



Internship Training Manual

Faculty of Applied Medical Sciences

Department of Public Health

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1. General Overview

Introduction

Praise be to Allah, and peace and blessings be upon the most honourable of prophets and messengers, our Prophet Muhammad, and upon his family and companions.

Based on the vision and mission of Al-Baha University, which seek leadership in high-quality education, research excellence, and community service, this guide has been prepared for the internship students in the Public Health program at the Faculty of Applied Medical Sciences. It also aligns with the Kingdom of Saudi Arabia's Vision 2030, emphasizing lifelong learning and academic excellence. The guide provides essential information related to the internship year, including its objectives, organizational structure and responsibilities, planning and implementation processes, professional and ethical standards, evaluation as well as certification and completion requirements.

The Faculty of Applied Medical Sciences has undertaken continuous efforts to enhance training through the establishment of a dedicated Internship and Training Unit under the Vice-Deanship for Quality and Development, with ongoing supervision from faculty leadership and full institutional support. A strategic framework has been implemented to strengthen internship training through organized data management, documentation systems, and coordinated communication channels. Academic departments closely monitor and support trainees to ensure training quality and efficiency in collaboration with health sectors.

This guide serves as an official reference for students, faculty members, and training supervisors, supporting effective internship implementation and facilitating the integration of theoretical knowledge with practical application, while promoting professional competence, ethical practice, and continuous quality improvement.





Mission, Goals, and Learning Outcomes of the Public Health Program

Mission

Providing competent public health specialists focusing on education, research, and community services.

Goals

- **Goal 1:** Implement a competent public health program that meets the needs of the community and the recent international standards.
- **Goal 2:** Prepare competent specialists and lifelong learners for the public health workforce.
- **Goal 3:** Encourage and motivate students and public health professionals to contribute to research and scientific conferences nationally and internationally.
- **Goal 4:** Equip the graduates with the knowledge and skills that enable them to implement community service programs.



Learning Outcomes

Knowledge and Understanding

- **K1:** Describe the determinants of health; including environmental, social, economic behavioural, biological, and political factors that influence human health.
- **K2:** Outline the history and philosophy of public health's values, concepts, and functions; locally, regionally and internationally.
- **K3:** Describe the underlying science of human health and disease from a public health holistic view.

Skills

- **S1:** Analyse correctly various public health planning and interventions using the problem-solving approach.
- **S2:** Demonstrate the ability to use public health data interactively.
- **S3:** Employ proficient population health concepts appropriately.
- **S4:** Demonstrate communication skills and research analysis.
- **S5:** Implement public health programs based on community needs efficiently.
- **S6:** Analyse population health challenges and needs using evidence-based approach.

Values, Autonomy, and Responsibility

- **V1:** Adhere to teamwork and leadership qualities in public healthcare settings.
- **V2:** Adhere the responsibilities and accountability of public health specialist.
- **V3:** Demonstrate integrity and ethics when applying health behaviour theories to understand public health issues at all levels.



Definitions of the Internship Year

The internship year represents a full year (twelve months) of practical training in the intern's area of specialization. It serves as a bridge between academic study and professional practice, allowing students to apply previously acquired knowledge and technical skills in real-world Public Health settings.

Training is conducted in hospitals affiliated with the Ministry of Health and other approved institutions across the Kingdom of Saudi Arabia. It is supervised and monitored by the Faculty of Applied Medical Sciences at Al-Baha University, in accordance with the regulations of the Ministries of Education and Health.

The intern is trained under the full supervision of the training institution and in coordination with, and follow-up from, the faculty, in accordance with the regulations and bylaws of the Ministries of Education and Health, as well as the internal regulations governing the internship year at the Faculty of Applied Medical Sciences, Al-Baha University.

This training year is an integral component of the bachelor's program in Public Health; students are not eligible to graduate until they have successfully completed this internship program. During this period, the student is officially referred to as an internship trainee (intern).

Objectives of the Internship Year

1. To prepare students to practice in their specific field of specialization within hospitals and health centres.
2. To apply the academic knowledge and practical skills acquired during their studies in real-world Public Health environments.



3. To develop students' communication skills and their ability to integrate effectively within multidisciplinary healthcare teams, fostering collaboration, responsibility, and professionalism.
4. To provide opportunities for students to work with the latest medical technologies and medical equipment, encouraging independence, critical thinking, and confident decision-making in professional settings.
5. To enable students to adapt to the functional standards and protocols of hospitals and specialized centres, including those related to safety, security, and healthcare quality.
6. To encourage participation in scientific research and conferences.
7. To ensure continuous improvement in the internship program in alignment with the faculty's and university's mission.

2. Organizational Structure and Responsibilities

The Internship and Training Unit at the Faculty of Applied Medical Sciences

The Internship and Training Unit at the Faculty of Applied Medical Sciences was established on 10/01/1438AH to facilitate communication and coordination with external training institutions and to strengthen direct engagement with the students. The Unit of the Internship and Training is one of the main units affiliated with the Faculty's Agency for Quality and Development.

Objectives of the Internship and Training Unit

1. To achieve leadership at the national, regional, and global levels in developing and improving the quality of field and clinical training, and in enhancing the efficiency of administrative and clinical practices in accordance with international standards, while actively contributing to community service.



2. To activate and strengthen field and clinical supervision of training across all departments of the faculty for both male and female students.
3. To provide an appropriate administrative and academic environment that supports applied research and quality patient care.
4. To review, audit, and develop regulations and systems related to field clinical training in order to improve performance efficiency and enhance the quality of the faculty's outcomes.
5. To activate and improve the quality of electronic communication and interaction within the training framework.
6. To raise the level of safety and security within the public health field in accordance with international standards.

Tasks of the Internship and Training Unit

1. Full supervision of all administrative processes related to communication with external training institutions and the faculty's partners in the health sector in all matters concerning the training of students at the Faculty of Applied Medical Sciences. This includes preparing training schedules and periods, directing trainees to hospitals, following up on their performance evaluations, and conducting field supervision for all departments of the faculty. It also covers all related transactions and documentation concerning clinical training and field supervision.
2. Continuous follow-up of all trainees in accordance with the highest international standards to ensure the quality of training outcomes and enhance performance efficiency. This is achieved through field supervision or through telephone, written, or electronic communication with the various training institutions.



3. Activating communication channels, particularly electronic ones, with students to address any challenges or obstacles they may encounter during the training period, resolving problems effectively, handling complaints and suggestions, and ensuring all correspondence is managed with professionalism and confidentiality.
4. Establishing and maintaining a comprehensive database containing the data of all trainees assigned to hospitals across the Kingdom of Saudi Arabia. The database includes trainee names, university and national ID numbers, contact information (phone numbers and email addresses), training start and end dates, and the names of training institutions within various healthcare sectors in the Kingdom.

Supervision and Responsibilities During the Internship Year

Each internship student will be supervised by two assigned supervisors throughout the internship year; one from the Faculty of Applied Medical Sciences (academic supervisor) and the other from the training institution of the Department of Public Health (field training supervisor). Both supervisors collaborate closely with the Internship and Training Unit to ensure continuous support and professional development throughout the internship year. Each supervisor has specific roles and responsibilities, as outlined below:

The Academic Supervisor (Faculty Member)

The academic supervisor is responsible for overseeing the overall academic and professional development of the internship students. This includes providing guidance, support, and regular evaluation to ensure that students achieve the intended learning outcomes during their internship year.

Duties of the Academic Supervisor

1. Oversee the planning, organization, and development of the internship program.
2. Guide students regarding the role of Public Health practice within healthcare systems.
3. Provide academic support and assist in resolving challenges faced by the interns.



4. Conduct regular field visits and meetings with interns to monitor their progress.
5. Communicate with the Internship and Training Unit and field training supervisors to ensure coordination and fair performance evaluation.
6. Submit periodic supervision and evaluation reports to the Internship and Training Unit.

The Field Training Supervisor (Training Agency Supervisor)

The field training supervisor, appointed by the training institution, is responsible for the direct day-to-day supervision of interns during their fieldwork. The supervisor ensures that the intern receives practical training in accordance with the academic requirements of the faculty.

Duties of the Field Training Supervisor

1. Supervise and manage the intern's daily activities and assignments at the training site.
2. Provide orientation and professional training related to the assigned tasks.
3. Monitor and evaluate the intern's performance and progress throughout the training period.
4. Participate in scheduled field visits with the faculty academic supervisor.
5. Communicate with the academic supervisor regarding any performance or attendance issues.
6. Submit required checklists to the Internship and Training Unit at the training institution in accordance with approved templates.
7. Provide a well-equipped training environment, including access to laboratory and clinical tools under qualified supervision.



3. Internship Planning and Implementation

Conditions and Mechanism for Joining the Internship Year

- Successfully completing all university requirements and courses until the end of the fourth year at the Faculty of Applied Medical Sciences, Department of Public Health .
- The internship trainee must register all internship courses in the university's registration portal (Banner System) managed by the Deanship of Admission and Registration at Al-Baha University each semester.
- The trainee must submit the following documents to the academic supervisor no less than two months before the end of the final semester:
 1. A recent and certified copy of the academic record issued by the Deanship of Admission and Registration, indicating that the student has successfully completed all academic courses up to the seventh level (first semester of the fourth year).
 2. A copy of a valid national ID.
 3. A copy of the passport (for name verification in English) or a signed statement confirming that the English spelling of the name will not be altered under any circumstances.
 4. All required forms approved by the Faculty of Applied Medical Sciences, including the preferred training site form, trainee information form, vaccination confirmation form, and the student's declaration of compliance with all internal regulations approved by the faculty, the university, and the relevant authorities.
- After completing the required documents, they must be reviewed and approved by the Head of the Public Health Department, then referred to the Internship and Training Unit under the Faculty's Vice-Deanship for Quality and Development for final verification and submission to the training authority.



- The internship trainee must provide proof of registration in internship courses through the university's academic system (Banner), during each semester of the training period.

Conditions and Mechanism for Joining the Internship Year

1. Completion of All Academic Requirements

The student must successfully complete all university and program course requirements prior to registering for the internship year.

2. Registration of Internship Courses in the University System (Banner)

Internship courses must be registered during the designated registration period announced by the Deanship of Admission and Registration.

Conditions and Mechanism for Joining the Internship Year

Public Health Department

3. Submission of Required Documents to the Internship and Training Unit

Required documents include:

- Updated and certified academic transcript.
- Copy of National ID card.
- Copy of valid passport (English name must match official spelling).
- All required internship forms issued by the faculty.

6. Training Site Approval and Direct Reporting

The training site provides official acceptance. The student reports directly to the institution on the assigned start date according to the Faculty's approved internship calendar.

5. Final Approval and Coordination with the Training Site

Upon institutional approval, the student's complete internship file is forwarded to the assigned training institution for final confirmation, coordination, and assignment of the training schedule.

4. Review of the Internship Application

The application is reviewed by the Head of Public Health Department for approval and verification, followed by endorsement by the Vice-Dean for Quality and Development before submission to the training institution.



Planning for Internship Rotation and Selection of Training Site

- Field training sites for Public Health students are systematically identified and approved based on their capacity to provide structured learning experiences that align with the program's intended learning outcomes. Internship training is conducted at accredited hospitals, primary healthcare centres and municipalities that are officially approved for training purposes by the relevant regulatory authorities.
- Each internship rotation is implemented in accordance with the Public Health training curriculum approved by Al-Baha University. This ensures consistency across training institutions, relevance to professional practice, and achievement of the intended learning outcomes specific to each public health domains.
- The Department of Public Health, in collaboration with the relevant health sector institutions, establishes clear criteria for the selection of academic and field training supervisors. These criteria are designed to ensure high-quality supervision and include the following requirements:
 - Relevant specialization in Public Health or a closely related discipline.
 - Appropriate academic and professional qualifications.
 - Demonstrated experience in teaching, training, supervision and monitoring.
 - Proven professional experience in public health practice.
- Internship students are given the opportunity to propose their preferred training sites for rotation, including hospitals or other approved institutions, and to indicate their preferred location or city (whether within or outside Al-Baha Province). However, the Internship and Training Unit in coordination with the academic supervisor and the Head of the Public Health Department, reserves the right to review, modify, or reassign students to alternative training institutions whenever necessary to ensure appropriate supervision, equitable placement, and alignment with the faculty's training policies.



Internship Duration, Allocation, and Schedule

- The internship year extends over a full twelve-month academic period and is divided into three structured training periods, implemented as follows:
 - Six (6) consecutive calendar months of training in approved hospitals.
 - Three (3) consecutive calendar months of training in Primary Healthcare Centres.
 - Three (3) consecutive calendar months of training in municipalities and public health related governmental institutions.
- Each training period is conducted consecutively without interruption, starting from the officially approved commencement date.
- Internship training sites are selected in accordance with the Public Health program requirements and are officially approved by the Faculty of Applied Medical Sciences. These sites are chosen based on their capacity to provide structured field training experiences that align with the intended learning outcomes of the Public Health program.
- If an intern requests training in specialized hospitals, primary healthcare centres, or municipal entities outside the Al-Baha region, the student must nominate an external field training supervisor to oversee the training. The Internship and Training Unit at the Vice-Deanship for Quality and Development must be provided with the supervisor's contact details using the approved form.
- The internship schedule is determined annually by the Faculty of Applied Medical Sciences in accordance with the official academic calendar. Training periods are implemented sequentially, ensuring continuity of training across hospital, primary healthcare, and municipal settings, and allowing for comprehensive exposure to public health practice areas.



- All internship students must submit an official academic record stamped by the Deanship of Admission and Registration to the Internship and Training Unit, confirming completion of all graduation requirements prior to the start of the internship. Students must also submit an official commencement letter issued by the assigned training institution before the beginning of each training period, confirming the start date and adherence to the approved training plan.
- All students must also be officially registered in the internship courses through the university's academic system (Banner), and departments are required to submit periodic progress reports to the Internship and Training Unit for monitoring and evaluation purposes.

Internship Training Schedule and Duration

The Beginning of the First Training Period	The Beginning of the Second Training Period	The Beginning of the Third Training Period	End of Training
Internship training begins in the first week of the officially approved semester (first, second or summer semester), in accordance with the University's academic calendar. The first training period consists of six (6) consecutive calendar months of training conducted in approved hospitals.	The second training period begins immediately after completion of the first period, without interruption. This period consists of three (3) consecutive calendar months of training conducted in approved Primary Healthcare Centres.	The third training period begins immediately after completion of the second period, without interruption. This period consists of three (3) consecutive calendar months of training conducted in municipalities and relevant public health governmental institutions.	The internship concludes upon completion of a full, uninterrupted twelve-month calendar year, calculated from the officially approved commencement date.



Field Experience Administration

Field Experience Flowchart for Responsibility

This flowchart outlines the administrative process and interrelations between units, departments, and committees responsible for managing the field training experience.

Receipt of the Student's Official Academic Record

(Stamped by the Deanship of Admission and Registration and submitted to the Internship and Training Unit confirming student eligibility).



Assignment of Student to the Training institution

(Conducted by the Internship and Training Unit in coordination with the Public Health Department and the training institution).



Receipt of Official Commencement Letter from the Training Institution

(Students must submit an official commencement letter from the assigned training institution to the Internship and Training Unit prior to the start of training).

Start of the Field Training

(The student start training under supervision of both academic and field training supervisors).



Monitoring and Evaluation Process

(Continuous follow-up by the Internship and Training Unit, academic and field training supervisors to ensure progress and compliance).



Problem Management During Training

(Any issues is first reported to the academic and field training supervisors. Unresolved matters are referred to the Internship and Training Unit for appropriate action).



Submission of the Evaluation Reports

(Supervisors submit official performance evaluation to the Internship and Training Unit for review and record keeping).



Completion of Internship and Certification

(The faculty issues the final certification upon successful completion of all internship requirements).



Changing or Postponing Internship Site or Period

Changing the Internship Site

- Internship students may apply to change their training location or training period only under exceptional or emergency circumstances. The request must be submitted using the approved form issued by the Internship and Training Unit at least one month prior to the commencement of training. All requests are reviewed by the Internship and Training Committee, and the final decision of approval or rejection is issued by the Dean of the Faculty. The committee's decision is final.
- Any change implemented without prior approval from the Internship and Training Unit will result in an executive decision by the Dean of the Faculty, based on the committee's recommendation, requiring the intern to repeat the training period in full.
- During the internship year, only one change in training location or period is permitted, except in special or emergency cases.

Changing the Internship Site

Changes are allowed only in exceptional or emergency cases and must be requested at least one month in advance.

Requests are reviewed by the Internship Committee and finalized by the Dean.

Unauthorized changes require repeating the training period.

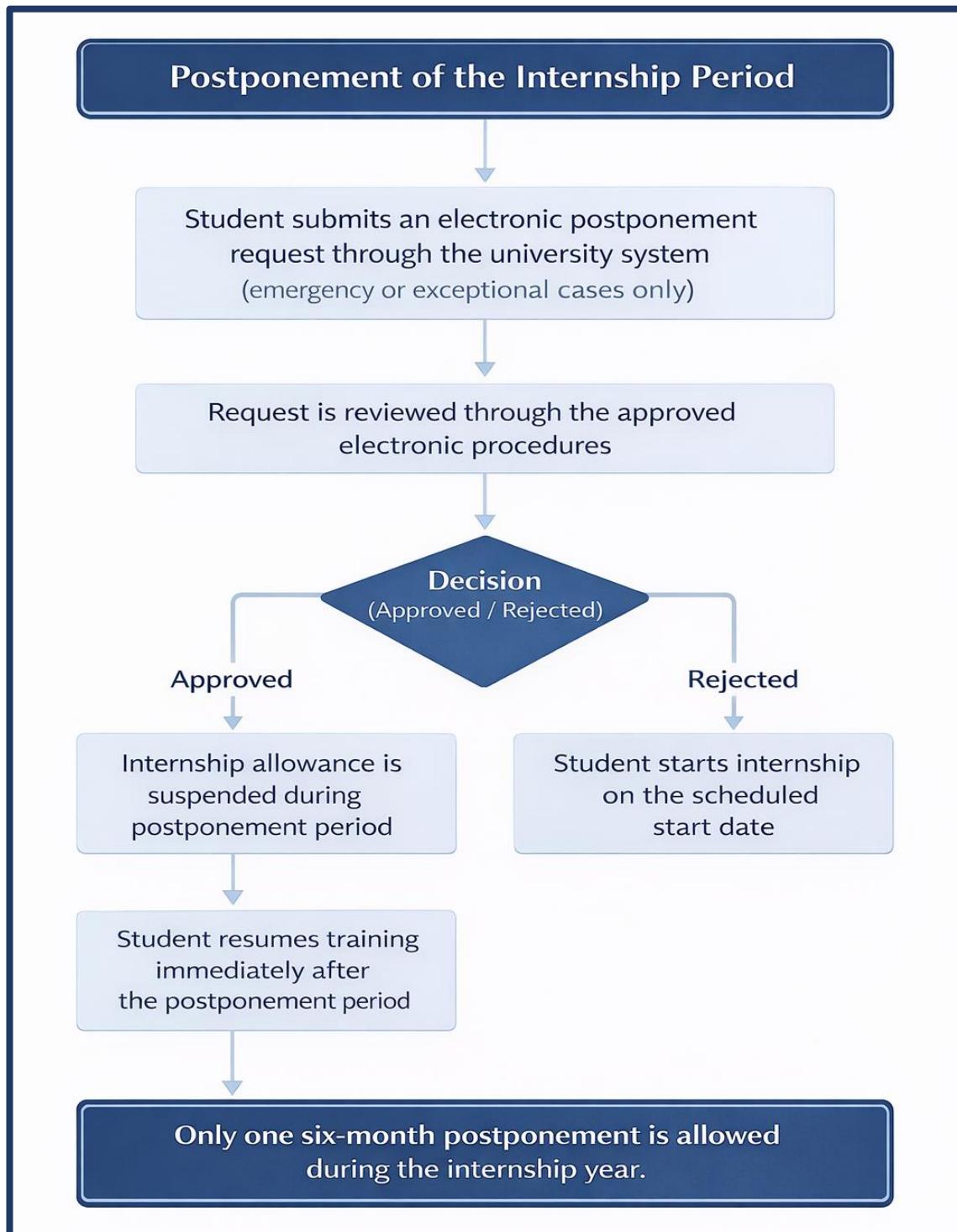
Only one change is permitted during the internship year.



Postponement of the Internship Period

- An internship student may apply for the postponement of one training period only in cases of necessity or emergency. The postponement request must be submitted electronically through the official university system.
- The postponement request is reviewed through the approved electronic procedures, and a decision is issued either approving or rejecting the request.
- If the postponement request is approved, the student's monthly internship allowance is suspended for the duration of the approved postponement period.
- If the postponement request is not approved, the student is required to commence the internship on the originally scheduled start date.
- Failure to commence training as scheduled, or failure to complete the required electronic procedures related to the postponement, may result in an administrative decision to repeat the internship period.
- Only one postponement is permitted during the internship year.





4. Professional, Ethical, and Behavioural Standards

Duties and Rights of the Internship Students

Duties of the Internship Student

1. Complete the preference form and select three hospitals or specialized training centres according to priority. The Internship and Training Unit will strive to assign the intern to the first preferred choice whenever possible.
2. Complete all forms required by the faculty, including the training site preference form, personal information form, and vaccination confirmation form, attaching certified vaccination proof and signing the commitment to comply with all internal rules and regulations approved by the faculty, university, and training institution.
3. Attend the introductory internship orientation meeting organized by the Faculty of Applied Medical Sciences at Al-Baha University during the second semester of the fourth academic year.
4. Begin training at an accredited training institution approved by the faculty and attend the induction meeting organized by the host institution.
5. Commit to full-time attendance of 40 working hours per week at the training facility.
6. Adhere to all laws, regulations, and internal rules of the training institution, including dress code and professional conduct.
7. Maintain public morals, demonstrate professional ethics, and adhere to the code of conduct in all training activities.



8. Ensure the privacy and confidentiality of all patient information and refrain from using or sharing such data outside the authorized scope.
9. Follow the training plan and duration approved by the faculty and the Public Health Department in accordance with the official internship guidelines.
10. Submit an official commencement letter from the training authority to the Internship and Training Unit in person or via email (internship.fams@bu.edu.sa) to confirm enrolment.
11. Perform all technical and professional duties assigned by the academic or field training supervisors during the internship.
12. Maintain professional development by demonstrating commitment, active participation, and punctuality in all training activities.
13. Participate actively and continuously in seminars, workshops, and professional conferences organized by the training institution or the faculty.

The Rights of the Internship Student

1. Training under the supervision of consultants and specialists in various departments and medical units.
2. Enhancing the intern's professional competencies through case discussions, scientific lectures, and exposure to recent research within their field of specialization.
3. Receiving direct guidance and support from field training supervisors and members of the team throughout the internship period.



4. Entitlement to leave as specified in this guide, which outlines the approved leave provisions applicable to internship students at the Faculty of Applied Medical Sciences, Al-Baha University.
5. Receiving the financial payment assigned to internship students in accordance with the regulations of Saudi universities.
6. Being treated with respect and appreciation in accordance with Islamic values, professional ethics, and medical fellowship principles. In the event of any misconduct, the incident must be reported immediately to the Internship and Training Unit at the Faculty of Applied Medical Sciences.
7. Reviewing the student's evaluation results, and discussing any negative feedback with the academic supervisor.
8. Obtaining an official statement at any time during the internship year confirming the student's registration in the program, issued through the Internship and Training Unit of the faculty.

Professional Conduct and Ethics

- Professional, ethical, and behavioural standards are required of all internship students throughout their field training period. These standards ensure the preservation of the faculty's values and reputation, promote professionalism in all aspects of conduct, and ensure compliance with institutional and national regulations.
- Internship students are expected to demonstrate the highest levels of integrity, honesty, and professionalism throughout the internship period. They are required to:
 1. Respect patient confidentiality and privacy at all times.



2. Demonstrate accountability, reliability, and adherence to professional ethics and laws governing health practice.
3. Treat colleagues, patients, and supervisors with courtesy, respect, and cultural sensitivity.
4. Uphold the mission and values of the faculty and the training institution.

Affective Professional Attitudes During the Internship

- Internship students represent Al-Baha University and are therefore expected to maintain a professional image at all times through appropriate dress, respectful communication, and professional behaviour.
- Throughout the internship period, students are required to demonstrate a positive, cooperative, and professional attitude that reflects responsibility, commitment, and readiness to engage in the training environment. Expected professional behaviours include the following:
 - Adhering to assigned working hours and maintaining punctuality.
 - Demonstrating organization, accountability, and preparedness for assigned duties.
 - Showing respect for supervisors, patients, and all members of the healthcare team.
 - Exhibiting a supportive and helpful attitude in all professional interactions.
 - Demonstrating empathy, appreciation, and a genuine willingness to learn.
 - Utilizing available time effectively for professional growth and self-development.

Dress Code and Professional Appearance

- All students must comply with the dress code of the training institution. The appearance of the student should reflect professionalism, cleanliness, and respect for cultural and institutional norms.
- Uniforms must be clean, neat, and appropriately worn.
- Identification badges must be visible at all times.



- Jewellery, fragrances, or accessories should be minimal and non-distracting.
- Inappropriate clothing or footwear is strictly prohibited.

Attendance and Working Hours

- Students must attend training for a minimum of 8 hours per day, 5 days per week, unless otherwise specified by the training institution.
- Regular attendance and punctuality are mandatory.
- Absence requires prior notice and justification to the field training supervisor, academic supervisor and Internship and Training Unit.
- Medical or emergency leave must be supported by official documentation using the student absence form.
- Repeated or unjustified absence may result in disciplinary action or repetition of the training period.

Leaves and Absences

Official Holidays

- The internship student is granted leave during official holidays such as Eid al-Fitr, Eid al-Adha, and National Day. The student is treated in accordance with government sector employees in the country during official holidays.

Educational Leave

- The student is granted five days of educational leave during the internship year to attend conferences, seminars, or workshops related to the student's specific specialty.
- The following are required to obtain educational leave:
 1. Provide a letter of approval or recommendation from the training authority supervising the internship student.



2. Complete the educational leave form issued by the Faculty's Internship and Training Unit, obtain the approval of the training committee, and secure the Faculty Dean's signature.
3. Provide a registration confirmation letter and a fee payment receipt for the conference, workshop, or seminar.
4. After completing the educational leave, submit a copy of the attendance certificate from the conference, workshop, or seminar to the Faculty's Internship and Training Unit for placement in the student's file.

Annual Leave

- Students are entitled to ten official working days of annual leave during the internship year. The weekend (Friday and Saturday) is not counted among these days. Students may request ten consecutive days at once or two separate periods of five days each.
- The following are required to obtain annual leave:
 1. Submit a letter of approval from the training authority requesting annual leave.
 2. Complete the annual leave form issued by the Faculty's Internship and Training Unit, obtain the approval of the training committee, and secure the Faculty Dean's signature.
 3. A copy of the annual leave application must be kept in the student's file.

Maternity Leave

- Female internship students are entitled to a maximum of two months of maternity leave. This leave period must be compensated by extending the internship duration for an equivalent time at the end of the internship year.
- The following are required to obtain maternity leave:
 1. Coordinate in advance with the Faculty's Internship and Training Unit before requesting maternity leave.



2. Complete the maternity leave form issued by the Faculty's Internship and Training Unit, obtain the approval of the training committee, and secure the Faculty Dean's signature.
3. A copy of the maternity leave application must be kept in the student's file.

Sick Leave

- If the internship student obtains less than three days of sick leave, whether continuous or separate, during the internship year, this leave will be counted within the internship period and will not be compensated for by additional days. The student must submit a copy of the sick leave certificate to the Faculty's Internship and Training Unit as soon as possible.
- If the internship student obtains sick leave for more than three days, whether continuous or separate, the Faculty's Training Committee, with the approval of the Faculty Dean, has the right not to count those days within the internship period. The missed days must then be compensated with equivalent additional training days.

Emergency Leave

- The internship student is allowed to take an emergency leave for a maximum of five days (whether continuous or separate) during the internship year. This is subject to the approval of the training authority and the Faculty of Applied Medical Sciences.

Policies and Procedures of Training Sites

Students are required to comply with all policies, safety regulations, and procedures established by the training institution. This includes infection-control protocols, safety measures, patient-interaction rules, and adherence to professional boundaries. The faculty and the Internship and Training Unit monitor compliance and maintain coordination with field training supervisors to ensure a safe and effective learning environment.



Immunization and Basic Life Support (BLS) Requirements

- Prior to the start of the internship, all students must:
 - Provide verified documentation of mandatory immunizations as per Ministry of Health and faculty requirements.
 - Hold a valid Basic Life Support (BLS) certificate from an accredited training provider.
 - Ensure vaccination records are up-to-date (e.g., Hepatitis B, Tetanus, Varicella, COVID-19 and measles, mumps, rubella (MMR)).
 - Failure to meet immunization or BLS requirements will delay the student's registration or participation in training.

Sanctions, Disciplinary Actions, and Complaints During the Internship Training Period

Unexcused Absence

- Absence without an official excuse is strictly prohibited. If the internship student is absent for more than five days (whether continuous or interrupted) during the internship year, the Faculty's Internship and Training Unit Committee has the right, with the approval of the Faculty Dean, to issue a decision requiring the student to repeat the training period, in full or in part. This decision takes into account the recommendation of the field training supervisor at the training agency.
- If there is a valid reason for emergency or exceptional circumstances, the student must submit an official request to postpone the internship period in accordance with the procedures outlined previously in this guide.

Professional Misconduct and Inappropriate Behaviour

- In cases of unprofessional or inappropriate conduct, the student's training will be suspended pending investigation. The Internship and Training Unit will conduct the investigation and submit recommendations to the Faculty Council.



- Possible disciplinary actions include:
 - Written final warning.
 - Deduction from internship payment.
 - Repetition of the internship period in full or in part.
 - Withholding the completion certificate until conditions are met.
 - Application of one or more measures depending on severity.
 - All decisions are finalized after endorsement by the University President, after which the student is officially notified.

Complaints, Grievances, and Suggestions

The internship student has the right to appeal to the Dean of the Faculty of Applied Medical Sciences regarding any disciplinary decision within 30 days of being officially notified. An impartial committee will be formed to review the grievance and submit its recommendations to the Dean of the Faculty within the same 30 day period. Students may also contact the Faculty's Internship and Training Unit via official email at internship.fams@bu.edu.sa for complaints, inquiries, or suggestions. All complaints and suggestions from internship students are handled seriously and addressed in accordance with the faculty's policies and the Ministry of Education's regulations.

5. Evaluation of Internship Student Performance During the Internship Year

Internship Evaluation Mechanism

- Internship students in the Public Health Program undergo structured field training across multiple approved training settings relevant to public health practice. Accordingly, internship rotations are conducted in three main training environments: hospitals, primary healthcare centres, and municipalities.



- The internship evaluation system is designed to provide a comprehensive and objective assessment of students' professional competence, practical field skills, adherence to training requirements, and compliance with institutional policies and regulations throughout the internship year. Evaluation is conducted using standardized assessment tools approved by the Faculty of Applied Medical Sciences and implemented in accordance with the procedures of the Internship and Training Unit.
- The performance and competency level of the internship student are evaluated continuously throughout the internship year. Each training period is assessed independently using a standardized scoring system, with consideration given to both the duration and nature of the training environment.
- The Public Health internship year extends over twelve (12) consecutive calendar months and consists of three consecutive training periods organized as follows:
 - First training period (Hospital-based training): Six (6) consecutive months, assessed out of one hundred (100) marks.
 - Second training period (Primary healthcare centres): Three (3) consecutive months, assessed out of fifty (50) marks.
 - Third training period (Municipalities): Three (3) consecutive months, assessed out of fifty (50) marks.
- For the purpose of final grade calculation, the second and third training periods are combined and treated as a single training component focusing on the primary health care and environmental health with a total weight equivalent to one hundred (100) marks. This structure ensures that hospital-based training, primary health care and environmental health training carry equal overall weight within the internship year.



- Student performance during each training period is assessed using three complementary evaluation components to ensure a comprehensive and balanced evaluation approach:

First Training Period (First Six Months)

- The total score for the first training period (100 marks) is calculated as follows:
- Field Training Supervisor Evaluation (80%): A detailed, training-site-specific checklist is completed by the field training supervisor at the training institution. This checklist evaluates the student's professional performance, field competencies, adherence to public health practices, work ethics, and compliance with training objectives.
- Oral Examination (10%): An oral examination conducted by the field training supervisor at the training institution during the internship period to assess professional reasoning, applied public health concepts, and readiness for practice.
- Academic Supervisor Evaluation (10%): An academic evaluation is conducted by the academic supervisor to assess the student's overall professional conduct, commitment, and communication skills.

Second Training Period (Second Six Months)

- The total score for the second training period (100 marks) is calculated as follows:
- Field Training Supervisor Evaluation (80%): A detailed, training-site-specific checklist is completed by the field training supervisor at the training institution. This checklist evaluates the student's professional performance, field competencies, adherence to public health practices, work ethics, and compliance with training objectives.
- Academic Supervisor Evaluation (10%): An academic evaluation is conducted by the academic supervisor to assess the student's overall professional conduct, commitment, and communication skills.
- Standardized Examination (10%): A standardized mock examination conducted by the Public Health Department at the Faculty of Applied Medical Sciences to prepare students for the Saudi Commission for Health Specialties (SCFHS) licensing examination and to assess core professional competencies.



- Upon completion, all checklists are submitted to the Internship and Training Unit at the training institution for initial review and coordination. The completed evaluation form are then forwarded electronically to the Internship and Training Unit at the Faculty of Applied Medical Sciences via official email (internship.fams@bu.edu.sa) for review, after which they are submitted to the Head of the Public Health Department for verification, formal approval of the students' results, and endorsement of student graduation in accordance with the approved evaluation procedures.

Calculation of the Final Internship Grade

- The final internship grade for the Public Health Program is determined based on the cumulative performance achieved across the hospital-based training period and the combined primary health care and environmental health training component.
- The final internship grade is calculated using the following formula:

$$[\text{Hospital Training Score} + (\text{Primary Healthcare Score} + \text{Municipal Training Score})] \div 2$$

- This calculation assigns equal overall weight to Hospital-based training (six months) and the combined primary health care and environmental health training component (six months).
- The resulting score represents the student's final internship grade for the Public Health Program.

Final Grade Classification

The student's final internship grade is classified according to the following scale:

Acceptable	Good	Very Good	Excellent
60%	70% – 79%	80% – 89%	90% and above



Passing Requirements

- To pass the internship year, a minimum passing grade of 60% and above is required in all training periods. The evaluation must be approved by the Faculty Training Committee and ratified by the Dean of the Faculty based on the committee's decision.
- In the event that the internship student fails any training period by obtaining a score of less than 60% in the evaluation form, the student will be required to repeat the failed period, either in full or in part, as determined by the Faculty Training Committee and approved by the Dean of the Faculty.
- If the student successfully completes all internship periods and the decision is approved by the Faculty Training Committee and ratified by the Dean, the student will be granted an officially certified Internship Completion Certificate issued by the Faculty of Applied Medical Sciences at Al-Baha University.

6. Certification and Completion

Obtaining A Certificate of Internship Completion

To obtain a certificate of internship completion, the following conditions must be met:

1. The student has successfully completed a full internship year (12 calendar months) from the start date of training.
2. All evaluations for the internship period are received from the training authority and academic supervisor, and the student's score is no less than 60% in each training period.
3. The student has completed the university's official clearance process electronically through the official university system.



- After fulfilling all requirements mentioned above, the student will be granted an official Internship Certificate and certified copy issued by the Faculty of Applied Medical Sciences at Al-Baha University.



Student Internship Experience Feedback

- An online student feedback form has been developed to systematically monitor and evaluate students' feedback regarding their internship experience throughout the internship year. This feedback aims to support continuous improvement of the internship program and training environment.
- Students are encouraged to access and complete the feedback form either by scanning the QR code below or by using the provided electronic link.
- Online Feedback Form Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ffle5BpWukGgqQ36NebEylVWEgNizIpGuLw2RX7dOfBUM1AxS1czWINDRkwxUkxMWUNKU0RUN0RUOC4u>



7. Appendices

Forms
<u>Internship Commitment and Declaration Form.pdf</u>
<u>Internship Student Preference Form.pdf</u>
<u>Internship Students Contact Information Form.pdf</u>
<u>Request Form for Changing Training Site.pdf</u>
<u>Student Absence Form .pdf</u>
<u>Training Referral Letter.pdf</u>
<u>Field Training Supervisor Evaluation Form-Public Health.pdf</u>
<u>Academic Supervisor Evaluation Form-Public Health.pdf</u>
<u>Vaccination Confirmation Formdocx.pdf</u>
<u>Contact Information Form for an External Supervisor for Trainees Outside Al-Baha Region.pdf</u>

Manual Approval Authority

Manual Preparation	Dr. Hind Ali Alzahrani	
	Dr. Afnan Salah Alkathiri	
Chair of the internship Committee	Dr. Omar Yousef	
HOD Approval	Dr. Basem Ahmad Othman	
Faculty Dean Approval	Dr. Raed Ayyad Alharbi	

