



King Abdulaziz University
Faculty of Medicine in Rabigh
Medical Internship Unit



Guide to Medical Internship

Faculty of Medicine - Rabigh
كلية الطب - رابغ

1439 – 1440

2018 – 2019

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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Accredited by the Letter of His Excellency the Rector No.
78846/د/6/37 dated 28/5/1437 H based on the minutes of the fourth
Faculty Council for the academic year 1436/1437 H

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Introduction to the Guide

After graduation from University with MBBS course, students are required to complete one year (12 months) of clinical internship training. This year is also called the year of Excellence. They are entitled to receive the graduation documents only after successfully completing the internship year and are then qualified to practice the profession.

The purpose of the guide

To clarify the principles, objectives, conditions and regulations followed by the Faculty of Medicine in Rabigh in training its Medical Interns and to ensure, through proper supervision and follow-up, that the best training methods are employed.

Training Objectives

1. learn the proper Application of the holistic and integrated approach to the practice of medicine (prevention, early diagnosis, treatment, rehabilitation, environmental respect)
2. Train the Medical Interns to work independently and achieve the ability to make decisions and deal with issues in a professional and efficient way.
3. Acquire and practically apply the interprofessional skills of interaction and communication with all members of the medical team.
4. Develop the skills and perceptions required of Medical Interns through feedback, interactive training and continuous guidance.
5. Acquire the proper communication skills in dealing with the patients and their relatives.

Program Output

Upon completion of the training, the Medical Intern will be able to:

1. Diagnose, management, follow-up and rehabilitation of common diseases with proper incorporation of basic and clinical sciences.
2. Acquire the necessary interprofessional skills to work in harmony with the medical team.
3. Perform within the limits of his personal and clinical capabilities, learn when to seek medical advice from the more experienced and knowledgeable colleagues, and continue to develop his/her own academic and clinical competencies.
4. To demonstrate commitment to the ethics and professional conduct expected from a Muslim physician in all areas including:
 - Provide information to the patient about diagnosis and options for treatment in an honest and compassionate way.
 - Guarding the patient's confidentiality without infringing upon or endangering the interests of the community or society as a whole.
 - Accept criticism and feedback.
 - Maintain a Professional medical relationship when dealing with patients and their relatives.
 - To become familiar with and adhere to rules and regulations that govern dealing with women and children whether as outpatients or inpatients.
 - Continuous medical education.

Supervision of Training

The Medical Internship Unit supervises the medical interns training. It is headed by a member of the medical faculty . The unit is under the supervision of the Vice Deanship for Clinical Affairs.

The tasks of the Unit are as follows:

1. Supervising the administrative arrangements for the training courses of the trainees which includes the preparation of the schedule of rotation of the courses of the trainees among the collaborating hospitals and medical centers and providing them with.
2. Constant coordination of the follow-up of the trainees with the relevant training bodies, either by periodic visits, phone calls or written communication and to work on improving and upgrading the level of training through feedback.
3. Implement programs that contribute to the education and refinement of the skills of the Medical Interns and prepare them for the best standards of medical practice.
4. Deal with all the problems and obstacles that the Medical Interns and address their grievances.

Training Methods

(A) Apply the following five fine skills in training, including:

1. Ability to reach to a medical opinion on the status of the patient.
2. Ability to reach to diagnostic evidence.
3. Elicitation of the general rules in the treatment of medical cases.

4. Ability to work independently, make decisions and deal with cases in a professional and competent way.

5. Dealing and communicating through practical application models with the medical team.

(B) Implementation of skills of teaching related to bedside training during clinical examination or treatment of cases, such as:

1. Preparation of medical cases.

2. Effective ongoing discussion and analysis of cases.

3. provide clear and succinct summaries of the clinical cases.

Duties of Medical Interns

- Training is will be carried out under the supervision of consultants and specialists in the different departments. Each department will determines the medical tasks that the Medical Intern should exercise during his / her training in the department.
- The weekly workload of the Medical Intern will be five days per week provided that the working hours shall not be less than eight hours per day. There shall be six on-calls per month distributed according to the system implemented by each department.
- The Medical Intern must work during in the holidays of Eid al-Fitr and Eid al-Adha and the weekends according to the schedules of the departments concerned and according to its needs.

First: Technical duties

1. Conducting the initial medical examination of the patient and clearly documenting the history, examination and all relevant information in the patient's file as soon as he/she enters the hospital.

2. Accompany the medical team during daily rounds and perform any medical procedures delegated to him by the medical team. All such procedures shall be carried under the supervision and responsibility of a senior member of the team.
3. Document the preliminary diagnosis in the file and request initial investigations and test and initiate management of the patient that may include administering intravenous fluids and intravenous injections.
4. Implementation of the treatment plan after approval by the attending doctors including filling of various forms of laboratory tests and X-rays the sending of samples, follow up the results and inform the senior members of the medical team of these results.
5. Monitoring the progress of the medical case and documenting it in the patient's file.

Second: Educational duties

1. Commit to the daily round of the medical team and participate in scientific discussions related to his/her patient
2. Participate in seminars, lectures and other scientific activities of the department in an effective and continuous manner.
3. Train on how to order and interpret routine tests, such as urine analysis, stool analysis, ECG, blood sugar and fetal Cardiotocography (CTG) for pregnant women.

Third: Administrative duties

1. Adhere to the rules and regulations that govern the work and attendance within the department

2. Commitment to the on-call duty according to the schedule agreed by the head of the department, and not to leave the duty station at the end of the rotation till the presence of the other physician who will take over.
3. Carry out other technical or training duties assigned by the supervising doctor.
4. The Medical Intern is not responsible for issuing discharge orders to patients or giving medical reports, sick leaves or any form of leave of absence, nor is he entitled to write prescriptions without first consulting the treating physician.
5. Provide the monthly evaluation from the department of training center to the medical internship unit.
6. Ensure the professional development of his performance by attending and participating in all practical and field training programs.

Rights of the Medical Interns

1. Training should be carried out under the supervision of consultants and specialists in the different departments.
2. The availability of a diverse number of cases and the ability to discuss them in detail. The provision of educational programs and scientific lectures in addition to reviews of the latest and updated researches in the specialty and other related educational activities that will help the Medical Intern develop his/her knowledge, cognitive and other professional abilities.
3. Direct support from the medical team.
4. Ensure Respect and appreciation to the Medical Intern from all senior staff as mandated by the Islamic and medical ethics and customs and in line with professional collegiality and professional norms. All incidents of abuse

or harassment will be forwarded to the medical internship unit immediately.

5. The right to have vacations and leaves as defined by The laws.

6. The receipt of the salary accorded to them by the Saudi universities regulations.

7. Right to Review the results of the evaluation carried out by the departments, and sign them and discuss and solicit feedback for all areas that need improvement.

Start and end of training

1. The College must receive a letter from the Deanship of Admissions and Registration confirming that the Medical Intern has completed the student's graduation requirements in order for him to start the training.

2. Students who have studied outside the college and have received a letter from the Ministry of Education can be considered for training according to the availability of vacant places.

3. The supervision of non-Saudi students can be accepted in some exceptional cases, following the approval of the Ministry of Education.

4. All outside students (non FOM-Rabigh students) should receive a letter confirming their start of the training and forward such letter to their sponsors and carry out all requested administrative requirements to ensure the financial reimbursement by their sponsors.

5. The training is restricted to the collaborating hospitals in the Jeddah area only, any exemptions require prior approval by the Medical Internship Unit.

6. The Vice Dean of Academic Affairs at the College shall submit a list of students immediately upon completion of the graduation requirements

after being approved by the College Council to the Vice Dean of Clinical Affairs at the College to start the internship training.

7. An annual schedule of rotations (dates and location) will be issued for each intern one month prior to the rotation. The start of the year of internship shall begin on July 1st according to the Gregorian calendar.

Postponement of the start of training is not permitted unless there is prior approval by the Medical Internship Unit, the Medical Intern must complete all delayed course before a certificate of internship can be issued.

8. The start of each rotation begins on the first day of each Gregorian calendar month.

9. No changes will be permitted in the schedule of rotation following its issuance, Changes will be effective only after the approval of the heads of all of departments concerned and the medical internship unit.

10. After the successful completion of the Internship training including the satisfactory completion of all evaluations, a report is presented to the Medical Internship Unit, and then to the Vice Dean for Clinical Affairs. A list of all successful trainees will be forwarded to the Deanship of Admission and Registration so their certificates of graduation can be granted.

Training Medical Centers & Rotations

1. The Medical intern shall spend a training period in hospitals inside Jeddah. Any training outside Jeddah or the Kingdom, require approval by the Medical Internship Unit.

2. Training is carried out only in hospitals accredited by the Faculty of Medicine in Rabigh and recognized by the Saudi Commission for Medical Specialties.

3. The Vice Deanship of Clinical Affairs of the Faculty has set the training schedule for the Medical Interns which agreed by Faculty council to be as follows:

Number of rotations	Departments	Period
1	Internal Medicine	Two months
2	General Surgery	Two months
3	Obstetrics and Gynecology	Two months
4	Pediatrics	Two months
5	Elective – one or two specialties -	Two months
6	Two of the following <ul style="list-style-type: none"> ● Emergency Medicine ● family Medicine ● Intensive care ● Radiology) 	One month for each rotation

4. Medical Interns who will spend the whole year of training outside the hospitals of Jeddah must committed to the policies and regulations of these centers and their distribution of specialization times.

*** Switch policy:**

- During the initial distribution of students, the opportunity is given to switch between two interns after their approval and can be done internally.
- Before the schedule of rotation is sent to the collaborating hospitals: interns submit written acceptance for the switch
- After the schedule is sent and interns are in the same hospital: approval of both departments and internship units in both hospitals.
- In any other circumstances, the request has to be discussed with the chairman of the unit and approval of the unit and all other relevant bodies.
- Request for switch has to done 2 months prior to start of rotation
- The switch will be permitted only once per internship year

- all requests for changes should be submitted in person or via his/her e-mail and the general supervisor. The e-mail transmission shall be considered as an official document, a copy of which shall be kept in each Medical Intern's file.
- Students who wish to take a year of medical internship outside the Kingdom of Saudi Arabia must obtain the approval of the College Council and must submit the application at least three months before the start of the medical internship year.

Delay in the start of training

1. The period of delay in training should not exceed one year from the date of graduation.
2. The Medical Intern may postpone one or more months of training after the approval of the Medical Internship Unit, provided that this period shall be later compensated after all other courses have been completed.
3. In case of delay in starting the training for more than 12 months, it a request must be submitted to the College Council explaining the circumstances for the delay
4. In case of delay in starting training for more than 24 months, medical internship will be extended to two years.

Discontinuation after the training begins

1. If the Medical Intern interrupts his training with an acceptable excuse and for a period not exceeding six months, then such period of interruption shall be compensated for at the end of the medical internship.

2. If the Medical Intern interrupts his the training with an acceptable excuse and for a period of more than 6 months but not exceeding one year, then the entire training period must be repeated (12 months).
3. If the period of interruption of training exceeds one year, then the regulations that govern the “delay in starting training for one year” will apply.
4. Interruption periods during training are calculated and added together and compensated as such.

Evaluation

1. Following the completion of each rotation in the concerned department, the Head of the Department prepares an evaluation report (according to the approved form) signed by a faculty member or consultant, who supervises the training of the Medical Intern. Head of the Department at the Faculty of Medicine in Rabigh, then submit this report to Medical Internship Unit. The report assesses the capacity, professional skills, attendance, and discipline, relationship with patients, relationships with superiors and relationship with nursing staff.
2. The report is then discussed with the Medical Intern by the consultant supervising the training to brief him/her of the strengths and weaknesses in his/her performance and provide feedback on how to improve and develop his competencies and performancance. Then trainee shall sign the form. with his/her signature.

* **Evaluation Policy:**

1. The evaluation shall be approved by the head of the hospital department according to the approved form that is attached to this guide.

2. The assessments shall be sent in confidential letters to the Medical Internship Unit, signed by a member of the teaching staff or the consultant supervising the training.
3. In case of any unlawful changes in any evaluation of the Medical Intern, the appropriate disciplinary action and penalties will be taken and in accordance to the bylaws.
4. In the case of modification of any training period without the knowledge of the Medical Internship Unit, Intern will be requested to repeat the training period again.
5. If the assessment is less than 60%, the trainee will be requested to repeat the training course the whole of rotation or part of it, the trainee should be given feedback on his performance and a plan for improvement.
6. The Medical Intern will evaluate the department and consultants who worked with them and deliver the evaluation to the Medical Internship Unit for subsequent use.
7. All reports shall be submitted to the Vice Dean for Clinical and Academic Affairs, while maintaining the confidentiality of the reports.

Holidays and Vacations

1. During the entire period of the medical internship shall be entitled to the following leaves and vacations
 - a. an annual leave of fifteen days, and not to exceed five days in any of the rotation.
 - b. five days emergency leave.
 - c. four days for one of the two Eids .
 - d. the National Day.
 - e. Leave for educational activities.

2 – the intern should apply for this leave at the beginning of the internship year and not during the basic rotations (Internal Medicine, General Surgery, Obstetrics and Gynecology, or Pediatrics).

3. A five-day leave to attend the educational activities (conferences, training sessions) shall be granted to the intern, following approval of the Medical Internship Unit. The intern should provide documented evidence of his attendance of such activity. Failure to do so will lead to deduction of a similar period from his If his annual leave is exhausted then the period of training will be extended for a similar period.

4. Sick leave and maternity leave shall be compensated by the same amount of time before the certificate of completion of the training can be issued. If the maternity leave is equal to 50% or more of the same rotation, then it is necessary to repeat the entire rotation.

5. In the case of combining two vacations in one training rotation, prior consultation and approval by the Medical Internship Unit is required.

Penalties

1. In the case of absence of the Medical intern for a period of less than 20% of any rotation :
 - a. if without an valid excuse during one training period, 5% of the marks allocated for evaluation for that rotation shall be deducted for each day of absence after deducting the days of leave from the annual leave(if available)
 - b. In case of absenteeism with excuse, the days will be deducted from his/her annual leave. Any days in excess of what he or she is entitled to will be compensated at the end of that rotation or at end of the internship training period.

2. In case of absence of the Medical intern for a period of 20% or more during a single rotation, it is necessary to repeat the entire rotation

3. If the Medical intern violates his professional duties and obligations, the Medical Internship Unit can recommend one of the following actions:

*Issuing A written warning.

* Issuing a Final warning and place the intern under observation (as specified by the Medical Internship Unit).

* Deduction from salary.

* Repeat the internship period or part of it along with the option of adding additional penalties in the case of exhaustion of the above penalties, and as determined by the Medical Internship Unit.

* Withholding the certificate of Internship.

4. All actions and penalties taken by the internship unit along with a detailed report of reasons and premises behind these penalties shall be submitted to the Faculty Council to take the appropriate decision along with the notification of the intern in writing.

5. Upon the occurrence of a violation of code of nonourable conduct or honor and honesty or any breach of any Islamic ethics, a disciplinary committee is formed by the Dean to conduct an investigation and submit its recommendations to the Faculty Council so it can take the appropriate decision. Faculty Council elect may refer the issue to the Standing Committee for Discipline of University to take the appropriate decision in this regard.

Right of Appeal (Grievance)

A Medical Intern is entitled to lodge a complaint (Grievance) to the Dean of the Faculty of Medicine in Rabigh against any decision taken against him within thirty days of being notified of the decision officially.

An impartial committee shall be formed to consider the complaint and make recommendations to the Dean of the College within a maximum period of 30 days.

Preparation of Internship Certificate

- Review the evaluation of the training centers and ensure that the completion of the training year is successful, then submit all names and documents to the Vice Dean for Clinical Affairs for the Dean's approval.

- * Attach the evaluation forms.

- * Attach a certificate of Medical Internship.

Training in the Department of Internal Medicine

Objectives:

1. Provide health care to patients.
2. Educating and training Medical Interns and contribution to continuous medical education.
3. Outstanding scientific research in health fields.

After completing the training period in the Department of Internal Medicine we expect, God willing, Interns to have acquired the following skills:

First: Direct medical care for patients, including:

1. Taking the history of the disease from the patient in a precise and integrated manner, taking into account the probability of the disease.
2. Examination of the patient accurately and fully, taking into account the possibility of the causes of the disease.
3. Training to identify the basic problems of the patient according to their priorities and to determine the probability of their causes.
4. Training on ordering laboratory tests and radiological images accurately based on the history of disease and clinical examination, taking into account the probability of disease and the seriousness of every possibility.
5. Training to develop a treatment plan for each patient's based on his medical problems and follow up their implementation under the supervision of the specialist.
6. Learn measuring blood pressure and pulse rate by both manually and automatically.

7. Learn to take and read ECG.
8. Learn to interpret all types of X-rays and Ultrasonography images.
9. Learn how to treat poisoning in patients.

Second: Communication skills, including:

1. The ability to present cases in medical round to patients in an orderly manner based on the patient's main problems.
2. The skill of communication with the patient in terms of explaining his condition and educating him and explaining the potential complications taking into consideration his / her degree of illness and psychological state.
3. The ability to communicate with the patient's relatives and explain his / her situation to them accurately.
4. The ability to communicate with the nursing staff based on mutual respect and good manners.
5. The skill of communication with colleagues in the medical team according to its scientific level and cooperation for the patient's interest first and the development of the medical education of the team.

Third: Other skills, including:

1. Giving scientific lectures.
2. Supervising and following students.
3. Taking individual and direct responsibility for the health of the patient and the final implementation of the therapeutic medical plan prepared in cooperation with colleagues.
4. Recognizing some diagnostic and therapeutic value of certain procedures such as diagnostic endoscopy, cardiac catheterization and others.

Work required during the internship-training period:

- Evaluation of all new patients admitted under the supervision of one of the consultants of the unit this is done by taking the history of the disease, doing a clinical examination, requesting the necessary tests and direct supervision of the implementation of the treatment plan.
- Daily follow-up of patients and follow up the results.
- Attend the departmental morning meeting.
- Attend all activities of the department including, ward rounds or educational activities, unless there are emergency cases or personal circumstances.
- Attendance of some clinics after coordination with the supervisor of training.
- Give a scientific lecture if asked to do so in the department.

Training in the Department of General Surgery

Objectives:

1. Mastering basic surgical skills.
2. Understanding basic surgical problems.
3. Gaining the necessary experience to deal with minor surgical problems.

At the end of the surgery course, the Medical Interns must master the following skills:

1. Full knowledge of the methods of surgical sterilization of the doctor and patient.
2. Giving intramuscular and intravenous injections as well as the installation of intravenous catheters.
3. The skill of placing and changing dressing on patient wounds.
4. Mastering pus discharge drain and dealing with surgical drainage pipes and removing them.
5. Mastering skin stitching as well as lifting stitches and surgical staples.
6. Mastering the calculation of the fluid intake and output during and after surgery.
7. Perform simple tests such as rectal examination.
8. Insertion of urinary catheters.
9. Conscious awareness of general surgical complications, ways to avoid them and treated as they occur.
- 10 - Understand and know how to request for blood tests and X-rays images and various laboratory tests.

11. Assist in minor surgeries as first assistant.
12. Assist in major surgical operations as a second and third assistant.
13. Skill of screen reading inside the operating rooms.
14. The ability to insert endotracheal tube.
15. The skill of running the steam inhaler for patients with pulmonary diseases.
16. The skill of artificial respiration.
17. The skill of Cardiopulmonary resuscitation CPR.
18. The skill of re-articulation and casting of fractures for orthopedic patients

Training in Pediatrics

Objectives:

1. Provide health care for children, infants and newborns.
2. Educating and training Medical Interns and contribution to continuous medical education.
3. Distinguished scientific research in specialized fields.

Basic duties:

1. Daily rounds and documentation of history and physical findings, vital signs, as well as the results of laboratory tests.
- 2 - Discuss with the doctors specialized in the department regarding initial diagnosis and suggestions for the required tests and treatment plan.
3. Commitment in following up the prescribed treatment and results of tests and follow up new developments that may occur and record it in the patient's file.
4. Complete all the data and record all notes about the important cases in the department before leaving and hand them to the on-call doctor.
5. Commitment to attend the clinical round carried out by the doctors of the department on time and comply to all instructions.
6. Participate in the preparation, presentation, discussion and evaluation of the patient conditions in the daily meeting at lecture halls.
7. Participate in the preparation, presentation of lectures and panel discussions in the hospital.
8. Committed to on call schedules agreed upon in advance, as well as to schedules of attending outpatient clinics.

9. Mastering the skill of measuring the weight, height, circumference of the head and measure the amount of urine daily.
10. Mastering the ability to measure pulse, temperature, blood pressure and breathing rate for different age groups of children.
11. Mastering the skill of intramuscular and intravenous injection along with the observation of the sick child.
12. Mastering the skill of drawing blood samples from different age groups of children and performing simple laboratory tests.
13. Mastering the skill of the administration of intravenous fluid, various solutions and the transfusion of blood or its derivatives to children with the observation and follow-up of the child patient and developments or symptoms that may arise during those procedures and how to deal with them.
14. Mastering the skill of the insertion of urinary catheters and gastric (nasogastric) tubes and doing gastric lavage for children.
15. Mastering the skill of measuring the proportion of bile in blood (jaundice) by bedside electronic devices (if available).
16. Mastering the skill of the insertion of oropharynx and laryngeal tubes for children, newborn and preterm infant.

Training in the Department of Obstetrics and Gynecology

Objectives:

1. Identify the various medical problems and how to deal with them.
2. Mastering the skills of dealing with normal deliveries as well as follow-up of pregnant women during and after pregnancy.
3. Familiarity with the common pathological problems among women and how to treat them.
4. Acquiring the necessary experience to deal with minor surgical problems related to specialization.

Duties:

1. Attendance of at least two clinics per week; the first to follow the pregnancy and the second in gynecology, with the recording of the history of the patients at the outpatient clinic and the performance of the necessary medical examination after obtaining the written consent of the patient or one of her relatives. This should be done in the presence of the nurse of the clinic and under the supervision of the treating doctor.
2. The Medical Interns shall examine the female patients who come to the reception immediately upon arrival, after receiving the written consent of the patient or one of her relatives, and performing a quick medical help until the arrival of the specialist.
3. Supervising the treatment plan for each patient.
4. Mastering the skill of measuring blood pressure and hearing the fetal pulse of in pregnant women.
5. Mastering the skill of the administration of intravenous fluid, various solutions and the transfer of blood with the observation until the completion.

- 6 - The skills to make the necessary dressings for female patient after surgery under the supervision of the treating doctor.
7. Inform the resident doctor immediately of the critical cases that require his / her presence, with documentation in patient's file.
8. Perform some minor surgeries and normal vaginal deliveries, and know how to deal with difficult deliveries, which are carried out by the special instrumentation under the supervision of the specialist doctor or consultant and inquire about all that is difficult.
9. The Medical Intern is not allowed to give any personal data, medical certificates or sick leave, and he must refer the patient who have requested this to the doctor in charge.
10. The Medical Intern is not allowed to write prescriptions for patients or any medical certificates or reports, nor may he/she accept the admission of a patient to hospitalization or permit her exit.
11. He may not perform any medical work outside accredited training hospitals.

Training in the Department of Family Medicine

Objectives:

1. Provide primary health care.
2. Active participation in other departments of the hospital.
3. Educating and training of Medical Interns.
4. Providing outstanding scientific researches.

Basic duties:

1. Visit the primary health centers to view the patient's files and find out their contents.
2. Mastering the skill of measuring height, weight and head circumference.
3. Visiting the vaccination clinic and know the full schedule of vaccinations, dates and dosages.
4. Knowing how to complete the family medical files.
5. Discussing the doctors specialized in the department in diagnosis and suggestions of laboratory tests for patients.
6. Commitment to responsibility in the follow-up of prescriptions and patients.
7. Mastering the skill of measuring blood pressure, temperature and pulse.
8. Mastering the skill of intramuscular and intravenous injection.
9. Visiting the diabetes clinic and follow-up the prescriptions for patients.
10. Visiting the clinic of internal medicine and follow-up the prescriptions and laboratory tests for patients.
11. Knowing the steps of transferring the patient from the family medicine department to the other departments.

12. Visiting health education rooms and learn the different ways to educate people with diabetes, hypertension and heart disease.

13. Knowing the methods of comprehensive survey of a disease and methods of prevention.

Appendix 1

Year: /

جامعة الملك عبدالعزيز
كلية الطب بـرأبغ
وعدة شؤون أطباء الأمتياز

SCHEDULE INTERNSHIP TRAINING

Name: _____ Computer No: _____

Mobile No.: _____ Email: _____

MONTH	The name of Rotation	1 st CHOICE HOSPITAL	2 nd CHOICE HOSPITAL	3 rd CHOICE HOSPITAL
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

ROTATIONS:

- 1) Medicine, Surgery, Pediatric, Ob Gyne (2 months each)
- 2) (1 month) from each (ICU, ER, Family Medicine & Radiology)
- 3) (1 month) from each (ICU, ER, Family Medicine & Radiology)
- 4) Elective 2 months
- 5) VACATION: ½ month anyone of the elective rotation.

Coordinator of Internship

Acknowledge by: _____

(Intern's Signature)

Vice Dean Clinical Affairs

Appendix 2

Year: /

جامعة الملك محمد العزيز
كلية الطب براغ
وحدة شؤون أطباء الامتياز

REQUEST FOR CHANGE OF ROTATION

Name: _____ Mobile No: _____

ROTATION to change	MONTH	HOSPITAL	REQUESTED NEW ROTATION

Reason why you would like to change &/or Cancel your rotation:

Acknowledge by: _____

(Intern's Signature)

Coordinator of Internship

APPROVED BY : _____

Vice Dean Clinical Affairs

Appendix 3

Year: /

جامعة الملك محمد العزيز
كلية الطب ببراغ
وحدة شؤون أطباء الامتياز

REQUEST FOR VACATION

Name: _____ Mobile No: _____

DATE	DURATION (How many days)	TYPE OF VACATION (Ramadan/Hajj or Internship)

VACATION:

1. Only 5 days vacation either during Ramadan or Hajj Holiday.
2. ½ month to be taken during internship training

Requested by: _____
(Intern's Signature)

Head of Department

(To be approved by the department
head where the Intern is rotating)

APPROVED BY: _____
Vice Dean Clinical Affairs

Coordinator of Internship

Appendix 4

Year: /

**CONFIDENTIAL REPORT IN TRAINING ASSESSMENT
FOR INTERNS (HOUSE OFFICERS)**

NAME of INTERN: _____ UNIV. No. _____

HOSPITAL: _____

DEPARTMENT: _____ DATE: _____

DATE of ROTATION: From _____ To _____

Skills	Fail 0<60	Fair 60<65	Good 65<75	V. Good 75<85	Excellent 85-100
1. Knowledge of Basic Sciences.					
2. Knowledge of Clinical Sciences.					
3. History taking and physical Examination skills.					
4. Creativity & Reliability.					
5. Professionalism.					
ATTITUDES					
1. Attitude with patients (Character, behavior and relation) relatives.					
2. Attendance & Punctuality.					
3. Attitude to Staff (colleagues and other medical personnel).					
4. Moral & Ethics.					
5. Motivation to Learn.					
Total Score					

Notes: The Intern should score a pass mark in each section separately.

OVERALL GRADE _____% No. of Absence Days _____

COMMENTS :(In case of failure or a fair assessment or need for special attention)

.....

This assessment based on discussion with other Consulting Staff: Yes. No.

Consultant in charge: Signature:

Head of Department (Hospital) Signature:

Internship supervisorSignature:

Contact Information: E-mail: vdca.rabigh@gmail.com; Fax: 6400000 Ext - 20466

Stamp

Translation team

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