

**Clinical Nutrition Program**

**Internship Program Manual**



**Table of Contents**

[Welcome Message 4](#_Toc124765363)

[General Objectives Rules & Regulations 5](#_Toc124765364)

[1. Introduction 6](#_Toc124765365)

[2. Statement of Purpose 6](#_Toc124765366)

[3. Mission of The Internship Program 6](#_Toc124765367)

[4. Applicability 6](#_Toc124765368)

[5. Terms of Reference 6](#_Toc124765369)

[6. Policy…….. 7](#_Toc124765370)

[7. Responsibilities 9](#_Toc124765379)

[8. Punctuality. 13](#_Toc124765386)

[Specific Objectives, Rules & Regulations 15](#_Toc124765387)

[9. Clinical Nutrition Program 16](#_Toc124765388)

[10. Methodology of Training 16](#_Toc124765389)

[11. Intern’s Roles and Duties 16](#_Toc124765390)

[12. Clinical Dress Code 16](#_Toc124765391)

[13. Places of Internship & Number of Weeks: 17](#_Toc124765392)

[14. Learning Outcome From Each Rotation 17](#_Toc124765393)

[15. Core Cpmpetencies For Clinical Nutrition Interns 19](#_Toc124765394)

[16. Appendices.. 22](#_Toc124765395)

[Internship Training Schedule 22](#_Toc124765396)

[Intern Evaluation of Internship Rotations 25](#_Toc124765397)

[Confidentiality Statement Internship Training Program 26](#_Toc124765398)

[Employee Referral Form For Medical Consultation 27](#_Toc124765399)

[Travel Request and Authorization 28](https://ksauhsedu-my.sharepoint.com/personal/jaafarih_ksau-hs_edu_sa/Documents/Work/interns/CLNP_Internship_Program_%20manual%202023.docx#_Toc124765400)

[Internship Performance Evaluation 29](https://ksauhsedu-my.sharepoint.com/personal/jaafarih_ksau-hs_edu_sa/Documents/Work/interns/CLNP_Internship_Program_%20manual%202023.docx#_Toc124765401)

[17. Contact Details 30](#_Toc124765402)

## Welcome Message

Dear Interns,

Welcome to the Internship Program of the College of Applied Medical Sciences. We hope that your internship experience complements your academic coursework and provides you with all the challenges and benefits that an internship can offer.

This year you will advance in professionalism and maturity. You will be challenged and much will be expected from you.

The purpose of this Internship Manual is to provide helpful and practical information on the Program most specifically with the Clinical Nutrition Interns. We encourage you to read through it and use it as an ongoing resource throughout the internship period. It is essential that interns, college coordinators, and collaborating hospital staff understand the timeliness and procedures associated with the training.

We look forward to working with you to make your internship a rich and rewarding learning experience.

Best wishes to all of you.

**DR. MANSOUR ALSAFLAN**

Associate Dean, Clinical Affairs College of Applied Medical Sciences

King Saud bin Abdulaziz University for Health Sciences Al Ahsa, KSA



**INTERNSHIP PROGRAM**

# GENERAL OBJECTIVES RULES & REGULATIONS

### Introduction

The graduates from College of Applied Medical Sciences, KSAU-HS should be assured that they have received a high quality of education and they shall receive the best training available in Saudi Arabia at King Abdulaziz Hospital and other high quality Health institutes during their Internship.

This manual is a guide for the learning and working environment during internship, as well as the rules and regulations for both interns and supervisors.

### Statement of Purpose

The purpose of this internship manual is to provide clear guidance of the rules and regulations of the College of Applied Medical Sciences (COAMS) for interns and host institutes.

### Mission of the Internship Program

The mission of the internship program is to develop a professional practitioner who is clinically adaptable to their work environment, a competent and confident clinical practitioner, and a critical thinker. With critical enquiry and evidence-based practice as the foundation, the internship program promotes the acquisition of advanced clinical knowledge, skills, and behaviors that are essential for a primary health care provider in a complex and continually evolving health care environment.

### Applicability

To all industry division heads, university faculty heads, division supervisors, senior staff, technical staff, and undergraduate internship trainees.

### Terms of Reference

* 1. **Internship Program**: A one-year (52 weeks) training program, developed by each department in the clinical development of the undergraduate student in their chosen field.
  2. **Internship content**: Practical and theoretical components of the program specifically developed to meet the developmental needs of the intern in the institution environment.
  3. **Intern:** An undergraduate student who is undertaking institution-based training related to his/her degree award.
  4. **Training timeline**: The developed schedule defining the key competencies and tasks to be achieved/completed throughout the term of the internship.
  5. **Clinical placement**: Refers to the institution-based host institution work area.
  6. **Clinical Supervisor**: The faculty responsible for overseeing the progress of the intern and communicating between the intern, university department, and institution-based supervisor.
  7. **Clinical Instructor**: The qualified industry-based employee responsible for overseeing the practice of and supporting the development of the intern.

### Policy

* 1. The relevant department in consultation with the host institution will define the assignment of the place of internship, areas to be covered and number of weeks per area.
  2. Interns will follow the working hours and procedures of the host institution. For example: if the regular rostering of an employee in the host institution involves weekends and night duty, interns will be expected to follow as such.
  3. Intern is entitled for the following leaves, per the College of Applied Medical Sciences policy and procedures:

### Annual Leave: 20 days

* + - 1. *Routine annual leave – 15 days*

Annual leave must be submitted at least 30 days ahead of requested dates; the intern is not allowed to apply for more than 5 days in one rotation. Only one annual leave request is permitted per rotation. An annual leave request should be signed and approved by the Clinical Coordinator and supervisor. No annual leave will be approved if submitted less than 30 days ahead.

* + - 1. *Urgent leave – 5 days*

This type of leave is limited for urgent and justifiable reasons. These days can be used at any time. Urgent leave requires approval of clinical supervisor (should not interfere with on-call duties) and Associate Dean for Clinical Affairs. The intern is not allowed to take more than 2 days per rotation. Unused urgent leave can be used as Annual Leave in the last 2 months of internship year.

### Eid Holiday: 10 days

The intern is entitled to 10 working days during Ramadan and Hajj holiday as per the hospital calendar. If the intern was not able to use the Ramadan or Hajj holiday and he/she was obliged to report for work, he/she will be compensated as long as there is a letter of justification coming from the placement concerned. If the intern is working in a department, he/she is obliged to take Ramadan or Hajj holiday. The intern must complete a leave form for record purposes.

### National Day: 1 day

23 September is the Saudi Arabia National Day. The holiday is declared by the government and according to hospital policy.

### Educational Leave: 7 days

The intern is entitled to 2 education leaves in separate rotations. A leave form should be submitted at least 30 days in advance of the requested dates, along with proof of registration, including payment receipt, a commercial brochure, program, poster or advertisement. A copy of a Certificate of Attendance must be submitted to the Internship Unit within one week if returning from the educational leave. Failure to submit the Certificate will result in a deduction of the leave days from annual leave. If no days to be deducted, he/she will repeat the rotation period.

### Maternity and sick leaves will be compensated after the end of the Internship.

* + 1. **A leave must be completed and submitted for the approval of Clinical Supervisor and Associate Dean of Clinical Affairs.**

### Any leave that exceeds 50% of the working days of any placement will necessitate the placement to be repeated or compensated based on the combined decisions of Clinical Supervisor and Associate Dean of Clinical Affairs.

* + 1. **The intern is not allowed to take more than 2 types of leave in the rotation to a maximum of 7 working days.**

### Sick Leave

* + - 1. **If sickness/illness occurred during working hours**, *he/she should go to the Employee Health Clinic. A leave form must be completed and submitted with the attached sick report for the approval of the Clinical Supervisor and submitted to the Associate Dean, Clinical Affairs thereafter.*
      2. **If sickness/illness occurred after working hours**, *he/she should go to the Emergency Department. A leave form must be completed and submitted with the attached sick leave report, for the approval of the Clinical Supervisor and submitted to the Associate Dean, Clinical Affairs thereafter.*
      3. *A sick leave report coming from a private hospital will be subject to the rules and regulations of the college.*

### Any non-approved absences from the program will be subjected to disciplinary actions. Any non-approved on-call absences will be subjected to the repetition of placement/rotation.

* 1. Absence from work not substantiated by a medical certificate will be reported to the university department head and absentee policies will be applied in accordance with the rules and regulations of the university. Absenteeism and prolonged illness may impact upon the date of graduation of the intern.
  2. The Clinical Instructor from the host institution will complete periodic intern progress reports as scheduled by the university. Any final evaluation deemed to be below satisfactory is to be reported to the relevant department head of the university and an intern performance review with the department head will be initiated. The university policy for failure will be applied.
  3. The training opportunities offered by the host institution will be:
     1. Free of charge to the university.
     2. No remuneration will be given.

### Responsibilities

A successful clinical placement involves joint effort and responsibility of the Intern, University Faculty - Clinical Supervisors, and Instructors. The CAMS will provide interns with available clinical sites before beginning of the clinical internship. The Program Director/Coordinator holds ultimate responsibility for the Internship Program while the Section Head is the overall person in charge of the internship within the host institution.

### University Program Director

* + 1. Sets, changes and approves the department’s internship policies as deemed appropriate.
    2. Reviews and approves the interns overall progress report at the end of internship period.
    3. Ensures safety standards of the host institution are reviewed to ensure safety of the interns while on clinical sites.
    4. Collaborates with and approve host institutions at least 5 months prior to start of the training timeline.

### Clinical Internship Coordinator

* + 1. Provides orientation to the program, orientation to the worksite and orientation to the organization.
    2. Monitors all aspects of clinical education components of the internship and provides feedback to the program director.
    3. Acts as a resource to assist when issues arise in clinical site.
    4. Coordinates with clinical sites regarding schedules and number of interns hosted.
    5. Monitors leave and off days per rotation.

### Host Division Head

* + 1. Collaborates with the training of the syllabus and the training schedule.
    2. Takes all necessary safety precautions relating to the training environment including provision of education of the intern relating to the host division policies on safety and staff welfare.

### Host Division Supervisor or Clinical Instructor

* + 1. Provides continual monitoring of intern’s progress in relation to the defined clinical development requirements.
    2. Delegate’s supervision of the intern to other appropriately qualified staff from within the section.
    3. Reports to host division Head and Clinical Internship Coordinator about intern progress.
    4. Monitors intern’s adherence to the rules and/or regulations of the host institution.
    5. Informs the Clinical Internship Coordinator in the event of performance issues of the intern. Sets counselling and special improvement plan for the intern.
    6. Submits an objective evaluation at the end of the intern’s training period.
    7. Provide constructive feedback to the intern regarding perceived progress and problem areas including final self-evaluations.

### Intern

* + 1. Interns will take responsibility for their own learning and development throughout the clinical internship. In addition, interns will:
       1. Cover all expenses relating to clinical/fieldwork placements including, but not limited to:
       2. Travel to the geographic location of placement facility or agency daily travel to and from facility/agency.
       3. Accommodations and food.
       4. Appropriate apparel and the university authorized intern name-tag.
       5. Immunizations and certifications (CPR, first aid, etc.).
    2. Adhere strictly to Hospital and Department rules and regulations.
    3. Comply with the dress code and uniform policies.
    4. Attend all appropriate in-service education sessions offered by the host institution where deemed appropriate by the host division head. Consideration will be given to the shift attendance and fatigue management of the intern.
    5. Participate in all assigned work tasks.
    6. Attend lectures scheduled by the host educational Coordinator.
    7. Attend regular and periodic mentor assessment sessions for open progress discussions.
    8. Submit attendance sheet at the end of the month.
    9. Become familiar with the legal and ethical boundaries of professional practice, demonstrating professional behavior that is consistent with the Saudi Association Code of Ethics.
    10. Submit all placement reports according to defined procedures with accurate and complete information.
    11. Complete all necessary preparations for clinical placements as outlined in this manual.
    12. Avoid scheduling any other commitments during designated clinical placement blocks.
    13. Provide each clinical instructor (CI) with general objectives to be achieved during their clinical placement.
    14. Bring all relevant equipment (personal issue BSI, stethoscope etc.) to the placement site.
    15. Identify, in conjunction with the CI, focused learning objectives to be achieved during the placement, which are consistent with but not limited to the overall objectives outlined in the internship program objectives. A review process is expected to be initiated by the intern in conjunction with the CI to determine progress in achievement of objectives.
    16. Familiarize with the protocols, schedules, and responsibilities of the specific clinical placement role as well as to the human and material resources of the setting.
    17. Display professional behavior at all times.
  1. **The Interns *will not***
     1. Validate any patient test results or diagnosis.
     2. Implement patient care based on independent diagnostic or therapeutic decisions. All decisions are to be reported to the clinical instructor prior to care delivery.

### Host Educational Coordinator

* + 1. Coordinate with the relevant division at the host institution to which the intern will be assigned, at least two (2) months in advance.
    2. Review and assist development of the training program with the division head and/or a designated staff member from within the section.
    3. Arrange introduction of the interns to the Department and staff.
    4. Conduct open discussions with the interns with regard to their performance and progress.
    5. Will notify interns of relevant educational activities within the host institution, e.g. lectures.
    6. Submit intern’s evaluations at the end of the training period to the university internship coordinator

### Punctuality

* 1. Absence from work not substantiated by a medical certificate or valid justification will be reported to the relevant University department head and University absenteeism policies will be enforced.
  2. Tardiness and absence from the work-site will managed in accordance with the University policy for attendance.
  3. The intern will not be allowed to continue the training program as scheduled if absent for 10 days (consecutively or separate) during the 12-month period.
  4. The intern should consult with the Host Educational Coordinator and Internship Coordinator with regards to any problems or concerns.
  5. Non-compliance with the above or other rules or regulations of the Institution or Hospital will subject the trainee to the following:
     1. Formal written warning clearly outlining the reason for the warning and the consequences if the issue continues.
     2. Repeat of the failed period according to CAMS internship phases.
     3. Dismissal of the intern from the internship program.



**CLINICAL NUTRITION PROGRAM**

# SPECIFIC OBJECTIVES, RULES & REGULATIONS

### CLINICAL NUTRITION PROGRAM

The Clinical Nutrition internship program provides the necessary structure, guidance, and support to facilitate the development of each intern as he or she moves towards greater autonomy, and gains the skills, knowledge, and confidence to master increasingly complex tasks and decisions during the course of the training year. The program follows a Competency-Based Model of learning and skill acquisition structure. By the end of the internship year, interns are expected to be ready to function as autonomous Nutrition’s therapy practitioner with advanced level of competency in all professional areas. Our challenge is to become ‘Master of all events

### METHODOLGY OF TRAINING

The program, in the clinical courses provides the students with the following training methods:

### INTERN’S ROLES AND DUTIES

* 1. Interns are always expected to exercise sound professional judgment and must adhere to the ethical standards of CLNP and the healthcare professions.
  2. Interns are to be respectful with field supervisors and clinical preceptors and demonstrate a constant willingness to learn and participate in all appropriate clinical and field experiences, as opportunities are afforded by the clinical preceptors and units.
  3. It is the responsibility of interns to report to the scheduled clinical or field shift on time and in appropriate uniform.
  4. Interns must submit the evaluation at the end of each rotation

### CLINICAL DRESS CODE

* 1. White Lab Coat.
  2. Interns will wear identification badges at all times during clinical rotations.
  3. Lab Coat may be removed in intensive care units while wearing scrub uniforms, but the interns should wear identifying badges at all times to reveal their intern status.
  4. Because interns generally treat patients who have nutritional diseases, interns must not wear colognes, perfumes, or after-shave lotions having

strong scents. Interns’ clothing must be clean and free from the odor of tobacco smoke and other scents.

### PLACES OF INTERNSHIP & NUMBER OF WEEKS:

Each student will be trained at three different hospitals depending on the availability. Each rotation will last about 16 weeks. As a result, the student will be trained for one year.

* **Possible Places of Internship:**
* King Abdulaziz Hospital/NGHA-Al Ahsa
* Al-Ahsa Hospital/ Al Ahsa
* Al- Mousa Specialist Hospital/Al Ahsa
* Maternity and Children Hospital/ Al Ahsa
* Mental Health Hospital/ Al Ahsa
* King Fahad Medical City Hospital/ Riyadh
* King Khalid University Hospital/ Riyadh
* King Abdulaziz Medical City/NGHA- Riyadh
* King Fahad University Hospital/ Khobar
* King Fahad Specialist Hospital/ Dammam

### LEARNING OUTCOME FROM EACH ROTATION

Student will be able to:

* Patient medical and surgical histories will be reviewed and documented. Medication with potential food/drug interaction are assessed and documented.
* Relevant laboratory values are noted and assessed for age / sex. Height and weight are documented.
* Subjective nutritional data are obtained and documented. Nutritional requirements for energy /protein /fluid are assessed and calculated based on established standards for age /sex.
* Appropriate nutritional priority and risk identified. Appropriate nutrition diagnosis selected.
* Correct PES statement written (problem–etiology –signs /symptoms). Nutrition care plan established that includes patient /family goals and objectives.
* Meal plan established and implemented when needed.
* Nutrition recommendations are appropriate for patient condition.
* Education assessment and plans are completed when appropriate.
* Identified preferred method of learning (visual – auditory – reading – hands on).
* When education is provided patient /family understanding is documented.
* Outpatient nutrition clinic referral completed.
* Nutrition recommendation /interventions are appropriate based data of s disease state, medical goals of therapy &biochemical parameters.
* Documentation completed for all steps.
* Follow up re-evaluate nutritional problems and plan with supporting documentation.

### CORE CPMPETENCIES FOR CLINICAL NUTRITION INTERNS

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Suggested Activities and Experiences** | **Description of activity or experience completed add to the list of Performance Form (look page No.13 Item No.4)** | **Date(s) Completed** |
| **Concentration Area: Technology in Health Promotion** | | | |
| **Deliver evidence-based intervention(s) to promote health using effective**  **communication through current technology** | Using audio-visuals in Nutrition education |  |  |
| **Scientific and Evidence Base of Practice : Integration of scientific information and research into practice** | | | |
| **1.1 Apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of**  **dietetics practice** | Technology in Health Promotion Comprehensive NCP Worksheets |  |  |
| **1.2 Evaluate emerging research for application in**  **dietetics practice** | Technology in Health Promotion  Clinical Presentation |  |  |
| **2: Professional Practice Expectations: beliefs, values, attitudes and behaviours for the professional dietician level of practice.** | | | |
| **2.1 Practice in compliance with current host institution regulations and rules, as applicable and in accordance with standards and the Scope of Dietetics Practice, and Code of Ethics for the Profession of**  **Dietetics** | Comprehensive NCP Worksheets Professional Practice Evaluation |  |  |
| **2.2 Demonstrate professional writing skills in preparing professional**  **communications**  **(Education materials, policies and procedures)** | Technology in Health Promotion Professional  Practice Evaluation |  |  |
| **2.3 Use effective education and counselling skills to facilitate behaviour change** | Comprehensive NCP Worksheets Professional Practice Evaluation |  |  |
| **2.4 Demonstrate active participation, teamwork and contributions in group settings** | Staff Relief Professional Practice Evaluation  Leadership Challenge  Breastfeeding Case Study |  |  |
| **2.5 Assign patient care activities to support personnel as appropriate**  **consider the needs of the patient/client or situation, the ability of support personnel, practice guidelines and policies within the facility** | Comprehensive NCP Worksheets  Professional Practice Evaluation |  |  |
| **2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of** **practice** | Comprehensive NCP  Worksheets  Professional Practice  Evaluation |  |  |
| **2.7 Demonstrate**  **negotiation skills**  **( showing assertiveness when needed, while respecting life experiences, cultural diversity and educational background of others)** | Professional Practice  Evaluation |  |  |
| **3: Clinical and Customer Services: development and delivery of information, products and services to individuals** | | | |
| **3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals,**  **groups and populations of differing ages and health status.** | Comprehensive NCP  Worksheets  Professional Practice  Evaluation |  |  |
| **3.2 Assess the nutritional**  **status of individuals,**  **groups and populations in**  **a variety of settings where**  **nutrition care is or can be**  **delivered** | Comprehensive NCP Worksheets  Professional Practice  Evaluation |  |  |
| **3.3 Diagnose nutrition**  **problems and create**  **problem, ethology, signs**  **and symptoms (PES)**  **statements** | Technology in Health  Promotion  Comprehensive NCP Worksheets  Professional Practice  Evaluation |  |  |
| **3.4 Plan and implement**  **nutrition interventions to**  **include prioritizing the**  **nutrition diagnosis,**  **formulating a nutrition**  **prescription, establishing**  **goals and selecting and**  **managing intervention** | Technology in Health  Promotion  Comprehensive  NCP Worksheets  Professional Practice  Evaluation |  |  |
| **3.5 Monitor and evaluate**  **problems, etiologist, signs,**  **symptoms and the impact**  **of interventions on the**  **nutrition diagnosis** | Technology in Health  Promotion  Comprehensive NCP  Worksheets  Professional Practice Evaluation |  |  |
| **3.6 Complete**  **documentation that** **follows**  **professional** **guidelines, guidelines** **required by health care** **systems and guidelines**  **required by the practice**  **setting** | Technology in Health Promotion  Comprehensive NCP  Worksheets  Professional Practice  Evaluation |  |  |
| **3.7 Demonstrate effective**  **communications skills for**  **clinical and customer**  **services in a variety of**  **formats**  **formats include oral, print, visual,**  **electronic and mass media**  **methods for maximizing client**  **education, employee training** | Technology in Health  Promotion  Clinical Presentation  In-service Training  Professional Practice Evaluation |  |  |
| **3.8 Deliver respectful,**  **science-based answers to**  **consumer questions**  **concerning emerging**  **trends** | Technology in Health  Promotion Nutrition  Education Evaluation  Comprehensive  NCP Worksheets |  |  |
| **3.9 Develop and evaluate**  **recipes, formulas and**  **menus for acceptability**  **and affordability that**  **accommodate the cultural**  **diversity and health needs**  **of individuals** | Meal Planning or Recipe  Development  Renal Meal Planning |  |  |

### APPENDICES

### Internship Training Schedule

|  |  |  |
| --- | --- | --- |
| Intern’s Name | : |  |
| Badge No | : |  |
| Period of Training | : |  |

|  |  |  |
| --- | --- | --- |
| Sl No | SECTION/AREA OF TRAINING | DURATION |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | *Total* |  |

|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** | KSAU-HS logo | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

**College of Applied Medical Sciences**

**CLINICAL NUTRITION PROGRAM**

### INTERNSHIP PERFORMANCE EVALUATION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  | |  | |
| Trainee Name |  | | | | Institution | |  | |
| Trainee ID |  | | | | Supervisor’s Name | |  | |
| Date | From |  | To |  | Supervisor’s Contact Nº | |  | |
| Training Area |  |  |  | | Supervisor’s Email | |  | @ngha.med.sa |
|  |  | | | | |  |  | |

**Note:- points for grading** : 1 –Unsatisfactory, 2- Good, 3- Very Good, 4-Excellent

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Performance of** **Items** | | | | **MAX**  **POINT** | | **GIVEN**  **POINT** | **REMARKS** | | | | |
| **Knowledge of work and working abilities (Max points 32)** | | | | | |  |  | | | | |
| 1. To what extent does the intern demonstrate capability of using scientific facts and skills as a basis for her performance? | | | | 4 | |  |  | | | | |
| 1. To what extent does she demonstrate a desire to learn more than just   routine Aspects of the prescribed work? | | | | 4 | |  |  | | | | |
| 1. To what extent does the intern adjust to new work methods and conditions? | | | | 4 | |  |  | | | | |
| 1. How effective has the intern been in planning and organizing her work? | | | | 4 | |  |  | | | | |
| 1. How effective does the intern communicate in speech and writing? | | | | 4 | |  |  | | | | |
| 1. To what extent does the intern accept the maximum responsibilities for her work And volunteer for new assignments. | | | | 4 | |  |  | | | | |
| 1. How effective has the intern been in Establishing working relationship with others. | | | | 4 | |  |  | | | | |
| 1. To what extent is the intern receptive to new ideas and information. | | | | 4 | |  |  | | | | |
| **Quality And Quantity Of Work ( Max points 16)** | | | | | |  |  | | | | |
| 1. To what extent has the quality of her work matched the responsibilities given? | | | | 4 | |  |  | | | | |
| 1. How efficient is the intern as to thoroughness and completeness of her work? | | | | 4 | |  |  | | | | |
| 1. How successful has he/she been in meeting the requirements with respect to the amount of work within the time allotted? | | | | 4 | |  |  | | | | |
| 1. Define in quantity (list) work done:   i.  ii.  iii.  iv. | | | | 4 | |  |  | | | | |
| **General Performance (Max points 20)** | | | | | |  |  | | | | |
| 1. To what extent has the intern been punctual and complying with working hours of the institution. | | | | 4 | |  |  | | | | |
| 1. How effective has the intern been in following departmental policies and procedures. | | | | 4 | |  |  | | | | |
| 1. How effective were the intern’s attitudes towards other members of the health care team and patients? | | | | 4 | |  |  | | | | |
| 1. After finishing this training how well do you think the intern will be able to execute her responsibilities? | | | | 4 | |  |  | | | | |
| 1. Over-all performance evaluation. | | | | 4 | |  |  | | | | |
| **Total** | | | | **68** | | **0** |  | | | |  |
|  | |  |  | |
| |  |  | | --- | --- | | **Grades** | | | **Excellent: (90-100 %)** |  | | **Very good: (80-89 %)** |  | | **Good: (70-79 %)** |  | | **Fair: (60-69 %)** |  | | **Fail: (<60 %)** |  |   **Remarks:** | | | |  | |  |  | | | | |
|  | | | | | | | | | | | |
|  | |  | |  | | | | | | | |
|  | |  | |  | | | | | | | |
|  | |  | |  | | | | | | | |
|  | |  | |  | | | | | | | |
| **Name** | | | **Badge Nº** | | **Date** | | | **Signature** | | | | |
| **Trainee** |  | |  | |  | | |  | | | | |
| **Evaluator** |  | |  | |  | | |  | | | | |
| **Supervisor** |  | |  | |  | | |  | | | | |

|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** | KSAU-HS logo | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

### INTERN EVALUATION OF INTERNSHIP ROTATIONS

Name: Department/Rotation:

Regarding your department rotation, please circle the letter which most accurately describes your observations.

|  |  |  |
| --- | --- | --- |
| SA | - | Strongly Agree |
| A | - | Agree |
| D | - | Disagree |
| SD | - | Strongly Disagree |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Adequate time was allowed for the completion of the objectives. | SA | A | D | SD |
| 2. | Adequate reference/resource material was available during the rotation. | SA | A | D | SD |
| 3. | Objectives and schedules were stated at the beginning of the rotation and well explained. | SA | A | D | SD |
| 4. | My questions were well received. | SA | A | D | SD |
| 5. | I was treated courteously by the department personnel. | SA | A | D | SD |
| 6. | Instructors were proficient in procedures and attentive to students. | SA | A | D | SD |
| 7. | I was given adequate instruction in issues such as QC, QA, regulations, and computers. | SA | A | D | SD |
| 8. | I was given frequent, concrete feedback. | SA | A | D | SD |
| 9. | Additional positive or negative comments (use back if necessary) | SA | A | D | SD |

|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** | KSAU-HS logo | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

### CONFIDENTIALITY STATEMENT INTERNSHIP TRAINING PROGRAM

I hereby understand that all information concerning patients or hospital personnel or the hospital-at-large is strictly confidential and must not be disclosed to unauthorized persons. Unless acting on the instructions of an authorized officer within the practice, on no account should I divulge or discuss such information, including the improper passing of registered computer data except in the performance of my normal duties.

I am fully aware that breach of confidentiality will result to disciplinary actions.

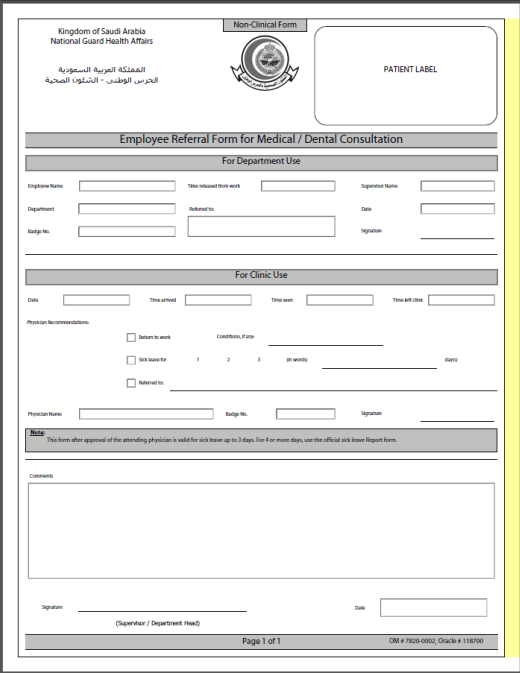
Signature …………………………………………………….

Name (printed)……………………………………………….

Date……………………………………………………………

|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** |  | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

### EMPLOYEE REFERRAL FORM FOR MEDICAL CONSULTATION



|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** |  | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

### Table Description automatically generatedTRAVEL REQUEST AND AUTHORIZATION INTERNSHIP TRAINING PROGRAM

|  |  |  |
| --- | --- | --- |
| ***King Saud bin Abdulaziz University***  ***for Health Sciences*** |  | **جامعة الملك سعود بن عبد العزيز**  **للعلوم الصحية** |

### INTERNSHIP PERFORMANCE EVALUATION INTERNSHIP TRAINING PROGRAM

Intern’s Details

|  |  |
| --- | --- |
| Name | : |
| Evaluation Period | : |
| University | : |

On-site Supervisor’s Details

|  |  |
| --- | --- |
| Name | : |
| Organization Name | : |
| Area | : |
| Phone/Fax | : |
| E-mail | : |

### CONTACT DETAILS

|  |  |  |
| --- | --- | --- |
| **Dr. Abdulaziz Al Sarawi**  Associate Dean, Clinical Affairs  College of Applied Medical Sciences, KSAU-HS | Tel # (College) Email Address | +966 13 5629000 Ext 29254  [sarawiab@ksau-hs.edu.sa](mailto:sarawiab@ksau-hs.edu.sa) |
| **Dr. Lubna Al Nuaim**  Program Director, Internship Coordinator  Clinical Nutrition Program College of Applied Medical Sciences, KSAU-HS | Tel # (College) Email Address | +966 13 5629000 Ext 28310  nuaimlu@ksau-hs.edu.sa |