



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— كلية الصحة العامة —

College of Public Health

قسم الصحة العامة

PUBLIC HEALTH DEPARTMENT

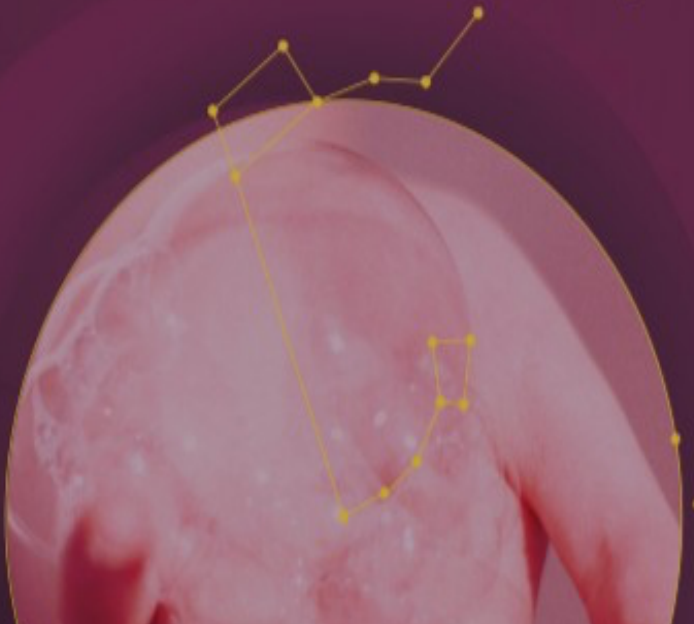
TRAINING SITE MANUAL

INTERNSHIP TRAINING MANUAL

2021 / 1442

Prepared by:

Public Health Department





## Preface

The purpose of this manual is to describe the internship program of the Public Health (PH) program. In accordance with the Saudi Commission for Health Specialities, the PH program mandates the completion of the internship program following a four-year curriculum of study and prior to the award of a Bachelor of Science degree in PH. The internship program period consists of one continuous year during which, each student is expected to train in different recognized hospitals, health services facilities or other training sites. During the internship period, students are required to rotate in four domains reflecting the diverse specialities of the field of public health, which provide the required training skills and knowledge as it is determined by the PH department. Interns are required to demonstrate specific competencies, understandings and skills relevant to the field of PH.

This manual includes requirements, rules and regulations, and evaluation forms specific to the PH internship program. This manual is a reference that should be used by interns as a guide throughout the internship program. The manual is reviewed and updated on a regular basis to ensure that the content remains appropriate and applicable and new evidence-based practices can be considered.

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# Public Health Program Description

## **INTRODUCTION:**

The PH department is part of the College of Public Health (CPH) at Imam Abdulrahman Bin Faisal University (IAU). The PH program was established in order to meet the demands of the labour market. The Program produce distinguished academic qualified cadres who contribute to the various areas of public health

The mission, vision, values and goals of the CPH are given in the insert below followed by the vision, mission and goals of the PH program.

## Vision, Mission & Values of the College of Public Health

### **VISION:**

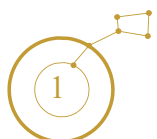
A leading college in public health education, research and community services, locally, regionally and internationally.

### **MISSION:**

Providing a high-quality professional experience focusing on education, Research and community service in public health.

### **VALUES:**

Respect, Diversity, Teamwork and collaboration, Innovation, Professionalism and social responsibility.



## Vision, Mission, & Goals of the PH Program

### **VISION:**

A prominent Public Health Program promoting, protecting and improving healthy societies in sustainable communities – locally, nationally, and globally

### **MISSION:**

Prepare outstanding, innovative, and diverse public health leaders; advance public health science and policies; and promote healthy communities

### **PROGRAM GOALS:**

- Prepare competent public health graduates with necessary knowledge and skills to address the current and emerging public health issues in Saudi Arabia and beyond
- Graduate public health professionals in developing and adopting innovative research ideas and designs to advance the science of public health.
- Engage students, stakeholders and researchers in promoting healthy society

### **PROFESSIONAL GOALS:**

- 1) Prepare a competent healthcare workforce to promote public health.
- 2) Face the challenges of public health.
- 3) Solve important health problems through multidisciplinary approaches that apply the latest scientific knowledge, research's results and teamwork.
- 4) Conduct and support advance research in the field of the public health
- 5) Collaborate with other departments to cross register some of our courses.
- 6) Meet the increasing demand of public health specialists in the government and private sectors
- 7) Provide training opportunities for public health specialists and raise their competency to increase community health awareness and promote health and wellbeing for all groups.
- 8) Promote public health education, researches and services in KSA and Gulf countries.
- 9) Create and improve public health resources regularly in KSA.
- 10) Create good advocates for launching public health field.
- 11) Develop skills that encourage the development of innovative and alternative health promotion approaches.
- 12) Promote the important of integrating social and cultural determinants into the practice of public health.

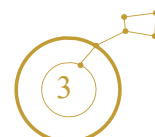


## PH CURRICULUM AND PROGRAM LEARNING OUTCOMES:

The Bachelor of Science degree in Public Health is based on a four-years program totaling 144 credit units. The program covers general education requirements in its early semesters followed by multidisciplinary courses in areas relevant to public health. Students complete a one-year internship training in their fifth year at several hospitals and training sites. The four-years curriculum is shown below, followed by the program learning outcomes.

### PH Program Student Learning Outcomes

PROGRAM STUDENT LEARNING OUTCOMES	
<b>1. KNOWLEDGE</b>	
	Describe the historical, philosophical foundation and principles of public health in contemporary societies
	Outline the major processes, approaches and interventions employed to address public health challenges
<b>2. SKILLS</b>	
	Apply analytical methods and information technology to critically analyse, monitor and assess the public health issues
	Distinguish contemporary strategies to address health care disparities in Saudi society and across the globe
<b>3. COMPETENCE</b>	
	Demonstrate proficiency in use of communication skills and team building to promote and protect health across life course
	Apply ethical and legal knowledge & principles to public health professional



## Curriculum, PH Program

FIRST YEAR – FIRST SEMESTER			FIRST YEAR – SECOND SEMESTER		
Course Title	Course Code	Credit Hours	Course Title	Course Code	Credit Hours
General English Language	ENGL 101	5	General English Language	ENGL 101	2
Biology	BIOL 102	2	English for Academic & Specific Purpose	ENGL 102	3
Chemistry	CHEM 103	1	Biology	BIOL 102	3
Physics	PHYS 104	1	Biochemistry	CHEM 103	2
Creed & Family in Islam	ISLM 181	2	Physics	PHYS 104	2
Computer Skills	COMP 131	2	Social System in Islam	ISLM272	2
Learning & Searching Skills	LRSK 141	2	Communication Skills	CMSK 142	2
			Health & Physical Education	PHEDU 162	1
<b>Total 15</b>			<b>Total 17</b>		

SECOND YEAR – FIRST SEMESTER			SECOND YEAR – SECOND SEMESTER		
Course Title	Course Code	Credit Hours	Course Title	Course Code	Credit Hours
Anatomy	ANAT201	3	Basic Biostatistics	PUBH221	3
Physiology	PHYL 202	3	Pharmacology	PHARM222	3
Biochemistry	BIOCH203	3	Principles of Epidemiology	EPID 212	3
Introduction to Public Health	PUBH 214	3	Essentials of Environmental Health	ENVH 204	3
Microbiology	MICRO204	3	Health Education and Promotion	PUBH225	3
Medical Entomology and Parasitology	PUBH 205	2	Health Care in Saudi Arabia	PUBH226	3
Economic System in Islam	ISLM 273	2	Political System in Islam	ISLM 274	2
<b>Total 19</b>			<b>Total 16</b>		

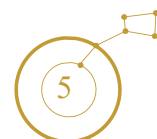


## Curriculum (cont'd), PH Program

THIRD YEAR – FIRST SEMESTER			THIRD YEAR – SECOND SEMESTER		
Course Title	Course Code	Credit Hours	Course Title	Course Code	Credit Hours
Applied Epidemiology	PUBH311	3	Communicable Diseases	PUBH321	3
Health Administration	PUBH312	2	Occupational Health and Safety	PUBH322	3
Nutrition	PUBH313	2	Advanced Environmental Health	PUBH323	3
Applied Biostatistics	PUBH314	3	School Health	PUBH324	3
Waste Management	PUBH315	3	Food Safety & Hygiene	PUBH325	3
Introduction to Demography	PUBH316	2	Quality Management	PUBH326	2
PUBH Elective 1		3	Formal Demography	PUBH 327	2
<b>Total 18</b>			<b>Total 19</b>		

FOURTH YEAR – FIRST SEMESTER			FOURTH YEAR – SECOND SEMESTER		
Course Title	Course Code	Credit Hours	Course Title	Course Code	Credit Hours
Chronic Diseases	PUBH411	3	Disaster Management	PUBH421	2
Maternal and Child Health	PUBH412	3	Global Health	PUBH422	3
Infection Control	PUBH413	3	Health Economic	PUBH423	2
Research Methodology	PUBH414	3	Public Health Policies	PUBH424	2
Mental Health & Psychology	PUBH415	2	Health Informatics	PUBH425	2
Contemporary Public Health Issues and Challenges	PUBH416	3	Graduation project	PUBH426	6
Public Health Ethics & laws	PUBH417	2	PUBH Elective 2		2
<b>Total 19</b>			<b>Total 19</b>		

**TOTAL NUMBER OF CREDIT HOURS= 144**



## PH Internship Program Description

The PH internship program is a structured and supervised practical experience which provides a training opportunity for academically qualified students to apply their knowledge and utilize skills and professional attributes acquired during the didactic aspects of the PH program to real work settings. While at training sites, interns will Participating in the planning and implementation of messages and programs to promote health , Understanding the methods by which public health identifies potential causes of population health status, and identifies potential targets for intervention, describing the fundamental roles of public health and how those roles are operationalized in public health organization, funding, workforce, and regulations and demonstrating the importance of public health data in understanding health and disease in populations.

Moreover, students will explain the foundations of public health, Identifying environmental health hazards and their potential effects on human health, describing how behavioral factors contribute to specific individual and community outcomes, applying the appropriate principles and metrics to address performance issues within and between healthcare organizations and evaluating the sociocultural determinants of health behavior across the lifespan in diverse populations. The internship program is designed to also facilitate the transition of the PH students to the workforce by providing them with practical experience during their internship program

### **INTERNSHIP PROFESSIONAL AIMS**

The aims of the internship program are to enable the intern to gain the following points through their rotations:

- 1) Establish, implement, and evaluate learning goals and objectives;
- 2) Integrate public health theory with community-based practice
- 3) Expand their understanding of the role of health-related agencies in the community setting;
- 4) Analyze the role of public health and health education in agency activities;
- 5) Analyze the role of public health and health education in the health of the community;
- 6) Improve communication and professional skills through on-the-job training;
- 7) Assume specific leadership roles and responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).

## Internship Rules and Regulations

### **1. INTERNSHIP PROGRAM ADMINISTRATIVE SUPERVISION**

Administrative supervision of the internship program is maintained through the Vice Deanship of Training and Internship at the College. The Internship program is directed and supervised by the Vice Dean of Training and



Internship and the PH internship coordinator; an PH faculty responsible for the internship affairs and assigned by the PH chairman.

## **2. ADMISSION REQUIREMENTS**

- 2.1. To be admitted to the internship program, the intern must be a graduate of the CPH at IAU and has successfully completed all of the PH program's required coursework, satisfied all the graduation requirements, and their graduation has been approved by the CPH College Council.
- 2.2. All interns must pass the medical examination and take required vaccinations as required by the department and training sites.
- 2.3. Fulfil any additional requirements by the training site.

## **3. INTERNSHIP PROGRAM DURATION**

- 3.1. The duration of the internship program is one continuous year – 12 months (48 – 52 weeks), that is divided into four rotations. Each rotation is three-months long.
- 3.2. Interns are required to work eight hours a day, five days a week, or follow the affiliate training site's working hours.
- 3.3. The internship program commences after the final examinations on a date approved by the Dean of the CPH.

## **4. INTERNSHIP TRAINING SITES**

- 4.1. Internship training is conducted at King Fahd Hospital of the University and/or other high-quality recognized government or private hospitals and training sites.
- 4.2. Training sites are determined by the PH department based on criteria ensuring high standards given that:
  - The training site includes an academic affairs and training department.
  - Hospitals should be accredited by CBAHI, or JCI or any international accrediting agency.
  - The training site fulfills the internship program's goals and learning outcomes.
  - The training site provides a supportive learning environment and appropriate training workspace and facilities
  - The training site provides training workshops for the purpose of promoting professional self-development.
  - The training site provides a work environment that is safe and clear of any hazards.
  - The training site is located within reasonable convenience to the student.
  - The training site enables students to demonstrate effective teamwork and communication skills.

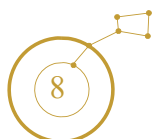


- The training site develops responsibility skills of the interns within their scope of training.
  - The training site for interns of special needs should be equipped with facilities to incorporate and accommodate those needs.
- 4.3. The list of training sites is updated regularly
- 4.4. Interns choose four rotations for their internship program. Below is a list of the main PH rotations:
- Health Education and Promotion
  - Healthcare system Management
  - Public Health such as Epidemiology and disaster management
  - Occupational Health and Safety
  - Research
  - School Health
  - Biostatistics
  - Infection Control
  - Any other suggested area based on students' interest and aligned with public health department learning outcomes

## 5. INTERNSHIP APPLICATION PROCESS

The Vice Deanship of Training Affairs at the College of Public Health collaborates with several facilities in the Eastern Province and in other areas of the Kingdom. Official application letters are submitted to the collaborated training sites in order to obtain placements for our interns. The PH department makes several efforts in order to provide the interns with internship opportunities according to the program schedule. This is achieved by several steps:

- 5.1. The PH internship coordinator contacts the different training sites in the area prior to the internship orientation/induction program to:
- Inquire about the training sites' capacities to accept interns
  - Available training establishments for the duration of the program
  - The timeline the facility will be capable to accommodate the interns given the different rotation dates set by the College of Public Health
- 5.2. The PH internship coordinator follows up with the staff in-charge in the respective training site to confirm the recipient of the internship application letters/requests.
- 5.3. It is of the utmost importance to reply to internship applications within two working weeks of receiving the request. Prompt responses from training sites will allow the PH internship coordinator to either confirm the intern's placement or to secure another possible internship opportunity to the intern while avoiding any delays that might affect the interns.

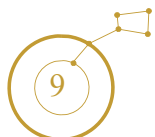


## 6. ATTENDANCE/LEAVES/VACATIONS

- 6.1. Interns are entitled to official vacation days (Eid AlFitr, Eid AlAdha, and the Saudi National Day) as determined by the affiliate training sites.
- 6.2. Interns are given 10 days maternity leave and five days for interns getting married. Any additional days should be compensated.
- 6.3. Sick and maternity leaves can be exceptionally granted, provided that a legitimate medical report is submitted.
- 6.4. Sick leaves of more than two days during one particular rotation must be compensated.
- 6.5. All leaves of less than 25% of any rotation period must be compensated at the end of the internship program.
- 6.6. All leaves of 25% or more (whether it was excused or unexcused) of any rotation period will result in repeating the entire period of the rotation.
- 6.7. All unexcused absent days must be compensated.
- 6.8. Interns must sign-in and sign-out an attendance sheet.
- 6.9. Frequent tardiness or unprofessional conduct may result in the followings disciplinary actions: 1) written warning letter, 2) repeating part of the rotation, 3) repeating the entire rotation.
- 6.10. Interns may attend conferences/workshops related to PH, and time is counted towards the internship period provided that:
  - Attendance does not affect the continuity of training.
  - Approval from the training site.
  - Approval from CPH after reviewing scientific program of the event.
  - Submission of an attendance certificate.
  - Interns must grant official approval on attending **prior** to attending.

## 7. CHANGES AND EXTENUATING CIRCUMSTANCES

- 7.1. Interns must strictly follow the rotation schedule (including start and end dates, training sites and rotations) approved by the PH internship coordinator.
- 7.2. Requests for changing rotations will not be considered. In cases of extenuating circumstances, interns can apply for changes in their schedule, or an extended leave.
- 7.3. Extenuating circumstances are defined as problems or events beyond the intern's control or ability. Such as issues related to health and family bereavement
- 7.4. Interns are required to fill an emergency leave form and submit it to the PH internship coordinator along with related evidence.
- 7.5. Changing requests are discussed and approved by the internship committee and the Vice Dean of Training and Internship.
- 7.6. Decisions are officially sent to the intern via email. Verbal agreements are not considered eligible to act upon.
- 7.7. It is the intern's responsibility to grant the training site supervisor's approval of the request.



- 7.8. Changes without official approval by the PH department will not be considered and the rotation will be cancelled and must be repeated.
- 7.9. Postponing the internship after starting the training can be permitted under valid excuses and after the approval of the PH Department Council and the College Council and based on the IAU's bylaws regulating the internship programs at health colleges.

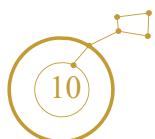
## 8. EVALUATION AND CERTIFICATION

- 8.1. The PH internship program aims to establish a comprehensive performance assessment of interns. For each rotation, interns' performance is assessed based on the following:
  - **Intern's attendance**
  - **End of rotation evaluation:** using the internship evaluation form, the training site supervisor will evaluate interns' performance during the rotation. The supervisor will assess the interns' demonstration of specific competencies and progress during the internship program. Evaluation rubrics are set to ensure that interns meet the minimum requirements for successful completion of the internship program. **Satisfactory performance is defined as grade GOOD or higher. Unsatisfactory performance in any particular rotation requires repeating that rotation.**
  - **End of rotation report:** interns are required to submit an internship report upon the completion of each rotation. Please refer to the report guidelines and template to be used for the report. Submitted reports will be evaluated based on the report evaluation rubric. **Submitted reports of low-quality must be extensively revised and re-submitted.**
- 8.2. For interns to be cleared after each rotation, the following documents must be sent to the PH internship coordinator through email ([cph.phi@iau.edu.sa](mailto:cph.phi@iau.edu.sa)) by the training site supervisor **no later than a week after the end of the rotation:**
  - Attendance sheets
  - Internship evaluation form – with a GOOD evaluation or higher
  - End of rotation report
- 8.3. Interns who satisfactorily complete the Internship program, submit required documents and are cleared for all rotations will be granted a certificate of completion.

### Training Site Roles and Responsibilities

#### BEFORE THE START OF THE INTERNSHIP PROGRAM

1. Inform the internship coordinator of the training site's capacities to accept interns



2. Inform the internship coordinator of available training slots to accommodate interns given the different rotation dates set by CPH.
3. Official confirmation of interns' acceptance.
4. Inform the PH internship coordinator with any required documents for processing the application request or to start the internship.
5. It is of the utmost importance to reply to internship applications within two working weeks of receiving the request. Prompt responses from training sites will allow the internship coordinator to either confirm the intern's placement or to secure another possible internship opportunity to the intern while avoiding any delays that might affect the interns.
- 6.

### **AT THE END OF THE TRAINING PERIOD**

7. Evaluate the intern at the end of the rotation given the Internship Evaluation Form and based on the rubric (Appendix).
8. Email the evaluation form, attendance sheet and report to the PH internship coordinator at [cph.phi@iau.edu.sa](mailto:cph.phi@iau.edu.sa)
9. Share overall experience in training the PH interns by responding to a training site satisfaction survey (*the survey will be shared with the respective training sites through email*)

## **Interns' Roles and Responsibilities**

### **BEFORE STARTING THE INTERNSHIP PROGRAM**

- Students are responsible for fulfilling academic and administrative requirements to join the internship program.
- Submit internship administrative forms on time and according to the PH internship coordinator's instructions.
- Sign a confidentiality statement form to protect the rights of the patient from unlawful disclosure of any information from their medical record and prohibiting the disclosure of related information.
- Interns are held accountable for the accuracy of personal information reported in the filled forms as well as updating information as needed.
- Disclosure of anticipated events that might interrupt the program.
- Attend all internship preliminary meetings with the PH internship coordinator.
- Attend the PH department's internship induction (orientation) program.

### **DURING THE INTERNSHIP PROGRAM**

- Abide by the internship program rules and regulations of IAU and CPH.
- Abide by rules and regulations set by the affiliate training sites governing the internship as well as requirements of occupational safety, patient safety, privacy, rights, and infection and quality control.
- Abide by the internship rotations schedules submitted to the PH internship coordinator by following starting and end dates of rotations.

- Maintain perfect attendance and punctuality during the internship given the official working hours of the training sites.
- Update the PH internship coordinator of their application status and any relevant matters.
- Interns are required to perform duties as assigned to them by supervisors and staff at the training sites.
- Interns take responsibility for their own performance and professionalism and should seek their supervisor's feedback.
- Train in a respectful, supportive and professional working environment with qualified supervisors and trainers.
- Attend relevant training or educational events or services provided by the training site as governed by the respective rules and regulations
- Interns are responsible for being within reach of the staff and reply to inquiries and requests in a timely manner. Official communication during the internship period is achieved via official university (IAU) e-mails.
- Contact the PH internship coordinator for any issues or concerns during the internship program.
- Maintain an intern experience log to document tasks, skills and competencies developed during each rotation along with any courses attended or certificates received. The experience log will help interns to develop an internship portfolio at the end of the internship program.
- Maintain and demonstrate professional and ethical conduct during the internship and in all aspects including behaviours, communications, dealing with others, etc.
- Interns are entitled to a stipend as regulated by the IAU bylaws and regulations.

## AT THE END OF THE INTERNSHIP PROGRAM

- Ensure the delivery of the end of rotation required forms to the PH internship coordinator from the training site supervisor, according to the guidelines.
- Compensate missed days during the internship program as approved by the PH internship coordinator.
- Share interns overall experience during the internship program through responding to a training satisfaction survey (*will be shared with interns towards the end of their training through email*).

## Internship Supervision

### TRAINING SITE SUPERVISION

The training site supervisor is a person assigned by training sites in order to follow up with the interns during the rotation period. The training site supervisor should have enough experience in the field of PH and appropriate competencies, skills, knowledge, authority, time and resources to participate in direct supervision of interns. Training site supervisors should assist interns





in meeting program objectives through demonstration and observation. At the end of the rotation, the training site supervisor submits the internship evaluation forms and other required documents to the internship coordinator.

## **PH FACULTY SUPERVISION**

- The PH program executes and internship supervision plan through periodic assessment of the interns conducted by PH faculty members to monitor intern's progress and to ensure a quality training.
- Each intern is assigned a PH supervisory faculty to regularly visit, monitor and support the intern for the duration of the internship. the faculty also evaluates the intern's end of rotation report.
- PH supervisory faculty visits to training sites are scheduled and arranged by the H internship coordinator at different times during each rotation to monitor interns' progress, support them and to make sure that training is conducted as planned. Through visits, the PH faculty supervisor ensures that training requirements are fulfilled by the intern and a sufficient supervision is provided by the training site supervisors. Any noticeable changes are reported to the internship coordinator immediately.

## **Internship Feedback**

The VDTI has an open-door policy of contact for interns and training sites supervisors. It also regularly seeks the feedback of interns and training sites by sending a survey of the PH internship program. Internship program surveys are key to identifying improvement opportunities as well as monitor intern and training sites supervisor satisfaction. They provide an opportunity to improve the program, address any issues that might have been encountered, and reinforce the points of strength of the department's internship program. The results of the survey are to be considered for subsequent planning and continuous improvement. There are two surveys:

### **Internship Program Survey**

An overall assessment of the intern's experience in the facility and with the internship coordinator.

### **Location Supervisor Satisfaction Survey**

An assessment of the location supervisor experience during the internship program.

*The internship coordinator will distribute the surveys and share them with interns and training sites supervisors towards the end of their training through email*

## Training Plans for Each Rotation

### Health Education and Promotion Rotation

#### Training Objectives:

- Collaborate with health specialists to determine community health needs and the availability of services and develop goals for meeting needs.
- Design and conduct evaluations and diagnostic studies to assess the quality and performance of health education programs.
- Develop and present health education and promotion programs such as school or community presentations

#### Training Tasks:

- Provide program information to the public by conducting media campaigns, and/or maintaining program-related web sites.
- Develop operational plans and policies necessary to achieve health education objectives and services.
- Develop, conduct, or coordinate health needs assessments and other public health surveys
- Prepare and distribute health education materials, including reports and visual aids such as films, videotapes, photographs, and posters
- Document activities, recording information such as the numbers of applications completed, presentations conducted, and persons assisted.
- Maintain databases, telephone networks, and other information to facilitate the functioning of health education programs.
- Any additional tasks assigned by the training site supervisor relevant to health education and promotion scope of work

### Healthcare System Management

#### Training Objectives:

- Planning, directing, and coordinating health services.
- work in all divisions of an organization, including personnel management, development goals, efficiency and quality improvement, financial management, financial planning, infrastructure development, compliance, public relations, and internal communications.
- work with healthcare providers, insurance providers, patient facing roles, and could work in a blend of all three realms.

#### Training Tasks:

- Helping in creating budgets
- Helping patients access care within the limits of their insurance
- Planning and implementing staff meetings
- Helping in creating intake and training flows for new employees and new patients
- Helping in training staff to adhere to new policies or laws

- Fostering communication between administration and staff
- Helping in Performance reviews
- Any additional tasks assigned by the training site supervisor relevant to healthcare system management scope of work

## **Public Health such as Epidemiology, Disaster Management, Medical Waste Management & Deal Body Storage Refrigerator**

### **Training objectives**

- Demonstrate clear understanding of the ecological factors that favour spread of infection at the hospital.
- Define public health roles on the field of infections control at hospitals.
- Address healthcare facility infections (nosocomial infections) based on public health approach.
- Increase patient safety through the proper application of public health interventions.
- Emphasize the importance of hand hygiene among medical staff.
- Manage healthcare waste.
- Practice the protocol used when a death case take place.

### **Training tasks**

- Practicing in different MOH electronic systems used to report the daily infectious diseases.
- To be aware of hospital infection statistics.
- Developing and implementing infection control policies and procedures
- Providing infection control and prevention education
- Conducting safety programs, such as hand hygiene, blood borne pathogen prevention.
- Research, design, plan, implement, and evaluate risk management programs.
- To acquire the skill of planning in a strategic way to manage risky situations.
- To be aware of the key control measures required to limit spread of hospital infections.
- Practicing all the steps taken to ensure safe disposal of medical waste.
- Using the death notification system to inform other government agencies.
- Any additional tasks assigned by the training site supervisor relevant to public health scope of work.

## **Occupational Health and Safety**

### **Training objectives**

- Interpret and apply legislative requirements, industry standards, and best practices in a variety of workplaces.
- Apply risk management principles to anticipate, identify, evaluate and control physical, chemical, biological and psychosocial hazards

- Affect/manage change by advancing OH&S principles within management systems, cultures, practices, and priorities.

### Training tasks

- Collect, manage, and interpret information and data to identify trends and issues in the workplace
- Inspect, test, and evaluate workplace environments, equipment, and practices to ensure that they follow safety standards and government regulations
- Prepare written reports on their findings
- Design and implement workplace processes and procedures that help protect workers from hazardous work conditions
- Evaluate programs on workplace health and safety
- Educate employers and workers about workplace safety by preparing and providing training programs
- Demonstrate the correct use of safety equipment
- Investigate incidents and accidents to identify what caused them and how they might be prevented
- Any additional tasks assigned by the training site supervisor relevant to Occupational Health and Safety scope of work

## Research

### Training objectives

- To make the link between the theory of research and the practice of research
- To take interns through the different phases of research, from problem identification, development of methodology, literature review, analysis, results discussion and conclusion
- To train interns in the application/use of research findings in the different settings

### Training tasks

- Planning and conducting experiments
- Using tools relevant for research (new software, courses, etc)
- Recording and analysing data
- Carrying out fieldwork, eg collecting samples
- Writing research papers, reports, reviews and summaries
- Preparing research proposals and funding applications/bids
- Ensuring that quality standards are met
- Developing original solutions to problems
- Presenting research findings in conference and in academic publication
- Any additional tasks assigned by the training site supervisor relevant to research scope of work

## School Health

### Training objectives

- To arrange health school tours starting from mapping the intended schools up to the school health team visits.
- To implement, monitor, and evaluate health school programs done by the ministry of health
- To familiarize interns with ministry health websites used for encoding and analyzing health school data.
- To manage between different health school programs in order to maximize the outcome of each.

### Training tasks

- Develop health plans for students with chronic illnesses and disabilities
- Educate students and staff on healthy habits, such as proper nutrition and hygiene
- Ensure school environment is safe for children and school staff (e.g. prevention of communicable diseases)
- Provide health counselling
- Ensure compliance with national health laws
- Any additional tasks assigned by the training site supervisor relevant to school health scope of work

## Biostatistics

### Training objectives

- Encode data in a statistical software, creating the data collection sheet and import it into a statistical program such as SPSS or EPI Info.
- Perform descriptive and inferential analysis, implement new statistical techniques on an actual data
- Determine variables, understand outcomes needed from the researcher perspective, and provide him/her the results.
- Handle survey data including outliers.
- Learn how to do scoring, categorizing, combining, and coding variables.
- Help to interpret the main statistical output based on the type of test such as p-value, odds ratio, relative risk.

### Training tasks

- Provide biostatistical consultation to clients or colleagues.
- Analyze archival data such as birth, death, and disease records.
- Write research proposals
- Prepare statistical data for inclusion in reports to data monitoring committees, managers, or clients.
- Prepare articles for publication or presentation at professional conferences.
- Calculate sample size requirements for clinical studies.

- Prepare tables and graphs to present clinical data or results.
- Design surveys to assess health issues.
- Collect data through surveys or experimentation.
- Design research studies in collaboration with physicians, life scientists, or other professionals.
- Any additional tasks assigned by the training site supervisor relevant to biostatistics scope of work

## Quality Management

### Training objectives

- To Improve the Quality of Products and Services
- To Influence Organizational Culture
- To continuously monitor and review performance
- To implement an effective quality management system based on accredited bodies standards.

### Training tasks

- Finding the root cause of quality issues
- Working on quality improvements through preventive and corrective actions
- Working on quality-related tasks, audits and incidents
- Utilizing quality improvement tools and methods, to help ensure quality improvement Attending quality team meetings and identification of priorities
- Monitoring and evaluating internal production processes
- Any additional tasks assigned by the training site supervisor relevant to quality scope of work

## Preventive medicine

### Training objectives

- Relate the theoretical knowledge of public health principles to its practical application.
- Maintain essential knowledge, skills, and attitude used in the field of public health.
- Perform scientific public health assessment of the community.
- Identify public health issues and needs of the community.
- Recognize the importance of teamwork to solve different public health concerns.
- Design, and implement public health interventions to address public health issues efficiently.
- Evaluate current preventive medicine programs relevant to public health viewpoints.

### Training tasks

- Distinguishing all different MOH electronic systems used to enhance the health of the community.
- Using the MOH surveillance system comprehensively and effectively. 3. Demonstrating proper use of the MOH investigation system.
- Contributing to the mass vaccination programs supervised by the preventive medicine department.
- Participating with the preventive medicine team to initiate any public health interventions.
- Any additional tasks assigned by the training site supervisor relevant to preventive medicine scope of work

## Infection Control

### Training objectives

- Define public health roles on the field of infection control in a hospital setup
- Address healthcare facilities infection (nosocomial infection) on the basis of public health approach.
- Increase patient safety through the proper application of public health interventions
- Emphasizing the importance of hand hygiene among medical staff.
- Managing health-care waste

### Training tasks

- Conducting rounds by monitoring infection occurrences in patients and employees
- Developing and implementing infection control policies and procedures
- Providing infection control and prevention education
- Conducting safety programs, such as hand hygiene, blood borne pathogen prevention
- Performing quality improvement activities, e.g. reduction in infection rates, such as catheter related blood stream infections
- Monitoring compliance with regulatory requirements
- Evaluating the environment
- Discussing and monitoring infection control practices with staff
- Collecting infection data from departments and maintaining records for each case
- Investigating incidents of infection and reports such incidents to the director of infection control department
- Ensuring availability of supplies required for infection control.
- Any additional tasks assigned by the training site supervisor relevant to infection control scope of work



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## إقرار طالب امتياز

اسم الطالب/ة: .....

الرقم الجامعي: .....

رقم بطاقة الهوية الوطنية/الأحوال: .....

التخصص: .....

### اتعهد انا الطالب/ة الموضح أعلاه بـ:

1. أن أحافظ على سرية وخصوصية المعلومات المتعلقة بالمرضى المتواجدين في المستشفى أو أي منشأة أتلقى التدريب فيها, كما أتعهد بالحفاظ على سرية وخصوصية أية معلومة تتعلق بمكان التدريب.
2. أن أقوم بأداء عملي بكل أمانة وإخلاص حسب ما تتطلبه القواعد والأخلاق المهنية بما يتوافق مع أنظمة وقوانين المكان الذي أتلقى التدريب فيه.
3. أن اتقيد بأخلاقيات المهنة في جميع تعاملاتي مع المرضى وذويهم وزملائي ورؤساء الأقسام ومشرفي التدريب في جميع المؤسسات التي أتدرب بها.
4. ألا أطلب بتغيير أماكن تدريبي بعد تحديدها في نسختها النهائية في جدول الامتياز.
5. الالتزام التام بأنظمة وتعليمات الامتياز كما وردت في كتيب الامتياز وما يتعلق بها من نماذج وإجراءات إدارية.
6. كما أعلم تماما بأنني مسؤول عن قراءة وفهم والالتزام بأنظمة وتعليمات الامتياز كما ورد في كتيب التدريب وما يتعلق بها من نماذج وإجراءات إدارية.

التاريخ

التوقيع





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**APPLICATION FOR EMERGENCY LEAVE**

Date Submitted: \_\_\_\_\_

Name of Intern: \_\_\_\_\_ ID#: \_\_\_\_\_

Specific Reason: \_\_\_\_\_

Date - From: \_\_\_\_\_ To: \_\_\_\_\_

Hospital/training site Name: \_\_\_\_\_

Name & Signature of Person in Charge at training site: \_\_\_\_\_

Please email this form to the internship coordinator

**For university official use ONLY**

**Intern to compensate leave: YES: \_\_\_\_\_ NO: \_\_\_\_\_**

<b>Revised</b>	<b>Approved</b>
_____	_____
<b>Internship Coordinator</b>	<b>Vice Dean of Training &amp; Internship</b>

*Imam Abdulrahman bin Faisal University*





## INTERNSHIP EVALUATION FORM

<b>Intern Name:</b>					
<b>Training site &amp; Department:</b>					
<b>Training Date:</b>					
<b>Supervisor Name:</b>					
<b>WORK PERFORMANCE</b>					
Items	Poor	Fair	Good	Very Good	Excellent
Knowledge					
Technical ability					
Quality of work (accuracy & thoroughness)					
Safety & prevention consciousness, confidential information handling					
Attitude in working environment (Initiation & enthusiasm)					
Dependability/reliability					
Accepts directions & guidance of supervisor					
Attendance & punctuality					
<b>SKILLS</b>					
Interpersonal skills (relationship with others, teamwork & cooperation)					
Communication skills					
Professionalism (conduct, communication...)					
<b>Overall Evaluation</b>					
<b>Supervisor Comments:</b>					
<b>Number of Days Absent:</b>			<b>Number of Days compensated:</b>		
<b>Supervisor Name:</b>			<b>Supervisor Signature:</b>		
<b>Date:</b>			<b>Official Seal:</b>		

Please refer to the evaluation rubric



### INTERNSHIP EVALUATION RUBRIC

Items	Poor	Fair	Good	Very Good	Excellent
<b>Knowledge</b>	Lack of knowledge of the field	Fair knowledge of the field	Good knowledge of the field	Plentiful knowledge of the field	Extensive knowledge of the field
<b>Technical Ability</b>	Lack of competency in essential technical skills	Fair competency in essential technical skills	Good competency in essential technical skills	Competent in technical skills	Exceptional competency in technical skills
<b>Quality of work (accuracy &amp; thoroughness)</b>	Performed tasks are never accurate, complete, or perfect	Performed tasks are rarely accurate, complete, or perfect	Performed tasks are sometimes accurate, complete, or perfect	Performed tasks are usually accurate, complete, or perfect	Performed tasks are always accurate, complete, or perfect
<b>Safety &amp; prevention consciousness, confidential information handling</b>	Never aware of safety, prevention and confidentiality	Rarely aware of safety, prevention and confidentiality	Sometimes aware of safety, prevention and confidentiality	Usually aware of safety, prevention and confidentiality	Always extremely aware about prevention and confidentiality
<b>Attitude in working environment (Initiation &amp; enthusiasm)</b>	Never initiative or motivated in the working environment	Rarely initiative and motivated in the working environment	Sometimes initiative and motivated in the working environment	Usually initiative and motivated in the working environment	Always initiative and highly motivated in the working environment
<b>Dependability/ reliability</b>	Never reliable in performing assigned tasks	Rarely reliable in performing assigned tasks	Sometimes reliable in performing assigned tasks	Very reliable in performing assigned tasks	Exceptional reliability in performing assigned tasks
<b>Accepts directions &amp; guidance of supervisor</b>	Fails to accept and respond to supervisor's guidance	Rarely accept and respond to supervisor's guidance	Sometimes accept and respond to supervisor's guidance	Usually accept and respond to supervisor's guidance	Always accept and respond to supervisor's guidance
<b>Attendance &amp; punctuality</b>	Never on time, frequent tardiness and/or	Rarely on time, some evidence of tardiness and/or	Sometimes on time, a few evidence of	Usually on time and/or is absent (without excuse)	Always on time and exhibits perfect

	is absent (without excuse) for more than three days	is absent (without excuse) no more than three days	tardiness and/or is absent (without excuse) no more than two days	no more than once	attendance during the internship
<b>Interpersonal skills (relationship with others, teamwork &amp; cooperation)</b>	Never engage with others and cooperate with them	Rarely engage with others and cooperate with them	Sometimes engage with others and cooperate with them	Usually engage with others and cooperate with them	Always engage with others and cooperate with them
<b>Communication skills</b>	Fails to demonstrate effective communication skills through different means	Demonstrates effective communication skills through different means rarely	Demonstrates effective communication skills through different means sometimes	Demonstrates effective communication skills through different means most of the time	Demonstrates excellent and effective communication skills through different means always
<b>Professionalism (conduct, communication...)</b>	Fails to conduct self in a professional manner in interactions, communications, behaviours and appearance	Rarely conducts self in a professional manner in interactions, communications, behaviours and appearance	Sometimes conducts self in a professional manner in interactions, communications, behaviours and appearance	Usually conducts self in a professional manner in interactions, communications, behaviours and appearance	Always conducts self in a professional manner in all interactions, communications, behaviours and appearance

*Evaluations should be filled by the training site staff in contact with the intern during the rotation with unbiased objective observation of the intern's performance*

## Internship End of Rotation Report

Interns are required to submit an internship report upon completion of each rotation. The purpose of this report is for interns to reflect on their overall experience. It is an opportunity for interns to present the nature of the work they were involved in, specific skills and knowledge attained, as well as highlight their contributions while working in a professional environment. It is also an opportunity to shed light on the main limitations and areas of improvement in the training sites for the purpose of enhancing the training experience for the interns.

### THE INTERNSHIP REPORT FOR EACH ROTATION SHOULD INCLUDE:

1. An overview of the department where the rotation is being conducted
2. Tasks that have been completed in this rotation
3. Any limitations that the intern have faced during the rotation
4. Any future recommendations for the specific department.

### REPORT GUIDELINES:

1. The report should not be more than THREE pages per rotation (FOUR pages with the cover page).
2. The report should be checked and signed by the direct supervisor of the intern at the training site.
3. The report should be sent to the Internship affairs in the PH department, with the intern's evaluation and attendance report, through the direct supervisor in the training site on a date specified by the internship advisor, not later than a week after the end of the rotation.
4. **DISCLOSURE:** The report should include a disclosure page containing a statement indicating the report was read by the training site supervisor. It also states that tests and procedures mentioned in the report were performed by the intern, the information disclosed is accurate and contains no confidential information.
5. The report evaluation rubric will be used to evaluate submitted reports by the PH faculty supervisors.
6. **Any images/screenshots/files belonging to the training site property must have prior approval before being included in the report.**
7. Please refer to the report template below.



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**[Training department]**  
**[TRAINING SITE]**

**Report Prepared by:**

Name:  
ID:

**Report Prepared to:**  
[Internship Coordinator Name]

[Date of preparation 'month/Year']

**OVERVIEW OF THE TRAINING DEPARTMENT: [NO MORE THAN 300 WORDS]** Write one to two paragraphs about the training department, explaining what it is and what it does.

**LEARNING EXPERIENCE & TASKS COMPLETED: [NO MORE THAN 700 WORDS]**

The experiences and knowledge gained by the intern. State the tasks that you have completed in this rotation in a numbered format. Explain in detail what has been conducted in each task. Discuss the relation of tasks to any academic studies.

**LIMITATIONS IN THIS ROTATION: [NO MORE THAN 200 WORDS]**

Mention any limitations that you have faced in this rotation

**RECOMMENDATIONS: [NO MORE THAN 200 WORDS]**

Mention any future recommendations for this rotation or training department.

**APPENDIX: INTERN'S EXPERIENCE LOG:** Fill the table below and attach any documents relevant to the experience log (if applicable).

INTERN'S EXPERIENCE LOG			
Duration		Skills & competencies developed	Intern's reflection
	<i>Example entry From 1–18/1/2021</i>	<i>Completed training on software XXX</i>	<i>Learned how to analyse data...</i>
1			
2			
3			
4			
5			
6			
...			
<b>COURSES ATTENDED:</b>			
<b>CERTIFICATES:</b>			
<b>OUTSTANDING ACHIEVEMENT:</b>			





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## FACULTY SUPERVISION VISIT FORM

Intern Name: .....	Training site: .....
ID. No: .....	Department/unit: .....
Training Period From: / /	Training site supervisor: .....
To: / /	Visit Date: / /

Items	Evaluation	
	Yes	No
The training provided is in the field of specialization		
There is a training plan for the intern		
The training plan fits the training period		
The intern maintains a professional behaviour		
The intern shows initiative		
The intern maintains regular attendance and punctuality		
The intern properly performs assigned tasks		
The training site supervisor is reachable		
The training site supervisor properly mentors the intern		
The work environment is safe and clear of any hazards		
The work environment supports learning with appropriate workspace and facilities		
So far, the training site supervisor is satisfied with the intern's performance		
So far, the intern is satisfied with the training in this site		

*Please note any intern's achievement, awards, participation in or attendance of professional development events*

### Training site supervisor's comments/feedback:

.....  
.....  
.....

### Intern's comments/feedback:

.....  
.....  
.....

**Faculty Member Name:**

**Signature & Date:**



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Mailing address	Dean of the College of Public Health Imam Abdulrahman Bin Faisal University P.O. Box 1982 Dammam 31451  عميد كلية الصحة العامة جامعة الإمام عبد الرحمن بن فيصل ص.ب.: 1982 الدمام 31451



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