

Kingdom of Saudi Arabia
Ministry of Education
Shaqra University
Applied Medical Sciences Colleges
Training and Internship Unit



Applied Medical Sciences Colleges Internship Student Guide

Internship Rules and Regulations

1443 -2021

***Annual Review:** Rules and regulation guide will be updated and revised annually or as necessary by the Internship and Training Unit at Applied Medical Science Colleges - Shaqra University. This guide is accomplished on **Sep 2021**.

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Introduction

The internship is an integral part of the Applied Medical Sciences College programs in the three departments i.e. Nursing, Clinical laboratory sciences and Physical therapy. The rules and regulation guide for the internship in Shaqra University is crucial to the internship students to follow during their compulsory hospital year training. **The internship student will be given financial reward of (2500) riyals per month.** It is essential to evaluate student's professional behavior and clinical competencies that are expected to achieve on completion of his/her internship. The later part of this guide contains samples of various forms of evaluations and student's feedback forms or other necessary ones. In addition, there is a logbook for the intern students as a manual guide which gives useful information that concerns with Practice, skills competence during internship.

Objectives of the Internship Training Program

Upon completion of internship program, the intern will:

- Be acquainted with various hospital policies and procedures.
- Be able to apply learned theoretical knowledge into practice in various clinical setting.
- Have improved and refined their effective and therapeutic communication skill and professional relationships with members of the multidisciplinary health care providers and with patients as well.
- Have improved ability to act independently as a member of a team.
- Have developed the necessary skills and competencies that make them safe practitioners.

Internship Requirements

- The intern must be a Shaqra University, Applied Medical Sciences College graduate who has satisfied all the graduation requirements with at least an average of two.
- Copy of academic transcript.
- New active ID or passport copy.
- Two personal photos for male intern student.
- Bank account number (**IBAN**) original.
- Acceptance letter from Shaqra University related hospitals (**Al Quaiyah – Dawadmi – Shaqra**) hospitals only.
- **OR** acceptance letter from main recognized government or private hospital that has high standards **and** not hospital in rural areas.

College Conditions for Internship Training

- All interns must pass the medical examination and have the necessary vaccinations as required by each academic department.
- All interns must have basic life support (BLS) certificate or certified, if not the intern should be at least scheduled for the BLS training during his/her internship period.
- In order to enable the students to have bachelor's degree from the college they should pass the internship year with (**≥ 60**).
- The graduation from the College of Applied Medical Sciences in Shaqra University requires passing an internship year (**12 months equal 48 weeks**) for regular interns and (**6 months equals 24 weeks**) for bridging interns.
- Internship training is in hospitals affiliated to Shaqra University (**Al Quaiyah – Dawadmi – Shaqra**) only **OR** for those who live away from branch colleges of Shaqra University can get acceptance letter from the main recognized hospital **BUT** not a Rural area hospital.
- If absenteeism is more than **50%** for specific area of training period, the intern student should repeat the rotation before end of the internship period.
- A student who failed to meet the minimum prescribed standard of the internship program will be expected to repeat the Clinical Internship in its entirety to meet the requirement for graduation.
- Intern students will have a Logbook for his/her specialty (Nursing – Laboratories – Rehabilitations)

Purpose of the Internship Logbook

The internship student will be given (logbook) from the university which contains required training skills to be achieved, this logbook will be kept by the intern to make sure he/she achieved required skills competence. The purpose of the logbook is to provide intern students with a detailed guide to what is required of them during the Internship period that will facilitate their transition to professional roles; the follow up and progress of the students throughout the entire training period by professional preceptors; and the evaluation process of their performance. The logbook includes clinical skill competences as a written record for the students learned skills and activity during the internship year. Internship year is very important to the students to provide them with an opportunity to integrate and close the gap between previously acquired knowledge and clinical skills in actual practice settings.

The logbook is prepared with an intention to provide orientation to students in various tasks to be performed and/or observed in various clinical areas within different disciplines during one year internship at the designated hospital.

College Rules and Regulations

- The intern student will only have one training request letter for only one training hospital for his/her entire internship period. However, if the intern could not get the approval letter he/she can get another training request letter.
NOTE: it is **not allowed** for intern student to change the training hospital after getting the approval letter from the designated training hospital unless if it approved from the college council.
- The internship student should work within the job description of the specialist.
- Internship period **should start within two weeks after the end of final semester exams but not later than two months, but in some cases the internship period may start according to the hospital agreement date.**
NOTE: If intern student delayed the start of the internship for more than 3 months, the case will be discussed by college council after it is reported by the head of training and internship unit
- In the case of training termination, the training hospital should inform the college for the reasons (college coordinator will search for an alternative hospital to complement the student training period).
- The internship students should communicate with the college coordinator if they experience any problems even during working time.
- Internship evaluation form will be done by training supervisor for each hospital department/ areas, the college coordinator will review the final evaluation form at the end of training period for each student in order to prepare their internship certificate.
- Any behavioural violation will be reduced from the intern periodically evaluation form in that area.
- The college council based on department report has the right to cancel the internship training or review it as the following:
 - The training will be canceled if intern student extremely violates the rules and regulation of university **or** designated hospital **or** if there is absenteeism with no valid reasons.

College Training Supervisor Responsibilities

- Arranges and follows-up intern student's acceptance letter for the training and make sure those training hospitals are in accordance to the college conditions for internship training sites of Shaqra University.
- Plans and develops intern student rotation plan.
- Monitors internship program.
- Meets with hospital training supervisor and discusses the performance of the intern on regular basis.
- Coordinates and follows-up completion of evaluation forms and/or check-list, monitors concerns of the interns and affiliating hospital as well as the overall status of the internship.

Internship Hospital Supervisor Responsibilities

- The designated hospital is responsible for the selection of the Internship Supervisor.
- Hospital training supervisors will evaluate each intern separately using the approved evaluation forms.
- Implementation of the Internship Program is in accordance to its aims, objectives, rotation plan and intern's needs.
- The intern's performance will be monitored, assessed and evaluated to provide feedbacks, advices and instructions that will help develop professional attitude, draw out special aptitudes, and motivate the interns to demonstrate their utmost capabilities.
- Communicates with intern student's specific department for their needs and concerns.
- Provides objective evaluation on the Internship Program as a whole.
- Completes and submits the Internship **Evaluation Form** to the college either by email or postal mail.
- Facilitates scheduling of interns and addresses issues concerning vacation and leave applications.

Student Responsibilities

- The internship student must adhere and follow hospital regulations and safety procedures.
- The internship student should take into account regulations of the hospital training (daily working hours for at least five days a week - day time only but in some cases the intern should follow the hospital system for night shift or weekend duties if necessary).
- The internship student should follow the rules and regulations of the training hospital in attendance and leave according to the hospital duty time.
- The internship student must adhere with regard to the intern student dress code required during training in the designated hospital.
- The internship student must commit to hospital working hours and team working.
- The internship students can have **30 days leave only** per 12 month of the training year divided as following:
10 days emergency leave and 20 days public holidays divided as following (10 days for Eid-Alftr holiday -10days for Hajj holiday) in addition to the **National Day.**
NOTE: if the intern student requested to work on any public holidays for a reasonable cause, the request should be approved from the college council.
- Maternity leave period for female intern student is only 40 days (can be extended in certain cases if approved by the doctor), she should compensate and repeat the area at the end of the internship period in addition, she can cut her maternity leave if she is interested in continuing training.
- Official sick leaves (more than 21 days in a whole or total) should be repeated to compensate for the missing training area.
- Official sick leaves (less than 21 days in one training area) should be repeated to compensate for the missing training area.

- Any official sick leave (less than 21 days in the whole internship period) can be repeated to compensate for the missing training area depending on the hospital vacancy.

NOTE: The hospital has the right to wave those days if there is no vacancy and the evaluation will be calculated based on the actual training days.

- If the internship student wants to go outside the Kingdom for training: it must get initial approval from the college council.
- In case if the student requests internship training in private hospitals, the student should sign a letter for not requesting any financial reward.

Internship Disciplines and Areas Duration:

The training areas tables below are applied and used primarily at the local training hospitals in Shaqra region; it can be used by any other training hospitals. However, the training hospital has the right to add or remove some training areas depending on their training table guide for internship students. In addition the new modified table should be approved from the Internship and Training Unit at Applied Medical Science Colleges - Shaqra University.

Nursing program training areas: (Medical areas, Surgical areas, Paediatric areas, Obstetric, Outpatients clinics, Nursery, Delivery room, Psychiatric, Emergency room, ICU, NICU, PICU, Operating room, Nursing Management, Dialysis and Endoscopy).

Internship training is directed and supervised by nursing department for nursing intern students.

Training areas for bridging internship students:

Nursing Department		Duration per Weeks (Female / Male)
1	Orientation	1 \ 1
2	Medical Ward	2 \ 2
3	Medical Clinics	1 \ 2
4	Nursing Management	1 \ 2
5	Surgical Ward	2 \ 2
6	Surgical Clinics	1 \ 2
7	Paediatric Ward	1 \ 0
8	Paediatric Intensive Care Unit (PICU)	1 \ 2
9	Obstetric Ward	1 \ 0
10	Psychiatric Clinics	1 \ 1
11	Intensive Care Unit (ICU)	1 \ 1
12	Operating room	1 \ 2
13	Dialysis	1 \ 1
14	Emergency	1 \ 1
15	Nursery + Neonatal Intensive Care Unit	1+1 \ 0
16	Delivery Room	1 \ 0
17	Endoscopy	1 \ 1
18	Elective Area	4 \ 4
TOTAL		24 \ 24 WEEKS

Training areas for regular internship students

Nursing Department		Duration per Weeks (Female / Male)
1	Orientation	1 \ 1
2	Medical Ward	5 \ 8
3	Medical Clinics	1 \ 2
4	Nursing Management	1 \ 2
5	Surgical Ward	5 \ 8
6	Surgical Clinics	1 \ 2
7	Paediatric Ward	3 \ 0
8	Paediatric Clinics+ PICU	2 \ 2
9	Obstetric Ward	4 \ 0
10	Obstetric Clinics	1 \ 0
11	Psychiatric Clinics	1 \ 1
12	Intensive care unit (ICU)	3 \ 3
13	Operating room	2 \ 3
14	Dialysis	2 \ 3
15	Emergency	2 \ 4
16	Nursery + Neonatal Intensive Care Unit (NICU)	2+1 \ 0
17	Delivery Room	2 \ 0
18	Endoscopy	1 \ 1
19	Elective Area	4 \ 4
20	Elective Area	4 \ 4
TOTAL		48 \ 48 WEEKS

Medical laboratory sciences training areas: (Main specimen reception, Microbiology, Virology, Parasitology, Biochemistry, Hematology, Hormones, blood bank, Serology and Immunology, Histo- and cytopathology and Genetics & Molecular diagnostics).

Internship training is directed and supervised by Clinical laboratory department for clinical laboratory intern students.

Lab. Dept.		Duration (weeks)
1	Sample collection	2
2	Sample receiving & processing area	3
3	Hematology	4
4	Clinical biochemistry	4
5	Microbiology	4
6	Immunology / Serology	4
7	Virology	4
8	Blood Bank	4
9	Parasitology	2
10	Hormones	3
11	Send out sample	2
12	Special training	12
TOTAL		48 WEEKS

Health Rehabilitation Sciences (Physical Therapy) training areas: (Acute care- Orthopedic- Physical Therapy-Neurological Physical Therapy-Cardiopulmonary-Inpatient & outpatient-Geriatric physical therapy-Pediatrics).

Internship training is directed and supervised by Health Rehabilitation department for health rehabilitation intern students.

Physical Therapy areas		Duration (Months)
1	Outpatients(Gym- Electrotherapy-Hydrotherapy- Special Technique)	4
2	Inpatient (Traumatology)	4
3	Orthopaedic Surgery Intensive care unit Neurological disorders Cardiopulmonary	1
4	Paediatrics (Orthopaedics Neurological disorders)	1
5	Elective Area	1
6	Elective area	1
TOTAL		12 MONTHS

Evaluation and Certification

- 10% of the total evaluation of intern student will come from presentation of assigned topics (educational activity). This will provide the intern student with a valuable cognitive learning to link with their experience in the elective area. It requires independent research with an opportunity for public speaking with fellow internship students and within intern assigned clinical elective area.
- 90% of the total evaluation of intern student performance will be assessed at the end of rotation in each area using **Behavioural / Performance Periodic Evaluation Form** designed by the college for Shaqra University related hospitals (Al Quaiyah – Dawadmi – Shaqra). For remote hospitals, the same evaluation forms will be utilized if they agree.

General Safety Procedures for Internship Students

Students must adhere to written and verbal safety instructions throughout the internship period. Although safety information will be provided by the hospital safety department before the beginning of internship, following general safety guidelines will help them to work in safe environment during the internship period.

General safety procedures

1. Wear clothing and shoes that are suitable to the task you are performing.
2. Shoes should be made from fluid impermeable material and should cover the entire foot.
3. The application of cosmetics is strictly prohibited.
4. Always cover any cut, insect bite or open wound with water-proof adhesive dressing.
5. Gloves should be removed (unless stated to wear) before handling telephones, computer keyboards, laboratory equipment, doorknobs, etc.
6. Practice proper body mechanics at all times particularly when lifting and moving objects
7. Hospital is a smoke-free institution. Smoking is prohibited throughout any training hospital.

Electrical and Equipment/Tools Safety

8. All electrical equipment with heat producing elements must be turned off when not in use.
9. Shall report any defective equipment, unsafe conditions, negligent acts, or safety hazards to your supervisor.
10. Immediately report any medical equipment failure to your supervisor.
11. Power tools, ladders, hand tracker, buffing machines, etc. must be used in accordance with manufacturer's specifications.
12. Always place machines on sturdy desks and stands.
13. File drawers and cabinet doors should be closed when not in use.
14. Do not leave equipment in traffic lanes. Return equipment to its proper location when not in use.
15. Glass objects should never be stored above eye level; heavy and bulky items should be stored on lower shelves; and spillage items should be stored below eye level.

Hazardous Materials and Floors

16. Needles should not be recapped or removed from a disposable syringe.
17. Discard used syringes, needles and other sharps (glass slides, glass pipettes, knives, etc.) in specified containers.
18. Scissors, knives, pins, razor blades and other sharp instruments must be safely used and stored.
19. If you caused minor spills of non-hazardous materials, i.e., water, juice, coffee etc., it should be cleaned by the person who caused or discovered the spill. This should be done immediately.
20. Make sure that floors are clean, dry and free of debris.
21. Report to your Supervisor any condition that may cause a trip, slip or fall such as broken and loose tiles, loose boards, protruding nail, holes or tears in carpets.
22. Learn about the hazardous substances in your workplace and how to work with them safely and properly.

23. Make sure that you have the proper personal protective equipment to safely perform your job.
24. Make sure that you wear your personal protective equipment.
25. **REPORT IMMEDIATELY** all spills from mercury thermometers, infectious materials and chemotherapeutic drugs.
26. **REPORT IMMEDIATELY** all spills from chemicals, mercury blood pressure machine, and radioactive materials.

Fire Safety and Emergency Response

27. Keep fire alarm pull boxes, fire extinguishers, sprinkler heads, heat and smoke detectors free from obstruction. These systems must be readily accessible in anticipation of emergencies and follow the instructions during an emergency situation.
28. Keep corridors, passageways and exits clear at all times. DO NOT block exits. Report any violations.
29. Know the locations of the nearest fire alarm pull boxes and fire extinguishers in your area.
30. Know the location of the closest exits, evacuation routes and what to do in response to the fire alarm.
31. Keep work areas and storage rooms free from combustible clutter and debris.
32. Report defective electrical equipment, blocked exits, stairways, and fire doors to your Supervisor.
33. Know the building evacuation procedure in an emergency situation.

Incident Reporting

34. Report immediately any minor and major accidents to your Supervisor.
35. If you can identify the cause of the accident, be sure to note it on the Incident Report Form so that corrective action may be taken to prevent another accident of the same type from occurring. Always wear laboratory coat or apron while working. After work, leave the laboratory coat in an assigned cabinet or area. **In addition to the general safety procedures, the intern in medical laboratories science should be aware and understand the specific safety procedures for laboratory.**

Specific Safety Procedures for Laboratory

All students must read and understand the information in this document with regard to laboratory safety procedures prior to the first laboratory session. Discipline specific safety precautions will be provided by the specific sections such as microbiology, histopathology etc.

36. Eating, drinking, smoking and chewing gum are prohibited in the laboratory.
37. Contact lenses should not be worn while working in the laboratory.
38. Storage of food or drink is not allowed in laboratory refrigerators.
39. Mouth pipetting must not be done.
40. Laboratory working surfaces shall be disinfected with an antiseptic solution after the spill of blood or body fluid.
41. Follow the standard safety precautions when using a centrifuge.
42. Hands should be washed with soap and water after handling hazardous and infectious materials.
43. Biological safety cabinets (Class I or II) should be used to avoid aerosolization or droplets.

44. Equipment contaminated with blood or other body fluids should be disinfected and cleaned before use.
45. All waste and contaminated materials (clinical specimens, bacterial cultures) should be disposed in appropriate containers.

Chemical Safety

46. Know the color coding and numerical rating of chemicals or materials for health hazard, fire hazard, reactivity hazard and specific hazard (reactivity with water) (NFPA label).
47. Use volatile and flammable compounds only in a fume hood.
48. Never return unused chemicals to their original container.
49. Dispose of chemical waste in proper containers according to manufacturer's instructions.

Appendix

Appendix1: Internship Student Information

Name	
University ID	
National ID	
Mobile	
Emergency contact number	

Appendix 2: Agreement Letter

Dear Intern,

Please read carefully the Rules, Regulations and Guidelines stated for internship program in **Applied Medical Sciences Colleges Internship Student Guide**. Sign the statement below to ensure that you understood all the contents and agreed to adhere to the Rules, Regulations and Guidelines.

I have read, understood, and agreed to adhere to the Rules, Regulations and Guidelines stated in the Internship Booklet.

Student Name: _____

University ID No: _____

Signature: _____

كلية العلوم الطبية التطبيقية بشقراء
وحدة التدريب الإكلينيكي

نموذج طلب إجازة خلال فترة التدريب

رقم الجوال	التخصص	رقم الهوية	الرقم الجامعي	الاسم
الفترة الثالثة	الفترة الثانية	الفترة الأولى	خطة التدريب المعتمدة	
نوع التدريب الفترة الحالية				
نعم	نوع الاجازة السابقة: عدد الأيام:		لا	
هل تم طلب اجازة خلال فترة التدريب				
	عدد الأيام المرغوب طلبها	نوع الاجازة المطلوبة		
	يوم و تاريخ بدء الاجازة	عدد المرفقات و نوعها إن وجدت		
		التوقيع	تاريخ رفع الطلب	

جزء خاص بوحدة التدريب الإكلينيكي

غير صحيحة	صحيحة	البيانات المدخلة	
عدم الموافقة	الموافقة	الرد على الطلب	
السبب:	السبب:	رقم الخطاب	
الرصيد المتبقي	تاريخه		
	التوقيع	اسم الموظف/ة	

كلية العلوم الطبية التطبيقية بشقراء
وحدة التدريب الإكلينيكي

نموذج طلب التأجيل

رقم الجوال	التخصص	رقم الهوية	الرقم الجامعي	الاسم
	هل تم تقديم طلب مسبقاً			أسباب طلب التأجيل
الفترة الثالثة	الفترة الثانية		الفترة الأولى	خطة التدريب المعتمدة
اسم المستشفى الحالية		نوع تدريب الفترة	الأولى	الفترة الحالية
		داخلي	الثانية	
		خارجي	الثالثة	
تاريخ الانتهاء	تاريخ البداية	مقرها	الأولى	الفترة المستهدفة
			الثانية	
			الثالثة	
		التوقيع:		تاريخ رفع الطلب

جزء خاص بوحدة التدريب الإكلينيكي

البيانات المدخلة	صحيحة	غير صحيحة	رقم الخطاب
الرد على الطلب	الموافقة	عدم الموافقة	
ملاحظات			
رقم الخطاب		تاريخه	
اسم الموظف/ة		التوقيع	

ملاحظة يعد النموذج تقديم طلب فقط للتأجيل ويجب على الطالب/ة الالتزام بالخطة المعتمدة حتى تتم الموافقة

كلية العلوم الطبية التطبيقية بشقراء
وحدة التدريب الإكلينيكي

نموذج طلب التحويل

رقم الجوال	التخصص	رقم الهوية	الرقم الجامعي	الاسم
هل تم تقديم طلب مسبقاً				أسباب طلب التحويل
الفترة الثالثة	الفترة الثانية	الفترة الأولى		خطة التدريب المعتمدة
اسم المستشفى الحالية	اسم المستشفى الحالية	نوع تدريب الفترة	الأولى	الفترة الحالية
		داخلي	الثانية	
		خارجي	الثالثة	
اسم المدينة	اسم المستشفى	الأولى	الثانية	الفترة المستهدفة
		الثانية	الثالثة	
		الثالثة		
التوقيع:				تاريخ رفع الطلب

جزء خاص بوحدة التدريب الإكلينيكي

البيانات المدخلة	صحيحة	غير صحيحة	رقم الخطاب
الرد على الطلب	الموافقة	عدم الموافقة	
ملاحظات			
رقم الخطاب		تاريخه	
اسم الموظف/ة		التوقيع	

ملاحظة يعد النموذج تقديم طلب فقط للتحويل ويجب على الطالب/ة الالتزام بالخطة المعتمدة حتى تتم الموافقة

Appendix 4: Nursing Internship Program

Nursing Internship Program Behavioural / Performance Periodic Evaluation (Hospital)

#	ITEM	Observed by Hospital Preceptor				
		5 Excellent	4 Very Good	3 Good	2 Average	1 Below Average
	I. Direct Patient Care					
1	Provide holistic quality care.					
2	Practices within standard of nursing care, policies and procedures and established protocols for the unit					
3	Demonstrate critical thinking, knowledge and skills in the delivery of quality patient care					
4	Demonstrate confidence and safety in the performance of nursing care					
	II. Health Teaching					
5	Utilizes appropriate teaching strategies.					
6	Identifies teaching needs for patients and families.					
7	Involves patients and family in health teaching.					
	III. Professionalism					
8	Always well-groomed and neat.					
9	Punctuality: Work on time, maintain good attendance record and complete given assignment on time.					
10	Sense of responsibility and accountability.					
	IV. Communication and Documentation					
11	Demonstrate competence in documenting patient care.					
12	Establishes and maintain professional and effective communication with health team and patient.					
13	Respect preceptors and accepts constructive criticisms.					
14	Listen to ideas and opinions of others.					
15	Utilizes appropriate chain of command in problem solving.					
	V. Attitude					
16	Accepts work assignments.					
17	Display cooperative behavior.					
18	Display interpersonal relationship.					
	VI. Personal Competence					
19	Display ability to make decision.					
20	Demonstrate self confidence in her abilities and knowledge as a professional.					
	GRAND TOTAL= SUM OF ALL COLUMNS/20 FINAL %	100				

Evaluator's Name: _____

Signature: _____

Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 5: Nursing Internship Program

Nursing Internship Program Behavioural / Performance Periodic Evaluation (Hospital)

Name of Hospital: _____
Student Name: _____ University ID: _____
Rotation Period: from _____ to _____

Instructions to Evaluator: The columns indicate numerical grades (<60 to 100). Please evaluate the level of competence at which the student performed in each category while on rotation in your laboratory by assigning a **numerical grade within one column**. If you feel a category is not applicable to your clinical situation, please mark "N/A". Add additional lacking categories in our form as you deemed necessary for evaluation.

OVERALL PERFORMANCE:

Grade: _____

If unsatisfactory, what recommendations would you like to make?

Repeat the training for whole rotation period Repeat _____ tasks for _____ weeks

Evaluator's Name: _____

Signature: _____

Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 6: Summary of Nursing Internship Evaluation Form

S. No.	Clinical Discipline	Final Evaluation	
		Percentage (%)	Grade
1	Orientation		
2	Medical ward		
3	Medical clinics		
4	Nursing Management		
5	Surgical ward		
6	Surgical clinics		
7	Paediatric ward		
8	Paediatric clinics + PICU		
9	Obstetric ward		
10	Obstetric clinics		
11	Psychiatric Clinics		
12	ICU		
13	Operating room		
14	Dialysis		
15	Emergency		
16	Nursery + NICU		
17	Delivery Room		
18	Endoscopy		
19	Elective Area(1)		
20	Elective Area(2)		
21	Educational Activity (Research in the special training area)		
	Total percentage (%)= sum of all %/20		
	Final grade		

Remarks (if any):

Name of Training Coordinator: _____

Signature of Training Coordinator: _____ Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 7: Clinical Laboratory Program

Clinical Laboratory Program					
Behavioural / Performance Periodic Evaluation (Hospital)					
I- General Clinical Competences	5 Excellent	4 Very Good	3 Good	2 Average	1 Below average
The student was able to:					
1. Follow hospital regulations and codes.					
2. Punctuality and initiative for work.					
3. Adhere to safety rules.					
4. Exhibit verbal communication skills.					
5. Work as a team member.					
TOTAL (of each column)					
GRAND TOTAL= SUM OF ALL COLUMNS					
AVERAGE OF SECTION I (Grand total/5)					
II-Discipline Competencies					
1. Understand the principles of various tests.					
2. Pre-analytical skills.					
3. Analytical skills.					
4. Post-analytical skills.					
5. Apply specimen acceptance/rejection Criteria.					
6. Log the specimens appropriately.					
7. Record and report appropriate results to Supervisor.					
8. Comply with quality control measures.					
9. Operate automated systems/instruments for analysis.					
10. Meet the goal set by the unit.					
TOTAL (of each column)					
GRAND TOTAL= SUM OF ALL COLUMNS					
AVERAGE OF SECTION II (Grand total/10)					
AVERAGE SUM OF SECTIONS I + II/2					
FINAL %					

Evaluator's Name: _____

Signature: _____ **Date** _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 8: Clinical Laboratory Program

Clinical Laboratory Program Behavioural / Performance Periodic Evaluation (Hospital)

Name of Hospital: _____
Student Name: _____ University ID: _____
Rotation Period: from _____ to _____

Instructions to Evaluator: The columns indicate numerical grades (<60 to 100). Please evaluate the level of competence at which the student performed in each category while on rotation in your laboratory by assigning a **numerical grade within one column**. If you feel a category is not applicable to your clinical situation, please mark "N/A". Add additional lacking categories in our form as you deemed necessary for evaluation.

OVERALL PERFORMANCE

Grade: _____

If unsatisfactory, what recommendations would you like to make?

Repeat the training for whole rotation period Repeat _____ tasks for _____ weeks

Evaluator's Name: _____

Signature: _____

Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 9: Summary of Clinical Laboratory Internship Evaluation

S. No.	Clinical Discipline	Final Evaluation	
		Percentage (%)	Grade
1	Sample collection & Sample receiving & processing area		
2	Hematology		
3	Clinical biochemistry		
4	Microbiology		
5	Immunology / Serology		
6	Virology		
7	Blood Bank		
8	Parasitology		
9	Hormones		
10	Send out sample		
11	Special training		
12	Educational Activity (Research in the special training area)		
	Total percentage (%)= sum of all %/12		
	Final grade		

Remarks (if any):

Name of Laboratory Training Coordinator: _____

Signature of Laboratory Training Coordinator: _____ Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

Appendix 10: Health Rehabilitation Internship Program

Health Rehabilitation Internship Program

Behavioural / Performance Periodic Evaluation (Hospital)

#	ITEM	Observed by Hospital Preceptor				
		5 Excellent	4 Very Good	3 Good	2 Average	1 Below Average
I. Patient/ Client Management						
1	Safely examines a patient/client using valid and reliable measures whenever available.					
2	Establishes a diagnosis and prognosis for physical therapy, identifies risks of care, and makes appropriate clinical decisions.					
3	Establishes and monitors a plan of care in consultation, cooperation and collaboration with the patient/client and other involved health care team members.					
4	Provides intervention consistent with the results of the examination, evaluation, diagnosis, prognosis, and plan of care.					
5	Discharges the patient/client from physical therapy services when expected outcomes have been achieved or discontinues treatment when the patient/client is unable to continue to progress toward goals.					
II. Health Teaching						
6	Educates patients/clients, family, and caregivers in assuring optimal patient care outcomes.					
7	Uses relevant and effective teaching methods.					
III. Professionalism						
8	Observes neatness in appearance and follows hospital dress code in performing duties.					
9	Follows the hospital's time schedule for work and break hours and completes given assignment on time.					
10	Displays an understanding of and compliance with all regulations governing the practice in his/ her assigned area.					
11	Demonstrates knowledge and works to accommodate health disparities for individuals and the community at large.					
IV. Communication and Documentation						
12	Communicates and coordinates all aspects of patient/client management.					
13	Ensures that information is both sought and communicated promptly and clearly with clients, caregivers and professional colleagues.					
14	Ensures that the content of documentation is accurate, complete, legible and finalized in a timely manner.					
15	Guarantees that documentation is stored securely at all times in accordance with legal requirements for privacy and confidentiality of personal health information.					

	V. Attitude					
16	Accepts work assignments.					
17	Displays cooperative behavior.					
18	Forms a professional relationship with patients/clients, colleagues and other members of the health care team.					
	VI. Personal Competence					
19	Displays ability to make decision.					
20	Demonstrate self confidence in her abilities and knowledge as a professional.					
	GRAND TOTAL= SUM OF ALL COLUMNS /20	100				
	FINAL %					

Evaluator's Name: _____

Signature: _____

Appendix11: Health Rehabilitation Internship Program

Health Rehabilitation Internship Program Behavioural / Performance Periodic Evaluation (Hospital)

Name of Hospital: _____
Student Name: _____ University ID: _____
Rotation Period: from _____ to _____

Instructions to Evaluator: The columns indicate numerical grades (<60 to 100). Please evaluate the level of competence at which the student performed in each category while on rotation in your laboratory by assigning a **numerical grade within one column**. If you feel a category is not applicable to your clinical situation, please mark "N/A". Add additional lacking categories in our form as you deemed necessary for evaluation.

OVERALL PERFORMANCE:

Grade: _____

If unsatisfactory, what recommendations would you like to make?

Repeat the training for whole rotation period Repeat _____ tasks for _____ weeks

Evaluator's Name: _____

Signature: _____

Date: _____

Note: Please could you send the evaluation to: iams@su.edu.sa

**Appendix12: Summary of Health Rehabilitation Internship
Evaluation Form**

S. No.	Clinical Discipline	Final Evaluation	
		Percentage (%)	Grade
1	Outpatient (Gym- Electrotherapy- Hydrotherapy-Special Technique)		
2	Inpatient (Traumatology)		
3	Orthopedic Surgery Intensive Care Unit Neurological Disorders Cardiopulmonary		
4	Pediatrics (Orthopedics Neurological Disorders)		
5	Elective Area		
6	Elective Area		
7	Educational Activity (Research in the special training area)		
	Total percentage (%)= sum of all %/7		
	Final grade		

Remarks (if any):

Name of Training Coordinator: _____

Signature of Training Coordinator: _____ **Date:** _____

Note: Please could you send the evaluation to: iams@su.edu

Appendix 11: Presentation Evaluation Sheet

Student's name:

Topic Name:

Date: / /

Items	Total mark	Student mark	Comment
A. Content			
1. Cover is complete	1		
2. Organized: Typed and written according to acceptable font type and size, format and page setup.	1		
3. Complete content: covering all outline about assigned topic.	2		
4. References: recent, written correctly, minimum of 5 references (three of them are textbook)	1		
B. Presentation			
1. Oriented efficiently by all items of topic	1		
2. Voice is audible and tone is changeable	1		
3. Attitude of self- confidence & Interact with his/her colleagues.	1		
4. Managing time	1		
5. Provide a summary for point of presentation	1		
Total degree	10		

Supervisor name.....

Signature.....