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**Manual For The Internship**

**Version 2**  
1445

# College of Health and Rehabilitation Sciences

## graduates from bachelor's degree

must undertake a twelve-month internship training program. Upon successful completion of the program requirements, the candidate will receive an internship training certificate issued and sealed by the CHRS,PNU.

Internship training program is an essential requirement for full registration as a clinical practitioner by the Saudi Commission for Health Specialties.

Internship Program is to facilitate the transition of a closely supervised undergraduate student to be an independent clinical practitioner responsible for her own professional practice. In addition, it exposes interns to different specialties that may help interns identify particular area of interest in her field and to supply her with adequate information related to various career options.

The main goal for internship program is to allow college graduates to consolidate and apply clinical knowledge and skills while taking increasing responsibility for the provision of safe, high quality patient care under appropriate guidance.

### Mission

College interns will be able to recognize and deal successfully with common clinical cases as well as conduct essential professional practices.

### Aim

To enhance the intern's clinical and professional skills through delivering the best clinical care, providing community service, and encouraging participation in research activities.

### Objectives

- To increase the knowledge of clinical skills, self-confidence, and competency of the clinical practitioner.
- To obtain required ethical and professional skills to deliver clinical service at its highest levels.
- To develop time management skills, organizational, communication skills and professionalism.

The internship training program at PNU-CHRS is 12 calendar months, it contains 2 to 4 rotations in different training centers each rotation is 3 to 6 months, depending on the program.

## Selection of training site:

1. Hospital, Polyclinic and Healthcare center that should be:
  - Licensed by Saudi Commission for health specialties.
  - Provide services of needed practitioners.
  - Provide supervision to the trainee with minimum of bachelor's degree.
2. Research center
3. Other health bodies

## Training and Internship Committee (TIC)

During the entire period of the internship training program, all interns are under the administration of the Training and Internship Committee.

Members of the committee hold regular meetings to discuss the progress of the program and other issues pertaining to the interns. The members of the Training and Internship Committee are appointed by the Vice Dean of the Training and Clinical affairs as follows:

- A. Vice Dean of training and clinical affairs
- B. Director of the Training and Internship unit
- C. Program training Coordinators
- D. Program internship coordinators.
- E. Training and internship unit secretary

## The roles of Training and Internship Committee (TIC) are:

1. Provide proper orientation to new interns.
2. Monitor overall process of the internship training program.
3. Monitor interns' progress during the program.
4. Discuss significant issues and concern of interns.
5. Provide intern with logistic support during the program.
6. Update and report to the dean and vice dean with process of the program.
7. Be sure all interns have good environment and facilities for training.
8. Communicate with interns and clinical supervisors.
9. Organize the monthly continuous learning program for the interns.
10. Review the clinical performance of each rotation.
11. Assign intern to approved training center.
12. Provide internship certificate to interns at the end of the program.
13. Make proper disciplinary action for interns who violate the rules and regulations of the program.

## Roles of the intern's supervisor in the clinics are:

1. Supervise interns
2. Monitor all clinical activities of interns.
3. Ensure that intern follows the clinical rules and regulations.
4. Provide proper consultation to intern.
5. Discuss treatment plan with intern.
6. Help intern if she encounters any problems during patient assessment or management.
7. Monitor the intern's ethical behavior and professional attitudes.

## Attendance

- All interns are required to be punctual to the clinic and follow the organization timing for clinical sessions.
- Official working time for the interns' period is 5 days a week, and complete 40 training hours per week.
- All interns are required to be on time with only 8 minutes lateness. After 10 minutes lateness is considered as late, and 3 lateness record is considered a half day absent.
- Also 30 minutes late is a half day absent.

## Absence

- A maximum of 10 days of annual leave is allowed.
- Leaves are allowed after the intern pass 1 month of internship.
- A maximum of 5 days of emergency leave is allowed, and a medical report should be submitted to internship unit for any sick leave.
  - One day leave is given to undertake the Licensing Exam.
  - Approval for any days taken to attend national or international conferences must be obtained before registering, and a certificate of attendance MUST be submitted to the internship unit.
  - One-week vacation after marriage and two weeks for maternity leave are allowed.
  - If absence days exceed allowed days, the compensated days will be sorted out by the intern coordinator to complete the rotation days.

## Extension of clinical training

1. All absence days will be compensated later to assure that interns meet the program requirements of spending twelve months training.
2. The decision on when and where an intern should spend the extension of her training shall be to the decision of the internship coordinator for each program.

## Request for change of rotation

The TIC will make every effort to meet the desire of interns during assignment of interns to training centers. However, given the fact that there are limited number of training centers and large number of interns, it is unlikely that all requested training centers will be granted to some interns. The assignment of interns to training centers is a challenging and time-consuming activity. Therefore, changing the assigned training centers is generally not acceptable. In some legitimate circumstances, however, changing intern's training rotation maybe approved by the TIC if the following conditions are met:

1. Change request should be send the requesting intern to the intern program coordinator in each program with attached valid document\prove of the legitimate circumstances.
2. Evaluation/approval of requested training center.
3. Approval of the intern program coordinator and TIC Director.

## Professionalism

Interns are expected to:

- Always maintain infection control measures.
- Commit to dress code of the institute.
- Maintain confidentiality of all records and patient information.
- Maintain respectful honest relationship with patient and her family.
- Utilize time properly to deliver highest quality service.
- Respect patient's culture and individual differences.

## Discipline

In cases of unapproved absence, negligence, misconduct, incompetence, insubordination, or any other acts that the interns' superiors deem unacceptable, the incident shall be duly reported to the TIC for disciplinary action.

Depending on the seriousness of the offense and upon the recommendation of the TIC a disciplinary action may be one of the following:

1. Probation, verbal, and written warnings.
2. Repetition of a rotation or part of the rotation.

At the end of the one-year internship rotation, interns will be awarded a certificate of completion signed by the Dean provided that the intern achieved by minimum 60 percent on each rotation evaluation and all requirements of the program have been fulfilled.

Approved by: College Council	College Council meeting number: 26.1445H
Date	29 April 2024
College Dean with signature	Dr.Hadeel Alsalih

