



**King Saud University  
College of Applied Medical Sciences  
Department of Community Health Sciences**

# **Clinical Nutrition Program Internship Manual**

**Revised  
January 2016**

## **I. INTRODUCTION**

The Department of Community Health Sciences of the College of Applied Medical Sciences includes two programs: Clinical Nutrition and Health Education.

The department plays an active role in serving the community and aims for an effective contribution to the development of the health care system in Saudi Arabia through training highly skilled health care professionals. After completing the academic requirements, students must complete a training period (internship) for one calendar year at hospitals or related health institutions according to an approved training program, with mutual supervision between the College and the training institution. After successfully completing the internship, each candidate will receive a certificate of competence for the one-year internship training issued and sealed by the College of Community Health Sciences. Then the Bachelor degree certificate can be issued for each successful candidate.

### **Objectives of the Internship program are to:**

- Improve knowledge, skills and attitude in the practice of clinical nutrition.
- Conduct complete nutritional assessment for patients of various medical conditions.
- Effectively provide dietary interventions and dietary education for those patients.
- Cooperate with the health care team members, and demonstrate proficiency on ward visits, medical record review, and report writing.
- Communicate properly with both health team members and patients.
- Provide professional growth through practice and improvement of the students' skills of decision-making, problem solving, communication, and leadership.
- Practice professional Code of Ethics and Standards of Practice.

The Internship Training Program at the department of Community Health Sciences, College of Applied Medical Sciences, King Saud University consists of multiple rotations in different hospitals involving wards and clinics covering mainly the following fields: pediatrics, renal, diabetes, intensive care unit (ICU), cardiology, gastrointestinal, liver, surgery, oncology, orthopedic, and obstetrics and gynecology.

## II. GENERAL RULES AND REGULATIONS

A meeting will be set for students in the final level of the program with the intern coordinator, to explain the rules of the internship, answer their questions, and give forms to be filled by those who are expected to graduate at the end of the semester and return them in a personal folder to the intern coordinator. Forms can be seen in **(Appendices I and II)**.

### 1. Admission to the program:

Enrolment into the Interns' Training Program at the Department of Community Health Sciences, College of Applied Medical Sciences, King Saud University is limited only to graduates with a Bachelor of clinical nutrition degree from the college.

- To start the internship period, students must complete all their undergraduate courses successfully with a minimum cumulative GPA of 2.0.
- Students must start their internship within three months of their final exams unless delay is approved by the internship committee **(Appendix III)**.
- Failing to start the internship within one year after the final exams, students must pass a written or practical exam or a personal interview depending on the decision of the department council.
- If an intern wants to delay the start of their internship, they must submit an official request for delay within two weeks from their final exams. This must be approved by the internship committee or the department dean, given that the delay will not exceed one year (as explained in the point above).
- Students lose their rights to obtain the internship completion certificate if they do not complete the internship within three years after the final exams.

### 2. Duration and continuity of training:

The internship's period is one year (52 weeks; with 50 working weeks) specifically designated to meet the needs of interns in enhancing their skills as general practitioners.

- Saudi interns trained in a governmental hospital or health institution are eligible to receive the internship monthly pay. For private or non-governmental hospitals, the monthly pay will be suspended **(Appendix IV)**.
- The request for training in any health institution should be sent by the internship coordinator at least one month prior to the beginning of the rotation
- Interns must start on the same date arranged with the hospital/health institution, and should ask them to report their attendance to the collage.
- The interns should follow the health institutions' policies and regulations (working hours, vacations, dress code, etc.).

- The specified period of training shall be continuous without vacation breaks other than the official ones, if placements were available for the student.
- Should any situation warrant an intern to take an emergency leave, there would be an extension of the training at the end of the program to compensate for the leave of absence determined by the Interns' Training Committee.
- Any exceptional vacation should be requested officially and arranged for by the internship coordinator and the hospital, considering its compensation.
- For female interns, a maternity leave of up to 40 days is granted, provided that a medical report is attached to the application form. If the intern provides a sick leave from the doctor, then the maternity leave can be extended after the acceptance of the college committee up to a maximum of 90 days. An extension of the internship period is compulsory to make up for the time off during the maternity leave until the requirements of the program are entirely fulfilled.

### ***3. Request for a rotation or hospital placement:***

- Some hospitals/health institutions have special requirements (such as GPA, interview, written exams), only interns who meet the criteria will be accepted for training.
- The internship coordinator will give recommendations regarding the hospitals/health institutions, depending on the duration of the rotation, the intern's interests, and availability.

### ***4. Extension of rotation:***

- Should any situation warrant an intern to take an emergency leave, there would be an extension of the training at the end of the program to equally compensate for the leave of absence.
- The same rule applies where any days that the student takes off would be added at the end of the internship, thereby an extension of the internship period is compulsory until the requirements of the program are entirely fulfilled.

## **5. Training out of Saudi Arabia:**

When the students wish to carry out their internship in another country, they must submit a request to the internship committee 6 weeks in advance. The request should include the reasons for choosing to train out of Saudi Arabia, information about the chosen hospital for training (preferably a teaching university hospital), and an initial acceptance to train from the hospital.

If the chosen hospital was deemed suitable, the college will send them:

- A letter detailing the needed training program.
- The training period.
- The student's academic record.
- The evaluation form.

Then a formal letter of acceptance from the hospital should be provided to the internship committee. The student must sign a forfeiture of the internship monthly allowance.

## **6. Clinical conduct:**

### • **Attendance:**

Punctuality is mandatory and daily attendance will be monitored closely. Interns should abide by the official working hours in addition to the rules and regulations of each training institution they are attending. This will be reported by the hospital's supervisor in the evaluation form.

### • **Clinic attire:**

Interns are requested to take the regulations regarding the acceptable wear during working hours seriously in each training institution. Blue jeans and casual dress for example are not allowed. Female interns should wear an acceptable uniform, completely cover their hair with a scarf, and refrain from using perfumes, heavy cosmetics, nail polish, and high-heeled shoes.

### • **Professional ethics:**

Interns are expected to maintain the respect and confidence of the patients through sincere and honest treatment. Courtesy, cooperation and harmonious interpersonal relationships must be highly observed to promote successful care.

- **Discipline:**

In the case of unapproved absence, negligence, misconduct, incompetence, insubordination or any other act that the interns' superiors deem unacceptable, an intern shall be duly reported to the Interns' Training Committee for disciplinary action. Depending on the seriousness of the offense and upon the recommendation of the Interns' Training Committee, a disciplinary action may be one of the following:

- Probation, verbal and written warnings.
- Repeating a rotation.
- Suspension of the intern for some time as suggested by Intern's Training Committee (ITC).
- Dismissal from the Internship Training Program.

### **7. Evaluation:**

To monitor the interns' performances, it is essential that some form of quantification and evaluation of the work carried out by the interns is documented. In institutions and hospitals, training supervisors send their evaluation of each intern's performance at the end of each rotation **(Appendix V)**. The entries can be used eventually as a reference for the intern when a letter of recommendation or certificate is requested, as well as a report or career advice when needed. By the end of the program, each intern's performance should be evaluated and assessed by the Interns' Training Committee. The data for evaluation will be compiled from the evaluation forms and a decision of whether the intern has fulfilled the requirements or an extension of the program will be recommended.

### **8. Graduation:**

At the end of the one year internship program, interns will be awarded a certificate of completion of the internship, signed by the Dean and the Vice-Dean for Administrative Affairs and the Chairman of Interns' Training Committee, provided that he/she had fulfilled the requirements of the program. Although the certificate of competency should show no grade, an individual report of each intern's performance will be kept in his/her file for future reference.

### **III. Medical institutions and Hospitals**

A report for each intern is sent to the intended medical institution or hospital, prepared by the intern's coordinator and signed by the Dean of the Medical Applied College.

Some institutions will require one or more of the following:

- GPA of 4 or more.
- Passing an English exam.
- Passing an interview.
- Medical exam and vaccination.

Below are lists of the main available training centers in Riyadh and other parts of the country. These lists are not comprehensive.

#### **1. Medical institutions and hospitals in Riyadh**

- King Faisal Specialist Hospital and Research Center
- Riyadh Military Hospital
- National Guard Hospital
- King Khalid University Hospital
- King Abdulaziz University Hospital
- King Abdulaziz University Hospital (Diabetes center)
- King Khalid Eye Specialist Hospital
- King Abdulaziz University Hospital (Diabetes center)
- Security Forces Hospital
- King Saud Medical City (Alshumisy)
- King Salman Kidney Center
- Primary Health Care Centers of the Ministry of Health
- Sultan bin Abdulaziz Humanitarian City
- Prince Faisal bin Fahad Hospital for Sports Medicine
- Allman Hospital
- AlYamamah Hospital
- King Salman Hospital
- King Fahad Medical City

#### **B. Medical institutions and hospitals outside Riyadh**

- Aramco Hospital in Dhahran
- Diabetes and Hypertension Center in Jeddah
- National Guard Hospital in Jeddah

- King Fahad Specialist Hospital in Dammam
- King Abdulaziz Air Force Base in Dhahran
- King Fahad Medical Military Hospital in Dhahran
- Alimam Abdulrahman National Military Hospital
- King Fahad Learning Hospital in Al Khobar





## APPENDIX II

المملكة العربية السعودية  
جامعة الملك سعود  
كلية العلوم الطبية التطبيقية



### استمارة معلومات لطلبة سنة الامتياز

<input type="checkbox"/> المختبرات الإكلينيكية	<input type="checkbox"/> العلوم الإشعاعية	<input type="checkbox"/> العلاج الطبيعي	<input type="checkbox"/> علاج عطل النطق والسمع
<input type="checkbox"/> التعليم الصحي	<input type="checkbox"/> التغذية الإكلينيكية	<input type="checkbox"/> صحة فم وأسنان	<input type="checkbox"/> البصریات
<input type="checkbox"/> تقنية طبية حيوية. أجهزة	<input type="checkbox"/> العلاج التنفسي	<input type="checkbox"/> العلاج الوظيفي	<input type="checkbox"/> تقنية الأسنان

الاسم :									
رقم السجل المدني :									
الرقم الجامعي :									
العنوان الحالي :									
رقم الهاتف :									
رقم الجوال :									
البريد الإلكتروني :									
1 2 3									
المستشفيات التي لا ترغب التدريب بها :									
توقيع الطالب/ة : توقيع ولي الأمر: التاريخ :									

للاستعمال الرسمي		
منسق سنة الامتياز بقسم :	الاسم :	التوقيع :
اعتماد رئيس القسم		

### APPENDIX III

المملكة العربية السعودية  
جامعة الملك سعود  
كلية العلوم الطبية التطبيقية



### نموذج تأجيل التدريب

أتعهد أنا الطالب/ة

الرقم الجامعي /

التخصص /

بالموافقة على تأجيل فترة الامتياز من تاريخ: / / 14هـ إلى تاريخ: / / 14هـ

لمدة /

وذلك بسبب /

التاريخ: / / 14هـ

توقيع الطالب/ة

توقيع مسؤول الامتياز

الأستاذة

## APPENDIX IV

### تعهد

بعض تعليمات قضاء فترة الامتياز

**أولاً : عدم بداية التدريب قبل إنهاء جميع المقررات بنجاح**

حيث أن موافقة الكلية وجهة التدريب على بدء التدريب مبني على توقع التخرج فإنه في حالة عدم إكمال مقررات الخطة بنجاح لأي سبب فلن يبدأ التدريب وسأقوم بإبلاغ مشرف/ة الامتياز للاعتذار عن التدريب وفي حالة عدم الالتزام بذلك فإنه لن يتم احتساب فترة التدريب التي تسبق إنهاء جميع المقررات بنجاح وسيتم إعادة التدريب دون مكافأة .

**ثانياً : عدم صرف مكافأة الامتياز عند التدريب في الجهات غير الحكومية ( الخاصة )**

عند التدريب في جهة غير حكومية ( خاصة ) فإنه لن يتم صرف مكافأة التدريب من الجامعة

وفي حال صرفها لأي سبب فيجب على الطالب/ة إبلاغ مشرف/ة الامتياز بذلك للتواصل مع وحدة التدريب والامتياز كي يتم عمل اللازم لإيقاف صرف المكافأة علماً بأنه سوف يتم استعادة ماتم صرفه للتدريب في تلك الفترة .

**ثالثاً : إيقاف التدريب**

في حالة إيقاف التدريب لأسباب تتعلق بالمتدرب /ة مثل عدم الجدية والغياب أو أي أسباب أخرى فإنه لن يتم السماح للطالب /ة في استئناف التدريب في مكان آخر حتى يتم دراسة الأسباب مع جهة التدريب واتخاذ قرار من قبل الكلية وقد يستغرق هذا الإجراء ٢ - ٣ أشهر

أتعهد أنا الطالب/ة ..... الرقم الجامعي .....

قسم ..... برنامج .....

لقد تم الإطلاع على تعليمات قضاء فترة الامتياز أعلاه وأقر بمعرفتي بذلك والتزامي بالعمل بها أثناء فترة التدريب .

توقيع الطالب /ة : ..... توقيع مشرف/ة الامتياز : .....

التاريخ : / / ١٤هـ التاريخ : / / ١٤هـ



**King Saud University**  
COLLEGE OF APPLIED MEDICAL SCIENCES

**Intern Evaluation Form**

Name of Intern: .....

Training Institution: ..... Unit: .....

Type of Assignment: ..... Date: From ..... To .....

Preceptor's at training institution: .....

Name of Faculty Supervisor: .....

Directions

The following items display the behavioural outcomes expected of the intern at the completion of each of his/her training sessions. The ratings are based on performance requirements. If an item is not applicable, please print N.A. (Not Applicable). It is expected that any qualifying comments or examples concerning *poor* or *excellent* performance would accompany the corresponding rating in the "Remarks" column.

**Evaluation Form**

Performance of Items	Poor	Good	Very good	Excellent	Remarks
<p><i>Knowledge of work &amp; working Abilities:</i></p> <p>1- To what extent does the intern demonstrate capability of using scientific facts and skills as a basis for his/her performance?</p> <p>2- To what extent does he/she demonstrate a desire to learn more than just routine aspects of the prescribed work?</p> <p>3- To what extent does the intern adjust to new work methods and conditions?</p> <p>4- How effective has the intern been in planning and organizing his/her work?</p> <p>5- How effective does the intern communicate in speech and writing?</p> <p>6- To what extent does the intern accept the maximum responsibilities for his/her work and volunteer for new assignments.</p> <p>7- How effective has the intern been in establishing working relationship with others.</p> <p>8- To what extent is the intern receptive to new ideas and information.</p>					

Comments:

٢١-٥

**Evaluation Form (Cont'd)**

Performance of Items	Poor	Good	Very good	Excellent	Remarks
<p><i>General performance</i></p> <p>1- To what extent has the intern been punctual and complying with working hours of the institution.</p> <p>2- How effective has the intern been in following departmental policies and procedures.</p> <p>3- How effective were the intern's attitudes towards other members of the health care team and patients?</p> <p>4- After finishing this training how well do you think the intern will be able to execute his/her responsibilities</p> <p>5- Over-all performance evaluation.</p>					

Comments:

Signature of the preceptor..... Date.....