



Medical Internship Bylaws and Regulations

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Introduction:

The period of compulsory training (medical internship) is a special training experience designed to refine the experiences of graduates of health colleges by applying what was learned during the years of scientific study under the supervision of the Faculty of Medicine and preparing him to practice the profession as an independent and recognized health practitioner in the workplace. This regulation is the reference in organizing the training of medical internship students at the Faculty of Medicine at the University of the Northern Frontier to achieve the highest possible benefit for college graduates and provide the required level in the management of the college's franchise.

Article (1) Definitions:

The following terms and phrases, wherever contained in this regulation, indicate the meanings written in front of each of them as follows:

1. **Medical internship:** This period is the period of compulsory training spent by the student after successfully completing the scheduled graduation requirements and the duration of twelve months of clinical training and this period is considered a complementary part of the study of medicine and the student is not considered eligible to practice medicine until after the completion of this period successfully.
2. **Medical internship Unit:** It is the authority in charge of the Deanship of the College to organize and coordinate the year of medical internship and is administratively linked to the College Agency for Clinical Affairs.
3. **Head of the Medical internship Unit:** He is a faculty member assigned by the Dean of the College to carry out follow-up tasks and general supervision of the Office of Medical internship and is administratively associated with the College's Agency for Clinical Affairs.
4. **Training Coordinator:** He is the person in charge of the Training and Scholarship Department of the Directorate General of Health Affairs or who is in hospital to coordinate and follow up the training and performance of medical internship students in the training area.
5. **Training Supervisor:** He is the person in charge of the training body who, through his health team, actually trains and evaluates medical internship students during the internship period.

Article (2) Administrative functions of the team overseeing the medical internship

<p>Medical internship unit</p>	<ol style="list-style-type: none"> a. Supervising the students training during their internship b. Planning for the year of internship in cooperation with the training organizations and setting suitable strategies for monitoring improvement and development c. Writing detailed and well-organized specification for the program of training for the internship year with defining the intended learning outcomes that comply with that of the program as a whole and the requirements of National Qualifications. d. Defining the terms of reference for evaluating students performance and its meticulous interpretation e. Selecting the training centers that have the capability to achieve the intended learning outcomes f. Defining the responsibilities for both Faculty of Medicine and the training centers to be clearly interpreted through official agreements according to the law in the Kingdom of Saudi Arabia
<p>Office of Medical internship</p>	<p>The Office is administratively headed by H.E. the Head of the Medical Internship Unit and the Office of Medical internship manages all training, educational and administrative matters related to the medical internship program on the basis of the following tasks:</p> <ul style="list-style-type: none"> ● Seeking to choose the ideal environment for training and education. ● Conduct preliminary workshops to prepare the applicant before starting training. ● The Office selects a group leader to facilitate communication with all medical internship students. ● The Office receives all requests, complaints and complaints and notes on the office's official email. ● Dealing with problems and disputes related to trainees. ● Cooperation with the offices of continuing medical education in hospitals to facilitate the work of medical examinations required for students of medical internship. ● Receiving complaints and observations of medical internship students and coordinators and submitting them to the college's medical internship unit. ● Implementation of educational programs needed to upgrade medical internship students, gain them the necessary skills and improve the level of training

	<ul style="list-style-type: none"> ● Periodic review of regulations, proposal for amendment and development plans. ● The Office conducts a detailed report on the performance and evaluation of each application during the training periods and the hospitals in which it is trained, as well as the average evaluation of all training periods within two weeks of completion of the last training course. ● Issuing a certificate of termination of training after reviewing evaluations of training periods from training authorities and ensuring that the justifications for issuing the certificate are complete. ● The Office of Medical internship has the right to distribute medical internship doctors between college-approved training places to avoid overcrowding and is entitled to add any regulatory conditions it deems after the approval of the College's Agent for Clinical Affairs to ensure the organization and improvement of the training process.
3. health facility Training Coordinator	<ul style="list-style-type: none"> ● The Training Coordinator serves as a key link between the Directorate General of Health Affairs and the relevant health colleges to follow up on everything related to the internship program
4. Training Supervisor	<ul style="list-style-type: none"> ● Direct observation, advice and scientific discussion on a daily basis during the training period. ● Any work performed by the internship student under the direct supervision of the training supervisor or on his behalf is effective, as the main responsibility for the results of this work rests with the training supervisor.

Article (3) General training objectives:

- All educational and training objectives that a applicant must achieve during the training of medical internship in general without regard to a specific training period or specialization include:
 1. Applying the ethics of the health practitioner in all his work, statements and conditions and commitment to do so.

2. Applying and linking health theoretical information gained during study at the college with clinical skills in the hospital and upgrading the scientific and practical level of the medical internship student.
3. Gradually develop the ability of the applicant for medical internship to be independent at work and self-reliance, and to develop the ability to make the right decision.
4. Introducing the applicant to the limits of his or her abilities and training him to seek timely advice from those who are more experienced and emphasizing the importance of continuing this concept in his health future.
5. Train the medical internship student in the right way to deal with the patient and his or her family and show the ability to maintain a professional relationship with patients and their families.
6. Develop communication and integration skills with fellow medical staff and other health staff involved in providing healthcare, teamwork skills and leadership skills.
7. Finding and developing a working spirit within the same health team.
8. Develop a love of knowledge of everything new in the medical field by developing reading skills and researching reliable data sources.
9. To abide by the ethics of the Muslim doctor in all his work or to abide by it.

Article (4) Conditions for starting franchise training:

- It is required to start training:
 1. A copy of the student's academic record proves that he has successfully completed the courses of the program.
 2. A picture of national identity
 3. The IBAN number of the student's bank account
 4. Complete the required vaccinations according to the requirements of the college or the training authority.
 5. Complete blood tests and blood tests for infectious diseases long enough so that the college can inform hospitals and training authorities.
 6. The direct letter for the first training period is sealed from the training headquarters within two weeks of the beginning of the training and may be sent directly through the official email of the training center to the email of the office of medical internship.
 7. The college may add or exclude from one of these previous conditions.

8. The letter of introduction to the applicant of medical internship (in Both Arabic and English) will be issued within two weeks of receiving the letter of direct to the first training course.

Article (5) When to start training the internship:

The deadline for the beginning of the year of medical internship is August 1st of each calendar year and students who have completed graduation requirements may start another appointment after the approval of the Office of Medical internship so that they are not aware of the best entry into graduate programs.

Article (6) Mandatory and optional training periods:

- Mandatory training periods: The compulsory training period in each of the basic specialties must be spent according to the period specified in the following schedule.
- The student may choose to specialize during an optional training period (two months) and spend it in one or two disciplines according to the student's choice.

Specialization	Period
Esoteric (mandatory)	Two months
Surgery (mandatory)	Two months
Children (mandatory)	Two months
Women and childbirth (mandatory)	Two months
Emergency medicine (mandatory)	month
Family medicine (mandatory)	month
elective	Two months

Article (7) Approved places for medical internship training:

The period of medical internship training takes place in all hospitals and health centers accredited in the Saudi specialty certificate programs in addition to all places accredited by the college, which are approved on the basis of fulfilling the necessary resources for training of the student in specialization according to the specified skills required to fulfill the training of the year of medical internship.

Article (8) Training within the northern border area:

The student is allowed to spend six months within the northern border area of medical internship training and the Office of Medical internship and College Management may exclude this at the very minimum

Students must apply for training for a training period in the northern border area at least one month before the start of the course.

Article (9) Medical internship training controls for Saudi graduates from non-Saudi universities:

Three seats are provided annually for Saudis graduating from non-Saudi universities and are differentiated according to the cumulative rate with the following conditions:

1. The study should have been conducted at a university recognized by the Ministry of Education (based on a letter from the Ministry of Education)
2. The certificate must be documented by the Saudi Attaché or the Saudi Embassy in the country of study.
3. A bachelor's degree or graduation document is certified by the Ministry of Education in Saudi Arabia.
4. I shouldn't be graduating for more than six months.
5. To be medically fit.
6. Approval of the holder of the authority
7. To abide by the college's internship training controls mentioned in this list.
8. The college does not grant a letter to the Saudi Authority for Health Specialties (SMLE) exam and the trainee must bring a letter from his university from which he graduated.
9. The university does not comply with any financial obligations towards its training.

Article (10) Medical internship training controls for non-Saudis wishing to train at the Northern Border University:

When training places are available, medical internship training may be accepted for non-Saudis wishing to train at the Northern Frontier University when the following conditions are met:

1. The study should be conducted at a university recognized by the Ministry of Education and the Saudi Authority for Health Specialties.
2. The certificate must be documented by the Saudi Attaché or the Saudi Embassy in the country of study.

3. A bachelor's degree or graduation document is certified by the Ministry of Education in Saudi Arabia.
4. I shouldn't be graduating for more than six months.
5. To be medically fit.
6. Approval of the holder of the authority
7. To abide by the college's internship training controls mentioned in this list.
8. The college does not grant a letter to the Saudi Authority for Health Specialties (SMLE) exam and the trainee must bring a letter from his university from which he graduated.
9. The university does not comply with any financial obligations towards its training.

Article (11) Duties of the applicant of medical internship:

1. The applicant must comply with the attendance and departure regulations of the department, hospital or center where he or she trains.
2. The weekly burden of the work of the applicant should be similar to that of a health practitioner similar to that of a specialist (e.g., the burden of the doctor of medical internship is similar to that of the resident doctor, and the burden of the applicant in the auxiliary health specialties is similar to that of the health professional in the specialty, and so on), divided by the systems of the department in which the training is conducted.
3. The franchisor must actively participate in the shifts of the department in which he or she trains and be in constant contact with the training supervisor and the rest of the team on duty.
4. The internship student must participate in one of the eid al-Fitr and Al-Adha holiday shifts in accordance with the distribution schedules of work in the departments as required by the department's employment department.
5. The obligation to wear the uniform adopted by the Ministry of Health and mentioned in the circulars of the Undersecretary of the Ministry of Health for Executive Affairs No. 482/2996/26, date 23 July 1414 Ah and subsequent circulars in this regard related to the appearance of the health practitioner.

Article (12) Medical intern Rights:

1. Provides an appropriate educational training environment with training under qualified educational supervision.
2. Allowing attendance at conferences and seminars according to holiday regulations.
3. Receive a monthly internship bonus according to the regulations of the Ministry of Education.
4. Make an assessment of each course or training stage.
5. Know and discuss its evaluation after each training session or stage and raise the objection if it does not accept the evaluation for a certain training period within a week of the end of the training period.
6. He receives leave according to article (9) of this regulation.
7. The possibility of interruption or postponement of training according to article (10) of this regulation.

Article (13) Leave:

Regular leave	The leave of the internship student must not exceed 10 working days during the period of compulsory training, but not more than five days in the course of the training period.
Emergency leave	The leave of the internship student must not exceed five working days for the duration of compulsory training and not more than two working days during the training period.
Holiday, National Day and Foundation Day	The applicant is entitled to five working days' leave on both holidays and is entitled to national day and foundation day holidays, subject to the system of the department where he or she spends the training period.
Educational leave	The applicant is allowed to attend a course, conference, interview or exam for no more than five days throughout the internship year, providing the supervisor with proof of attendance. If he/she does not submit a proof of his/her presence in scientific activity, he/she will be punished with a five-day discount from his/her annual leave, in addition to extending the training period for the same period. The duration of educational leave can be divided into days as needed with the approval of the training provider
Sick leave	If the student receives sick leave with a medical report approved by a hospital or medical services at the university, this period will be

	compensated before obtaining a certificate of completion of the training period if the duration of the sick leave approved by the university's medical services exceeds three days.
Maternity leave	The student must stop her training program and resume after she has fully recovered from her birth. With a maximum of two months to resume work, all schedules for the remainder of her training program are arranged and the maternity leave period compensated.
Marriage leave	A internship applicant can take two weeks' leave to marry by providing proof to the internship supervisor with compensation for the period with a period similar to the period of absence.

- Regular and emergency leave should not exceed five working days for each training period for the applicant.
- Regular and educational leave may not be combined during training periods, not optional, and may be combined during mandatory training periods provided that the duration of the training period is not less than one full month.
- Regular and scientific leave must be submitted at least four weeks before its due date and will be coordinated with the training authority and the supervisor of medical internship and obtained approval from these entities before the start of the leave and the Dean of the College may exclude this in coordination with the training authority.
- To apply for regular or educational leave, the special form is filled out and then approved by the consultant doctor and the head of the department before being submitted to the office of medical internship and the unsealed forms are not considered from the training facility.

Article (14) Interruption, postponement and apology for training:

Postponing the start of the internship:

The applicant may postpone one or more months of training after the internship office agrees to spend this period later after he has finished all other courses as described in the following table.

Duration of postponement	Action required
Less than 6 months after the requirements are completed	He joins the internship without action.

6 months to one year after the completion of the requirements	Retesting of esoteric 2nd and surgery 2, and in case of non-passing, the test is retested after a month and is recommended to attend with students during this period and the student is not allowed to enter the further privilege to pass the tests
Longer than a year after the requirements are completed	Retesting of the esoteric - 2 and surgery - 2 women, childbirth and children and in the event of non-passing is retested after a month and is advised to attend with students during this period and the student is not allowed to join the privilege beyond passing the tests

Apologies for a training period:

The student may not apologize for a training period or change his desire to specialize or place of training until the hospital has accepted his training for this period.

The student may apologize for a training period by submitting an apology application two or three months before the beginning of the course (if training is outside the Kingdom) and must follow up on the application to make sure that it is accepted by the Office of Medical internship. If he has been accepted to spend this period in a training place, the excuse is accepted only after the relevant training authority has approved it.

Interruption of training:

The student may drop out of training with an acceptable excuse for no more than 6 months and spend this period later after finishing all other courses as described in the following table.

Duration of interruption	Action required
Less than 6 months.	This period is spent later after he has finished all other courses
6 months to one year	Full internship period replay
Longer than a year.	Retesting of the esoteric- 2nd surgery- 2 women, childbirth and children and in the event of non-passing is retested after a month and is advised to attend with students during this period and the student is not allowed to enter the privilege beyond passing the tests. After his success, the student will return the full training period.

Article (15) Assessment of the applicant of medical internship:

1. What is stipulated in the evaluation is followed according to the approved description of field training and the student cannot graduate without completing it and succeeding in it.
2. The training supervisor must prepare and sign a report approved by the head of the department at the hospital after the end of the training period of the medical internship student in the department according to the model adopted by the college (Annex 3) and attach the brochure of activities of his time in the relevant section (Log book).
3. Reports on the performance of internship students must be sent directly to the internship office .
4. If the internship student receives a low grade in his training (a score below 60%) at one of the training periods, the supervisor of the medical internship unit should recommend the re-establishment of the training period spent by the internship student in the department or part of it (not less than a month compensatory period) and the meeting is held by the training supervisor with the applicant to inform him of the content of the report to discuss opportunities to improve his performance.
5. If the applicant receives a score below 75% in the total training periods, he or she must return some or all of his training periods as recommended by the Medical internship Unit.

Article (16) Irregularities and penalties:

1. If the applicant violates his or her professional duties or obligations or issues any behavioral or ethical violation that violates the ethics of the Muslim health practitioner, the supervisor of the medical internship unit must form a commission of inquiry at the college to study the case in coordination with the training supervisor in the training facility, and then raise the deanship of the college with recommendations.
2. If the Internship doctor violates his or her professional duties or obligations, the department shall submit to the Office of Medical internship, which in turn shall be submitted to the college administration with any of the following:
 - Written warning.
 - Repeating the training rotation or part of it.
 - Suspension of internship training for no more than six months
3. If any behavioral or moral violation is made by the Doctor of Medical internship or

anything that offends the ethics of the Muslim doctor occurs, the college administration will take any of the following:

- Written warning
- Repeating the training rotation or part of it.
- Suspension of internship training for no more than six months
- Withholding the certificate of completion of the internship
- Raising the university by depriving him of the bachelor's degree

Article (17) Requirements for passing the training of medical internship:

1. Complete all compulsory and optional periods successfully without breaching the ethics of the profession.
2. Get at least 75% of the total training period grades and at least 60% at each training period.

Article (18) Amending and interpreting the regulation:

The amendment (in addition to replacement or cancellation) of the articles of this regulation may be made at the suggestion of the Internship Unit and the College's Agent for Clinical Affairs, with the amendment approved by a decision of the College Board.

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