

The Regulatory Rules for the Internship Year



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Internship Unit

2024 / 1445

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Article 1: 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 2: 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 3: 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 4: 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.
 - Implementing educational programs that contribute to the education of medical interns and equip them with the necessary skills for medical practice.

Article 5: Duties of Medical Interns

1. Practical 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 6: 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 7: 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 selection of tracks and hospitals shall be based on the system followed by the Internship Unit. The selection of designated hospitals and health centers shall be based on

preferences, priority in application, and available positions. In some cases, the cumulative GPA may also be a factor, as required by certain hospitals.

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 two months 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 two months 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 a medical intern applies to a hospital and is subsequently rejected, the internship unit is responsible for seeking an alternative hospital, and the medical intern shall be notified accordingly.
7. The university shall not incur any financial consequences regarding training in centers that require training fees.
8. The required documents for joining the internship year shall be fulfilled, which include:
 - A copy of the academic record approved through the Student Support Services Portal at the Admission and Registration Deanship.
 - A copy of the valid national ID and passport.
 - Completion of the required forms and commitments specific to the college.
 - Completion of the medical examination form and receiving the necessary vaccinations.
 - Completion of the Basic Life Support (BLS) course.

Article 8: Start of the Internship Year

1. The internship year begins on the 1st of July of the Gregorian year.
2. For delayed students, the internship year begins at the beginning of the following Gregorian month, provided that there are training positions available during that month, after successfully meeting the graduation requirements.

Article 9: 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 10: Training Locations

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.
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 hospitals must be university hospitals, medical cities, or accredited hospitals with academic training. The medical intern is responsible for fulfilling all administrative and financial requirements specified by the training center, subject to verification of the training center's information by the Internship Unit.

Article 11: Delaying the Commencement of Training Period

1. All medical interns must commence their internship year in July of each Gregorian year without delay.
2. The internship year may be delayed for a maximum of two months if a valid excuse is presented to the Internship Unit at least two months prior to the start of the training period, with the excuse being accepted by the unit.
3. In rare and exceptional cases, the start of the internship year may be delayed for a maximum of six months if the medical intern submits an acceptable excuse to the Internship Year Committee at least two months before the start of the training period.
4. 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.
5. 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.

6. 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.
7. 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 12: Interruption after starting the training period

1. Any interruptions during the training period must be accompanied by an acceptable excuse submitted in advance to the Internship Unit for discussion and approval by the committee.
2. If a medical intern interrupts the training period for a maximum of 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.
7. If there is a delay in compensating for the training months by more than six months after completing the internship year, the medical intern must repeat the entire internship year.

Article 13: Leave of absence during the internship year

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 consecutively without division, subject to the hospital's regulations regarding the number of days.
- 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.

2. Educational Leave:

- A medical intern is granted five days of leave to attend educational activities (conferences or training rotations) throughout the entire internship year, subject to the following conditions:
- Approval must be obtained from the department where the medical intern is working.
- A formal request must be submitted to the Internship Unit at least two weeks prior to the educational activity, along with obtaining approval from the hospital. It is advisable to submit the request before the start of the training with sufficient time to avoid rejection by the hospital.
- Documentation of registration and acceptance in the educational activity must be provided.
- Proof of attendance must be presented within a maximum of five days after attending the activity or receiving the certificate of attendance. If not provided, an equivalent period will be deducted from the annual leave. The training period will be extended by the same duration if the annual leave is consumed.
- A medical intern is not allowed to combine educational leave with other types of leaves.
- The university does not bear any financial obligations.

3. Eid Leave

- Medical interns are entitled to enjoy either Eid al-Fitr or Eid al-Adha holiday, with a maximum duration of five days. It is important to adhere to the hospital's regulations regarding Eid leave.
- Medical interns must submit an Eid leave request to the Internship Unit and coordinate with the department at the training center to obtain approval before taking the leave.
- Medical interns are not allowed to combine Eid leave with other types of leave.

4. 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.

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. Emergency Leave

Medical interns are allowed to take up to three days of emergency leave during the year if a genuine need arises, provided that it is not combined with another leave without the approval of the hospital and the Internship Unit. If the situation requires more than that due to an unavoidable circumstance recognized by the unit, the intern must make up for the missed period by extending the training period by the number of days absent or deduct those days from the regular leave entitlement.

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 14: 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. If the medical intern receives a score below 60% during the training period, and it is approved by the supervisor and the academic affairs department at the hospital, a report explaining the reasons for the low evaluation should be submitted to the internship

committee. The intern will be assigned a retraining period in another hospital without compensation after completing the internship year.

4. Evaluations should be sent to the Internship Unit by the hospital. It is not permissible for the medical intern to deliver the evaluations to the college except in rare cases where it is impossible to send them due to reasons beyond the hospital's control. Any evaluation that does not bear the stamp and signature of the relevant authorities will not be accepted if it is in paper form. The medical intern will be required to repeat that training period if the validity of the evaluation or the presence of the stamp and signature is in doubt.
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 15: Change Policies

1. During the distribution of interns throughout the entire internship period, the intern is given only one opportunity to switch with another intern, as determined by the Unit.
2. Changing the training rotation is not allowed after the distribution lists and tracks are approved.
3. Medical interns have the right to request a change of hospital or elective rotation according to the regulations and policies governing changes and cancellations for each hospital. Such requests must be made no less than one month prior to the start of the training rotation, and the number of allowed changes will be determined by the Internship Unit throughout the entire internship year. The request should be accompanied by a reason for the change and approved by the Internship Unit.
4. In the event of a change or cancellation, it is the responsibility of the Internship Unit to promptly send an apology request to the hospital that was originally selected. The medical intern will bear the consequences if the hospital rejects the request.
5. Requests for the cancellation of training rotations will only be accepted for compelling reasons and acceptable justifications approved by the Internship Year Committee. The request for cancellation should be submitted no less than one month prior to the start of the training period.
6. Medical interns are not allowed to communicate with hospitals or healthcare centers to submit requests, cancellations, or changes regarding the location or duration of the training. In the event of changing the location and duration of the training without consulting the Internship Unit, a decision will be issued by the unit to repeat the training period, applying the necessary penalties as determined by the internship committee.

Article 16: Penalties

1. If a medical intern is absent for less than 20% of the training period without a valid excuse during a single training rotation, half of the training period shall be repeated after completing the internship year.
2. If a medical intern is absent for 20% or more of the training period without a valid excuse during a single training rotation, the entire training rotation must be repeated after completing the internship year.
3. If a medical intern is absent from or refuses to attend shifts, they shall be required to repeat a portion or the entire training rotation.
4. In the case of absence from department activities, failure to comply with department rules and obligations, or tardiness in attendance, additional duties such as shifts may be assigned by the department. The Internship Unit has the authority to require the medical intern to repeat part or the entire training rotation.
5. 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.
 - 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 17: 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 18: 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 19: Completion of the Internship Year

1. After completing the full internship training period and successfully completing all evaluations, a medical intern may request the issuance of a completion certificate for the internship year, which shall be approved by the Dean of the College of Medicine and issued by the College.
2. The information of the medical intern is sent to the Admissions and Registration Deanship to issue the graduation certificate.
3. A medical intern may request a document detailing the various training rotations completed during the internship year.

Article 20: 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.