

كلية العلوم الطبية التطبيقية

قسم إدارة وتقنية المعلومات الصحية

College of Applied Medical Sciences

Department of Health Information Management and Technology (HIMT)

Joint Training (Internship) Manual

HIMT's Regulations and Rules Governing Intensive Training (Internship)





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PART ONE: The Regulations and Rules Governing Intensive Training (Internship)

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The regulations and organized rules for intensive training (INTERNSHIP) :

The internship year program is a clinical training that spans a full calendar year (52 weeks) and is conducted in hospitals and high-level training centers. This program is specifically designed to enable students at the College of Science in Health Information Management and Technology to apply what they have learned during their academic years in a practical setting. The program offers an opportunity to acquire skills and experience based on practical study, with the intern being supervised by the training entity under the guidance of qualified trainers, in coordination and follow-up with the college administration. The intern is not permitted to practice the profession until the internship year is completed, and graduation will not be granted until the internship is successfully concluded.

Article (1)

A. Definitions:

Internship Duration: A clinical training period of twelve Gregorian months (52 weeks) that begins after the trainee student has fulfilled the graduation requirements of the college. This period is considered a continuation of the study of Medical Sciences – Health Information Management and Technology, and the trainee is not considered qualified to practice the profession in Health Information Management and Technology until this period is successfully completed, regardless of the graduation certificate.

Start of the Internship Year: The start of the internship year is determined by the College Council. In coordination with training entities.

Basic Enrollment Requirement: Successful completion of all academic requirements of the university and the college.

Trainee: A student who has successfully completed the graduation requirements of the college.

Academic Supervisor: A faculty member responsible for overseeing the internship period.

Clinical Supervisor: A specialist appointed by the training entity to supervise the internship period.

Training Entity: Hospitals or reputable centers within the Kingdom approved by the College of Applied Medical Sciences, meeting minimum skill requirements.

Specialist: Holds a bachelor's degree in medical specializations and possesses the necessary experience for healthcare work.

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B. Core Values of the Internship Year:

1. Dedication
2. Collaboration
3. Excellence
4. Innovation

C. Objectives of the Internship Training Year (General Objectives):

- The internship aims to train students in various technical specializations at distinguished training sites, allowing for continuous development on both professional and personal levels.
- Trainees gain confidence in their technical abilities to perform professional tasks efficiently before being fully relied upon as specialists.
- Enhancing the technical and professional competence of trainees by providing field training opportunities in their specialization and taking on actual job responsibilities.
- Preparing trainees to assume job responsibilities by instilling professional behavior and work attitudes as active members of the healthcare team.
- Trainees are assigned to perform all job duties carried out by specialists in their field, implementing the training program through the execution of practical tasks specified in the job description for each specialization.

Article (2)

Special Procedures for the Internship Year:

The Clinical Training Unit at the college initiates the following procedures at the beginning of the final academic semester for fourth-year students expected to graduate:

1. Obtaining the names of students expected to graduate from the college's graduate unit.
2. Selecting accredited training entities according to specialization and available resources.
3. Drafting a letter to the dean's office for guidance and nominating internship training locations.
4. Holding an informative lecture in coordination with relevant departments about the internship period for students expected to graduate at the end of the second semester, providing the informative booklet (Training Manual) and the student acceptance form to designate their supervisor during the internship and provide detailed explanations of the internship period and potential challenges during training.



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5. A general preparatory orientation program is conducted at the college prior to the internship year, and attendance is mandatory. Absence from this program results in a delay in the start of training until... .. its completion. In such cases, the delay in starting the training is considered an interruption that needs to be compensated at the end of the internship year.
6. Involvement of the training entity in the preparatory orientation period for students and contributing to medical examination and ensuring trainee vaccinations.
7. Communication with training entities in case of any issues during the internship.
8. Completion of internship duration procedures for each trainee and submission to specialized departments.

B. Documents for Enrollment in the Internship Year:

- Copy of the student's academic record.
- Valid ID or equivalent identification.
- Completion of the college's required form for enrolling in the internship.
- Copy of bank card specifying the IBAN account number.
- Infection control and cardiopulmonary resuscitation license.

Article (3)

A. Trainee Responsibilities:

1. Comply with the job description provided by the specialist and the job description for internship students if available from the training institution.
2. Adhere to the specified arrival and departure times at the training institution.
3. Follow the instructions and regulations applicable at the training institution.
4. Adhere to occupational safety regulations regarding attire and work procedures based on the institution's approved standards.
5. Maintain patient confidentiality and refrain from using their data outside of the work scope.
6. Work according to the training manual containing the minimum required skills during the internship period.
7. The College Council, based on Clinical Training Management recommendations, reserves the right to terminate a trainee's training in case of unexplained absence or violation of university or training institution regulations.
8. If the trainee exhibits behavior contrary to work ethics or regulations, the clinical supervisor must inform the academic supervisor in writing so that the Clinical Training Unit can recommend appropriate action to the College Council.

B. Compliance with Official Dress Code:

1. Wear the official lab coat with the university logo, keep it clean, and always button within the hospital.
2. Display the trainee identification card in the left pocket of the lab coat and replace it if damaged.
3. Trainees are prohibited from wearing lab coats or lab attire outside official working hours while at the hospital or during weekends or official breaks.
4. Trainees are not allowed to modify or add anything that goes against the hospital's official dress code rules.
5. Specific to female students:
 - (a) Wear modest clothes within healthcare facilities.
 - (b) Denim in any form (pants, skirts, jackets, shirts) or similar fabric is strictly prohibited.
 - (c) Wear close, comfortable shoes; open or brightly colored footwear is not allowed.

D. Avoid excessive makeup, nail polish, or extravagant jewelry.

Violation of these rules will result in trainees being barred from training, reported to the college and hospital administration, and counted absent for that training day.

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Article (4)

Administrative Supervision in Training Institutions:

During the internship period, the trainee is under the supervision of the College of Applied Medical Sciences, the Academic Affairs Administration affiliated with the Directorate of Health Affairs, Hospital Management, Laboratory Management, and Health Information Technology and Administration Management where the training is conducted.

Each entity is

responsible for the following tasks:

1. During the training period, the trainee is subject to administrative and technical supervision by the training institution, like specialists in terms of attendance, departure, and shifts.
2. The trainee is assigned to perform all job duties carried out by a specialist. The training program is implemented through practicing the job tasks specified in the job description for each specialization, and the trainee's working hours are equivalent to those of the specialists.
3. Throughout the training period, the trainee is under the direct supervision of the specialist, the department head, the clinical supervisor, and the academic supervisor. They all participate in continuously evaluating the trainee's performance and providing guidance during the training period.
4. Supervising the recording of trainees' attendance in official logs.
5. Monitoring absenteeism rates, notifying the college, and taking the necessary actions in accordance with the regulations governing intensive training.
6. Providing the necessary resources and a conducive environment for training.
7. If the trainee commits any behavioral or ethical violation or acts contrary to professional ethics or safety principles, the clinical training institution at the college shall take the following sequential steps:
 - a) Issuing a written warning.
 - b) Repeating the internship period or a portion thereof.
 - c) Notifying the university administration to deny the bachelor's degree.



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Article (5)

Leave and Absence Policy:

1. The trainee is entitled to an annual leave of only fifteen days during the internship year, and they are not allowed to accumulate these days all at once during the internship period without the consent and approval from the Clinical Training Unit and the College Board.
2. The trainee can automatically benefit from official leaves granted to state employees in Saudi Arabia according to announcements in the kingdom's sectors. However, academic holidays are not considered part of the trainee's official leaves.
3. Emergency leave allows the trainee to take six days as needed and is directly approved by the Clinical Training Management without requiring College Board approval.
4. Medical leave is granted in case of medical condition. The trainee must submit a copy of the medical report to both the clinical supervisor and the academic supervisor, to be kept in the trainee's personal file. This leave must not exceed the permissible absence rate during each training period (15%) and must be issued by an accredited governmental body.
5. Marriage leaves: The trainee is entitled to fifteen-day marriage leave, which should preferably be taken at the end of the internship year.
6. Educational leave: The trainee is allowed seven-day educational leave during the internship year to attend conferences or workshops. Proof of registration must be submitted in advance to obtain approval from the College Board.
7. If the trainee is absent for three consecutive days without a valid reason, the academic supervisor and Clinical Training Management must be informed to take the necessary action.
8. If the trainee is not present in the department where the training is taking place after signing in for daily attendance at the hospital, that day will be counted as an absence. If this happens more than...
9. If this occurs more than three times, the training period in which it happened will be repeated at the end of the internship year.
10. Maternity leave: Only pregnant trainees are entitled to 30 days of leave without compensation after childbirth.

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Procedure for Obtaining Leave:

- Complete the specific leave request form at least a week before the leave start date, excluding emergency and medical leaves.
- The trainee must obtain approval for the leave from the training authority in the college and sign the leave request form.
- After receiving approval from the college, the trainee should communicate with the internship supervisor at the hospital for the leave's endorsement and the clinical supervisor's signature.

Article (6)

Deferment:

- ❖ Trainees can defer their internship under the following conditions:
Providing valid reasons accepted by the College Council.
- ❖ Suspension of the monthly stipend during the deferment period.
- ❖ The College Council reserves the right to decide on any unmentioned cases related to deferment.
- ❖ The deferment results in an extension of the internship period by the deferred duration, and the trainee bears the consequences.
- ❖ Trainees are allowed one deferment during the internship year, which will be compensated at the beginning of the next year, with priority given to new trainees.
- ❖ After approval, trainees must contact the college one month before resuming training to confirm the training plan and stipend disbursement.



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Article (7)

Transfer or Relocation:

1. Trainees can transfer their internship to any hospital, provided that all training departments and qualified HIMT supervisors are available.
2. Changing the training location requires the College Council's approval to align with the training execution plan and maintain the number of trainees.
3. Transfer requests are considered after submission to the Clinical Training Unit at least four weeks prior to the start of training.
4. Any unofficial changes will result in the cancellation of the affected training period.
5. The Clinical Training Unit issues the initial approval for the transfer, and the final approval is granted by the College Council.
6. The trainee receives a schedule of training courses indicating the month and department. The receiving hospital must adhere to this schedule.
7. The trainee must complete transfer procedures at least 25 days before the training start date.



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Article (8)

Evaluation System:

- ❖ Trainees are evaluated in each training period by the training authority.
- ❖ The evaluation is based on a pre-approved model by the Clinical Training Unit at the college.
- ❖ Evaluations submitted by the trainees themselves will not be accepted unless stamped by the training authority.
- ❖ The training authority contributes 70% to the overall evaluation, based on a checklist of procedures and performance.
- ❖ The college contributes 30%, based on behavior, punctuality, oral exams, and case presentations.
- ❖ Each department evaluates the trainee, and there is a comprehensive evaluation at the end of the internship year.
- ❖ The training authority submits a comprehensive report on the trainee's performance and development in each department.
- ❖ The academic supervisor collects the trainee's grades to determine the deserved evaluation.
- ❖ Upon completion, a certificate is awarded, signed by the college dean.

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Article (9)

A. Passing the Internship

Trainees are awarded a completion certificate upon meeting the following criteria:

- Attend at least 85% of the prescribed training duration in each training unit.
- Successfully pass all training stages with a minimum of 70% in each stage.
- Overall evaluation not less than 70%, recorded by the clinical supervisor as:
 - Good: 70% - 79%
 - Very Good: 80% - 89%
 - Excellent: Above 90%
- In case a trainee scores less than 70% in any training unit or exceeds a 15% absence rate, the full course in that unit must be retaken. Acceptable absences are compensated at the end of the training year.
- If a trainee fails with less than 70% in multiple stages during the internship, the entire internship must be retaken with the College Council's approval. The internship cannot be retaken more than twice without the College Council's approval.

C. Conditions for Receiving the Original Completion Certificate:

1. Completion of the full internship year (12 months or 52 weeks) from the start of the training date.
2. Receipt of all evaluations related to the student's training plan.
3. Submission of a certified copy of the passport for graduation document collection.
4. Completion of the college's manual and electronic clearance forms.
5. After completing the training year, the student receives the internship certificate from the Clinical Training Administration at the college, detailing the start and end dates of the training year, training locations, duration at each site, evaluation in each unit, and the overall evaluation for the internship year.



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Article (10)

Training Stakeholders Authority Matrix (Roles & Permissions)

Stakeholder	Key Authorities / Responsibilities	Examples of Decisions They Can Make	Not Authorized To
HIMT Department / Internship Coordinator	Approve training sites, assign students, monitor compliance with internship plan, approve evaluation forms	Change training site, approve attendance plan, suspend training if safety risk exists	Override hospital internal policies
Training Site / Site Training Supervisor	Receive students, assign duties, daily supervision, enforce facility policies	Department rotation within site, shift adjustments within site, issue site-level warnings	Change university requirements or accredited internship hours
Field Preceptor (Site Mentor)	Direct supervision, attendance verification, performance evaluation, on-the-job training	Validate task completion, submit performance reports, recommend make-up/extension	Independently terminate internship (submits recommendation only)
Academic Supervisor (University)	Academic guidance, visits/communication, review reports, endorse final evaluation with evidence	Address underperformance, approve improvement plan, accept student reports	Change site safety policies
Intern / Student	Perform assigned tasks, follow schedule, maintain confidentiality and safety, submit reports	Request leave/excuse, request transfer (via Coordinator)	Access unauthorized systems/data, share patient information
Quality/Compliance Unit (if applicable)	Monitor policy compliance, handle incidents/complaints, auditing	Initiate review/investigation, recommend corrective actions	Change internship plan without department approval



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Occupational Health & Safety Standards (OHS) for HIMT Interns

Student Obligations

- Follow the facility safety regulations (emergency exits, assembly points, alarms).
- Wear the approved ID badge and follow the dress code.
- Follow infection prevention and control requirements (hand hygiene and PPE as required).
- No eating/drinking in clinical areas or health information/record areas.
- Follow information security rules; do not share passwords or photograph screens/records.
- Report any incident, injury, or occupational exposure immediately to the site supervisor and the Internship Coordinator.

Incident / Occupational Exposure Reporting (Brief Procedure)

1. Inform the site supervisor immediately.
2. Follow the facility protocol (first aid/exposure assessment).
3. Complete the Incident Report according to site policy.
4. Notify the Internship Coordinator within 24 hours with a documented summary.

Prohibited Actions

- Using unapproved devices or software for work tasks.
- Removing any document containing patient data from the facility.
- Storing training-related patient data on personal devices without written permission.



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Training Site Selection Criteria

Minimum Requirements

- A valid training agreement/MoU with the university.
- A designated, qualified site supervisor/preceptor.
- Training environment supports HIMT competencies (health records, coding, HIS, quality, privacy, etc.).
- Clear policies for confidentiality, privacy, and information security.
- Clear OHS, emergency, and infection control procedures.
- Ability to provide documented attendance and performance evaluations.

Preferred Criteria

- Active use of an EHR system with appropriate student access and supervision.
- Multiple learning areas/rotations (HIM, coding, quality, HIS/IT, analytics).
- Appropriate supervision ratio (students per preceptor).
- Positive track record in hosting university interns.

Exclusion Criteria

- No designated supervisor/preceptor.
- Poor compliance with safety, privacy, or confidentiality requirements.
- Limited learning opportunities that do not match HIMT outcomes.