

MEDICAL INTERNSHIP GUIDE



Preparation

- Medical Internship Unit

Supervision

- Vice Deanship of Academic & Educational Affairs

Revision

- Vice Deanship of Quality & Development

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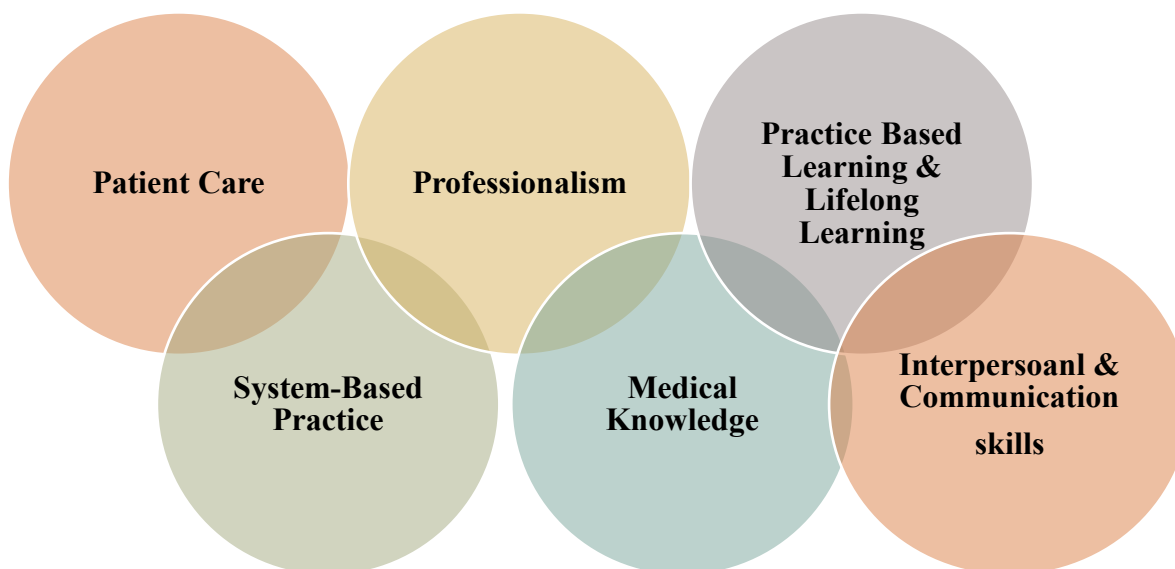
Definition of Medical Internship

The medical Internship is the mandatory twelve months of supervised clinical training for students who completed the medical education graduation requirements. The Internship allows medical graduates to consolidate and apply clinical knowledge and skills by providing safe, high-quality patient care under direct supervision. A clinical internship is an integral part of medical education. Medical graduates are not considered qualified and cannot practice medicine independently without completing the Internship.

Objectives of a Medical Internship

Medical internships aim to provide medical practitioners with the attitudinal, cognitive, and technical skills required to offer patients compassionate and kind professional care. It allows medical interns to learn and train vital patient communication skills in the medical field. An intern can establish achievable personal goals within a specific time frame.

The framework for medical interns’ competencies is established according to the **SaudiMed** domains:



The main objectives of the medical Internship include training interns on:

1. Applying medical knowledge to recognize and deal successfully with everyday clinical and critical situations.
2. Working independently, making decisions, and dealing with clinical situations professionally and competently.
3. Working collaboratively within multidisciplinary medical teams to enhance his clinical capabilities and acquire advanced experience from experts.
4. Communicating efficiently and ethically with patients, colleagues, and other health professionals.
5. Practice presentation skills and some administrative skills.
6. Abiding by Islamic and medical practice ethics in his work and conduct.

Duties of the Medical Intern

Each clinical department sets the intern's responsibilities during training in a specific department. The medical intern is expected to:

- Take clinical history, assess and document the vital signs, and conduct a physical examination.
- Formulate a diagnosis and management plan. However, the intern cannot implement the patient's management except after discussion and approval of the supervisor.
- Follow the patient regarding the progress of their health and compliance with treatment.
- Document and regularly update patients' notes
- Write accurate and informative case summaries and present cases concisely, coherently, and competently during ward and grand rounds.
- Participate in continuing professional development activities.



- Participate in triaging patients and managing patients admitted in emergencies.
- Performing any other duties assigned by the supervisor.
- Follow the health facility or hospital attendance and departure regulations.

Rights of the Medical Intern

The medical intern has the right to:

- Obtain adequate supervision from consultants and specialists in the department or medical unit.
- Examine, follow and share in the diagnosis and management of various cases under the supervision of consultants to enrich their training capacity (according to the hospital's regulation).
- Always receive direct and continuous support from resident and postgraduate physicians.
- Participate in various customized educational programs dedicated to interns, including scientific lectures, reviews of recent research in the specialty, and other educational activities that add value to the trainees
- Participate in the ward and grand rounds and discuss the clinical cases.
- Be treated with respect and appreciation required by the Islamic brotherhood and the norms of medical fellowship, and in the event of any harassment, he/she shall submit this to the internship office.
- Have access to his evaluation and assessment reports following training in a specific department.
- Have leave following the specified regulations.



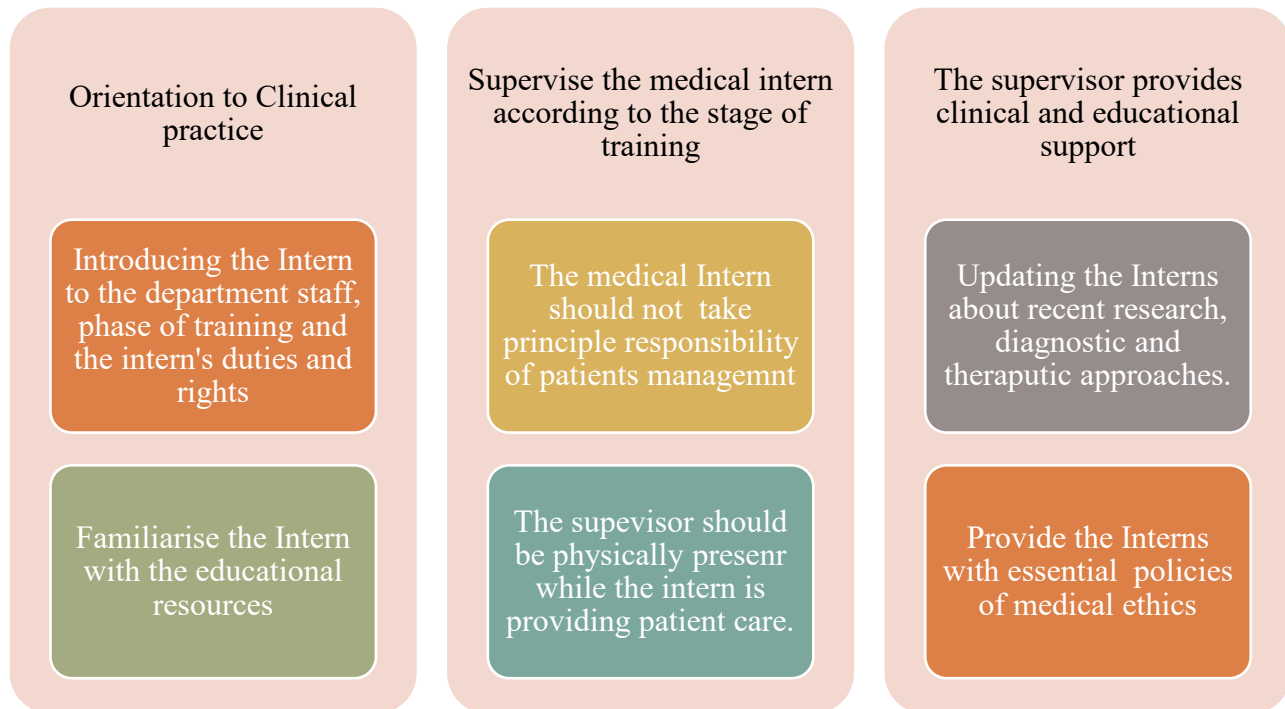
Role of the Medical Internship Unit at PSAU, College of Medicine

- The Internship handles all aspects related to the training of the intern, such as making administrative arrangements associated with coordinating training courses, communicating with relevant hospitals, following up on trainees, overcoming the difficulties encountered in their work, improving the level of training, and implementing educational programs that contribute to educating interns and providing them with the necessary skills.
- The internship office elects a group leader (Chief Intern) who will be the link between the internship office and the medical interns and helps to solve all the problems that hinder the internship doctors' work.
- The office resolves all problems, notes and complaints raised by students during their training period to the following e-mail: med-internship@psau.edu.sa
- The office issues a certificate of completion of the year of excellence (after completing the training period successfully) within a week from the date of completing the last training course and receiving the evaluation form.
- The Internship Office is directly linked to the Vice Dean for Educational and Academic Affairs.



Role of the clinical supervisor:

Clinical supervisors at the assigned teaching hospitals play a critical role in interns' clinical training and monitoring.



Start of the Internship:

- The Internship starts on the first of July of each Gregorian year.
- Students who have completed graduation requirements on a date other than the date mentioned earlier and their delay may hinder their enrollment in postgraduate studies; they may start in another month after the approval of the training department and the College Dean.
- Change in the training courses is not allowed after the distribution schedule has been issued.
- The intern may postpone a month or more of training after the approval of the internship office if he spends this period later after he has finished all other courses.



- The intern is not allowed to change the training period, specialty, or hospital after obtaining acceptance from the hospital.
- **The followings are required for training to start:**
 1. A letter from the Deanship of Admission and Registration confirming that the student has completed graduation requirements
 2. A copy of the academic record
 3. A copy of the national ID
 4. A passport copy
 5. A copy of the bank card showing the IBAN of the student's bank account
 6. A completed medical examination form
 7. Personal Photos
- A stamped original letter of enrollment must be sent to the internship unit within two weeks of the first training rotation from the concerned training department and academic affairs in the hospital.
- Disbursement of the excellence physicians reward will not start until the training enrollment letter is received.
- The introduction letter is issued in English within a week from the approval of the enrollment letter.

Delay in starting training:

- The intern's delay in starting the internship year is not allowed to exceed six months from the date of completing graduation requirements.
- If the period is more than six months and not more than a year, he must repeat the practical exam in the internal medicine and surgery courses.



- If the delay period is more than a year, he must repeat the practical exam in internal medicine, surgery, pediatrics, and obstetrics/gynecology courses before joining the training.

Discontinuing Internship after starting:

- If the intern discontinues training with an acceptable excuse for a period not exceeding six months, that period should be compensated at the end of the internship period.
- If the Internship was interrupted due to an acceptable excuse for more than six months and a period not exceeding one year, he must repeat the entire internship period.
- If the period exceeds one year, the same applies to those late in starting the Internship.

Apologies for the training Course (Rotation):

- A request form to apologize for a course is filled out.
- The application must be submitted at least two months before the start of the course, except in emergency cases.
- The application must be submitted three months before the beginning of the rotation if it is outside the Riyadh region.
- The final approval of the Internship Unit and the group representative must be confirmed before starting the training course.



Duration of Internship:

The year of internship training consists of six rotations as follows:

Rotation	Duration
Internal Medicine	Two months
General Medicine	Two months
Obstetrics and Gynecology	Two months
Pediatrics	Two months
Emergency and Clinical Care	Two months
Elective	Two months

Hospitals and medical centers approved for internship training:

- The internship training is conducted in hospitals that are recognized and accredited by the Saudi Speciality Certificate, for example:
 1. King Abdulaziz Medical City, Riyadh.
 2. King Fahd Medical City, Riyadh.
 3. King Faisal Specialist Hospital & Research Center, Riyadh.
 4. Security Forces Hospital, Riyadh.
 5. King Khalid University Hospital, Riyadh.
 6. Prince Sultan Military Medical City, Riyadh.
 7. King Saud Medical City, Riyadh.
 8. King Abdulaziz University Hospital (Ophthalmology, Otolaryngology).
 9. King Khaled Eye Specialty Hospital (Ophthalmology), Riyadh.
 10. King Salman bin Abdulaziz Hospital (Obstetrics/Gynecology, General Surgery, Pediatrics, Diagnostic Radiology, Otolaryngology).
 11. Prince Muhammad bin Abdulaziz Hospital (Internal Diseases, General Surgery, Emergency And Trauma Medicine, Family And Community Medicine).



12. Al Yamama Hospital (Obstetrics/ Gynecology, Pediatrics), Riyadh.

13. King Khaled Hospital in Al-Kharj (General Surgery).

14. Al-Amal Complex for Mental Health (Psychiatry).

15. Armed Forces Hospital at the General Organization for Military Industries in Al-Kharj (Family and Community Medicine).

16. Prince Abdulrahman Al-Faisal Hospital (General Surgery), Riyadh.

- When the training in any major rotation, it is not possible to choose a sub-specialty that has a separate training program in the Saudi Commission for Health Specialties; for example, training in urology is not possible during the general surgery course because there is a different training program for urology in the Saudi Commission for Health Specialties.
- Some hospitals require a medical examination to accept the training request before submitting the request within a sufficient time. These hospitals include:
 - King Faisal Specialist Hospital & Research Center
 - King Abdulaziz Medical City for the National Guard
 - King Fahd Medical City

Training outside the Riyadh region

- A training request form should be filled out for requests to take the Internship outside the Riyadh region.
- An application must be submitted for the internship doctor's course wishes to spend two months outside the Riyadh region before starting the rotation.
- The hospital and specialty must be from hospitals and specialties approved by the Saudi Commission for Health Specialties.
- It is not acceptable to withdraw from the training or change the specialty or hospital after the final acceptance from the hospital.



- The period allowed for training outside the Riyadh region should not exceed two months.

Leaves policies during Internship:

Medical Interns are entitled to the following leaves as per the College of Medicine policy and procedures:

- I. Annual leave: entitled to 15 days only during the training period, leave requests must be submitted at least 30 days before the requested dates. A medical intern cannot apply for more than five days in one rotation.
- II. Educational Leave: The medical intern is entitled to an additional ten days of educational leave, up to three days in each training rotation, to attend scientific activities such as scientific conferences and training courses; as the following:
 - To be approved by the assigned department where the intern works.
 - Has to apply to the Medical Internship office at least one month before the activity.
 - To attach proof of registration and acceptance in this educational activity
 - To prove to the department his/her participation in this activity after attendance, and if his participation is not proven, he/she shall be penalized with a deduction of five days from his annual leave and the extension of the training period for the same period.
- II. It is not permissible to combine educational and regular leave during any training course.
- III. The Medical Intern is not allowed any additional leave, and all other leaves are included in the annual leave.
- IV. The leaves of the interns during Eid Al-Fitr and Eid Al-Adha, and the National Day are according to the needs of the department in which he works during this period.



- V. To request a leave (regular or educational), the relevant form is filled out and then approved by the direct consultant, then the Head of the department, then the chief intern, then submitted to the Medical Internship office for approval.
- VI. Any application **not stamped** by the consulting physician and the Head of the department will not be considered.

Evaluation of the intern's performance

- After the end of the training period for the medical intern in his department, the head of the department at the training center must prepare and submit an evaluation report (according to the approved form) signed by the consultant supervising the intern's training, provided that this report includes an evaluation of attendance, discipline, professional ability, and the relationship with patients, chiefs and the nursing staff.
- The consultant supervising the intern's training should discuss the final evaluation with the intern positively and constructively inform them of the strengths and weaknesses in his performance and suggest programs and ways to help him improve his level.
- The intern must sign the evaluation form, proving that the evaluation was discussed, and this signature is not considered his/her approval of the assessment but rather proof that the assessment was discussed with him/her only.
- If the intern did not obtain a passing score (60%) in the evaluation, or if the department had an actual concern about his/her performance, the department should recommend repeating the internship period that he/she spent in the department or part of it.
- The evaluation must be sealed by the hospital's department and the training department.



Disciplinary Policies

- If the medical intern does not fulfill his professional duties or obligations or commits any behavioral violation or something that offends the ethics of Islam or medical practice, the College of Medicine may take any of the following actions:
 - ✓ Issue a warning letter
 - ✓ Deduce the reward or part of it
 - ✓ Repeat the training period or part of it
 - ✓ Withhold the certificate of internship
 - ✓ Submit to the University for denial of a bachelor's degree

Medical Internship Office (supervision of training)

1. The Internship office manages everything related to the training of medical interns such as administrative arrangements for the coordination of training, communicating with relevant hospitals, following up trainees, overcoming difficulties in their work, improving the level of training, implementing educational programmes that contribute to the education of interns and acquiring the necessary skills to practice medicine, and conducting studies and research on the period of internship.
2. The Internship office elects a group leader (Chief Intern) who will be the link between the Office and the medical interns and help solve all problems.
3. The office receives all the problems, observations and grievances that students raise during their training on email: med-internship@psau.edu.sa
4. The Office shall issue the Certificate of Completion of the internship (after the successful completion of the training period) within one week from the date of completion of the last training rotation and receiving of the evaluation form for the last rotation. The evaluation forms for the previous rotations shall be submitted four weeks before the end of the internship period.



5. The Internship office is directly linked with the Vice Dean for Educational and Academic Affairs.

Regulations for Supervising Medical Interns Who Graduated from Non-Saudi Universities:

An intern who graduated from non-Saudi universities can spend the Internship in KSA if he fulfills the following criteria:

- ✓ Have a Saudi nationality.
- ✓ Has graduated from a university recognized by the Ministry of Education (based on a letter from the Ministry of Education).
- ✓ Medically fit.
- ✓ Pass the personal interview.
- ✓ Not more than (3) months have passed since graduation from the University
- ✓ Provide a letter of acceptance for training for one year from hospitals recognized by the Saudi Commission for Health Specialties.
- ✓ The training shall be in the Riyadh region.
- ✓ Availability of a vacant seat (this condition is excluded based on the recommendation of his Excellency the Dean of the College).

Saudi Commission for Health Specialties (SCFHS)

The Saudi Commission for Health Specialties aims to offer postgraduate programs in various health fields to supervise these programs and provide professional training opportunities for graduates of medical and health colleges inside and outside the Kingdom.

SCFHS has adopted regulations for training and examinations in its programs and issued a list of accredited training centers, including government and private hospitals, equipped



with human and medical resources to provide a high standard of clinical training to interns. For more information please visit: www.scfhs.org.sa

Saudi Medical Licensure Exam (SMLE)

- This exam determines the applicant's eligibility to join the training program to obtain a certificate in postgraduate studies. The exam assessed the applicant's knowledge and familiarity with the subjects he studied in the field of human medicine.
- The exam consists of around 300 questions from various basic and clinical disciplines.
- This exam is conducted electronically, and the applicant has the right to enter it four times in one calendar year, and he has the freedom to choose the exam center and the exam date that suits him.
- The applicant has the right to apply for enrollment in training programs within five years from the exam date.
- For more details about SMLE, visit: [**The Applicant's Guide**](#)



Application requirements for Saudi Specialty Certificate

