and writing referrals
10. Practice effective use of evidence-based medicine resources
11. Demonstrate proper communication skills with patients
12. Demonstrate the ability to take history, perform physical exam and manage common clinical problems in family medicine
13. basic procedural skills commonly performed in family medicine



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PEDIATRIC:

1. Outline causes of common pediatric problems (jaundice, anemia, developmental delay, and failure to thrive) (MK)
2. Describe the pathophysiology of common pediatric emergencies (bronchial, asthma, heart failure, renal failure) (MK)
3. List the side effect of frequently used drugs (paracetamol, Ventolin, Lasix, iron)
4. Recognize the physiological differences among different pediatric categories (neonate, infant, toddler, adolescent)
5. Calculate fluid and calorie requirement
6. Interpret CBC, U&E, Blood Gas, LFT
7. Justify the use of different type of antibiotics
8. Design approach for different pediatric emergencies (Dehydration, Seizure, Bronchial asthma)
9. Design management approach for emergency laboratory abnormalities (hypoglycemia, hypocalcemia, hypokalemia, metabolic acidosis)
10. Demonstrate team work
11. Write informative note (progress note, discharge summary)
12. Showing self confident while teaching and educating patients about their disease
13. Using simple and clear language with patients
14. Use different search engine for reaching answers regarding the patient condition
15. Demonstrate skills in choosing the best available evidence
16. Perform complete physical examination
17. Plot patients growth parameters on the chart (weight, height, head circumference)
18. Demonstrate skill in blood extraction (venous, arterial), NGT, urinary catheter
19. Demonstrate skill in giving different types of injections (ID, IM, IV)



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INTERNAL MEDICINE:

1. Outline causes of common medical problems (ischemic heart disease, Heart failure, GI bleeding, Stroke, renal failure...etc.)
2. Recognize the presentation of common medical emergencies (septic shock, pulmonary edema, hypertensive emergencies, acute stroke, diabetic coma, etc...)
3. List side effects of commonly used medications (OHA, ACEI, Diuretics, Steroids, etc..)
4. Recognize the difference in handling medications and other interventions among young adults, middle age and geriatric age groups.
5. Interpreting Chest X-ray, CT brain, CBC, ABG, LFT
6. Choosing appropriate initial antibiotic coverage for septic patients, adjusting treatments based on investigations results.
7. Choosing appropriate heart failure, diabetic medications and adjusting them.
8. Localizing lesions in neuraxis and choosing appropriate investigation MRI, EEG, EM.
9. Learning how to part of a team
10. Writing daily progress note on every patient
11. Teaching patients how to use medications on discharge and answer their questions
12. Using simple and clear layman language explaining medical conditions
13. Using the search engines available through the KAU library online access to search for best evidence
14. Using Phoenix hospital patients' management system to complete all patients' assignments including orders, results, initial patient assessment and progress notes.
15. Perform complete medical examination.
16. Performing procedures like extracting venous blood, lumbar puncture, NGT
17. Giving IV medications, accompanying and monitoring patients to MRI or other procedures outside the unit
18. Perform CPR and advanced resuscitative measures during calls



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GENERAL SURGERY:

1. To outline pre operative evaluation and post operative assessment and follow-up
2. To state how to manage acute surgical problem on the floor
3. To list different type of IVF and choose the appropriate one according to the patient need
4. To recognize when to give the patient IVF and when to stop it
5. To recognize differential diagnosis of the newly admitted patient
6. To outline common radiological finding in surgical patient
7. Ability to interpret data of the patient (history-examination-laboratory-radiology)
8. Ability to read the interpret the nursing flowchart
9. To calculate IVF according to the patient need and instruct nurse about the rate of the infusion.
10. To do medication reconciliation under supervision
11. Demonstrate team work
12. Write informative note (progress note, discharge summary)
13. To learn how to take informed consent
14. To take clerking of patient newly admitted
15. To follow up patient with the team
16. Join team on the OR, ER
17. Communication skill with the team, patient and their family
18. Use different search engine for reaching answers regarding the patient condition
19. Demonstrate skills in choosing the best available evidence
20. Evaluate history taking and examination skills
21. Demonstrate skills in removing drain, suture, stapler
22. Demonstrate skill in applying dressing for simple wound
23. Demonstrate skill in blood extraction (venous, arterial), NGT insertion, and urinary catheter insertion.
24. Perform simple wound suture on the OR
25. To perform scrubbing for OR



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EMERGENCY MEDICINE:

1. Recall Basic Knowledge
2. Describe the pathophysiology of common emergencies (eg. MI, BA, epilepsy)
3. Describe ABC
4. Recognize important medications in ER
5. Calculate IVF according to patient's need
6. Interpret laboratory results
7. Interpret abnormal radiological findings
8. Design approach for common emergencies
9. Demonstrate team work
10. Write complete informative notes
11. Demonstrate approach to Medical-Legal aspects
12. Communication skills with staff, patient and relatives
13. Use different search engine for looking of updates in emergency medicine
14. Demonstrate the ability to use the internet to find different approach of treating patient
15. Perform complete physical examination
16. Demonstrate skills in different emergency procedures
17. Demonstrate skill in different type of injection
18. Perform simple wound suturing
19. Show the ability to help patients in Triage



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OBSTETRIC & GYNECOLOGY:

1. Write a good OB & GYNE history
2. Define the preconception & prenatal care
3. To state the stages of normal labor
4. Define the purperium & its complication
5. Outline the preoperative preparations
6. Ability to interpret the patient data (hx-ex, -investigations)
7. Interpret CTG normal & abnormal
8. Recognize the purperium period complication
9. Recognize post operative complication
10. Develop the ability to counsel about breast feeding & contraception
11. Recognize the definition & seriousness of PPH
12. Differential diagnoses of third trimester bleeding (APH)
13. Evaluate the punctuality
14. Evaluate the feeling of responsibility
15. Evaluate the learning progress by gaining confident
16. Demonstrate a good use of the phoenix & pager system at KAUH
(including the hospital protocols)
17. Assess the performance & communication with the surrounding
18. Demonstrate the leadership personality and organizing the team work
19. Show how to assess in normal vaginal delivery & CS
20. Perform 1st degree perineal tear suturing with supervision
21. Perform obstetrics examination & simple procedures (leopols's
maneuvers – PV – ARM – FSE)
22. Perform Gynecological examination & simple procedures (bimanual ex,
-speculum – pap smear – endo. Sample)
23. Demonstrate skill in using US
24. Demonstrate skill in detecting fetal HR by Doppler
25. Perform scrubbing, gowning, & gloving in OR



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Professional Relationships:

Physicians must demonstrate professional behavior in their interactions with each other, as well as with students, patients, other trainees, colleagues from other health professions, and support staff. Any form of behavior that interferes with, or is likely to interfere with, quality health care delivery and quality medical education are considered “disruptive behavior”. This includes the use of inappropriate words, actions, or inactions that interfere with a physician’s ability to function well with others and may also interfere with students’ education. It is the responsibility of the MRP and his designee to ensure that the undergraduate medical education environment is safe and free of harassment, discrimination and intimidation.



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Reporting Responsibilities:

Physicians involved in the intern training shall report to the departmental medical students committee, chairman of the department and the Vice dean of clinical affairs (VDCA).

It is the responsibility of the MRP and or supervisor to promptly report if a medical student exhibits any of the following:

- a) Attitudes suggesting disrespect, abuse or exploitation of a patient.
- b) Failure to interact with patients professionally and ethically.
- c) Unprofessional and or unethical attitudes towards supervisors or colleagues.
- d) Engagement in inappropriate behavior at the hospital premises.
- e) Obstacles to the acquisition of medical and clinical experience.

The chairman of the Medical students committee of the concerned department is responsible for addressing any of the reported concerns and shall report to the chairman of the department. The chairman of the department shall ensure that proper action is taken and that the VDCA is informed of the concerns and the corrective actions if any. The VDCA reports directly to the Dean of the FOM who chairs both the Faculty and Medical boards.



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INTERNS ROLES IN THE FIELD EXPERIENCE ENVIRONMENT:

- Attend and assist the consultant, senior registrar, registrar and resident on rounds in the unit, operating rooms, labor and delivery rooms and clinics.
- Daily round on patients to be repeated in the afternoon if instructed by a senior team member.
- Attend daily teaching rounds with their respective teams.
- Participate in the scientific activities of the department.
- Complete history and physical examination, and order investigations after consultation with the resident or other senior staff as soon as the patient is admitted to the unit.
- Fill all request forms legibly and complete the relevant information required for the investigation requested and enter it in the computer.
- Clerk new admissions within one hour for routine cases, and immediately for emergency cases.
- Follow recommendations of the other departments in preparing patients for specific procedures.
- Follow-up on the results and reports of the patients and make sure that they are completed and conveyed to a senior member of the team.
- Write the progress notes of their respective patients as instructed by the resident daily. All documentations will be mandatory at KAUH under the part (intern notes) in the hospital information system (Phoenix). These includes the full clinical data for any requested investigation or procedures. For all affiliated hospitals, documentations will depend on their policy regarding that issue.
- Attend and inform the resident in the team or on-duty of routine and emergency admissions.
- Inform the resident immediately of any serious and life-threatening situations arising in the patients present in the unit.
- The House Officer is obliged to respond immediately when called or paged to see a patient or a patient's result, and not to initiate any management without the presence or approval of a senior member of the team, unless immediate intervention by the house officer is life saving.
- Will not perform any surgical or invasive procedure in the clinic, unit or operating room unless supervised by the consultant, senior registrar, registrar or resident.
- Make sure that follow-up appointments for the patient are arranged before discharge from the hospital.



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- When the on-call is over, NOT to leave the hospital without conducting a proper endorsement of the on-call activities to the house officer of the incoming on call team.
- When assigned to the Day Care Unit, should remain in the unit from 08:00 to 17:00.
- The house officers notes or documentations are not considered official unless they bear his/her signature and stamp and are countersigned by the resident.
- Should seek the counter signature of the resident on all notes written and documents filled by him/her.
- Extraction of blood and insertion of intravenous routes for patients of your team, and for all patients in the unit during on call hours. A phlebotomist and the unit nurses, if available, will provide assistance.
- Not to prescribe Narcotics or controlled drugs without consulting a senior member of the team, and when doing so, immediately sign and stamp the medication sheet only for the patients for whom the drug was prescribed.
- Staying in the hospital beyond duty hours is not allowed unless justified.
- The house officer is obliged to respect and abide by KAUH's regulations concerning clothing and the general appearance.
- The house officer is obliged to wear the white coat and identification card throughout his/her stay in the hospital premises.
- The house officer is obliged to immediately, commence all procedures leading to his/her acquisition of a personal pager, stamp, and identification card.

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Rotation Guidelines:

1. ROTATION:

- a. FIRST PRIORITY is to complete KAUH interns allocations before sending others to affiliated hospitals.
 - b. Under no circumstances, if needed in the University anytime to pull out interns assigned in other hospitals.
 - c. **NO CHANGE OF YOUR APPROVED INTERN'S SCHEDULE.**
 - d. All rotation must start on the 1st day of Gregorian month. No exception is allowed.
 - e. All rotations must be 1 complete month. No splitting will be allowed under any circumstances.
 - f. 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.
2. **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.**
 3. **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.**
 4. **Elective** must be requested at least 2 to 3 months in advance to have time for approval especially those requesting outside KAUH.
 5. **VACATION** – is maximum of 15 days for the whole year. (Please see the vacation policy)
 6. **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.
 7. **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.
 8. **SICK LEAVE:** Interns must inform immediately the assigned department and submit a sick leave report for approval. The sick leave



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report should be generated from a governmental hospital and preferably from the hospital where the intern is taking his/her rotation.

9. **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.

10. **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.
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.



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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 to them. 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:

- a. Perform Formal Clearance from the hospital
- b. Retrieving any belongings
- c. Repeating any missing days
- d. 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.



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

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.



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REQUIREMENTS FOR KAU STUDENTS:

1. Students are not allowed to apply for the internship program until the following requirements was meant or submitted:

- a. Submit a clearance from the Vice Dean of Clinical Affairs along with Transcript of Records copy.
- b. Attending the orientation course and passing the practical workshop are **MUST** to start the internship year.

All part of the orientation course must be attended. Missing any part will be considered as failure of attending the orientation course as a whole. This is considered as withdrawal from the internship year.

Orientation course is usually held within 5 days in which all interns must attend the theoretical part which last for half a day. The rest will be designated as workshop in which each intern will attend only a half-day in the Skills Lab. Scheduling for the practical sessions will be assigned by the interns themselves and final schedule will be sent by the main male & female leaders 2 weeks before the orientation. No changes is allowed after that. Orientation cannot be rescheduled and all interns must know the exact days of the course before making any plan.

- c. Provide a recent medical clearance & active BLS certificate are must be available at least 2 months before the start of internship. Failure will stop the internship processing completely.

NB: Medical clearance includes Blood Group, HBs Ag, HBs Ab, HCV Ab, HIV, Rubella Ab IgG, Measles Ab IgG, Mumps Ab IgG, Varicella Zoster Virus Ab IgG, vaccines for Rubella, Measles, Mumps & Varicella-Zoster if negative) and PPD or Mantoux test (mandatory requirements). In case of positive PPD test result or any vaccination, clearance must be presented from the Staff Health Clinic and following their guidelines in follow-up are mandatory. Failure of this will stop the training.

2. The name on your graduation certificate must match completely your name in the passport in any respect. The internship certificate will based on the graduation certificate name regardless of the passport name after getting the right consent from the intern about that issue.



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3. Salary is available for Saudi's, son of Saudi mother and Gulf citizen however the faculty of medicine is responsible to send the paper work to the ministry which have the full authority of providing the salary or **not** according to their regulation. The paper works for salary includes filled data sheet, medical clearance, BLS, copy of passport and national ID, 6th year clearance, IBAN (from the bank) & orientation certificate. All of these requirements must be filled 2 months before the start of internship year and failure of this will stop the paper processing for salary.
4. Signing all necessary consent forms.
5. To ensure receiving the e-mail from internship office, the intern must add the e-mail address to the contact information within the e-mail service.
6. Collecting required documents:
All documents must be collected by the sub-group leaders & all documents from all 6th year student of each group must be given altogether. Failure of this will be reported to the Vice Dean to take a necessary action. The deadline for collecting the paper will be provided by February and no extension will be allowed from this deadline.



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Non-KAU Applicants

A. Graduated in Saudi Colleges within the Kingdom

1. Each intern is allowed to have 2 months rotation in KAUH in any specialty according to the availability.
2. Application should be at least 1 month before the rotation.
3. All requirement(s) must be ready which includes: request letter from your college, BLS certificate & medical clearance results (Blood Group, HBs Ag, HBs Ab, HCV Ab, HIV, Rubella Ab IgG, Measles Ab IgG, Mumps Ab IgG, Varicella Zoster Virus Ab IgG, vaccines for Rubella, Measles, Mumps & Varicella-Zoster if negative) and PPD or Mantoux test (mandatory requirements)).
4. All rules and regulations of our KAU internship will be applied in you which includes our vacation policy.
5. Evaluation will not be sent / given unless clearance from the hospital was made.

B. Graduated from outside the Kingdom

1. The usual starting period for internship is on 1st of March and receiving applications will be stopped by middle of December.
2. No application will be received without the original Ministry of Education (MOE) letter.
3. All candidates will have to enter a written exam. and interview. Written exam is composed of 30 MCQ items in general medical subjects with 1 essay. The interview will be held most of the time on the day of the written exam. Applicant(s) must submit all mandatory documents without any exception at least 1 month before the exam date which usually held on January each year.
4. Requirements for entering the exam are as follows:
 - a. Original MOE letter (copies are not sufficient)
 - b. Medical Clearance
 - a. Lab works (Blood Group, HBs Ag, HBs Ab, HCV Ab, HIV, Rubella Ab IgG, Measles Ab IgG, Mumps Ab IgG, Varicella Zoster Virus Ab IgG) and PPD or Mantoux test.
 - b. Vaccines (Diphtheria, Hepatitis B and Meningitis) (Rubella, Measles, Mumps and Varicella Zoster)



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- c. Passport copy
 - d. National ID / Iqama copy
 - e. Transcript of Records copy
 - f. Graduation Certificate copy
 - g. BLS Certificate copy
 - h. 2 pcs. Personal photo
5. Attending Orientation Course is a mandatory.
 6. The schedule and distribution will be only at the available positions and no changes of these are allowed . Only 2 months are allowed to be taken outside Jeddah which includes the electives. (at least 80% of rotation must be at KAUH)
 7. All rules & regulations of KAU graduates will be applied.
 8. After finishing the clearance the intern will received an internship certificate as long as he / she spent the whole year under our supervision. The name on the certificate will be based on the name in the passport regardless of what is written in the graduation certificate.
 9. Salary is available for Saudi's, son of Saudi mother and Gulf citizen however the faculty of medicine is responsible to send the paper work to the ministry. The Ministry in Riyadh has the full authority of providing the salary or not according to their regulation.
 - 10.No freezing is allowed during internship training and the intern must finish all requirement within 1 Gregorian year from the start of rotation.
 - 11.All applicants are not allowed to communicate directly with any affiliated hospital(s).
 - 12.All communication will be held through our official e-mail service. Failure to respond to this e-mail indicate withdrawal from the program. Our official e-mail: med.vd.ca@kau.edu.sa



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GENERAL GUIDELINES FOR INTERNSHIP SCHEDULE:

This guidelines applies for only KAU students. For all non-KAU student the schedules of the internship already pre-set by the internship office which generally unchangeable.

Internship Requirements Time Frame

Requirements to start online schedule: Transcript of records, 6th year clearance, Agreement on policies. This must be submitted by end of January otherwise student is not allowed to do the schedule.

Requirements before starting internship:

- a. Medical Clearance
- b. Datasheet
- c. BLS
- d. Attending orientation course
- e. Consents
- f. Confidentiality Agreement
- g. IBAN

All requirements must be submitted by the end of the 2nd week of May except for the orientation course that is held on the 1st week after the final exam.

Internship scheduling for the internship training will be done through internship training management schedule (ITMS) which you will find as an icon in the medical college website. All requirements must be fulfill to be eligible to enter this program (please refer to the section Internship Requirements).

On-line Internship Schedule:

You can access the website from any computer & the time of opening the schedule will be given to all leaders of the groups. The scheduling procedure is usually held on the 1st week of March which followed by a period of 2 weeks that the students are allowed to make modification & changes in their propose schedule by filling the change request form and to be sent through our official e-mail. During this period the internship office will check the availability of the requested



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changes and do all necessary modification in the schedule according to the availability. If the changes was not possible the proposed schedule will remain as it is. By the end of the 3rd week of March, no changes in the schedule are allowed and your schedule is final for the rest of the training.

At least, 1 major rotation must be selected at KAU hospital. At least 50% of your rotation is expected to be at KAU hospital.

In case the student wants to take all his/her internship outside Jeddah, the above conditions & website are not applied except for the requirements.

For those students who wants to take **ALL** their schedules outside Jeddah, they must submit a request form along with proposed schedule and the requirements to the internship office not more than the end of 2nd weeks of February.

Medical clearance and BLS certificate are also required with these application.

The final schedule of these students will be confirmed after the internship office received the confirmation from the requested hospitals. No changes in the schedule is allowed after we send the request to the hospital unless the internship office receive a rejection that that request. Internship office will **NEVER** send a request for same rotation for 2 hospitals simultaneously.



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VACATION POLICY:

Vacation for 1-year internship training are as follows:

- 15 days Annual vacation
- 5 days Eid vacation in 1 Eid holiday

Note: Academic leaves are NOT allowed.

Guidelines for Eid vacation:

1. Interns will follow the hospital rules regarding the duration of the vacation.
2. During the vacation, you will have normal working days which includes on-call duties.
3. For the hospitals that follow the government duration of vacation, the period will be divided to 2-3 parts to allow maximum number of interns to take their Eid vacation.
4. Other hospitals that have shorter period of Eid vacation, there will be only one part which include the day of the Eid and 4 days after. Minor adjustments can be done if these didn't interfere with the hospital policy.
5. The general rules in applying for Eid vacation are first come, first served and maximum of 50% of interns can take the vacation at any point.
6. If all interns of one department at KAUH agreed to take their Eid vacation in different arrangement than the designed parts, that will be accepted as long it maintains the 50% rules.
For example, if there was 2 periods: 1-5 and 6-10 but ALL interns of a rotation agreed to take 3-7 in which 20 interns out of 40 interns will take their Eid vacation that will be acceptable.
Interns are not allowed to stop their rotation in order to study for the exam, attending exam or participating in any activity or training that is not part of their internship.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

Guidelines for Annual vacation:

1. Interns are allowed to have maximum of fifteen (15) days of annual leave and additional five (5) days that can only be taken during one of the Eid vacations.
2. All vacation request must be submitted to the internship office two (2) weeks before the rotation at KAUH or at least 1 month before the rotation in any other affiliated hospital.
3. In case of special circumstances that required to submit the request late, special requests must be sent to internship office explaining the situation with all necessary documentation.
4. It is allowed to take only five (5) days in each request per rotation. No division or summation of the vacations within any rotation will be allowed in any circumstances. Any additional days will follow the policy of absences.
5. All requests must be submitted to the internship office within the expected period and the final approval should be taken by the department.
6. The intern is fully responsible for retaining the approved request to the internship office. Failure of the submission will be subjected to disciplinary action which includes repeating part or whole rotation.
7. This policy doesn't include any emergency leave, for that, kindly refer to the absence policy.
8. In KAUH, not more than 25 % of interns are allowed to take annual leaves at any point of time for major rotations excluding elective. For Eid vacation, the maximum number of interns to take eid vacation is 50%. Kindly refer to the eid vacation policy.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

CHANGE OF SCHEDULE POLICY

1. There is no changes in the schedule after submitting the final schedule in the internship office (whether electronically or paper).
2. Special circumstances of changing part of the schedule.
 - A. Interns are allowed to make changes within KAU hospital if the request of changing was 2 weeks before the rotation and that there is availability in both rotations.
 - B. Changing from KAU hospital to affiliated hospitals is allowed if that is applied 2 months before the rotation and there is availability in the requested hospitals as long as the intern maintained at least 1 major rotation within KAU hospital.
 - C. No changes is allowed from any affiliated hospital after sending the requests whether accepted or requests still pending. If there was a strong documented & legitimate reason for such changes the document must be applied 2 months before the rotation. List of legitimate reasons are available in the FAQ's.
 - D. Changing the rotation within the affiliated hospitals or switching the rotation between the interns and the periods are generally allowed under 2 conditions:
 1. Application should be applied 2 months before the rotation.
 2. Acceptance from the affiliated hospital of the interns request switching will not be processed until 2 signed requests are provided.
3. Interns are not allowed to officially communicate directly to affiliated hospitals and all changes will not be accepted if it was through the internship office.
4. The evaluations from any hospital will be accepted based on the internship office records. In case of changes made by the intern without proper requesting the changes from the internship office, the intern will be punished by repeating the whole rotation and subjected for other academic punishment.
5. If the intern planned to apply for abroad training he/she must schedule his/her rotation in the system as outside KSA or any rotation within KAU hospital. Once the intern accepted for any outside KSA rotation, he must immediately inform the internship office within 3 working days. Failure for that will be subjected the intern for academic punishment including repeating the rotation. The internship office will provide all academic support to help the intern getting his abroad training as long as he/she is following the policy & procedures of the internship.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

DRESS CODE POLICY

1. Identification badges must be worn at all times.
 - a. Identification badges are to be clearly visible, above the waist.
 - b. The Lanyard must not interfere with patient care and safety and kept clean.
 - c. Identification badge holders may be worn if not interfering with patient care and safety
2. **Hair:**

For men, must be clean, neatly groomed and controlled.

 - a. Long hair must be secured away from the face.
 - b. Extreme styles and colors are not permitted.
 - c. Fashion head bands or skullcaps are not permitted.

For ladies, must be covered as per the Shariaa law:

 - a. Head scarves shall not interfere with patient care and safety
 - b. Scarves shall not be loose for modesty and safety
 - c. Bright colors and glittery designs are not acceptable
 - d. Black, white or neutral colors shall be used
3. Nails must be short, neat and clean, to avoid irritating patients during clinical examination.
 - a. Nail polish and decorative designs are prohibited.
 - b. **Artificial fingernails are Not allowed** for all staff and students in contact with patients.
4. Jewelry must be plain and inconspicuous.
 - a. Jewelry must not interfere with patient care or safety.
 - b. Necklaces are **NOT** permitted.
 - c. Bracelets or armbands **are not permitted** unless they are a Medical Alert bracelet.
 - d. Only one ring or ring set is allowed.
 - e. Well- fitting, not loose, wrist watch is permitted.
 - f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) **is prohibited.**

Exception: If a nose ring is worn for religious/cultural purposes.
5. Fragrance is not to be used in the hospital and patient care areas.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

6. Footwear should be clean, appropriate for clothing, protective and fit securely.
 - a. Shoes should be non-permeable entirely white or black.
 - b. Shoes must have a closed toe and closed heel.
 - c. Canvas shoes or “cros” with holes are not permitted in patient care areas.
 - d. Shoes and shoelaces must be kept clean. Shoelaces must be white or match shoes.
 - e. Staff must wear hosiery or socks at all times.
7. Cloth stethoscope covers or decorative items attached to stethoscope are **not permitted**.
8. Uniform/Clothing Standards:
 - a. Undergarments must be worn and inconspicuous under uniform or clothing.
 - b. Clothing must be clean and neatly pressed.
 - c. Faded / yellowish, discolored or ripped clothing is not acceptable.
 - d. All clothing should be non-see through.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

ISSUING INTERNSHIP CERTIFICATE POLICY:

Requirements:

1. Completion of 12 months training under KAU complete supervision
2. Clearance from the hospital.
3. Submitting copy of graduation certificate and passport (this must be submitted at least 2 months before finishing or the internship certificate will be delayed).
4. Receiving all evaluations with no repetition or punishment.
5. In special circumstances, that requires the intern receives his internship certificate before finishing all requirements which includes:
 1. Document the necessity of having the internship earlier. This document should include a deadline from the body that the intern is applying for.
 2. Consent about the true information's provided and also the commitment of the intern to fulfill all requirements within the expected period. Failure of that will hold all kinds of clarification until all requirements achieved.
 3. Intern must have good conduct and not in academic punishment of any kind.

Preliminary evaluation of only pass mark will be initiated and will be permanent in the intern's record if the final evaluation grade was not received within the expected time.



[Pick the date]

[INTERNSHIP TRAINING PROGRAM]

Confidentiality Agreement

1. Confidential Information will also include any information that has been disclosed by a third party to the Provider and governed by a non-disclosure agreement.
2. The Confidential Information will remain the exclusive property of KAUH and will only be used by the INTERN for the Permitted Purpose. The INTERN will not use the Confidential Information for any purpose that might be directly or indirectly detrimental to KAUH or any of his affiliates or subsidiaries.
3. The INTERN may disclose any of the Confidential Information:
 - a. to such of his colleagues, representatives and advisors that have a need to know for the Permitted Purposes
 - b. to a third party where the Provider has consented in writing to such disclosure; and
 - c. to the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body.

The INTERN agrees to retain all Confidential Information at his usual place of work. Further, the will not be used, reproduced, transformed, or stored on a computer or device that is accessible to persons to whom disclosure may not be made, as set out in this Agreement.

6. Any failure to maintain the confidentiality of the Confidential Information in breach of this Agreement cannot be reasonably or adequately compensated for in money damages and would cause irreparable injury to KAUH.
7. Upon the expiration or termination of this Agreement, the INTERN will:
 - a. return all Confidential Information to KAUH and will not retain any copies of this information;
 - b. destroy or have destroyed all memoranda, notes, reports and other works based on or derived from the INTERN's review of the confidential information; and
 - c. provide a certificate to KAUH that such materials have been destroyed or returned, as the case may be.

If the INTERN loses or fails to maintain the confidentiality of any of the Confidential Information in breach of this Agreement, the INTERN will immediately notify KAUH and take all reasonable steps necessary to retrieve the lost or improperly disclosed Confidential Information.