



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

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NUMBER	: 013-P-V01-16
TITLE	: INTERNSHIP GOVERNANCE
ORIGINATING DEP'T	: COLLEGE OF PUBLIC HEALTH AND HEALTH INFORMATICS
ORIGINAL DATE	: MARCH 2016

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### 1. STATEMENT OF PURPOSE

The purpose of this document is to define the regulations in which the Ministry of National Guard Health Affairs and King Saud bin Abdulaziz University for Health Sciences will conduct the management of clinical training during internship.

### 2. APPLICABILITY

This document applies to all interns from KSAU-HS or outside KSAU-HS who are enrolled in the available internship programs that belong to KSAU-HS. It also applies to the staff who are involved in internship program at any MNGHA healthcare facility.

### 3. RELATED REFERENCES

- 3.1 Medical Internship Curriculum: Framework for Medical Intern's Competencies. (2016)
- 3.2 Manual of Policy & Procedures Regulating the Internship Program at the College of Medicine. (2008)
- 3.3 Memorandum no. KSAU-HS/EDA-OUT/301/2015 Governance of Interns at MONGHA Facilities.
- 3.4 Memorandum no. KSAU-HS/EDA-OUT/101/2017 Governance of Interns at MONGHA.

### 4. DEFINITION

- 4.1 **Internship** is a temporary position with an emphasis on intentional learning outcomes and reflects actively on what the KSAU-HS intern has learned throughout the experience. It consists of exchange of service for experience between the interns and the MNGHA.
- 4.2 **Internship Unit** is a unit in the college reporting to the respective College's Associate Dean for Clinical Affairs or equivalent and consists of an Internship Director, appropriate Coordinators and Administrative Staff. The College's Associate Dean can include other members as deemed necessary.
- 4.3 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Sciences.
- 4.4 **MNGHA** is an acronym for Ministry of National Guard Health Affairs.
- 4.5 **Policy** is a set of guiding principles, an acceptable practice, or a rule intended to influence the governing decision-makers. Policies support management philosophies and help to

communicate regulations that apply to all personnel. Policies are formal in nature, broad in their application, and rarely change unless a regulation, law, or code of practice changes in the country or industry.

## **5. POLICY**

- 5.1** Students must finish the required credit hours for graduation or equivalent, to be accepted as rotating interns.
- 5.2** Internship Unit must be established within each College which require internship period as part of its program; and reporting to the Associate Dean, Clinical Affairs or equivalent.
- 5.3** KSAU-HS interns should be accepted as first priority for internship at MNGHA Hospitals.
- 5.4** All interns from outside KSAU-HS who are interested in doing available internship program should apply through the internship unit of the respective college.
- 5.5** The respective College's Internship Unit must organize and coordinate the acceptance of interns from outside the KSAU-HS with the MNGHA corresponding hospital departments.
- 5.6** All hospital departments have the right to review the College's request and accept/reject interns from outside KSAU-HS, based on their prevailing conditions.
  - 5.6.1** Hospital departments should clarify the justification on their decisions.
  - 5.6.2** The College in turn must accept this decision and deal with the request accordingly.
- 5.7** Internship Unit from the respective College's should organize and arrange the interns' distribution to the assigned Hospital department in the MNGHA hospitals with the help of the Internship Director, (or equivalent) of each program.
- 5.8** The internship unit must ensure that the internship training program is consistent with the hospitals and university accreditation standards and the medical education principles.
- 5.9** KSAU-HS must be the sole issuer of the internship completion certification to Interns from inside KSAU-HS who have completed the full internship training.
- 5.10** The college must be the issuer of Completion of Training Certification for interns rotating.
  - No certificate of completion will be issued to interns who have less than 1 year internship under KSAU-HS.
- 5.11** All Internship Units should be responsible for issuing manuals to their interns, which will provide the interns with all the rules and regulations of both KSAU-HS and MNGHA.
- 5.12** All KSAU-HS interns must attend the hospital orientation program at the first day of the internship year.

## **6. PROCEDURE**

- 6.1** Interns will be expected to submit the request for internship to Internship Unit.
- 6.2** Internship Unit from the respective College will organize and arrange the intern distribution to respective Hospital departments at MNGHA hospitals.

6.3 Internship Director (or equivalent) will coordinate with Head of the respective hospital Department to monitor the intern's placement, performance, attendance, punctuality and evaluation.

6.4 Internship Unit will ensure that all interns follow all the rules and regulations at KSAU-HS and MNGHA hospitals.

6.5 Intern's assessment is based on the followings:

6.5.1 A set of generic competencies applied for all placements.

6.5.2 Each intern will review his/her assessment form and sign it.

6.5.3 Signing the form indicates that the intern is informed but does not necessarily mean that he/she agrees with the assessment.

6.6 Any disciplinary action or grievance should be submitted to the Director of internship unit at the respective college and this will be discussed in the Internship unit.

## 7. RESPONSIBILITY

It is the responsibility of MNGHA Hospitals and KSAU-HS Departments to implement this APP.

## 8. APPROVALS

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14 NOV 2018

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