



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: COLLEGES OF NURSING, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES

Region: CENTRAL,
WESTERN AND EASTERN
REGION

Subject: DEFERMENT OF INTERNSHIP TRAINING

Original Date: MARCH 2016

Revised Date: -

Reference: CON-IU-02

Replacement: This DPP replaces APP CON 027: Deferment of Internship Training and supersedes all of its contents.

Applicable: This policy is applicable to all KSAU-HS CON Interns.

1. PURPOSE

To outline policies, procedures and processes governing deferment of the nursing internship training.

2. DEFINITIONS

- 2.1 **CON-IU:** is an acronym for College Of Nursing – Internship Unit
- 2.2 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Services.
- 2.3 **Nursing Internship Program:** a minimum of 48 weeks of mandatory clinical training following successful completion of the BSN credit hours. It is a requirement of Ministry Education to award Baccalaureate Degree in Nursing, and a requirement also of Saudi Commission for Health Specialties to grant professional registration.
- 2.4 **Nurse Intern:** is a graduate from CON who has completed successfully the credit hours of BSN program and enrolled in internship training.
- 2.5 **Deferment of training:** postponement of the start of internship training beyond the stipulated starting date by the university, OR, postponement of training after timely start.
- 2.6 **Clinical Rotation:** is a specific time that is assigned to each nursing component of the internship program, namely 12 weeks of medical nursing, 12 weeks of surgical nursing, 4 weeks of maternity nursing and 4 weeks of pediatric nursing (which compose phase I of the program), and 16 weeks employment linked placement (that composes phase II of the Internship Program).

3. POLICY STATEMENTS

- 3.1 By the end of each academic semester, the Dean (Chairperson of the College Council) will forward to the CON-IU the ratified name list of CON students who have completed successfully the curriculum credit hours and are eligible to start internship training.
- 3.2 The internship training shall commence twice per academic year, respectively after fall and spring semesters. CON will comply with KSAU-HS guidance in relation to the specific starting dates of internship per academic year.
- 3.3 Deferment of training requests that cover a period from 1 to 30 days can be reviewed and decided upon by the concerned CON-IU.
- 3.4 All deferment of training requests that cover a period more than 30 days will require an approval from the College Council.
- 3.5 As a general rule, granted deferment by the College Council shall not exceed 365 days in total. However, in rare and exceptional situations, when the College Council members are satisfied about the nature of evidence supporting the intern's request, they may exercise discretion and approve deferment for a maximum period up to 24 months (730 days).
- 3.6 Deferment requests for a period from 2 years up to 3 years will be addressed mutually by the College Council and the University Council. Final resolution will be taken in accordance with current regulations of KSAU-HS and KSA Ministry of Education.
- 3.7 Whenever deferment is granted and based on the duration of deferment , the following conditions will apply:
 - 3.7.1 If deferment time covers a period of **6 months (180 days) or less and is filed before** commencement of training, the intern will commence her training without any further requirements.
 - 3.7.2 If deferment time covers a period of **6 months (180 days) or less and is filed after** commencement of training, the previous training time will be acknowledged upon recommencement of training provided that a total time of absence from any clinical rotation is not exceeding 25% of the rotation time.
 - 3.7.3 If deferment time covers a period **more than 6 months (181 days) up to (364 days) and is filed after** commencement of training, the intern must repeat the entire internship training right from the beginning.
 - 3.7.4 If deferment time covers **one year period or more but less than two years (365 - 729 days) and is filed before or after** commencement of training, the intern must write and pass the final written and clinical examination of Nursing Care of Adult Patients I&II courses, prior to commencement of training. In such case, class attendance is not required for Nursing Care of Adult Patients I&II courses.
 - 3.7.5 If deferment time covers **2 years period or more (730 days or more) and is filed before or after** commencement of training, the intern must write and pass

theoretical and clinical final exams of nursing courses with clinical and laboratory components as detailed in the CON BSN curriculum plan prior to commencement of training.

4. PROCEDURES

- 4.1 CON Nurse Interns requesting deferment for a period up to 30 days shall forward a written request to CON-IU for review and approval.
- 4.2 CON Nurse Interns requesting deferment for a period more than 30 days shall forward a written request to the Dean, the Chairperson of the College Council through CON-IU for review and approval.
- 4.3 Routinely, CON-IU will perform counseling for all interns requesting deferment for more than a month in order to ensure their understanding of potential consequences of prolonged deferment.
- 4.4 Deferment applications will be submitted to CON-IU at least 4 weeks prior to the desirable starting date of deferment.
- 4.5 Interns will utilize the "Leave Electronic Application Form" to file deferment requests. Along with it, the intern must attach a cover memorandum explaining why deferment is needed and what available supporting documents are.
- 4.6 The College Council or CON-IU (whatever applicable) shall review the deferment request and decide upon according to this policy.
- 4.7 The Dean, Chairperson of the College Council, will notify the CON-IU about the College Council decision within 3 working days after the council meeting.
- 4.8 Whenever the deferment is filed after commencement of training for a period exceeding three months, The Dean's office will communicate the College Council resolution to the Deanship of Admission and Registration at KSAU-HS in order to hold/release the stipend of Nurse Intern.
- 4.9 CON-IU will communicate the decision regarding the deferment request to the concerned intern and, when applicable, to the concerned clinical area.
- 4.10 CON-IU will coordinate with the Head of Nursing Department at CON whenever theoretical and clinical examinations required prior recommencement of training after deferment.

5. RESPONSIBILITY


It is the responsibility of CON interns, Dean, Deanship of Admission and Registration, Head of Nursing Department, CON-IU and staff involved with interns from the clinical placement sites to ensure effective implementation of this DPP.


6. RELATED REFERENCES


- 6.1 Ministry of Education Bylaws
- 6.2 Nursing Internship Curriculum at KSAU-HS
- 6.3 Manual Policy & Procedures Regulating the Internship Program at the College of Medicine KSAU-HS (2008)

7. RECOMMENDATIONS

RECOMMENDED BY:



Dr. Haya Al Fozan
Dean, CON-Riyadh
Date: 30 MAR 2016


Dr. Tagwa Omer
Dean, CON-Jeddah
Date: 30 MAR 2016


Prof. Shadia Abd El Kader Hassan
Dean, CON-Al Ahsa
Date: 30 MAR 2016

8. APPROVAL

APPROVED BY:


Prof. Youssef Al Eissa
Vice President, Educational Affairs
King Saud bin Abdulaziz University for Health Sciences

Date