



## COLLEGE OF MEDICINE

# Regulations Governing the Training of Interns at Almaarefa University

2022 – 2023



# Regulations Governing the Training of Interns at Almaarefa University

<b>Prepared by:</b>	<b>Internship Unit</b>
<b>The amendments and Updates Approved by:</b>	<b>College Board</b>

13/03/2023

## CONTENTS

Pages	Items
3	Message from the College of Medicine to interns doctors
4	Definitions
5	Article One: introduction to the regulation
5	Article Two: the purpose of the regulation
5	Article Three: Training Objectives
6	Article Four: Program Outputs
6	Article Five: Duties of the Interns
8	Article Six: Rights of the Interns
8	Article Seventh: supervision of training
9	Article Eighth: start and end of the training
10	Article Nine: Mechanism for Registering Interns
12	Article Ten: Delaying the start of training
12	Article Eleven: Training Courses
14	Article Twelve: Discontinuation of Training
15	Article Thirteen: Evaluation
16	Article Fourteen: Holidays and Vacations
17	Article Fifteen: Sanctions
17	Article Sixteen: Right to Grievance
18	Article Seventeen: Implementation and Amendment of the Regulations:
18	Article Eighteen; guide to the year of internship
18	Article Nineteenth: registration mechanism for the SMLE Professional Classification Test
18	Article Twenty: Correspondence

## Message from the College of Medicine to intern doctors.

### Introduction

The clinical training year (internship) is considered an extension of the stages of studying College Medicine, and it is one of the most important basic building blocks on which the personality of the doctor is built.

The university administration represented by the Deanship of the College of Medicine took it upon itself to develop the scientific and clinical content of the internship year and made some modifications and focused on having clinical training in major hospitals that have the medical and human capabilities to carry out the clinical training process.

The intern doctor has an important role to carry out the tasks and responsibilities entrusted to him, the most important of which is the commitment to the tolerant Islamic teachings in dealing with patients and preserving their privacy, as well as practical and professional commitment towards training centers and being an example for their colleagues.

The college of medicine wishes the Interns success and that this is a start for a distinguished medical future.

The list below is the reference for organizing the process of training interns in the College of Medicine at Almaarefa University for Science and Technology.

### **Definition of Internship year:**

It is twelve months of clinical training that begins after the medical student passes all academic courses in the College of Medicine until the end of the twelfth semester (sixth year) successfully.

### **Training rotation:**

It is the period spent by the intern in the specialty, and it ranges from one to three months, according to what is indicated in the regulations.

### **Training Center:**

It is one of the hospitals, universities, or medical and research centers accredited by the College of Medicine to train intern doctors .

## **Article One: introduction to the list:**

The internship year is the seventh year in the medicine and surgery program and one of the requirements for obtaining a Bachelor of Medicine and Surgery degree. It is required to pass all academic courses in the College of Medicine until the end of the sixth year (twelfth semester) successfully as a condition for starting the internship year (training). The graduate is given a graduation document after successfully completing the (internship year), and then the graduate is considered qualified to practice the profession as a practicing physician.

## **Article Two: the purpose of the regulation:**

Clarify the principles, objectives, conditions, and systems followed by the College of Medicine. Almaarefa University in training, supervising and following up with interns using the best training methods.

## **Article Three: Training Objectives:**

1. Applying the integrated concept of practicing medicine (prevention, early diagnosis, treatment, rehabilitation, considering the social environment and the psychological and economic condition of patients...etc
2. Preparing the intern doctor for independence in work and the ability to make decisions and deal with them efficiently and professionally.
3. Acquiring the skills of dealing and communicating with the medical team.
4. Developing the skills and knowledge of the intern doctor through feedback, interactive training, and continuous guidance.

5. Developing communication skills with patients and their families and knowing the correct method of dealing.
6. Applying professional ethics in all work and adhering to that and adopting the ethics of the Muslim doctor in all his affairs and actions during and outside work.

#### **Article Four: program outputs:**

Upon completion of the training, the intern doctor will be able to:

1. Diagnosis of cases, their causes, and treatment using basic science and clinical skills efficiently with rehabilitation and follow-up.
2. Work in harmony with the medical team.
3. Acting within the limits of possibilities and abilities, with the help of medical advice from the most experienced and knowledgeable colleagues, and working on developing his own capabilities.
4. Adhere to the ethics and principles of the profession as a Muslim doctor in all work, including:
  - a. Continuing medical education.
  - b. Preserve the patient's secrets without conflicting with the interest of the community.
  - c. Accept criticism and evaluation.
  - d. Harmony in the work system within the medical team.
  - e. Familiarity with and adherence to the systems for dealing with patients, their companions, and their families.

## Article Five: Duties of the Interns:

Commitment to the medical tasks and duties determined by the department in which the intern doctor is trained in each course is considered an integral part of this description.

1. Commitment to weekly working hours of at least five days per week, eight hours per day, and six shifts per month, distributed according to the system followed in each department in which the training takes place.
2. Participating in daily shifts and shifts for Eid al-Fitr, Eid al-Adha, and weekend holidays, according to the schedules prepared by the departments in which they are available for training and as required by the interest of the work therein.

### First: Technical duties:

- 1- Conducting the initial examination on the patient and writing the medical history upon admission to the hospital, with this information being recorded in the patient's file.
- 2- Accompanying the resident doctor or specialist during the daily rounds and carrying out any medical procedure delegated to him by the medical team under their supervision and responsibility.
- 3- Recording the initial diagnosis and conducting preliminary examinations, including giving fluids and intravenous injections to patients, and other procedures as permitted by the training center's regulations.
- 4- Implementing the treatment plan after its approval by the doctors in charge of the concerned department,



filling out the various forms for requesting laboratory and radiological examinations according to the orders of the attending physician, sending samples, following up the results, and informing the members of the medical team about them.

- 5- Monitoring pathological developments and documenting them in the patient's file.

### **Second: Educational Duties:**

- 1- Commit to attending daily visits to the department, accompanied by the resident doctor, and participating in scientific discussions related to medical conditions in the department or unit.
- 2- Participate in seminars, lectures, and other scientific activities of the department effectively and continuously.
- 3- Training in performing routine examinations according to specialization, such as urine examination, ECG, blood sugar, fetal planning for pregnant women, and others.

### **Third: Professional Duties:**

- 1- Commitment to order, attendance, and departure according to the rules followed in the department.
- 2- Commitment to shifts according to the schedule prepared by the department and not to leave the workplace at the end of the shift except after the shift attends the next shift.
- 3- Carry out any other technical or training duties assigned by the supervising physician.

- 4- Not issuing a discharge order for patients, giving medical reports or leaves, or writing medical prescriptions without referring to the attending physician.
- 5- Professional development of performance by attending and participating in available practical and field training programs.

### **Article Six: Rights of Principal Doctor:**

- 1- Obtaining appropriate training under the supervision of consultants and specialists in the various departments.
- 2- Training in cases as per the requirement of the specialty and other educational activities that would train the interns and develop their professional abilities.
- 3- Obtaining direct support from the medical team.
- 4- Obtaining respect from everyone, which is required by the Islamic brotherhood, the customs of medical fellowship, and the principles of the profession.
- 5- Enjoying vacations as specified in these regulations.
- 6- See the evaluation results by the supervisors, sign the evaluation, and discuss the negatives, if any.
- 7- Complaining about any problems or harassment to the Internship Training Unit in the college.
- 8- Complaining about any decisions or penalties applied against him to the Grievance and Disciplinary Committee according to the University's Grievance and Disciplinary Regulations.

## Article Seven: Supervision of training:

The Internship Training Unit supervises the training and reports its work to the Vice Dean of the College of Medicine for Academic Affairs. The functions of the unit are summarized as follows:

- 1- Supervising the administrative arrangements for the training courses by preparing and arranging the schedules of the trainees' courses and finalizing the letters of guidance to the concerned hospitals and research centers in cooperation with the Training Department at Al-Maarefa University.
- 2- Follow-up of the trainees, in continuous coordination with the concerned training centers, whether through periodic visits to them, or telephone or written communication, to work on improving and raising the efficiency of the level of training through feedback.
- 3- Collecting the trainees' evaluation forms in the courses, ensuring their completeness, and preparing a list of the evaluation results.
- 4- Dealing with all problems that impede the work of interns and their grievances.
- 5- Implementing programs that contribute to educating and refining the skills of interns and qualifying them for medical practice.
- 6- Preparing lists of interns who have successfully completed training and submitting them to the Vice Dean of the College of Medicine for Academic Affairs.

## Article Eight: Beginning and End of Training:

- 1- To start training in the internship year, the student must successfully complete all academic courses in the College of Medicine until the end of the twelfth semester (sixth year) according to the college plan.
- 2- Students from outside the College of Medicine and holders of a letter from higher education are considered according to our vacant places, provided that priority is given to students of the College of Medicine at Al-Maarefa University.
- 3- Training is limited to hospitals and centers approved by the college only.
- 4- The Internship Training Unit prepares a list of students expected to start the internship year four months before the end of the semester in which they study.
- 5- The training year for interns begins every year in two periods, as the first period begins on the first of July and the second period on the first of March in the Gregorian calendar.
- 6- The College Council can take a special decision on the start date of the internship year for students who are late in completing the internship requirements.
- 7- It is not allowed to change the training schedule after the issuance of the distribution lists, except in the most exceptional cases approved by the Internship Training Unit.
- 8- After the doctors complete the internship training year and complete the evaluation successfully in all courses, the evaluation results are submitted along with the internship training certificates to the Vice Dean of the College of

Medicine for Academic Affairs for approval and submitting them to the College Council for approval so that the academic degree is awarded, and approval is issued for the issuance of the graduation document .

### Article Nine: Mechanism for registering internship courses for intern doctors:

Last date for payment of fees	Last date for registration	Internship start date	courses
1January	30 November	1March	MED 701
1July	31May	1September	MED 702
1May	30March	1July	MED 701
1November	31October	1January	MED 702

#### A- General rules for interns:

1. Due to the limited number of seats for the training year for the internship period in the training institutions, training for interns was organized in two periods (each period of 6 months).
2. The wishes of the intern doctor are determined 3 months in advance for the entire semester (3)
3. Each trainee must specify two hospitals for each department in which he wishes to train.

4. The trainee's wishes are subject to approval by the Internship training unit and in the event of modification, the trainee will be notified of that.
5. The intern must finalize his financial and academic status according to the training schedule and paragraph.
6. In the event that the desires are not determined at the specified time, the distribution shall be made by the Internship training unit according to the available training opportunities and the vision of the unit.
7. In the event that the distribution of the internship doctor is approved, he is not entitled to amend or cancel the training in the nominated training institutions after the specified grace period.

### **B- The financial rules governing internship training:**

1. The last date for payment has been determined, and thus obtaining a seat in training for the internship year is governed by the following conditions:
2. Full payment of training fees for the semester.
3. Commitment to the payment date specified in the above table, and the registration priority will be according to the seniority of the payment date (whoever pays first has priority)
4. In the event of partial payment of fees, priority shall be given to those who pay the majority of fees if seats are available.

5. Priority is always given to those who pay the full fees. If seats are available, those who pay partially will come.
6. Internship doctors will be distributed to training periods according to the above conditions. Therefore, we hope that all students will initiate payment of the full fees within the specified period.
7. The intern doctor shall bear full responsibility in the event of his breach of the above.

### **C- Cancellation of training:**

1. In the event that the internship doctor requests to cancel the training or change the department or hospital after issuing the letters and the approval of the training body (reserving a seat) and without a medical excuse or a force majeure acceptable to the internship unit and the training body from which the approval was issued, the following applies:
2. Not being distributed to another training agency for the same approved period (being late for training).
3. Bearing the financial costs of the training party (paying the costs of booking the complex).

### **Article Ten: Delaying the Start of Training:**

1. The intern doctor may delay the start of training after the approval of the internship training unit, provided that the delay period does not exceed a full training course.
2. In the event of a delay in starting the training for more than six months (from the date of completing the academic university courses for the sixth year in the Faculty of Medicine), the following penalties will

be imposed in addition to spending the internship year as shown in the table:

The punishment	The delay period
Sitting for a qualifying exam in internal medicine and surgery courses	More than six months - and less than 12 months
Sitting for a qualifying exam in courses (internal medicine, surgery, children, obstetrics, and gynecology)	From 12 months - less than 24 months
The College Council looks at each case separately to take the appropriate decision, which may include re-studying some clinical courses and exams	More than 24 months

#### Article Eleven: Training Courses:

1. Internship doctors spend training courses in the city of Riyadh in hospitals recognized by the college.
2. It is possible to allow a training period outside the city of Riyadh for a period not exceeding - two months - six months - (the selection period).
3. All interns spend courses in different specialties during the internship year according to the following distribution (without taking into account the order):

Duration	Department	Rotation
Two months	Medicine	1
Two months	Surgery	2
Two months	Obstetrics	3
Two months	Pediatrics	4



Two months	Emergency Medicine	5
Two months	1 course / two elective courses	6

- a. A training course cannot be fragmented and must be taken continuously as an integrated unit.
- b. The internship training unit in the college prepares the training schedule for intern doctors in hospitals, and it is approved by the Vice Dean of the College of Medicine for Academic Affairs.
- c. The student may himself obtain admission to training in any hospital he desires, provided that it is a hospital that is not contracted with the university and with the approval of the hospital training unit - and approved by the college on condition - and obtaining acceptance at least two months before the start date of the concession.
- d. In the event that the student himself did not obtain admission in any accredited hospital, the college will register the student in one of the hospitals accredited by the college in the city of Riyadh, as possible.
- e. Procedures for selecting elective majors:
- f. The student who is expected to complete all academic courses prior to the internship year fills out the elective course registration request form specifying the specializations in which he wishes to train according to the form prepared for that and sends them to the internship training unit via the unit's e-mail before the end of the semester with a period of no less than three months.
- g. The elective course can be spent in one specialty (for a period of two months) or in two different specialties (for a period of one month each). The intern doctor has the

freedom to choose the elective specialty, provided that he arranges for it himself after obtaining the approval of the college.

## 1- Substitution policy

- a. It is permissible to give the opportunity to switch a rotation between two interns after the initial distribution, within five days from the date of announcing the initial distribution schedule, by filling out the replacement form and approving it from the internship training unit.
  - b. It is possible to switch internally only between the management of the hospital concerned and the intern doctor after sending distribution letters to the hospitals, provided that the internship training unit in the college agrees, and that the switch form is presented before the start of training in the course.
  - c. It is necessary to repeat the training period again in the event of modifying any of the periods without the approval of the Internship Training Unit.
- 2- Each intern is obligated to send applications via his college e-mail (which bears his academic number) to the internship training unit or according to any other procedure announced. The e-mail is an official document and a copy of it is kept in the file of each intern.

### Article Thirteen: Assessment:

- 1- After a month has passed from the internship doctor's training course in the specialty, the head of the concerned department in the hospital prepares an evaluation report (according to the form approved by the college) signed by a faculty member or consultant supervising the training and the head of the department. This report includes an assessment of capabilities, professional skills, attendance, and discipline. And the relationship with patients and the relationship with the superiors and the relationship with the nursing staff.
- 2- The report is discussed with the intern doctor by the consultant supervising the training to address strengths and weaknesses in his performance and how to improve and develop the performance with his signature and stamp on the form to prove the discussion.
- 3- Assessments are received from the hospital after being approved by the head of the department in closed and confidential conditions to the college representative within a period not exceeding one week from the end of each month, or they are sent by official letters by registered mail confidentially to the Internship Training Unit in the college at the following address:

## **Internship Training Unit - College of Medicine - Almaarefa University P.O.Box: 71666 Riyadh - Diriyah 11597**

- 4- The college collects the monthly evaluations, and the Internship training unit in the college prepares a comprehensive evaluation for the course.
- 5- If the overall evaluation of the course was weak (less than 60%), the trainee is directed to repeat the training course, after discussing the negative aspects that led to the poor evaluation.
- 6- The intern doctor evaluates the department and the consultants he worked with according to the form prepared for that and delivers the evaluation to the internship training unit to benefit from it later.
- 7- Evaluation reports are submitted by the Internship Training Unit to the Vice Dean of the College of Medicine for Academic Affairs at Al-Maarefa University while maintaining the confidentiality of the reports.
- 8- The College Council or whomever it delegates approves that the internship doctor has successfully completed the internship year and submits a list of those who completed the internship year to the Admission and Registration Agency to issue them a certificate of internship termination.

## Article Fourteen: Holidays and Vacations:

- 1- During the entire internship period, the intern doctor gets an annual leave of fifteen days (provided that it does not exceed five days in any of the rotations).
- 2- The intern doctor may be granted a leave of not more than five days to attend educational activities (conferences - training courses), provided that this is done at an official request to the head of the internship training unit in the college at least one month before the activity, in order to coordinate with the center in which he is trained, a proof of attendance should be submitted. If this is not done, a similar period of annual leave is deducted, or the training period is extended for the same period if the annual leave is consumed. The doctor may be referred to the Grievance and Disciplinary Committee in the unfortunate event of fraud or manipulation in order to take the appropriate action according to the Grievance and Disciplinary Regulations.
- 3- Vacations and holidays are arranged or work and shifts during the holidays as decided by the department in the center where the intern doctor is trained.
- 4- The intern doctor may be granted up to five days' leave in case of urgent matters, provided that the department in which he trains and the internship training unit in the college agree.
- 5- The sick leave and maternity leave shall be compensated for the same amount of time before issuing the training termination certificate. If the leave amounted to 20% of one training course, that training course must be repeated in full.

- 6- It is not permissible to combine two leaves in one rotation except in narrow exceptional cases after the written approval of the Internship Training Unit.

### **Article Fifteen: Penalties:**

- 1- In the event that the intern doctor is absent for a period of less than 20% without excuse during one training period, 5% of the evaluation of that period will be deducted for each day of absence after deducting vacation days, if available. In the event of an excused absence, it will be deducted from the annual leave and more than that must be completed at the end of that session or the end of the entire period in both cases.
- 2- In the event that the internship doctor is absent for a period equal to 20% or more (with or without excuse) during one training period, that training course must be repeated in full.
- 3- If the intern doctor breaches his professional duties or obligations, the internship training unit may recommend one of the following options:
  - Issuing a written warning.
  - Issuing a final warning and placing it under observation (to be determined and coordinated by the Internship Training Unit).
  - Refer the intern doctor to the Grievance and Disciplinary Committee to take the necessary action according to the regulations.
- 4- The Internship Training Unit submits its recommendations along with a detailed report on the merits of the penalty, to the Vice Dean of the College of

Medicine for Academic Affairs to take the appropriate decision, while notifying the trainee doctor of the decision in writing.

6- In the event of a violation of behavior, honor, or honesty, or an offense against the ethics of a Muslim doctor, a committee is formed by a decision of His Excellency the Dean of the College of Medicine to conduct an investigation and submit its recommendations to the College Council to take the appropriate decision according to the system.

### **Article Sixteen: Right to Grievance:**

The intern doctor has the right to appeal to the Grievance and Disciplinary Committee against any decision taken against him within fifteen days of his notification of the committee's decision according to the Grievance and Disciplinary Regulations. He also has the right to object to the decision of the Grievance and Disciplinary Committee according to the regulations governing that.

## **Article Seventeen: Implementation and Amendment of the Regulations:**

The provisions of this regulation shall be applied from the date of its approval by the College Council to intern doctors at Al-Maarefa University, who are serving the period of internship. It is permissible to amend (in addition, replace, or cancel) the provisions of this regulation by a proposal from the Internship Unit, provided that the amendment is approved by a decision of the Dean of the College and Council.

## **The Eighteenth item guide to the internship year:**

The Internship Unit issues a comprehensive guide in which it explains the detailed training periods (compulsory and optional) and the educational and training objectives to be achieved in each course or training stage (Specialty Objectives and Micro-skills), as well as the systems and procedures that are not included in this regulation, provided that this does not contradict with the provisions of this regulation.

## **Article Nineteen: Registration Mechanism for the SMLE Professional Classification Test:**

The intern doctor is allowed to take the professional classification test in the Saudi Commission for Health Specialties after he fulfills the criteria approved by the College Board.



## Article Twenty: Correspondence:

All correspondence with the internship unit in the college by students, interns and training centers is done through one of the following two addresses:

1- The unit's email:

m.interns@mcst.edu.sa

2- Registered mail to the following address:

Internship Training Unit - College of Medicine - Al-Maarefa University P.O. Box: 71666 Riyadh (Diriyah) 11597