

The Regulatory Rules for the Internship Year



Imam Mohammad Ibn Saud Islamic University

College of Medicine

College Agency for Clinical Affairs

Internship Unit

2024 / 1445

Contents

Article One: Definition of the Internship Year	1
Article Two: Objectives of the Internship Year	1
Article Three: Outcomes of the Internship Year	1
Article Four: Supervision during the Internship Year	2
Article Five: Duties of Medical Interns.....	2
Article Six: Rights of Medical Interns	4
Article Seven: Commencement of the Internship Year	4
Article Eight: Training Rotations	4
Article Nine: Training Centers.....	5
Article Ten: Procedures for Joining the Internship Year	5
Article Eleven: Delaying the Commencement of Internship Year	6
Article Twelve: Interruption of Training after Starting the Internship Year	7
Article Thirteen: Change Policies	7
Article Fourteen: Evaluation Policies	7
Article Fifteen: Leave of absence	8
Article Sixteen: Penalties.....	10
Article Seventeen: Right to Appeal	11
Article Eighteen: Stipend	12
Article Thirteen: End of the Internship Year	12
Article Twenty: Updates and Amendments	12

Article One: Definition of the Internship Year

The internship year is the mandatory period that a medical intern spends after successfully completing the required graduation requirements. Its duration is twelve months of clinical training in accredited hospitals and health centers, under the direct supervision of training authorities, in coordination and continuous monitoring by the medical college. This period is considered an integral part of medical education, and a medical intern is not qualified to practice medicine until successfully completing this period.

Article Two: Objectives of the Internship Year

1. Application of the comprehensive concept of medical practice, including prevention, early diagnosis, treatment, rehabilitation, consideration of the social, psychological, and economic aspects of patients, etc.
2. Training the medical intern in working independently and developing the ability to make decisions and handle professional tasks efficiently.
3. Training the medical intern to work harmoniously within the medical team, understanding their own limitations and capabilities, and training them to seek advice from more experienced individuals.
4. Equipping the medical intern with non-clinical skills such as communication skills with others during practice and proper interaction with patients and their families.
5. Applying professional ethics in all activities and adhering to the ethical standards in all professional and personal conduct during work and outside of it.

Article Three: Outcomes of the Internship Year

Upon completion of the training, the medical intern should be able to:

1. Diagnose cases, identify their causes, and treat them efficiently using basic and clinical sciences, including rehabilitation and follow-up.
2. Work efficiently within the medical team.
3. Act within the limits of their abilities and capabilities, seeking medical advice from more experienced colleagues and continuously developing their own skills.
4. Adhere to the ethics and principles of the medical profession, including:
 - Commitment to continuous medical education.
 - Providing patients with information about their diagnosis and treatment with integrity.
 - Maintaining patient confidentiality without conflicting with the interests of society.
 - Accepting criticism and evaluation.
 - Maintaining a professional medical relationship with patients and their families.
 - Familiarity and compliance with the specific regulations for dealing with patients in outpatient clinics and hospitalized women and children.

Article Four: Supervision during the Internship Year

The Internship Unit is responsible for supervising the training of medical interns, and its reference is the Vice Dean for Clinical Affairs. The unit's tasks can be summarized as follows:

1. Administrative supervision:

- The unit is responsible for all administrative matters related to medical interns, such as creating training schedules, issuing guidance letters, and making administrative arrangements.
- Receiving periodic reports about the interns from the training administration in each hospital or health center.

2. Academic supervision:

- Monitoring the progress of the interns through continuous coordination with the relevant training authorities, including periodic visits, telephone and written communication, and resolving any difficulties they may encounter.

Article Five: Duties of Medical Interns

1. Clinical Duties:

- The weekly workload for a medical intern consists of five days, with a minimum of 8 hours per day and a maximum of 7 shifts per month. These hours are distributed according to the regulations of each training department. However, the Emergency Department and some other departments may require interns to work on weekends.
- Medical interns are required to participate in the regular shifts and rotations during official state holidays, as needed by the department and according to the department's distribution schedules and the best interest of the work. They may be compensated internally by the department, based on the hospital's leave policy. Compensation outside the hospital is not provided.
- Conducting initial patient examinations and documenting their medical history upon admission to the hospital in the patient's file.
- Assisting the resident or specialist during daily rounds and performing any delegated medical procedures under their supervision and responsibility.
- Recording preliminary diagnoses and conducting initial tests, including administering fluids and intravenous injections to patients, and other procedures as permitted by the training center's regulations.
- Implementing the treatment plan after approval by the responsible physicians in the relevant department, completing various forms for laboratory and radiological investigations as ordered by the treating physician, sending samples, following up on results, and informing the medical team members.
- Ensuring that patient care is provided according to the established plans set by the treating consultant.

- Monitoring and documenting the progression of patient's condition in their medical record.
- Ensuring the completion of medical records for patients and preserving records that demonstrate all activities and services provided to them in their files.
- Adhering to professional safety standards, infection control measures, and patient safety standards.

2. Educational Duties:

- Attending regular departmental meetings to discuss patient management approaches, complications, and related matters.
- Committing to attend the daily departmental rounds with the resident physician and participating in scientific discussions concerning the patient.
- Actively and consistently participating in seminars, lectures, and other scientific activities of the department.
- Training in performing routine tests such as urinalysis, stool examination, electrocardiography, blood sugar measurement, fetal monitoring for pregnant women, and others.

3. Administrative Duties:

- Ensure familiarity with the rules and regulations governing the work and adhere to them, avoiding exceeding the granted authority according to the hospital's established systems and policies.
- Comply with designated attendance and end of work shift according to the department's applicable regulations.
- Do not leave the workplace after completing a shift without being relieved by another intern.
- Carry out any work duties assigned by the supervising physician.
- The medical intern is not responsible for issuing patient discharge orders or providing medical reports. Additionally, they are not authorized to write prescriptions without consulting the treating physician.
- Fully adhere to the ethics of the healthcare profession, including maintaining patient confidentiality.
- The medical intern is not permitted to issue death certificates or medical leave permits.
- The medical intern is not allowed to complete criminal records.
- The medical intern is not permitted to disclose information about a patient's condition, whether good or bad, to the patient's relatives or others, except under the direction of the head of the medical team.
- Ensure professional development by attending and participating in practical and field training programs.

Article Six: Rights of Medical Interns

1. To receive training under the supervision of a group of consultants and specialists working alongside them.
2. To actively participate as a valuable member of the patient care team.
3. Departments within the medical facility should provide diverse cases within the specialization to enhance the intern's training capabilities, based on available resources.
4. Medical interns are allowed to utilize available educational resources and attend lectures, courses, workshops, and conferences that do not conflict with their assigned duties.
5. Medical interns should be treated with respect and mutual trust, supporting their achievement of desired outcomes.
6. Medical interns should be informed about knowledge and skills that they should be familiar with during each training period.
7. Medical interns should get assignments and tasks from the consultants or specialists supervising their training, and the assigned duties should be clearly defined according to the regulatory rules.
8. Taking leaves of absence in accordance with the regulatory rules for the internship year.
9. The right to file complaints against any decisions or penalties imposed on them, in accordance with the regulatory rules for the internship year, as well as the rights and obligations specified by the regulations of Imam Mohammad bin Saud Islamic University.
10. Receiving a stipend for the internship year in accordance with university regulations.
11. Hospital cooperation in adhering to the regulations and training systems issued by the college.

Article Seven: Commencement of the Internship Year

- 1- The internship year begins on the 1st of July of the calendar year, provided that the student has successfully completed all their academic courses.
- 2- The internship year for students who have fallen behind starts no less than 30 days after they have fulfilled the graduation requirements. The start will be at the beginning of the calendar month, provided that there are available training positions for that month

Article Eight: Training Rotations

The medical intern shall undergo training in the following clinical departments:

1. Internal Medicine (two months).
2. General Surgery (two months).
3. Pediatrics (two months).
4. Obstetrics and Gynecology (two months).

5. Family Medicine (one month).
6. Emergency Medicine (one month).
7. Elective Rotation (two months): One specialty or two different specialties, one month each.

Article Nine: Training Centers

1. Medical interns shall undergo training rotations in approved hospitals and health centers affiliated with the Saudi Commission for Health Specialties, either within or outside Riyadh, upon approval and guidance from the Internship Unit. The intern is responsible for establishing communication channels with the training centers outside of Riyadh and following up on the request.
2. Training Outside the Kingdom: A medical intern may complete a maximum two-month training rotation outside the Kingdom for elective rotations only, with the approval of the Internship Unit. The training must be at accredited university hospitals for academic training. The intern is responsible for fulfilling all the administrative and financial requirements demanded by the training center. The intern is also responsible for establishing communication channels with the training centers outside the Kingdom and following up on the request.

Article Ten: Procedures for Joining the Internship Year

1. An orientation day for the internship year shall be conducted by the Head of the Internship Unit, which includes an explanation of the various regulatory provisions for different internship years and the distribution of training rotations. Attendance is mandatory for all medical interns.
2. The Internship Unit submits the training requests for the interns to the accredited training centers. The acceptance of physicians in the centers depends on the admission requirements and the available seats in the centers, and the Internship Unit does not guarantee their acceptance.
3. The elective rotation can be completed in a single specialty (for two months) or in two different specialties (one month each). The medical intern has the freedom to choose the elective specialty, with the requirement that the specialty be determined at least one month prior to the start of the training rotation if not predetermined.
4. The Internship Unit shall be responsible for submitting letters to the nominated and approved institutions for the training of medical interns at least one month before the start of the training rotation, or as required by the regulations of some hospitals, which may require a longer lead time.
5. The Internship Unit shall monitor the direct commencement of the interns in the internship year.

6. If the training center apologizes for training the intern, the Internship Unit notifies the physician, and he/she is reapplied in other centers according to his/her choice or according to what is available.
7. The university shall not incur any financial consequences regarding training in centers that require training fees.
8. Filling out the medical examination form specific to Imam Muhammad bin Saud Islamic University, as the validity of the medical examination is a maximum of six months from the date of its completion. Please note that some training centers require filling out their own form.
9. Some training centers require the following:
 - A copy of the certified academic record through the Student Support Services portal.
 - A copy of the national ID.
 - A personal photo.
 - Curriculum vitae.
 - Signing a declaration specific to the training centers.
 - Obtaining the Basic Life Support (BLS) course

Article Eleven: Delaying the Commencement of Internship Year

1. All medical interns must commence their internship year in July of each Gregorian year without delay.
2. Delay in starting the internship year is only allowed for a compelling and acceptable reason approved by the Internship Committee
3. If the internship period is delayed for more than six months but not exceeding one year, the medical intern must pass the practical exam for the Internal Medicine and General Surgery subjects before starting the internship year.
4. If the internship period is delayed for more than one year but not exceeding two years, the medical intern must pass the practical exams for all clinical subjects of the fourth and fifth years before starting the internship year.
5. If the internship period is delayed for more than two years, the medical intern must pass both the theoretical and practical exams for all clinical subjects of the fourth and fifth years before starting the internship year.
6. In the event of failing the exam, the intern cannot retake the exam within less than a month. These exams are not considered graduation exams but rather exams to allow the commencement of the internship year.

Article Twelve: Interruption of Training after Starting the Internship Year

1. Requests for interruption of training are only accepted for a compelling reason and an acceptable excuse approved by the Internship Year Committee. The request for interruption of training must be submitted at least one month before the start of the training period.
2. If a medical intern interrupts the training period for a period not exceeding six months, they must complete the remaining portion of the current internship period and make up for the missed rotations after completing the internship.
3. If a medical intern interrupts the training period for more than six months but no more than one year, they must repeat the entire internship year.
4. If a medical intern interrupts the training period for more than one year, the regulations applicable to delayed commencement of the internship year will be applied.
5. All interruption periods are cumulative and subject to the aforementioned provisions.
6. In the case of repeating any training period after completing the year, it should be repeated as soon as possible.

Article Thirteen: Change Policies

1. Changing the order of training rotations or tracks is not permitted after they have been approved by the Unit.
2. The intern has the right to request a change of hospital or elective rotation in accordance with the change policies and regulations of each hospital, at least one month before the start of the training rotation, and a limited number of times determined by the Internship Unit during the entire internship year.
3. The Internship Unit must send an apology letter to the training hospital that the intern doctor has apologized for training in.
4. The intern is not allowed to contact hospitals or health centers to submit a training submission, cancellation or change of specialty.

Article Fourteen: Evaluation Policies

1. The training supervisor consultant is required to complete the approved evaluation form provided by the college after the completion of the training period. The form should be signed by the supervisor or the head of the department where the medical intern is training. The form should also bear the stamp and signature of the Academic Affairs or the relevant authority for intern affairs at the training center. If the evaluation is conducted electronically, it is sufficient for the supervising consultant to complete the electronic evaluation form.

2. The supervising consultant of the medical interns or their delegated representative should conduct a positive and constructive final evaluation discussion with the medical intern. They should provide feedback on the strengths and weaknesses of the intern's performance to help improve their level.
3. Evaluations must be sent to the Intern Unit via email by the hospital. The intern is not entitled to submit it to the college except in cases where it cannot be sent by the hospital for a reason beyond its control. No evaluation will be accepted if it does not contain the stamp and signature of the relevant authorities if the evaluation is paper-based. The intern will be required to repeat that training period if it is confirmed that the evaluation is incorrect or that the stamp and signature are not present.
4. If the intern receives a grade lower than 60% (training failure) during the training period and it is approved by the supervisor and academic affairs at the hospital, the supervisor must explain in the evaluation the reason for the low evaluation of the intern. The intern repeats the training course after completing the intern year at another hospital without stipend.
5. The internship certificate will not be issued if all the required evaluations for the completion of the internship year are not obtained, ensuring a success rate of 60% or higher in all training rotations and verifying the validity of the evaluations. Penalties will be applied in case of invalid evaluations, and the training rotations will be repeated according to the decision of the internship committee and in accordance with the approved student conduct and discipline rules by the university council.

Article Fifteen: Leave of absence

1. Regular Leave:

- A medical intern is entitled to a maximum of fifteen days of regular leave during the entire internship year, and it is not allowed to take this leave during a single training period.
- A medical intern is entitled to take five days of leave at a time without splitting it up. However, they must adhere to the hospital's policy regarding the number of days that can be taken at once
- Leave requests must be submitted at least two weeks prior to the start of the leave, and approval must be obtained from the department and the training center at the hospital. It is advisable to submit the request before the start of the training with sufficient time to avoid rejection by the hospital.
- The request is first submitted to the Internship Unit for accreditation and approval, and then signed and approved by the training center at the hospital.
- A medical intern is not allowed to combine regular leave with other types of leaves in the same month.

2. Educational Leave:

- An intern is granted a five-day leave to attend educational activities (conferences or training courses) throughout the entire intern year, subject to the following conditions:
 - Approval must be obtained from the department in which the intern is working.
 - The intern must submit an official request to the Intern Unit at least two weeks before the educational activity and obtain approval from the hospital. It is recommended to submit the request well before the start of the training course to avoid rejection of the leave by the hospital.
 - The intern must attach proof of registration and acceptance to the educational activity.
 - The intern must provide proof of attendance at the activity within a maximum of seven days after attendance or upon receipt of the certificate of attendance. If this is not done, five full days will be deducted from the regular leave. The training period will be extended according to the article on penalties if the regular leave is consumed.
- A medical intern is not allowed to combine educational leave with other types of leaves in the same month.
- The university does not bear any financial obligations.

3. Eid Leave

- An intern can take one of the Eid al-Fitr or Eid al-Adha holidays, with a maximum duration of five days. There is no objection to taking the holiday days observed at the training center if approved by the training supervisor at the center. Adherence to the training center's approval regarding the Eid holiday is required.
- The holiday request must be submitted at least two weeks before the start of the Eid holiday, and the approval of the department and the training center at the hospital must be obtained. It is advisable to submit the request well in advance of the start of the training rotation to avoid the holiday being rejected by the hospital. The intern doctor is not allowed to combine the Eid holiday with other holidays in the same month.

4. Emergency Leave

- The intern is allowed to take three days of emergency leave during the year if the need is proven, with the reason written down and the unit's approval, provided that it is not combined with another leave in the same month.
- If the intern needs more than that due to force majeure, the additional days will be deducted from the regular vacation days. The hospital has the right to accept or reject the request.
- If the intern needs more days than the above, the training will be canceled and made up after completing the internship year without receiving a stipend.
- Prior coordination to combine regular vacation and emergency leave in the same month is not allowed.

5. Sick Leave

Medical interns should inform the department where they are training immediately upon applying for sick leave. They should provide the Internship Unit and the hospital they are training at with an official report justifying the need for the leave, preferably from an authorized official source (with a preference for a government hospital or the hospital where they are training).

6. National Day and Foundation Day Leaves:

Medical interns should coordinate in advance with the department at the training center and obtain approval, taking into consideration the work requirements. If the department needs the intern during that time, there will be no compensation for the leave unless the training hospital agrees to compensate with the same number of days during the same training period and at the same hospital.

7. Maternity Leave

Female medical interns are entitled to a maximum of one month of maternity leave. Any leave exceeding that period requires a medical evaluation if necessary. In both cases, the interrupted period will be compensated with an equivalent full training period after the completion of the internship year if the leave duration is equal to or exceeds 50% of the training period. If the expected delivery date is known, the medical intern should inform the Internship Unit and the hospital where they are training in advance.

Article Sixteen: Penalties

1. If an intern is absent without an excuse or prior notification to the Internship Unit for a period not exceeding five days during one training session, the training will be repeated for a period of five to ten full working days (as deemed appropriate by the Internship Year Committee) after the completion of the internship year at the Medical Services Center affiliated with Imam Mohammad Ibn Saud Islamic University, in any specialty deemed appropriate by the Internship Unit and with the work they deem appropriate, or in any other training center in the same specialty, subject to the approval of the training center. The certificate of completion of the internship year will not be issued until the training is completed.
2. If an intern is absent without an excuse or prior notification to the Internship Unit for a period of more than five days during one training session, they will be required to repeat that entire training course after the completion of the internship year. The success evaluation from the training center will not be accepted. The certificate of completion of the internship year will not be issued until the training is completed.

3. If an intern is absent from or refuses to attend on-call duties, they will be required to repeat a portion of the training course after completing the internship year. Or they may be required to undergo a training period of five to ten full working days (as deemed appropriate by the Internship Year Committee) at the Medical Services Center affiliated with Imam Mohammad Ibn Saud Islamic University, in any specialty deemed appropriate by the Internship Unit and with the work they deem appropriate. The certificate of completion of the internship year will not be issued until they have completed the training.
4. In the event of absence from department activities, non-compliance with department rules and duties, or tardiness, the intern will be assigned additional duties from the department such as on-call duties and others. The Internship Unit has the right to require the intern to repeat a portion or the entire training course. Or they may be required to undergo a training period of five to ten full working days (as deemed appropriate by the Internship Year Committee) at the Medical Services Center affiliated with Imam Mohammad Ibn Saud Islamic University, in any specialty deemed appropriate by the Internship Unit and with the work they deem appropriate. The certificate of completion of the internship year will not be issued until they have completed the training.
5. In the case of direct communication with the training center to request training or change the training location without referring to the Internship Unit, the training in that training center will not be accepted, with the application of the necessary penalties as deemed appropriate by the Internship Year Committee.
6. If a medical intern violates other duties, professional commitments, or engages in any behavioral, ethical, or moral misconduct that undermines professional ethics and Islamic principles, the Internship Unit shall recommend one or more of the following decisions:
 - A written warning letter with a probationary period.
 - Repeating the entire training period or a part thereof.
 - A training period of five to ten full working days (as deemed appropriate by the Internship Year Committee) at the Medical Services Center affiliated with Imam Mohammad Ibn Saud Islamic University, in any specialty deemed appropriate by the Internship Unit and with the work they deem appropriate.
 - In addition to the above, penalties and sanctions shall be applied to interns who violate regulations and laws, following the disciplinary rules for students as approved by the university council.

Article Seventeen: Right to Appeal

Medical interns have the right to file a complaint with the Vice Dean for Clinical Affairs against any decision made against them within thirty days of being officially notified of the decision. The complaint will be reviewed by the Internship Year Committee, and recommendations will be submitted to the Dean of the Medical College within a maximum period of thirty days.

Article Eighteen: Stipend

A monthly monetary compensation shall be provided to medical interns in accordance with the regulations and rules applicable in the Kingdom of Saudi Arabia.

Article Thirteen: End of the Internship Year

1. After the complete fulfillment of the internship training period and the successful completion of all assessments, the intern can request the issuance of a certificate of completion of the internship year to be electronically approved by the Dean of the College of Medicine and the approval to export the certificate.
2. After the issuance of the electronically approved certificate of completion of the internship year, the intern's information is sent by the Internship Unit to the College Agency for Educational Affairs, and then to the Deanship of Admission and Registration to issue the graduation document.
3. The intern can request the printing of the certificate of completion of the internship year from the unit, if he/she wants a paper copy of it. It is noteworthy that the electronic copy is sufficient.
4. The approved electronic graduation document can be obtained from the university website through the supporting services.

Article Twenty: Updates and Amendments

1. Unless otherwise stated in the regulatory rules, any new developments shall be referred to the Internship Year Committee for a decision.
2. The Internship Year Committee has the right to recommend additions, modifications, or cancellations to the provisions outlined in the regulatory rules and has the authority to interpret them.