

**KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES  
(KSAU-HS)  
COLLEGES OF NURSING  
(CON)**



**Interns' Shift Scheduling Guidelines**

This guideline is developed to help Nurse Managers in areas of assignment to plan the CON interns' shift schedule. The following represent generic expectations in relation to interns' working hours and shift scheduling procedures:

- Internship placement is a supervised placement; therefore interns are regarded as **supernumerary**.
- CON interns could be assigned more than one preceptor per rotation, provided that, documentation and continuation of instructions are observed.
- As much as possible, an intern will work day shifts only during the first two months of her initial placement in the clinical site, in order for the intern to understand the hospital system, attend required orientations, and complete required generic clinical competencies/skills. Nevertheless, in a situation when such arrangements incur hardship on the unit operation, an intern may rotate earlier to weekend/night shifts provided that adequate support of her learning needs and supervised practices are attended to.
- CON Interns are expected to work **44 hours per week** which is equivalent to 15, 12-hour-shifts/4weeks.
- CON Interns are entitled to the following holidays during the entire period of training:
  1. The Kingdom National Day.
  2. Two weeks Ramadan holiday (holiday dates will be provided by CON)
  3. Two weeks Hajj holiday (holiday dates will be provided by CON).
- Ramadan and Hajj Holidays cannot be carried over and are not made up for.
- An intern will follow the clinical site regulations in relation to:
  1. Shift scheduling procedures
  2. Day/night rotation.
  3. Coffee/meal breaks.
  4. Prayers time

However, the clinical site is expected to observe adequate day shift assignment at the beginning of any clinical rotation throughout the program.

- During Ramadan, CON intern shall work reduced hours (**30 hours per week instead of 44 hours**), in compliance with the Labor and Workmen Law, Saudi Arabia.
- Interns will not be scheduled to work night duty more than 50% of a total clinical rotation time, even if her primary preceptor is doing so.
- An intern is expected to submit her special request regarding her work schedule to the Nurse Manager ahead of time such as other members of staff.
- Intern's special request will be accommodated, when possible, considering the intern's learning needs, the unit operations, staffing level and the program guidelines stipulated by the CON.
- Interns' random requests of changing scheduled shifts, after being released, without a valid reason should not be entertained by the Nurse Managers. Changes to scheduled shifts will be approved only at the discretion of the concerned Nurse Manager subject to strict circumstances.
- Concerned Nurse Managers shall escalate issues of concerns related to interns' compliance with this regulation to the attention of the Internship Unit at CON.
- Failure to comply with the stipulated regulations outlined herein will be regarded as a deficit in the intern's professional conduct and that will subject her to subsequent counseling and disciplinary actions if not remediated.
- The Nurse Manager will retain full responsibility over interns' shift scheduling. And ensuring effective implementation of these guidelines.