
Internship

The internship handbook provides guidelines to interns, rules and regulations, the skills and competencies to be acquired and the evaluation processes.



Internship Handbook

College of Medicine

University of Dammam

Prepared by
Vice Deanship of Quality and Development

2016

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MESSAGE

Dear Interns,

On behalf of the College of Medicine Administration, we would like to congratulate you for having successfully completed the academic requirements for graduation leading to the Degree of Bachelor of Medicine and Surgery (MBBS). However, before you finally receive your MBBS certificate, you have to satisfactorily complete the one year mandatory Internship Training Program.

It is indeed, a privilege and honor for us to welcome you to this Internship Training Program of the College of Medicine, University of Dammam, Kingdom of Saudi Arabia. We are providing you with this handbook to help and guide you during your entire training. We also encourage you to adhere strictly to the rules, regulations, and guidelines governing this training program.

Furthermore, we advise you to take advantage of the training opportunities, facilities and resources provided for you by the College of Medicine, University of Dammam, for your professional development. It is your utmost dedication and professionalism during this training that will help you cope with the rapid expansion of scientific and technological development around.

We wish you all a very challenging and rewarding training.

Vice Deanship for Clinical Affairs

**COLLEGE OF MEDICINE
UNIVERSITY OF DAMMAM
INTERNSHIP TRAINING PROGRAM**

GUIDELINES FOR INTERNS

INTERNSHIP TRAINING PROGRAM GUIDELINES TO INTERNS

1. 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.

2. TRAINING PROGRAM

The Internship program starts on a fixed date decided by the Vice-Dean for Clinical Affairs and approved by the Faculty Board. Interns may be allowed to delay the start of training for one month only for valid reasons and prior approval by the Vice Dean for Clinical Affairs. The duration of program is one Gregorian year (12 months).

The training program is arranged according to the following mandatory subjects and duration:

- | | |
|---|----------|
| 1. Internal Medicine | 2 months |
| 2. General Surgery | 2 months |
| 3. Obstetrics and Gynecology | 2 months |
| 4. Pediatrics | 2 months |
| 5. FAMCO | 1 month |
| 6. Emergency Medicine | 1 month |
| 7. Two (2) months of Elective rotation in any of the following: | |
| a) Internal Medicine | |
| b) General Surgery | |
| c) Obstetrics and Gynecology | |
| d) Pediatrics | |
| e) FAMCO | |
| f) Emergency Medicine | |
| g) Anesthesiology | |
| h) Dermatology | |
| i) Emergency Medicine | |
| j) E.N.T. | |
| k) Nephrology | |
| l) Neurology | |
| m) Neurosurgery | |
| n) Ophthalmology | |
| o) Orthopedic Surgery | |
| p) Pathology and Clinical Laboratory | |
| q) Psychiatry | |
| r) Radiology | |
| s) Urology | |
| t) Other areas (subject to approval by the Vice Dean, Clinical Affairs) | |

Interns are required to submit their request for one year rotation before the start of training in order to organize the rotations smoothly. Approval of the requests depends on the needs of the departments concerned.

The Internship training is supervised by the departmental faculty. Each department has designed a comprehensive curriculum of training. Copies of the curriculum are available for Interns. They are expected to study it carefully and participate actively in fulfilling its objectives.

3. THE HOSPITALS:

The program is organized in hospitals recognized for training by the Saudi Commission for Health Specialties. Interns are expected to familiarize themselves with the hospitals of their posting particularly the location of service departments, medical records, administrative offices, emergency area, location of emergency exits, elevators, stair-cases, fire alarm etc. They should know the different emergency color codes and participate in mock alarm drills.

Interns should learn to pay attention to paging system. Interns are expected to know the whereabouts of their seniors and ways to communicate with them in cases of emergency.

The following rules will be observed in the posting of interns:

- a) Graduates of the College of Medicine UOD will have their Internship Training at King Fahd Hospital of the University. Interns may also be posted in other recognized Hospitals for Training within the Kingdom or outside the Kingdom, as required.
- b) Interns from other Universities may be posted at the King Fahd Hospital of the University, depending on the availability of slots.
- c) College of Medicine, UOD, Interns must spend not less than six months of their Internship Training at the King Fahd Hospital of the University, Alkhobar.
- d) Interns who are posted outside King Fahd Hospital of the University are required to personally follow up their request for rotation in the concerned hospital(s) and submit / convey acceptance to the Secretary of the Vice Dean for Clinical Affairs, not later than one month prior to the start of the scheduled rotation. Failure to do so may result in disruptions of internship rotations.
- e) Interns may be allowed to spend their chosen elective rotations abroad subject to approval by the Vice Dean, Clinical Affairs.

4. DUTIES AND RESPONSIBILITIES:

Duties: Interns are assigned duties by their senior colleagues in the department. In general, these duties involve ward postings, out-patient clinics operating and labor rooms, emergency room etc. as appropriate.

Interns are required to examine patients, write case records and follow up notes, and order investigations under supervision. In order to maintain strict checking, counter-signing by a senior staff is necessary.

Interns should not implement their decision without consulting the senior colleagues except in immediate life threatening situations.

Duty Hours: As a resident trainee an intern is on duty all the time. However, for practical convenience, each department prepares a duty roster for emergency duties. All interns are required to be present in hospitals/clinics during regular working hours of the hospitals/clinics.

Interns should remember that there is nothing like "work to rule" in medical practice. Interns' working hours are as long as it requires for them to finish their work and certainly as long as the patients require their attention. Patients cannot be left unattended just because the duty hours are over. Interns should not leave any patient unattended until they have handed over the responsibility to another colleague.

All national holidays are considered working days as per internship training program regulations.

Routine Work: Apart from writing case records and progress notes, Interns are required to fill up various forms completely and correctly. Interns write admission forms, discharge summaries, investigation request forms and certificates. They should, therefore, familiarize themselves with different forms available in the wards.

Interns should perform routine ward procedures like wound dressings, removing sutures, giving various types of injections, drawing of blood and collecting in proper bottles for investigation, setting up infusions and transfusions, inserting nasogastric tubes and catheters, administering oxygen and use of suction, etc.

They should familiarize themselves with operations of various gadgets in the ward such as maneuvering bed in different positions, connecting the monitoring equipment etc.

Interns should take regular rounds of their patients, be responsible for pre and post-operative care and attend emergencies. They should write regular progress reports and follow their patient in OR and follow-up clinics.

Apart from these duties they are required to learn special technical procedures of different specialties of their posting. They should also obtain results of radiology and laboratory investigations.

5. ETHICS, MANNERISM AND PUNCTUALITY:

Interns deal with patients as doctors for the first time. They should approach their patients with confidence, decorum and dignity. Intern's personal presentation and attitude can make a lot of difference in patients' confidence in them and in final outcome of their treatment. Interns should practice proper bedside manners, develop proper attitude and follow established medical ethics.

Interns should pay proper regards to their patients' privacy, desires, requests and beliefs. They should appreciate that all communications by the patient is confidential. They should behave with patients' relatives with utmost gentleness but firmness in patients' own interest.

Interns should be cooperative with the nursing and other paramedical staff and courteous to their seniors.

6. ACADEMIC ACTIVITIES:

Interns are expected to show initiative by participating in the academic programs of the department and the hospital. They should present cases, participate in discussions and seminars. It is desirable for interns to continue the process of self-learning by visiting the library from time to time and use the Internet for updating their knowledge.

7. COUNSELING SERVICE:

Interns have an opportunity, during their year of training, to define and develop their own interests, inclinations and ambitions for the future medical career.

In order to help them in this process, a counseling service is provided by the Vice-Dean for Clinical Affairs and Interns are expected to make the best use of this facility.

8. CONTINUITY OF TRAINING:

- 8.1 Interns are entitled to have a maximum of fifteen (15) days leave during the Internship Year subject to approval by the concerned departments. Applications for such leave shall be submitted to Vice-Dean for Clinical Affairs for final approval.
- 8.2 Fifteen (15) days leave cannot be spent during one of the rotations only.
- 8.3 A maximum of four(4) days leave can only be allowed in any of the four major rotations (Medicine, Surgery, OB/Gyne and Pedia). Leave exceeding the allowed number of days must be compensated.
- 8.4 Leave applications must be submitted prior to the start of the leave.

- 8.5 No leave can be allowed in FAMCO, ER and Elective rotations. Leave in FAMCO, ER and Elective rotations must be compensated.
- 8.6 No leave can be taken at the end of the final rotation.
- 8.7 Leave must be for emergency reasons only.
- 8.8 Unauthorized leave will be reported to the Vice-Dean for Clinical Affairs by the concerned department.
- 8.9 Unauthorized/Unexcused leave must be compensated.
- 8.10 Unauthorized /Unexcused leave shall be referred to the Dean of the College of Medicine for appropriate action which may include repeating one or more rotations.
- 8.11 Freezing of Internship rotation for one month only may be allowed during the Internship Year upon request and approval by the Vice Dean for Clinical Affairs. Request for freezing should be submitted before the commencement of the Internship rotation or one month prior to the effective date of freezing. Freezing shall always start at the beginning of the Gregorian month. No freezing can be allowed within the rotation.
- 8.12 Ramadan and Hajj holidays are considered working days.

9. PROCEDURE FOR APPLICATION FOR AN EMERGENCY LEAVE:

Applications for emergency leave shall be addressed to the Vice-Dean for Clinical Affairs College of Medicine, UOD, through the Coordinator and the Chairman of the concerned department and reasons for the absence should be specified.

10. EVALUATION:

- 10.1 Intern's performance is assessed continuously during each rotation. At the end of each rotation, Training Program Assessment Form is filled up by the Coordinator/Chairman of the concerned departments and approved and signed by the Chairman.
- 10.2 Interns shall be informed of their performance on the Training Program by the Coordinators/Chairman of the concerned departments.
- 10.3 Training Program Assessment Form shall be submitted to the office of the Vice-Dean for Clinical Affairs immediately at the end of each rotation.
- 10.4 Interns must obtain an overall grade of "Good" or above in each subject.

- 10.5 Interns who obtain a grade of "Fair" or "Poor" shall repeat the whole or part of the rotation in agreement with the concerned department.
- 10.6 Interns who have satisfactorily completed the one year Internship training will be issued a Certificate of completion of Medical Internship by the College of Medicine, University of Dammam, upon request.
- 10.7 Interns must provide a copy of their valid passport to the Office of the Vice Dean for Clinical Affairs for verification of spelling of names.
- 10.8 Interns may be allowed to see their Training Program Assessment reports if approved by the Vice-Dean for Clinical Affairs.

**COLLEGE OF MEDICINE
UNIVERSITY OF DAMMAM
INTERNSHIP TRAINING PROGRAM**

RULES AND REGULATIONS

INTERNSHIP TRAINING PROGRAMME RULES AND REGULATIONS

1. Admission Requirements:

1.1 To be admitted to the College of Medicine (COM) Internship Training Program, the applicant must be one of the following:

1.1.1 CM graduate who has satisfied all the graduation requirements and passed the final MBBS Examination.

1.1.2 An MBBS graduate of a Saudi Medical School other than COM.

1.1.3 A graduate who has passed the MBBS (or its equivalent) examination in a recognized non-Saudi University.

1.2 Admission Priorities:

Provided that the above requirements are met, the order of admission will be:

1.2.1 COM Saudi graduates.

1.2.2 COM Non-Saudi graduates.

1.2.3 If vacancies exist in the program, following are considered:

1.2.3.1 Graduates of Saudi Medical Schools who are Saudi nationals.

1.2.3.2 Graduates of non-Saudi Medical Schools who are Saudi nationals.

1.3 Admission of eligible Non-UOD applicants will depend on the availability of slots, and on assessment for their suitability for admission by the Vice Dean-Clinical Affairs.

2. Application:

All candidates including COM graduates must apply on approved form with relevant documents as mentioned on the form.

3. Training Period:

3.1 The duration of program is one continuous Gregorian year (12 months).

3.2 All public holidays are considered as working days.

3.3 Interns are required to join the program on dates approved by the College annually.

4. Hospital for training:

The program is organized at King Fahd Hospital of the University (KFHU) and in other hospitals accredited for training.

5. Curriculum for training:

Training in each rotation is according to the University of Dammam approved curriculum of training.

6. Training program

The Internship program starts on a fixed date decided by the Vice-Dean for Clinical Affairs and approved by the Faculty Board. Interns may be allowed to delay the start of training for one month only for valid reasons and prior approval by the Vice Dean for Clinical Affairs. The duration of program is one Gregorian year (12 months).

The training program is arranged according to the following mandatory subjects and duration:

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| g. Anesthesiology | |
| h. Dermatology | |
| i. E.N.T. | |
| j. Nephrology | |
| k. Neurology | |
| l. Neurosurgery | |
| m. Ophthalmology | |
| n. Orthopedic Surgery | |
| o. Pathology and Clinical Laboratory | |
| q. Psychiatry | |
| r. Radiology | |

- s. Urology
- t. Other areas (subject to approval by the Vice Dean, Clinical Affairs)

Interns are required to submit their request for one year rotation before the start of training in order to organize the rotations smoothly.

The Internship training is supervised by the departmental faculty. Each department has designed a comprehensive curriculum of training. Copies of the curriculum are available for Interns. They are expected to study it carefully and participate actively in fulfilling its objectives.

7. Training requirements:

The number of interns for training in any department or hospital service is decided in accordance with standard ratios of available service beds:

For example: In-patients: Interns -Minimum	10:1
- Maximum	15:1

- 7.1 Interns are required to perform duties as assigned to them by their supervisors.
- 7.2 Interns must abide by the approved rules and regulations and curriculum of the program.

8. CONTINUITY OF TRAINING:

- 8.1. Interns are entitled to have a maximum of fifteen (15) days leave during the Internship Year subject to approval by the concerned departments. Applications for such leave shall be submitted to Vice-Dean for Clinical Affairs for final approval.
- 8.2. Fifteen (15) days leave cannot be spent during one of the rotations only.
- 8.3. A maximum of four (4) days leave can only be allowed in any of the four major rotations (Medicine, Surgery, OB/Gyn and Pedia). Leave exceeding the allowed number of days must be compensated.
- 8.4. Leave applications must be submitted prior to the start of the leave.
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- 8.6. No leave can be taken at the end of the final rotation.
- 8.7. Leave must be for emergency reasons only.
- 8.8. Unauthorized leave will be reported to the Vice-Dean for Clinical Affairs by the concerned department.

- 8.9. Unauthorized / Unexcused leave must be compensated.
- 8.10. Unauthorized / Unexcused leave shall be referred to the Dean of the College of Medicine for appropriate action which may include repeating one or more rotations.
- 8.11. Freezing of Internship rotation for one month only may be allowed during the Internship Year upon request and approval by the Vice Dean for Clinical Affairs. Request for freezing should be submitted before the commencement of the Internship rotation or one month prior to the effective date of freezing. Freezing shall always start at the beginning of the Gregorian month. No freezing can be allowed within the rotation.
- 8.12. Ramadan and Hajj holidays are considered working days.

9. PROCEDURE FOR APPLICATION FOR AN EMERGENCY LEAVE:

Applications for emergency leave shall be addressed to the Vice-Dean for Clinical Affairs College of Medicine, UOD, through the Coordinator and the Chairman of the concerned department and reasons for the absence should be specified.

10. EVALUATION:

- 10.1 Intern's performance is assessed continuously during each rotation. At the end of each rotation, Training Program Assessment Form is filled up by the Coordinator/Chairman of the concerned departments and approved and signed by the Chairman.
- 10.2 Interns shall be informed of their performance on the Training Program by the Coordinators/Chairman of the concerned departments.
- 10.3 Training Program Assessment Form shall be submitted to the office of the Vice-Dean for Clinical Affairs immediately at the end of each rotation.
- 10.4 Interns must obtain an overall grade of "Good" or above in each subject.
- 10.5 Interns who obtain a grade of "Fair" or "Poor" shall repeat the whole or part of the rotation in agreement with the concerned department.
- 10.6 Interns who have satisfactorily completed the one year Internship training will be issued a Certificate of completion of Medical Internship by the College of Medicine, University of Dammam, upon request.
- 10.7 Interns must provide a copy of their valid passport to the Office of the Vice Dean for Clinical Affairs for verification of spelling of names.

- 10.8 Interns may be allowed to see their Training Program Assessment reports if approved by the Vice-Dean for Clinical Affairs.

11. ADDITIONAL MANDATORY REQUIREMENTS:

- 11.1. All Medical Interns are required to undergo /submit the following:
- 11.1.1. Must have attended the General hospital orientation prior to start of the Internship Training.
 - 11.1.2. Must have passed the Saudi Medical Selection Examination (SMLE) by Saudi Council for Health Specialties prior to the completion of the Internship Training and submit proof of passing the SMLE exam.
 - 11.1.3. Must submit a valid certificate of Basic Life Support (BLS) or Basic Cardiac Life Support prior to start of the Internship training.
 - 11.1.4. Must submit / undergo required medical/physical examinations from the Employees Health Clinic prior to start of the Internship training.
 - 11.1.5. Must have read and sign the KFHU Access & Confidentiality Agreement Form.
 - 11.1.6. Must have read and sign the KFHU Code of Ethics and Professional Conduct Form.

**COLLEGE OF MEDICINE
UNIVERSITY OF DAMMAM
INTERNSHIP TRAINING PROGRAM**

CURRICULUM

INTERNSHIP TRAINING PROGRAM CURRICULUM

1. **TITLE: Internship Training Program**
2. **TRAINING PERIOD:**One continuous Gregorian year (12 months)
3. **PRE-REQUISITES:** As per approved bylaws of the program.
4. **AIM:**

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.

5. **RATIONALE:**

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

6. **LEARNING OUTCOMES**

KNOWLEDGE:

1. Applies the knowledge of clinical medicine as well as basic sciences in the total care of patients.
2. Demonstrates proficiency in structured and comprehensive history taking and physical examination.
3. Compiles, keeps and updates medical records of patients in order to follow the natural history of ailments.
4. Discriminates when requesting and evaluating the results of further investigations in order to enhance diagnostic yield but avoid waste of time and resources.
5. Shows proficiency in the art of writing prescriptions; request forms, certificates, referrals, etc. in order to communicate meaningfully with other members of the health profession

COGNITIVE SKILLS:

1. Demonstrates the skills and capability to execute appropriately his/her knowledge by conducting and recording with firm confidence a complete medical examination.
2. Interprets the examination and suggests the practical and suitable management.
3. Manages important diseases, common medical emergencies, orders drugs, and exhibits good judgment in asking for consultation when necessary.

INTERPERSONAL SKILLS & RESPONSIBILITY:

1. Exhibits conduct and behavior of a responsible doctor, decent in character and kind to his patients and shows cooperation with his colleagues.
2. Practices proper bedside manners and develops correct attitude in following established medical ethics.
3. Demonstrates respect patients' privacy, desires, requests and beliefs. They should appreciate that all communications by the patient is confidential. They should behave with patients' relatives with utmost gentleness but firmness in patients' own interest.
4. Cooperates with the nursing and other paramedical staff and is courteous to seniors.

COMMUNICATION, INFORMATION TECHNOLOGY, NUMERICAL

1. Discusses meaningfully with patient and their relatives proposed investigations, medical or surgical procedures and their likely outcome in order to help them make decisions

PSYCHOMOTOR:

1. Demonstrates competency in performing procedures listed in the internship curriculum.

DUTIES AND RESPONSIBILITIES:

- Interns carry out all the duties assigned by the department/service where posted.

- Interns **MUST NOT** carry out any decision of their own, without consulting their seniors/consultants or residents, except in immediate life threatening situation.

7. TRAINING PROGRAM:

Internship training is of the rotating type. The rotations are governed by approved by-laws.

8. CURRICULA:

8.2 General Curriculum

The Intern: -

- 8.1.1. Clerks his patients in the ward, the emergency room and the Out-Patient Department (OPD).
- 8.1.2. Lists the differential diagnosis in descending order beginning with the most likely diagnosis, and prepares a problem list.
- 8.1.3. Initiates necessary and basic investigations in all such cases.
- 8.1.4. Presents, in full or summary, clinical data during daily ward rounds, grand rounds, and various conferences, e.g. morbidity, mortality, clinic-radiological and clinico-pathological. The objectives are, Firstly to test how well he knows his patients' illness, and secondly, to have practice in case presentation.
- 8.1.5. Identifies life-threatening conditions and initiates first aid care (including calling for help), in all such cases such as shock, cardiac arrest, respiratory distress, rising intra-cranial pressure etc.
- 8.1.6. Observes life saving procedures such as: Support of respiration and circulation (endotracheal intubation, cardiac massage, etc.)
- 8.1.7. Learns the types and composition of intravenous fluids, the difference between them and the indications for the use of each type and possible complications.
- 8.1.8. Achieves competency in following common procedures:
 - 8.1.8.1. Performing venipuncture
 - 8.1.8.2. Setting intravenous infusion and blood transfusion.
 - 8.1.8.3. Maneuvering beds into various therapeutic positions.
 - 8.1.8.4. Operating suction apparatus.
 - 8.1.8.5. Helping in bedside physiotherapy.

8.1.9. Learns by observation and may perform under supervision invasive diagnostic/therapeutic procedures such as:

- 8.1.9.1. Nasogastric tube insertions
- 8.1.9.2. Paracentesis abdominis
- 8.1.9.3. Paracentesis thoracis
- 8.1.9.4. Insertion of water-sealed drain (or its equivalent)
- 8.1.9.5. Bladder catheterization
- 8.1.9.6. Arterial tap
- 8.1.9.7. Invasive radiological procedures
- 8.1.9.8. Venous cut down
- 8.1.9.9. Lumbar puncture

8.1.10. Participates in pre, para and post-operative care of patient.

8.1.11. Attends emergencies with residents when on call duty.

8.1.12. Develops attitudes as listed under the objectives.

8.2. Specific curriculum contents for different disciplines follow.

9. INSTRUCTIONAL METHODS:

Internship is a learning-by-doing process. In the development of attitudes, the unit of instruction is built on a model, i.e. information - opportunity for practice feedback. The learning situations are ward rounds, OPD, Operating, recovery, dressing and emergency rooms, morning reports, journal clubs, clinical and the clinico-laboratory conferences. He/she will have the opportunity to attend guests' special lectures. Appropriate audiovisual aids will also be used. Private reading is encouraged.

10. EVALUATION:

Intern's performance is assessed continuously and at the end of the posting according to the approved format.

11. RULES AND REGULATIONS:

The program is governed by the approved Rules and Regulations of the program.

**COLLEGE OF MEDICINE
UNIVERSITY OF DAMMAM
INTERNSHIP TRAINING PROGRAM**

**RULES AND REGULATIONS
FOR
GRADUATES OF OTHER
UNIVERSITIES**

RULES AND REGULATIONS FOR GRADUATES OF OTHER UNIVERSITIES

ADMISSION TO THE UNIVERSITY OF DAMMAM INTERNSHIP TRAINING PROGRAM

1. Application

Graduates from other Universities should write an application letter addressed to the Vice Dean for Clinical Affairs. The applicants must fill up the prescribed forms, and to be accompanied by the following:

- 1.1. Copy of Certificate of Graduation from a recognized University.
- 1.2. Copy of Transcript of records.
- 1.3. Certificate of good behavior from home University.
- 1.4. Copy of Personal Passport
- 1.5. Copy of personal National ID or Valid Iqama.
- 1.6. Copy of Parent's National ID or Iqama
- 1.7. Parent's or Spouse consent
- 1.8. Signed statement of responsibility of Parents/Spouse/Guardian
- 1.9. Medical Certificate from approved medical center recognized by the Ministry of Higher Education.

2. Procedures for selection

- 2.1. Acceptance of non UOD graduates is subject to availability of slots in the Internship Training Program as the priority is for the UOD graduates.
- 2.2. Applications are scrutinized by the Internship Committee headed by the Vice Dean, Clinical Affairs for eligibility for training.
- 2.3. All eligible candidates are required to take the Admission test.
- 2.4. Successful candidates are interviewed by the Internship Committee.

3. Training Program

- 3.1. Successful candidates must follow the approved training program of the College of Medicine, UOD.
- 3.2. Candidates shall abide by the Rules and Regulations of the Training program.
- 3.3. The Candidates to the Training program should not create any liabilities which are not acceptable to the UOD.
- 3.4. Candidates may be posted in any hospital outside KFHU accredited for training by the UOD.
- 3.5. Candidates must secure their own approval if posted in any hospital outside KFHU.
- 3.6. Facilities such as accommodation, transportation, etc. will not be provided to the candidates by the UOD.
- 3.7. Candidates will be issued Certificate of Completion of Internship Training only after "satisfactory" completion of the whole training program.

4. ADDITIONAL MANDATORY REQUIREMENTS:

- 4.1. All Medical Interns are required to undergo/submit the following:
 - 4.1.1. Must have attended the General hospital orientation prior to start of the Internship Training.
 - 4.1.2. Must have passed the Saudi Medical Selection Examination (SMLE) by Saudi Council for Health Specialties prior to the completion of the Internship Training and submit proof of passing the SMLE exam.
 - 4.1.3. Must submit a valid certificate of Basic Life Support (BLS) or Basic Cardiac Life Support prior to start of the Internship training.
 - 4.1.4. Must submit / undergo required medical/physical examinations from the Employees Health Clinic prior to start of the Internship training.
 - 4.1.5. Must have read and sign the KFHU Access & Confidentiality Agreement Form.
 - 4.1.6. Must have read and sign the KFHU Code of Ethics and Professional Conduct Form.

APPENDICES

- **Appendix (1): Update Of Personal Information - Form**
- **Appendix (2): KFHU Confidentiality agreement**
- **Appendix (3): Code of ethics and professional conduct KFHU**
- **Appendix (4): Checklist of health care requirements of medical trainees**
- **Appendix (5): Schedule Of Internship Rotations**
- **Appendix (6): Internship assessment form**
- **Appendix (7): Request for certificate of completion of internship**

**COLLEGE OF MEDICINE
UNIVERSITY OF DAMMAM**



(UPDATE OF PERSONAL INFORMATION)

FAMILY NAME: (SAME AS IN PASSPORT)

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FIRST NAME:

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FATHER'S NAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

GRANDFATHER'S NAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

UOD ACADEMIC ID NUMBER:

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NATIONAL ID NUMBER:

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FOR NON UOD STUDENT/GRADUATE: NAME/ADDRESS OF UNIVERSITY:

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GENDER: MALE FEMALE **MARITAL STATUS:**

NATIONALITY: **Year:** 4th 5th 6th Intern

MOBILE NUMBER:

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HOME TELEPHONE NUMBER:

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EMAIL ADDRESS:
(write clearly)

SIGNATURE: _____ **DATE:** _____

As an employee, contractor, invitee, or other affiliate of King Fahd Hospital of the University (KFHU) or other companies (hereinafter referred to as *affiliate*), you may gain access to confidential information.

The purpose of this agreement is to help you understand, and for you to acknowledge, your duties and obligations regarding confidential information.

Confidential information includes patient information, proprietary information, employee information, financial information, and other information relating to KFHU and information proprietary to other companies or persons. You may learn of, or have access to, some or all of this confidential information through various means, including records, a computer system, and contact with patients, orders, reports, financial records, third party information, or any other means.

Confidential information is valuable, sensitive, and proprietary, and is protected by laws and strict KFHU policies. The intent of these laws and policies is to ensure that confidential information will remain confidential and that it will be used only as necessary to accomplish the organization's mission.

As a person with access to confidential information, you are required to conduct yourself in strict conformance to applicable laws and KFHU policies and procedures governing confidential information. Your principle obligations in this area are explained below. You are required to read and abide by these laws and policies and procedures. The violation of any of these laws or policies and procedures will subject you to consequences, which might include, but are not limited to, loss of privileges to access confidential information, loss of employment or other contractual rights, and legal liability.

You must understand that you will have access to confidential information, which may include, but is not limited to, information relating to:

- Patients (such as, health and other records, conversations, admitting information, financial information, test results, x-rays, other radiological information, electronic data, diagnosis, prognosis, etc.).
- Employees (such as, salaries, benefits, work history, employment records, disciplinary actions, employee health records, etc.).
- KFHU information (such as, financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.).
- Third party information (such as, computer programs, client and vendor proprietary information, source codes, proprietary technology, etc.).

Accordingly, as a condition of and in consideration of your affiliation with KFHU and of access to confidential information, you promise that:

- 1 You acknowledge that the confidential information is valuable and is the property of KFHU or the contracted companies
- 2 You will use confidential information only as needed to perform your legitimate duties as a result of your affiliation with KFHU or the contracted companies. This means, among other things, that:
 - a. You will only access confidential information related to the reason for your affiliation with KFHU or the contracted companies, and of which you have a reasonable need to know.

- b. You will not in any way divulge, transmit, copy, release, sell, loan, review, alter, or destroy any confidential information, except as properly authorized within the scope of your activities in affiliation with KFHU and other contracted companies. You will not misuse confidential information nor carelessly care for confidential information.
3. You will safeguard and will not disclose your access code or any other authorization you have that allows you to access confidential information. You accept responsibility for all activities undertaken using your access code or other authorization.
4. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.
5. You agree that your obligations under this agreement are independent of any other agreement and will continue indefinitely after termination of your affiliation with KFHU or the other companies. You understand that your access hereunder is subject to periodic review, revision, and, if appropriate, renewal.
6. You understand that you have no right to, nor ownership in, any confidential information referred to in this agreement. KFHU or the contracted companies may at any time revoke or restrict your access to confidential information. At all times during your affiliation, you will safeguard and retain the confidentiality of all confidential information.
7. You will be responsible for your misuse or wrongful disclosure of confidential information and for your unauthorized access to confidential information. You understand that your failure to comply with this agreement may also result in loss of access to confidential information, loss of employment, or loss of other contractual rights.
8. You will conform to KFHU bylaws and policies and procedures regarding the confidentiality and release of confidential information.

I have read and understood the information provided on this form and I agree to abide by all KFHU and other contracted/affiliated companies policies and procedure regarding confidentiality of information.

I have received a copy of the KFHU *Code of Ethics and Professional Conduct* and agree to abide by the guidelines contained therein.

Name	ID Number	Signature	Date
Dept. Head Name	ID Number	Signature	Date

**If contractor, invitee, or visitor, the department head signature should be that of the department head of the department requesting permission for the contractor or visitor to enter KFHU.*

CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR ALL KFHU STAFF, TRAINEES AND STUDENTS

Relative to General Legal Standards:

Integrity and adherence to the laws of Saudi Arabia are basic obligations for everyone. Staff is expected to know that the following are illegal and refrain from them:

- Violating the laws of the Kingdom
- Engaging bribery
- Having additional source of employment outside that of the KFHU sponsorship, unless this is specifically authorized.
- Stealing Hospital property or the property of others.
- Injuring an individual or damaging his property by committing an unlawful act.
- Seeking or receiving kickbacks or unauthorized personal reward for influence in decision-making that favors a specific party in the course of doing business on behalf of KFHU.
- Violating Narcotic Medication control policies, either carelessly or knowingly.

Relative to Intellectual Property Staff is expected to:

- Adhere to policies regarding copyright restrictions, unless permission of the author or publisher is obtained.
- Seek written permission from KFHU administration prior to gathering or using information to wards higher education research, project work, or papers published in professional journals. Articles or presentations referencing KFHU must be vetted prior to submission for publishing external presentation.
- Refuse to accept personal gain from products or software to developed during the course of employment for use by



King Fahd Hospital of the University
CODE OF ETHICS AND PROFESSIONAL CONDUCT
FOR ALL KFHU STAFF



For inquiries, please call:

Dr. Khalid Otaibi,
Vice Dean for Hospital Affairs & Director General
Chairman, Ethics Committee
Ext. 1020
Email: otaibkm@yahoo.com

DIRECTORATE OF QUALITY AND SAFETY

Relative to Patients

Staff is expected to:

Know and respect patient's rights in their daily conduct, treating patients and families with compassion and without discrimination or personal bias, regardless of the personal attributes, behavior, reason for seeking care at KFHU or whether they accept or refuse the care offered.

Work to protect the rights of those with diminished capacity whether by virtue of age or in capacity. Behave in ways that foster respect, personal safety, and courtesy.

Avoid actions that can lead to the appearance of giving extra care in expectation of favors or rewards from patients. Gifts of money or of significant value will be gracefully declined. If staff is unable to decline without upsetting the patient, notify the immediate supervisor who will contact KFHU administration for direction.

Avoid provision of services that are medically unnecessary or known to be ineffective.

Provide emergency and stabilizing services to those who arrive at the emergency Room in need of life-saving measures, prior to transfer to the appropriate facility. Adhere to the confidentiality of patient information. Refrain from disclosing or discussing patient information in casual conversation in public areas or with those who are not involved in patient care.

Relative to an KFHU employee

Staff is expected to:

- Make a courteous and good faith effort to meet standards of exceptional service.
- Use supplies judiciously with regard to unnecessary waste.
- Use equipment for the purpose for which it was purchased with attention to care and custody.
- Treat sensitive staff information with care and confidentiality.
- Maintain confidentiality of business information that has not been publicly disclosed unless specifically authorized to divulge such information.
- Act, within their capacity, to maintain a clean and safe environment and report problems quickly and appropriately.
- Learn and adhere to safety procedures as they apply to their jobs.
- Treat information technology information, and password as confidential.
- Adhere to dress codes and use of personal protective equipment (PPE) as applicable to work setting safety and dress procedures.

Relative to Business Practices:

To provide quality care and cost effective, Staff is expected to:

- Disclose actual or potential conflict of interest in advance, so that potential conflicts do not inappropriately influence decisions made on behalf of KFHU or from which personal gain will result.
- Meet with suppliers only if purchasing department staff is present and only as arranged by them
- Communicate with professionalism when dealing with consumers, agents, partners, suppliers, and contractors referring them appropriately within KFHU.
- Comply with systems and responsibilities that are in place for financial integrity including:
 - * Accounting practices that are local legal requirement or standards.
 - * Expenditures being made only with proper approval and authorization.
 - * Purchasing practices and decisions completely separate the technical assessment and recommendations from the financial negotiations

MANDATORY REQUIREMENTS

- Personal ID (Saudi ID Card/Iqama)
- Copy of Passport
- Hospital ID
- Certificates (Basic Cardiac Life Support/Basic Life Support)
- Mandatory Hospital Orientation
- Seminars/Conference/Workshops (Attended/Participated) with CME Credit Hours Accredited by Saudi Commission
- Signed Confidentiality Agreement Statement
- Signed Code of Ethics and Professional Conduct
- Performance Appraisal/Evaluation
- SMLE Results (Pass) from Saudi Commission for Health Specialties

I have read and understood the above information provided and I agree to abide by it.

Name: _____ ID Number: _____

Signature: _____ Date: _____

All prospective medical trainees (interns) irrespective of duration of rotation at King Fahd Hospital of the University, Eastern Province, must have this form completed by their sponsoring institution or university. Proof of immunity against hepatitis B and varicella is mandatory prior to commencing training.

NAME OF APPLICANT : _____
 SPONSORING INSTITUTION OR UNIVERISITY : _____
 PROPOSED TRAINING AREA/DEPARTMENT : _____
 START DATE OF ROTATION : _____ END DATE OF ROTATION: _____
 TELEPHONE NO. : _____ MOBILE NO.: _____

COMPLETE THE FOLLOWING	RESULTS		REMARKS
1. Tubercullin Test (TST) (If the result is positive, write the result in millimeters)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
2. Chest Radiograph (If TST is more than 10 mm, pls attach the report)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
3. Hepatitis B Vaccines – 3 doses (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
4. Hepatitis B Antibody Titers (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
5. Hepatitis B Surface Antigen (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
6. Anti-HCV Antibody (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
7. Varicella Zoster Antibody (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
8. Varicella Zoster Vaccine (If not antibody positive-2 doses, pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
9. Rubella Antibody – Females only (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
10. HIV 1 and 2 (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
11. RPR (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	
12. Type and Screen – Blood group (Pls attach the documentation)	<input type="checkbox"/> Positive	<input type="checkbox"/> Negative	

Sponsoring Institution or University : _____
 Complete Name of Attending Physician/Doctor : _____
 Saudi I.D. No. or Iqama No. : _____
 Contact Nos. : _____
 Signature : _____
 Date : _____



FOR KING FAHD HOSPITAL OF THE UNIVERSITY EMPLOYEE HEALTH CLINIC ONLY

Review and Recommendation Fit Not Fit

Remarks: _____

Complete Name of Attending Doctor: _____ Signature: _____ Date: _____

**UNIVERSITY OF DAMMAM
COLLEGE OF MEDICINE
KING FAHD HOSPITAL OF THE UNVIERSITY
INTERNSHIP TRAINING PROGRAM**

NAME: _____

SCHEDULE OF INTERNSHIP TRAINING

SUBJECT	MONTH	HOSPITAL

The following are the conditions the Medical Intern must read and sign and abide by during the period of his/her Internship Training at the King Fahd Hospital of the University (KFHU) Alkhobar:

1. The Medical Intern must follow the schedule of Internship Training mentioned above. No changes shall be made unless approved by the Vice Dean for Clinical Affairs.
2. The Medical Intern must attend the KFHU mandatory hospital orientation before the start of the Internship Training.
3. The Medical Intern must submit a copy of the BLS Certification at the start of the Internship Training.
4. The Medical Intern must abide at all times the rules and regulations of College of Medicine, Internship Training Program.
5. The Medical Intern must abide at all times the Access and Confidentiality Agreement and the Code of Ethics and Professional Conduct of the KFHU.
6. The Medical Intern must strictly follow the working hours of the department.
7. The Medical Intern must wear the KFHU ID badge at all times during working hours.
8. The Medical Intern must report immediately to the Vice Dean, Clinical Affairs, if he/she encounters any problem during the period of the Internship training.
9. The Medical Intern must submit "Freezing" application one month prior to the start date of the leave.
10. The Medical Intern must submit all other required documents (i.e. SLE results) and signed Release Form prior to receiving the Certificate of Completion of Medical Internship.

I declare that I have read all the above written conditions and I agree to abide by them.

Name: _____

Signature: _____ Date: _____

**UNIVERSITY OF DAMMAM
COLLEGE OF MEDICINE
TRAINING PROGRAM ASSESSMENT FORM
(MEDICAL INTERNS)**



Name of Intern : _____		University ID Number: _____					
Hospital : _____		Date of Rotation: _____					
Subject : _____		Date of Rotation: _____					
Criteria	Grades						
	Excellent	Very Good	Good	Fair	Poor	Cannot Judge	Not Apply
Skills							
1. History & Physical Examination							
2. Knowledge of Basic Sciences							
3. Knowledge of Clinical Sciences							
4. Interpretation & Utilization of Information							
5. Clinical Judgment							
6. Organization of Work and Data Documentation							
7. Emergency Care							
8. Professional & Technical Skills							
Attitudes							
9. Scientific Interest & Activity							
10. Responsibility & Self Assessment							
11. Discipline & Punctuality							
12. Patient Relationships							
13. Inter-Professional Relationships							
14. Ethics							
15. Other Criteria (Specify):							
16. Other Criteria (Specify):							

FINAL GRADE (PLEASE CHECK ONE)

Excellent		Comments & Recommendations (if any)
Very Good		
Good		
Fair		
Poor		

Leave of Absence if any:

Yes	No
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No. of Days: _____

If yes:

Approved	Not approved
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Comment(s): _____

Any compensation:

Required	Not Required
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Name of Chairman / Acting Chairman:

Signature:

Date:

Hospital Stamp:

Vice Dean for Clinical Affairs:

Name: PROF. ABDULLAH AL HWIESH Signature: _____

Date Received:	

UNIVERSITY OF DAMMAM
COLLEGE OF MEDICINE

REQUEST FOR CERTIFICATE OF COMPLETION OF MEDICAL INTERNSHIP
(PLEASE WRITE YOUR NAME CLEARLY AS IN YOUR PASSPORT)

FAMILY NAME: _____ **NAMES IN ARABIC**

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FIRST NAME:

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FATHER'S NAME:

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GRANDFATHER'S NAME:

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UNIVERSITY ID NUMBER: _____ SEX: _____ NATIONALITY _____

DATE OF START OF INTERNSHIP TRAINING: _____

DATE OF COMPLETION OF INTERNSHIP TRAINING: _____

NAME OF UNIVERSITY FOR NON-UD GRADUATES: _____

MOBILE NUMBER: _____ DATE: _____ SIGNATURE: _____

_____ DO NOT WRITE BELOW THIS LINE _____ DO NOT WRITE BELOW THIS LINE _____ DO NOT WRITE BELOW THIS LINE _____

SUBJECT	DURATION	GRADE				
GENERAL SURGERY	2 MONTHS	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
INTERNAL MEDICINE	2 MONTHS	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
PEDIATRICS	2 MONTHS	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
OBSTETRICS/GYNECOLOGY	2 MONTHS	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
FAMCO	1 MONTH	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
EMERGENCY MEDICINE	1 MONTH	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
ELECTIVE 1 :	1 MONTH	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>
ELECTIVE 2 :	1 MONTH	<i>EXC</i>	<i>VG</i>	<i>GOOD</i>	<i>FAIR</i>	<i>POOR</i>

————— Designed By —————

BRAND MANAGEMENT
D E P A R T M E N T