KING SAUD UNIVERSITY
COLLEGE OF MEDICINE

REGULATIONS GOVERNING
THE TRAINING OF
MEDICAL INTERNS
AT
KING SAUD UNIVERSITY
COLLEGE OF MEDICINE
1. **Preamble**

Students who have successfully fulfilled the specified graduation requirements will spend 12 months of clinical training, called Internship year. This year is considered an inseparable part of medical study. Medical students will not be eligible to practice the medical profession unless they successfully pass the internship year.

2. **Objectives**

The internship experience is designed for students:

1. To apply and refine medical knowledge through clinical training.
2. To act independently and master decision process making.
3. To coherently work with other medical team members, know their limitations and how to seek advice when needed appropriately.
4. To deal with patient and his relatives professionally.
5. To acquire non-clinical skills needed by physician such as: communication skills, presentation skills, administrative skills and others.
6. To apply Muslim physician code of ethics in all of his deeds and adhere to it at all times.

3. **Training Supervision**

Training of medical interns will be supervised and assumed by an office designated as “Internship office”.

(1) The office will be responsible for making all necessary administrative arrangements for rotation implementation, following up interns, overcoming hurdles that interns may come across, improving training level, implementing educational programs that enhance medical knowledge of interns and equip them with the necessary skills for practicing the medical profession, conducting studies and research on internship period administration process.
The office oversees all the problems encountered by interns in their practice, and all complaints are filed with the office for action. The office accepts all petitions, on problems or observations or grievances, submitted by interns during the training.

The office is supervised by the Interns Office Supervisor, who is a teaching staff reporting to Vice Dean for Academic Affairs.

4. **Responsibilities of Medical Intern**

Every department must specify the medical assignment intern must accomplish during his /her training period such specification is considered an integral part of interns’ responsibility.

1. Intern will obtain medical history and make initial physical examination of patients, document that on the patients file, record provisional diagnosis, suggest primary investigations and treatment plan provided that the treatment plan is discussed and approved by a senior team member. Intern has to follow up the implementation of the prescribed course of treatment, obtain results of all ordered investigations, document the development of any complications that may ensue and plan discharge and follow up.

2. Interns have to attend and practice in all clinical rounds done by the respective department physicians. They also must participate in the scientific activities organized by the department. Intern must be encouraged to take part in the clinical research conducted by any teaching staff members of the college or by any other academic staff he is working with.

3. Interns must adhere to attendance code observed in the department they are assigned to.
5. **Interns Bill of Rights**

(1) Training will be conducted under direct supervision of the consultant and the specialists intern is assigned to be trained with.

(2) Respective department or unit shall provide variety of cases that will enrich interns’ training potentials.

(3) Direct and continuous support from residents and postgraduate students will be accorded to intern at all times.

(4) Respective department or unit must provide varied educational events to interns. Such events may be organized to be part of the taught programs or be addressed separately to interns. Such events must include ward round where patients cases can be discussed in detail, lectures, specialty literature review and other educational activities deemed fit.

(5) Intern must be treated with respect and appreciation by all and as required by Islamic fraternity and medical ethics. In case an intern is subjected to harassment he may file a petition with Internship Office.

(6) Intern has the right to know the evaluation score he obtains in each department. In case he contests the attained score he has to file a petition with the Internship Office.

(7) Intern may apply for vacation as defined by the regulations.

6. **Training Commencement Rules**

(1) No intern can start internship unless he obtains a letter from Deanship of Admission and Registration Certifying he has met all graduation requirements.

(2) The specified commencement dates of internship year are the beginning of any Gregorian month.
(3) Students who pass graduation requirements on dates other than those specified in the foregoing item may, and as this might cause delay in joining postgraduate studies, commence their training after obtaining the respective department approval and the approval of College Deanship.

(4) No modification to training sites (department) is permitted once interns distribution lists are issued unless a substitute is available and respective department heads approval is obtained. Replacements are limited to the lowest possible level.

(5) Intern may request postponement of internship for one month or more if so approved by the Internship Office. Missed rotation can be made up when all other mandatory rotations have been completed.

7. **Clerkship Rotation**

Mandatory clerkship rotations are specified as follows:

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Clerkship/Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medicine</td>
<td>Two months</td>
</tr>
<tr>
<td>2</td>
<td>Surgery</td>
<td>Two months</td>
</tr>
<tr>
<td>3</td>
<td>OB/GYNE</td>
<td>Two months</td>
</tr>
<tr>
<td>4</td>
<td>Pediatrics</td>
<td>Two months</td>
</tr>
<tr>
<td>5</td>
<td>Emergency</td>
<td>Two months</td>
</tr>
<tr>
<td>6</td>
<td>Elective</td>
<td>Two months</td>
</tr>
</tbody>
</table>

(1) Internship period at King Saud University Hospital in Riyadh is mandatory.

(2) Training may be conducted at a hospital approved by the Saudi Council for Health Specialties.

(3) All interns must spend at least 50% of internship period at King Saud University Hospitals. The Dean of the College may waive this condition on recommendation submitted by Internship Office.
8. **Leaves**

(1) Interns are entitled to 20 days of leave during internship period provided that absences from any rotation block must not exceed 5 days.

(2) Intern is granted 10 extra educational days off, provided that the number of days off per any rotation block does not exceed 3 days. The grounds for granting days off shall include plans for the students to attend scholarly activities such as scientific conferences or training courses. In this case intern must submit a request to Internship office one month at least prior to date of the event. He must attach to his request a proof of registration and acceptance to attend the said event. Furthermore, he has to submit an evidence of his attendance after being accepted to participate in the said event. Should he fail to prove his participation he will be punished by deducting 5 days from his annual leave and extending his training for a similar period.

(3) Intern may not be granted any other extra leaves of absence and any other requested leave must be covered by the annual leave.

(4) During Eidul Fiter and Eidul Adha official holidays, intern’s days off will be granted according to the work exigency of the hospital he is being trained at during these two holidays.

9. **Delay of joining date**

(1) Intern may not delay joining his internship period for more than six months as of the date he has fulfilled graduation requirements.

(2) If the delay period is longer than 6 months but less than a full year, intern has to retake the examinations in medicine and surgery courses (clinical rotations)
(3) If the delay period is longer than one year but less than two years, intern has to undergo a repeat rotation and examinations of the fourth and fifth years (clinical rotations) that precede joining his training.

(4) If the delay period is longer than two years, interns has to repeat the third year curriculum, clinical rotations and their examinations.

10. **Interruption of Training after Joining**

(1) If an intern interrupts his training with a valid reason for less than 6 months he will be required to make up the absence at the end of internship period.

(2) If an intern interrupts his training with a valid reason for more than 6 months but less than one year he will be required to repeat the entire internship period.

(3) If the interruption period is longer than one year, the same rules of delayed joining shall be applied.

11. **Evaluation**

(1) The supervising consultant, upon intern’s completion of rotation, has to prepare an evaluation report (as per the approved form) and be signed by the consultant preceptor and the College department chairman. The evaluation report will evaluate intern’s attendance, punctuality, professional ability, attitude towards patient, relationship with the team members and patients and their families.

(2) The consultant preceptor supervising intern training or his designate must positively and constructively discuss with intern his evaluation. He must inform intern about his strong and weak points in his performance and suggest remedial plans. Intern must sign the evaluation form as an acknowledgement that he has discussed the evaluation with the preceptor. Signing the evaluation form will not be construed as an acceptance of the evaluation outcome; rather it will be
viewed as a proof that the evaluation report has been discussed with him.

(3) If the intern fails to obtain the pass rating of (60%) in his evaluation or if the department judges his overall performance to be a concern, then the department has to recommend that intern must repeat the entire or part of the rotation.

(4) Intern will have to evaluate the department or the unit he is rotating in, and evaluate the consultant they supervised his training. He must refer this evaluation to the Internship Office which may utilize its contents to be in a better position to evaluate training and re-rotate interns.

12. **Penalties**

(1) If an intern is found to have contravened his responsibilities or professional commitments then the department has to refer the matter to the College Deanship and recommend any of the following remedial procedures:

   a. written warning.
   b. repetition of entire or part of it.
   c. deduction from reward pay.
   d. withholding internship certificate.

(2) If intern is found to have contravened code of conduct or ethics, or behaved contrary to Muslim code of ethics; the College deanship may resolve to adopt any of the following procedures:

   a. To issue written warning
   b. To order suspension of all reward pay or part of it
   c. To mandate entire rotation or part of it
   d. To withhold internship certificate
   e. To request the University to withhold awarding the MBBS degree.