

# REGULATIONS GOVERNING THE TRAINING OF MEDICAL INTERNS

## Internship Unit

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## 1. Rational:

Internship is a period of transition from medical student to a qualified physician, a stage in which an intern gains more confidence in patient care, develops professional attitudes and applies appropriately the knowledge and skills in the practice of medicine.

## 2. Terms and Definitions

### 1. Internship year:

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. **Interns** are 7<sup>th</sup> year medical students; they are holders of MBBS degree but still lacking the field experience. They are not still licensed by the Saudi Commission for Healthcare Specialties (SCFHS).

### 3. Admission Requirements to Internship Training Program:

Graduate who has satisfied all the graduation requirements and passed the final MBBS Examination

### 4. Training Period:

The duration of the program is one continuous Gregorian year (12 months).

### 5. Training Rotation:



Is the duration of training spent at a particular specialty; it ranges from one to two months as detailed in this regulation.

#### 6. Beginning of the Training Program:

The internship program starts on a fixed date decided by the Vice-Dean for Clinical Affairs and approved by the Faculty Board at the end of the second semester in the sixth year after the student meets the admission requirements to the internship program.

#### 7. Training Centers:

The training program is organized at King Fahd Hospital at Al-baha and in other hospitals or medical cities/centers accredited for training.

#### 8. Curriculum for training:

Training in each rotation is according to the University of Al-Baha approved curriculum of training

#### ITEM (1): Preface:

A medical student is qualified to practice the medical profession after successfully completing one year (12 months) of internship clinical training provided that he/she has achieved the university graduation requirements.

#### ITEM (2): Goal of these Regulations:

To help interns understand the principles, objectives, regulations and the requirements (set by the Faculty of Medicine, Al-Baha University) of their internship experience as well as supporting them to achieve the most of their internship training.

#### ITEM (3 & 4): Training Outcomes:

At the end of the Internship Training, the Intern shall be able to:



1. Diagnose and manage clinically common diseases and conditions encountered in clinical practice by applying the knowledge of clinical medicine, as well as, basic sciences in the total care of patients.
2. Coherently work with other medical team members,
3. Know their limitations and how to seek advice, when needed, appropriately.
4. To apply Muslim physician code of ethics in all of his/her actions and adhere to it at all times. **These include:**
  - a) Continuing medical education
  - b) Honesty in providing information to patient about diagnosis and treatment
  - c) Maintain the secrets of the patient without conflict with the interest of the community
  - d) Accept criticism
  - e) Deal with patient and his/her relatives professionally.
  - f) Familiarity and compliance with the regulations for dealing with patients in outpatient clinics and inpatients children and women.

#### **ITEM (5): Training Supervision:**

Training of medical interns is supervised and supported by a unit designated as “**Internship Unit**”. The Unit is headed by the Vice Dean for Clinical Affairs.

1. The unit will be responsible for making all necessary administrative arrangements for rotation implementation and following up interns
2. Follow-up of interns in coordination with the concerned training bodies, whether by regular visits, telephonic or written communication to improve and raise the level of training through feedback.



3. Implementing educational programs that enhance medical knowledge of interns, and equip them with the necessary skills for practicing medicine
4. The unit oversees all the problems encountered by interns in their practice

### ITEM (6 & 7): Responsibilities of Medical Intern:

#### General Rules:

1. Training shall be conducted under the supervision of consultants and specialists of the concerned department. 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.
2. Commitment to weekly working hours of not less than five days per week and eight hours per day, six shifts per month, distributed according to the regulations followed by each department.
3. Interns' working hours are as long as it requires for them to finish their work and certainly as long as the patients require their attention.
4. Interns should not leave any patient unattended until they have handed over the responsibility to another colleague.
5. All interns are required to be present in hospitals/clinics during regular working hours of the hospitals/clinics.
6. The intern should participate in the duties of Eid al-Fitr, Eid al-Adha and the weekend according to the schedules prepared by the department.

#### **a. Clinical Duties:**



1. Intern will obtain medical history and make initial physical examination of patients, and document that on the patients' file
2. Attend and assist the consultant, senior registrar, registrar and resident on daily rounds in the unit, operating rooms, labor and delivery rooms and clinics.
3. Record provisional diagnosis, suggests primary investigations and treatment plan provided that the treatment plan is discussed and approved by a senior team member.
4. Fill all request forms legibly and complete the relevant information required for the investigation requested and enter it in the computer.
5. Intern has to follow up the implementation of the prescribed course of treatment, obtain results of all ordered investigations, and document the development of any complications that may ensue and plan discharge and follow up.
6. The intern should also obtain results of radiology and laboratory investigations.
7. Interns have to attend and participate in all clinical rounds and other academic activities done by the department physicians.
8. Daily follow-up patients and document all clinical details, write the progress notes of their respective patients as instructed by the seniors.

**b. Academic Duties:**

1. Interns have to attend and participate in all clinical rounds done by the respective department physicians. They also should present cases, participate in discussions and seminars





2. Interns must participate in the scientific activities organized by the department
3. Interns should be encouraged to take part in the clinical research conducted by teaching staff members of the college or by any other academic staff he/she is working with.
4. Interns should perform routine ward procedures such as wound dressings, removing sutures, giving various types of injections, drawing of blood for investigation, setting up infusions and transfusions etc.

**c. Administrative Responsibilities:**

1. Interns must adhere to attendance code observed in the department they are assigned to.
2. Commitment to the duty schedule prepared by the department, they are not allowed to leave the hospital while on duty, especially if on-call. At completion of the duty, they should leave only after the presence of the next duty team.
3. The Intern will be required to carry out any work assigned by the unit in charge
4. Interns will not issue a discharge order, Medical Certificate or a Death Certificate or a medico legal document under his/her signature.
5. Ensure the professional development of performance by attending and participating in the practical and field training programs available
6. Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the supervisor of any deviations from the established schedule.
7. Respect the department's reporting structure and follow the policies and procedures of that department.





### ITEM (8): 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. 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 clinical cases, lectures, specialty literature review and other educational activities.
4. Direct and continuous support from residents and postgraduate students will be accorded to intern at all times.
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/she may file a appeal with Internship unit.
6. Intern may apply for vacation as defined by the regulations.
7. Get the payment according to the Saudi universities' regulations
8. Intern has the right to know the evaluation score he/she obtains in each department. In case he/she contests the attained score he/she has to file a petition with the Internship unit.

### ITEM (9): Training Commencement and Ending Rules:

1. No intern can start internship unless he obtains a letter from deanship of admission and registration certifying he/she has met all graduation requirements.



2. First priority is to complete Albaha interns' allocations before sending others to affiliated hospitals. Interns from other universities and who have eligibility certificate from Ministry of Education may be accepted for training under our supervision, depending on the availability of spaces.
3. Students outside the Faculty of Medicine, University of Albaha, who are supervised by our college, must follow the procedures necessary to discharge their dues from their reference
4. Supervision of non-Saudi students is accepted in some exceptional cases after the approval from the Ministry of Education of their qualifying universities.
5. Interns will not be allowed to start the internship program until they provide a recent medical clearance & an active BLS
6. Interns should sign all necessary consent forms before starting the training program
7. Graduates of the College of Medicine Al-Baha University will have their internship training at King Fahd Hospital at Al-Baha. Interns may also be posted in other recognized hospitals in Al-Baha and within the Kingdom as decided by the internship unit.
8. The Vice Dean for Academic Affairs shall submit an approved list of students' names once they have completed the graduation requirements, after being approved by the College Council, to the Vice Dean for Clinical Affairs to start the training
9. The internship program starts on a fixed date decided by the Vice-Dean for Clinical Affairs and approved by the Faculty Board. The duration of program is one Gregorian year (12 months). The first period of training begins on August 1<sup>st</sup>



and the second is on February 1<sup>st</sup>. Intern may request postponement of internship for one month or more if approved by the Internship unit. Missed rotation can be made up when all other mandatory rotations have been completed.

- 10.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.
- 11.Interns who are posted outside King Fahd Hospital are required to personally follow up their request for rotation in the concerned hospital(s) and submit / convey acceptance to the secretary of the Vice Dean for Clinical Affairs, not later than one month prior to the start of the scheduled rotation. Failure to do so may result in disruptions of internship rotations.
- 12.Interns may be allowed to spend their chosen elective rotations abroad subject to approval by the Vice Dean for Clinical Affairs.
- 13.After completion of the internship period and completion of all evaluations successfully, the results of the evaluation will be submitted to the internship unit and the Vice Dean for Clinical Affairs. The list of interns who successfully completed the training will be forwarded to the Deanship of Admission and Registration for final approval and for issuing of graduation certificates

#### **ITEM (10): Clerkship Rotation:**

1. Graduates of the College of Medicine Al-Baha University will have their internship training at hospitals within Al-Baha region. Interns may also be posted in other



recognized hospitals for training within the Kingdom or outside the Kingdom, as required after approval by the internship unit.

- All interns must spend at least 80% of internship period in the approved hospitals of Al-Baha. The Dean of the College may waive this condition on recommendation submitted by internship unit.

The training program is arranged according to the following mandatory subjects and duration:

Mandatory clerkship rotations are specified as follows:	Clerkship/Department	Duration
1	Internal Medicine	Two months
2	Surgery	Two months
3	OB/GYNE	Two months
4	Pediatrics	Two months
5	Emergency	One months
6	Family Medicine	One month
7	Elective	Two months

For interns who want to take **ALL** their schedules outside Al-Baha hospitals, they must abide by the rules and regulations of these centers



### ITEM (11): Change of Schedule Policy:

#### A. Special circumstances of changing part of the schedule:

1. After sending letters of interns' distribution to hospitals, changing the rotation within the affiliated hospitals or switching the rotation between the interns are generally allowed after the approval of the internship unit.
2. Switch of rotations is allowed only one time during the internship year, if it is taken within the hospitals of Al-Baha area.
3. Regarding training outside Al-Baha hospitals, no change is allowed after sending the requests. If there is a strong documented & legitimate reason for such change, it has to be approved by the internship unit.
4. Every intern is obliged to send applications by e-mail. The e-mail is considered as an official document and a copy of it will be kept in the doctor's file

#### B. Delay of joining date:

1. Intern should not delay joining his/her internship period for more than six months from the date he/she has fulfilled graduation requirements.
2. Intern may request postponement of internship for one month or more if approved by the internship unit. Missed rotation can be made up when all other mandatory rotations have been completed.
3. If the delay period is longer than 6 months but less than a full year, intern has to retake a qualifying exam in medicine and surgery courses (clinical rotations)
4. If the delay period is longer than one year but less than two years, then the intern has to undergo examinations of all clinical rotations that precede joining his training.



5. If the delay period is longer than two years but less than 3 years, an intern has to repeat the 6<sup>th</sup> year curriculum, clinical rotations and their examinations.
6. If the delay period is more than 3 years, each case shall be considered separately, provided that the penalty shall not be less than the above
7. Interruption periods are calculated together, the above sanctions regime will be applied

#### **ITEM (12): 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.

#### **ITEM (13): Evaluation:**

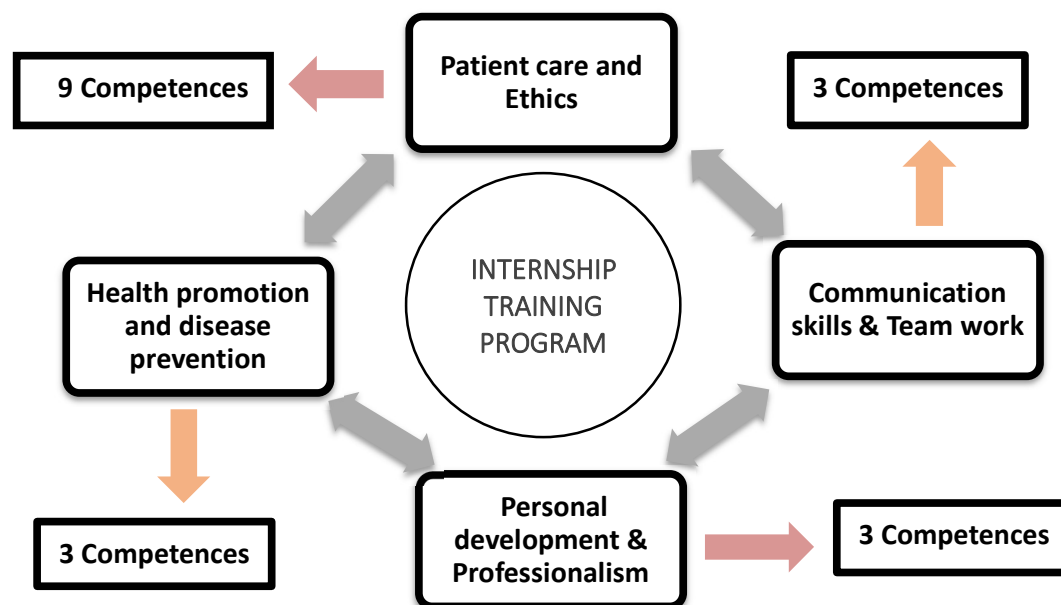
##### **A. The Internship Portfolio:**

- ✓ Is a collection of documents and other forms of evidence that the objectives of the internship period were fulfilled; It exhibits the intern's efforts, progress and achievements in all areas throughout his internship.
- ✓ As reflective ability is increasingly being identified as a key component of medical professionalism, for all the down listed evidences, the intern needs to reflect and



indicate how it contributes or impacts on his learning and how it relates to the outcomes.

Figure (1): Al-Baha Internship competences to be assessed in the portfolio:



Examples of the material that could be included in the portfolio as evidence of achievement of the internship outcomes.

Table 1, 2, 3 are a mixture of what can be used for summative purposes:

NOTE: Evidences included in the portfolio is limited only by the degree of the intern's creativity

Objectives to be achieved	Example of evidences that could be included in the portfolio
History taking: To progressively develop the ability to obtain a relevant focused history from patients	1. A minimum of four cases (case from each of the compulsory rotations) of the total cases seen during the internship period. it is necessary to refer clearly to the following:
Clinical examination: To progressively develop the ability to perform focused and accurate clinical examination in	





increasingly complex patients and challenging circumstances	a. Why this case was chosen b. How these cases affected his/her performance, and what lessons learned from them.
Generate a working or differential diagnosis based upon clinical information available in order to optimize patient care.	2. Form (a) in the middle of the training period in all compulsory rotations.
Order appropriate investigations based on history and examination	3. Form (B) at the end of the training period in all compulsory rotations.
Therapeutics and safe prescribing: To formulate a management plan according to likely clinical evolution and progressively develop ability to prescribe, review and monitor appropriate medication relevant to clinical practice under direct supervision of senior colleagues	4. Form (B) at the end of the training period in elective rotations 5. Any other evidence that demonstrates progress in this objective
Practical procedures	<b>Logbook:</b> interns will record the clinical procedures completed and experience gained during the intern year ✓ Logbook will be filled according to the attached guideline

Table 2

Objectives to be achieved	Example of evidences that could be included in the portfolio
The ability to present the case in an organized manner based on the patient's main problems	
Relationships with patients and communication within a consultation:	Form (a) in the middle of the training period in all compulsory rotations.



Communicate effectively and sensitively with patients, relatives and carers	Form (B) at the end of the training period in all compulsory rotations.
Communication with colleagues and cooperation: Recognize and accept the responsibilities and role of the doctor in relation to other healthcare professionals. Communicate succinctly and effectively with other professionals as appropriate	Form (B) at the end of the training period in elective rotations  Any evidence that demonstrate progress in this objective
Teamwork skill: To develop the ability to work well in a variety of different teams	
Maintaining ethics and confidentiality: To know, understand and apply appropriately the principles, guidance and laws regarding medical ethics and confidentiality	
Health Promotion and Disease Prevention:	Any evidence that demonstrates progress in this objective

Table 3

Objectives to be achieved	Example of evidences that could be included in the portfolio
Personal Development: To progressively be able to discover training needs	<ol style="list-style-type: none"> <li>1. CPD points</li> <li>2. Written reports or research projects (if any)</li> <li>3. Copies of power point presentations</li> <li>4. Certificate of attendance of conferences and courses</li> </ol>



	<ol style="list-style-type: none"><li>5. Result of any exam undertaken by him during the internship period e.g. USMLE.</li><li>6. Curriculum Vitae at the beginning and the end of the internship</li></ol>
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#### A. Evaluation Regulations:

1. The supervising consultant, upon intern's completion of 1/2 the rotation, has to prepare an evaluation report (as per the approved form A) and be signed by the consultant. The evaluation report will evaluate intern's attendance, punctuality, professional ability, attitude towards patient, relationship with the team members and patients and their families etc.
2. The consultant supervising intern training or his designate must constructively discuss with intern his/her evaluation. He/she must inform intern about his/her strong and weak points in his/her performance and suggest remedial plans. Intern must sign the evaluation form as an acknowledgement that he/she has discussed the evaluation with the preceptor.
3. The supervising consultant, upon intern's completion of the rotation, has to prepare an evaluation report (as per the approved form B) and be signed by the consultant preceptor and the department chairman. Evaluation forms should be sent in official letters and confidentially to the internship unit and they should be signed and approved by the head of the department and the consultant who supervised the training.
4. In the event of any deliberate change in any evaluation form, the penalties will be applied according to the regulations.
5. If any period of training is modified without the knowledge of the internship unit, then the specific training period should be repeated



6. If the intern fails to obtain the pass rating of (60%) in his/her evaluation or if the department judges his/her overall performance to be a concern, then the department has to recommend that intern must repeat the entire or part of the rotation.
7. Intern will have to evaluate the department or the unit he/she is rotating in, and evaluate the consultant who supervised his/her training. He/she must refer this evaluation to the internship unit which may utilize its contents to evaluate training.
8. All evaluation reports will be submitted to the office of Vice Dean for clinical Affairs. These reports must be kept confidential.

#### **B. How is the portfolio development supported?**

Academic support is mandatory as the portfolio will be used as a method of assessment. Each student will be allocated to a tutor (mentor) from the faculty staff (educational supervisor). The mentor should have a scheduled (timetabled) meeting with the intern, this can help ensure both parties are committed to the process and make sure outcomes are identified and discussed.

1. The academic supervisor sets a specific schedule for the meeting with the intern
2. The intern provides a brief summary about his/her progress and the achieved objectives and how he/she will highlight them in the portfolio.
3. The academic supervisor should provide a professional advises to the intern to help him/her complete the non-achieved objectives
4. The academic supervisor shall inform the intern of some observations in his/her clinical performance, if any.



5. The academic supervisor and the intern shall agree on the upcoming dates for the meeting and identify a clear agenda for that meeting

### C. What does the intern's portfolio look like?

1. A title page, giving the doctor's name and clinical and educational supervisors
2. A contents page, listing what is in the portfolio, with page references
3. A list of the learning objectives whose achievement, the evidence in the portfolio claims to demonstrate
4. A short reflective overview, summarizing the learning that has taken place since the last portfolio review, and indicating which items of evidence relate to which learning objective
5. The evidence itself, probably grouped together into the areas contained in the learning objectives.

### D. Suggested roadmap for the whole process of portfolio collection and evaluation:

- ✓ **Steps 1:** Evidence: Documentation of experience by the intern
- ✓ **Step 2:** Reflection: commentary of the intern on experiences and learning that has resulted and how the objectives were fulfilled
- ✓ **Step 3:** Evaluation: studying the evidence by the examiners
- ✓ **Step 4:** Defending the evidence: a dialog between the intern and the examiner
- ✓ **Step 5:** Decision



## F. Assessment Policy of the portfolio:

### Examiner evaluation of evidence:

#### a. General:

In the final portfolio assessment, the examiner will be asked to rate the student's achievement of the outcome on rating scale. Given the subjective nature of the assessment decisions involved in the use of rating scale, rating of more than one examiner will have to be collated to arrive at a reliable evaluation of this evidence.

#### b. Rating scale:

Grade **A** (Excellent) = the intern consistently does outstanding high quality work, consistently achieved expectation and demonstrated high level of performance in all outcomes.

Grade **B** (Good) = the intern clearly met the defined expectations, demonstrated the required performance for all outcomes and his or her work is of good quality.

Grade **C** (Satisfactory) = the intern met the expectations to the minimally acceptable level, minimally acceptable quality and demonstrates the required performance for all outcomes.

Grade **D** (Borderline) = the quality of work is below the minimally acceptable level, met most of the expectations and demonstrate the requirements for some of the outcomes.

Grade **E** (Fail) = low quality work, does not met most of the basic expectations, significant improvement is needed in relation to outcomes.

### **ITEM (14): Vacation Policy:**

Vacations for 1-year internship training are as follows:





1. A 15 days Annual vacation provided that absences from any rotation block must not exceed 5 days.
2. A 5 days emergency leave
3. A 4 days Eid vacation in 1 Eid holiday. Intern's days off, during these two holidays, will be granted according to the work exigency of the hospital he/she is being trained at.
4. 1 day in the National Day
5. Intern is granted 5 extra educational days off. The grounds for granting days off shall include plans for the intern to attend scholarly activities such as scientific conferences or training courses. In this case, intern must submit a request to Internship unit 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/she has to submit evidence of his/her attendance after being accepted to participate in the said event. Should he/she fail to prove his/her participation he/she will be punished by deducting 5 days from his/her annual leave and extending his/her training for a similar period
6. **MATERNITY LEAVE:** Maternity leave is considered a legitimate absence and usually last for a month. The intern must inform the internship office about her expected day of delivery as soon as she knows it. She must submit a request for the maternal leave with documentation so the internship unit will make the necessary arrangement. If delivery happened or scheduled in different time than the expected date, the intern must inform the internship unit immediately. Any delay in notification will be under the responsibility of





the intern herself for any consequences. If the intern wishes to extend her leave, she must request that officially with proper documentation. Maternity leave for a period equal to or more than 50 days during one period of training requires repetition of that training period.

7. If the intern wants to combine two vacations in one rotation, he/she should refer to the internship unit first

#### ITEM (15): Penalties:

1. In the event that the intern is absent for a period of less than 20% without an excuse during one training period, 5% of the evaluation for that period shall be deducted for each day of absence after deducting the vacation days if available. If the intern is absent with an acceptable excuse, the days of absence are deducted from his/her annual leave. If any excused absence exceeds the balance of his/her leaves, all extra missing days should be repeated after the whole internship training.
2. In the event that the intern is absent for a period of more than 20% during one training period **(with or without excuse)**, he/she must repeat that rotation.
3. 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. A written warning
  - b. A final warning and put him/her under probation
  - c. Deduction from reward pay



- d. Repetition of entire internship period or part of it, with the addition of any other penalties in case of exhaustion of the above penalties and as determined by the internship unit
  - e. Withholding internship certificate
4. The recommendations of the internship unit shall be submitted with a detailed report about the suggested punishment to the College Council to take the appropriate decision. The intern should be informed in writing about the decision of the council
  5. If intern is found to have contravened code of conduct or ethics, or behaved contrary to Muslim code of ethics; the Dean of the Faculty of Medicine shall form a committee to conduct an investigation and submit its recommendations to the College Council to take the appropriate decision according to the regulations. The recommendations of the College Council shall be submitted to the Committee for Discipline at the university to take the final decision in this regard

#### ITEM (16): The Right to Appeal:

1. The intern shall have the right to appeal to the Dean of the Faculty of Medicine against any decision taken against him/her within thirty days from the date of notifying him/her of the decision.

#### ITEM (17): Dress of Code Policy:

1. Identification badges must be worn at all times.
2. Hair:
  - a. For men, must be clean, neatly groomed and controlled.
  - b. For ladies, must be covered as per the Shariaa law



3. Nails must be short, neat and clean, to avoid irritating patients during clinical examination.
4. Jewelry must be plain and inconspicuous.
5. Fragrance is not to be used in the hospital and patient care areas.
6. Footwear should be clean, appropriate for clothing, protective and fit securely.



## Appendices:

### Appendix (1)

#### Confidential Report IN TRAINING ASSESSMENT FOR INTERNS (HOUSE OFFICERS)

##### FORM A

Name of the Intern:.....University.  
No.....

HOSPITAL:.....DEPARTMENT:.....

.....

DATE OF ROTATION:  
FROM.....TO:.....

#### SECTION 1:

	Fail 0- 59.9	Fair 60- 64.9	Good 65- 74.9	V. Good 75-84.9	Excellent >85
1. Knowledge and Basic Sciences					
2. knowledge and clinical skills					
3. History taking and clinical examination skills					
4. Clinical judgment					
5. Creativity and reliability					
6. consideration for patients / professionalism					
7. Communication skills: patients					
8. Communication skills: colleagues					
9. Team player skills					
10. Leadership skills					



11. Attitude to patients (character, behavior & relation) and their relatives					
12. Attendance and Punctuality					
13. Attitude to staff (colleague and other medical personnel)					
14. Moral and Ethics					
15. Motivation to learn					

**SECTION 2**

**A. Assessor's comments on intern's performance (BLOCK CAPITALS PLEASE)**

.....  
 .....  
 .....

✓ What need to be done to make his performance better?

.....  
 .....  
 .....

**B. Intern's comments on his performance on this occasion (BLOCK CAPITALS PLEASE)**

.....  
 .....  
 .....

✓ Please state the improvement strategy you will follow:

.....  
 .....  
 .....



**Note:** the intern should score the pass mark in each section separately

Overall score:..... Number of absence days:.....

Trainee's name & signature  
signature

Assessor's name &

Date of the assessment:  
signature

Academic supervisor

**Appendix (2)**

Confidential Report  
IN TRAINING ASSESSMENT FOR INTERNS (HOUSE OFFICERS)

**FORM B**

Name of the Intern:.....University.  
No.....

HOSPITAL:.....DEPARTMENT:.....

.....

DATE

OF

ROTATION:

FROM.....TO:.....



SECTION 1:

	Fail 0- 59.9	Fair 60- 64.9	Good 65- 74.9	V. Good 75-84.9	Excellent >85
16.Knowledge and Basic Sciences					
17.knowledge and clinical skills					
18.History taking and clinical examination skills					
19.Clinical judgment					
20.Creativity and reliability					
21.consideration for patients / professionalism					
22.Communication skills: patients					
23.Communication skills: colleagues					
24.Team player skills					
25.Leadership skills					
26.Attitude to patients (character, behavior & relation) and their relatives					
27.Attendance and Punctuality					
28.Attitude to staff (colleague and other medical personnel)					
29.Moral and Ethics					
30.Motivation to learn					

Note: the intern should score the pass mark in each section separately

Overall score:..... Number of absence days:.....

Comment in case of fail or fair score:.....

Trainee's name & signature  
signature

Date of the assessment:  
signature

Assessor's name &

Academic supervisor





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### ✓ Personal Details:

**Name:** .....

**Student ID number:** .....

**Telephone:** .....

**Email:** .....

### Training Summary:



Year	Month	Location	Name of principle supervisor	clinical

✓ **Purpose of Procedural logbook:**

This Procedural Logbook is a convenient tool for recording procedural skills learned during your internship training. Documentation and verification of these skills is a requirement for the fulfillment of your portfolio and for passing the internship period.

✓ **Regulations:**

1. The intern will fill in the type of procedure performed, date, and/or medical record number
2. The intern is wholly responsible for maintaining their logbook including ensuring each entry is accurate, up to date and that appropriate measures are taken in



- case of loss of the original document. The latter requires the intern to perform regular backup through photocopying or digital scanning
3. The intern is required to present their logbook to either their clinical supervisor or academic supervisor for inspection at least every 4 weeks who will then complete the '**Record of Discussion and Review of Logbook**' section. The training supervisor and / or medical educator will be required to note whether progress has occurred in their report.
  4. the interns' technical, operative and professional skills in a range of basic diagnostic and interventional procedures will be assessed by Direct Observation of Procedural Skills (DOPS)
  5. The procedures listed in the Procedures Performed column can be done in the accident & emergency, clinics or in the wards, as long as the procedures are appropriately supervised.
  6. The falsification of signatures is an unprofessional act of forgery. Any suspicion of falsification of signatures within the logbooks will therefore be investigated, and appropriate punishment will be taken against you.

**Record of Discussion and Review of Logbook:**

- ✓ To be completed at least every 4 weeks by either clinical supervisor or academic supervisor
- ✓ During this review of the logbook, there must be a discussion with the intern regarding his progress in procedural skill training as defined by those tasks listed in the logbook, identification of strengths and potential weaknesses and a training plan until the next review.

✓



Date	Name of the person reviewing	Designation as academic or clinical supervisor	signature





### Direct Observation of Procedural Skills (DOPS):

- ✓ This is used to assess the interns' technical, operative and professional skills in a range of basic diagnostic and interventional procedures, or parts of procedures, during routine practice and will facilitate developmental feedback.
- ✓ DOPS can take place in the Emergency Department, wards or in the operating theatre. A List of procedures that can be assessed in this manner are referenced later on in this document according to the level of interns.



✓ DIRECT OBSERVATION OF PROCEDURAL SKILLS (DOPS)

Intern's Name: \_\_\_\_\_

Clinical setting (PLEASE CIRCLE): A&E      CLINIC      WARD      other (specify)...

Procedure: \_\_\_\_\_

Complexity of case (PLEASE CIRCLE):      LOW      MED      HIGH

ASSESSORS POSITION: please specify) \_\_\_\_\_

Please grade the following areas using scale heading as appropriate:	Below Expectations for level of intern	Borderline for level of intern	Meets Expectations for level of intern
1. Demonstrates understanding of indications, relevant anatomy, and technique of procedure.			
2. Obtains informed consent.			
3. Demonstrates appropriate preparation pre procedure.			
4. Technical ability			
5. Aseptic technique			
6. Satisfactory documentation of procedure			
7. Maintained professional performance throughout the procedure			
8. Overall ability to perform procedure			





*PLEASE USE THIS SPACE TO RECORD AREAS OF STRENGTH OR ANY SUGGESTIONS FOR DEVELOPMENT:*

.....  
.....  
.....

ASSESSOR NAME: \_\_\_\_\_ SIGNATURE.

\_\_\_\_\_

DATE \_\_\_\_\_ ASSESSORS REGISTRATION NUMBER

\_\_\_\_\_

