



### Vice Deanship of Clinical Affairs

#### General Rules and Regulations for Internship Year 2010/2011

1. Interns must follow the rules and regulations of the hospital where they are rotating.
2. It is mandatory to attend the faculty one-day orientation course.
3. Internship year will begin on 1<sup>st</sup> August Gregorian calendar.
4. Intern should attend orientation program at the hospital where they are rotating...
5. Interns should notify the Internship Coordinator or Vice Dean of Clinical Affairs for any problem.
6. Interns should report to work exactly 40 hours per week.
7. **VACATION:**
  - Public holidays i.e. National Day, Ramadan & Hajj Holidays during the internship period are allowed automatically.
  - Every intern is allowed to have a total of 10 days holiday annually. Prior approval from clinical instructor is required.
  - Absence days due to illness must be compensated if they were more than five.

A medical report is required and a sick leave report must be submitted to the concerned Vice-Dean office.



### Vice Deanship of Clinical Affairs

- Every intern is allowed to have a total of 5 days annually as educational leave. Intern is permitted to attend or participate in conferences, symposia or workshops within KSA only.
  - Each intern is entitled to have a maximum of 5 days emergency leave.
  - If Intern wishes to work during public holidays he/she should pre-arrange for that with Internship Coordinator and the Training Facility. And he/she is entitled to have one day off for each work day.
8. For any absence without valid excuse; the intern is subjected to possibly salary-deduction depending on the report submitted to Vice-Dean of Clinical Affairs office.
9. Female intern having pregnancy has the options to:
- Stop the rotation and continue at the end to compensate for the missed rotation, OR
  - Have maternity leave for 30 days. Extra 30 days is allowed but must be compensated at the end of the internship year.
10. Interns must follow the scheduled rotation in the designated hospital approved by the Vice-Dean of Clinical Affairs office and under **NO** circumstances interns are allowed to change the scheduled rotation and to



### **Vice Deanship of Clinical Affairs**

change the hospital post. Instead, they can choose to stop their training and join the next internship rotation. Any change in the hospital without written permission from this office will not be accepted, instead, that rotation will be nullified and will need to repeat the entire internship training period.

- 11.** If the intern is intending to postpone the internship year the following should be considered:
  - Intern must pre-arrange with the internship coordinator and the Vice Dean of Clinical Affairs.
  - Postponing the internship could not be less than 3 months.
  - If for any reason; the intern did not start his/her internship year within the first two years after passing the fourth year exam; the faculty board will be notified and termination of his faculty registration is possible.
- 12.** Final grades for intern evaluation will be assigned using either pass or failed.
- 13.** Interns who failed to pass in the internship year overall evaluation will be required to repeat all or part of the appropriate technical experience as designated by the Faculty Board. Continuous assessment evaluations for



### Vice Deanship of Clinical Affairs

the repeated portion of the technical experience will be averaged with scores for that portion of the internship.

14. Interns bringing their evaluation forms will not be accepted unless it is sealed and enveloped with stamp.
15. The evaluation forms are available on the following website:

<http://fams.kau.edu.sa/Pages.aspx-نماذج-وحدة-الشؤون-الإكلينيكية>

As well as contact the following:

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