

College of Dentistry

INTERNSHIP TRAINING PROGRAM

Interns' Policies and Procedures Manual

Version 1 - 2023



WELCOME

Dear Intern,

On behalf of the College of Dentistry (COD), King Saud bin Abdulaziz University for Health Sciences (KSAU-HS), I would like to welcome you all to the internship program and wish you every success.

This program is designed to prepare you for your upcoming career through exposure to a variety of clinical and related non-clinical working environments. There is an intensive didactic program composed of Advanced Education Seminars and Workshops. The weekly non-clinical activities include literature review, continuous education and case-based seminars.

Upon successful completion of this program, you will receive an internship certificate issued by KSAU-HS which is mandatory to fulfill the requirements of licensing by the Saudi Commission for Health Specialties.

These guidelines have been written for a training context in which this manual will be the main source of information about the educational and clinical experience of internship program. Please don't hesitate to contact the Internship Unit with any question or concern.

Once again, I welcome all interns to the COD at KSAU-HS and wish you all a successful year.

Sincerely yours,
Internship Program Director, COD, KSAU-HS

CONTENTS

<u>03</u>	<u>Abbreviations</u>
<u>04</u>	<u>Cod Internship Contact Details</u>
<u>05</u>	<u>Mission, Vision, Goals, and Values</u>
<u>06</u>	<u>Overview of the Internship Program</u>
<u>07</u>	<u>General Rules & Regulations</u>
<u>17</u>	<u>Assessment Methods</u>
<u>18</u>	<u>Misconduct & Disciplinary Actions</u>
<u>20</u>	<u>Organizational Chart</u>
<u>22</u>	<u>Appendices</u>

ABBREVIATIONS

BLS: Basic Life Support

COD: College of Dentistry

DMD: Doctor of Dental Medicine

GRE: Graduate Record Examination

ICM: Infection Control & Prevention Manual

NBDE: National Board Dental Examination

PPE: Personnel Protective Equipment

SDLE: Saudi Dental License Exam

SRS: Safety Reporting System

TOEFL: Test of English as a Foreign Language

COD INTERNSHIP CONTACT DETAILS

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Internship E-mail	COD-Internship@ksau-hs.edu.sa
COD Interns' Secretary E-mail	mutairifai@ksau-hs.edu.sa or alqhtanir@ksau-hs.edu.sa
Contact Number	011 – 429 – 9999 ext. 95762 or 95893

1. Mission, Vision, Goals, and Values

1.1 MISSION OF COLLEGE OF DENTISTRY

To graduate competent dental professionals, promote excellence in oral health related education and research, and provide effective community services.

1.2 VISION OF COLLEGE OF DENTISTRY

To achieve global recognition in oral health education that is committed to nation's health.

1.3 MISSION OF THE DOCTOR OF DENTAL MEDICINE (DMD) PROGRAM

To graduate competent dentists who are able to manage oral diseases based on scientific evidence, conduct oral health research, and provide community services that promote oral health of society.

1.4 GOALS OF DMD PROGRAM

1. To graduate competent dentists with abilities to treat patients based on best available scientific evidence, multidisciplinary approach, implement technological advances and utilize best clinical techniques in diagnosis and management of oral diseases.
2. To graduate dentists who are inquisitive, learners for life, have the foundation to appraise and conduct scientific research and able to pursue postgraduate training.
3. To graduate dentists that put patients and communities first.

1.5 CORE VALUES

1. Excellence
2. Collaboration
3. Communication
4. Accountability
5. Integrity
6. Transparency
7. Cultural Sensitivity

1.6 KSAU-HS GRADUATE ATTRIBUTES

1. In-depth knowledge
2. Critical thinking and problem solving
3. Proficiency in research
4. Safe patient care and competency in discipline-related skills
5. Effective communication
6. Versed in ethics concepts
7. Efficient in teamwork
8. Life-long learning

2. OVERVIEW OF THE INTERNSHIP PROGRAM

2.1 Internship Program Learning Outcomes

By the end of the internship year, interns are expected to be able to:

1. Discuss basic and advanced topics in dentistry.
2. Utilize critical thinking and decision-making skills.
3. Perform various dental treatments competently and confidently.
4. Organize dental community service activities.
5. Apply scientific research skills.
6. Demonstrate effective communication skills and teamwork behavior.
7. Practice high standards of professionalism and ethics.
8. Plan for future career.

2.2 Timing and Duration

Students who have finished their degree of DMD are required to complete a twelve-month Internship training as an essential requirement for full registration as a Dental Practitioner by the Saudi Commission for Health Specialties. Upon successful completion of the program requirements, the candidate will receive an Internship Training certificate issued by the COD, KSAU-HS.

The duration of Internship Program is 12 months (in Gregorian calendar), starting 1st of July through 30th of June of the following year, divided into three (3) rotations. Each of the rotation will consist of four (4) month period and it will spend period of internship program at more than one approved governmental hospitals. In addition, interns MUST spend a period of eight months at COD and four (4) months in another University/Center.

3

GENERAL RULES & REGULATIONS

3.1 Policy on Vacations

3.1.1 Interns are entitled to enjoy the National Holidays of Ramadan and Al-Hajj vacation & National Day for KSA

3.1.2 Maximum of 15 days leave credit are allowed during the whole internship training program. This will cover emergencies, absences, approved with justification sick leave, and/or marriage. Any male or female interns planning to get married is encouraged to do so before or after the COD Dental Internship Program.

3.1.3 The annual leave must be submitted 3 weeks before the requested dates.

3.1.4 Interns are allowed to attend the following:

- Test of English as a Foreign Language “TOEFL” exam
- GRE (Graduate Record Examination)
- NBDE (National Board Dental Examination)
- Saudi License “SDLE” exam
- Basic Life Support “BLS” exam
- Work Interview

These will not be deducted from the credit leave provided that the original certificate or printed invitation letter as proof of attendance is submitted. One day for each activity will be accepted. However, intern needs to fill out an applied leave form prior to the appointment date and submit it to the interns’ secretary one week before exam/ interview date.

3.1.5 Emergency leave should be justifiable, not exceeding three (3) days, and approved by the Internship Director. The patient will be distributed to his/her colleague by the assign clinical supervisor.

3.1.6 For female interns, a continuous-based maternity leave of twenty (20) days will be granted not to be deducted from the credit leave provided that a medical report is attached to the application form. It will be compensated by the end of the Internship Program.

3.1.7 Guidelines on filling of leave:

3.1.7.1 Anytime an intern will not be able to attend his regular clinic schedule for whatever reason (marriage, maternity, medical appointments, conferences, exams, workshops, job interviews, scientific leave), interns need to fill out the leave request application form.

3

GENERAL RULES & REGULATIONS

3.1 Policy on Vacations (Cont')

3.1.7 Guidelines on filling of leave (Cont'):

3.1.7.2 Cases where submission of applied leave in advance is not possible, he/she should call to inform to take emergency leave, such as car accident, sickness etc., supporting documents must be presented to the Internship Unit upon the intern's first day back to work. Leave due of illness should be always supported with medical report issued by a recognized hospital (i.e. government hospitals). The absence will be taken from the leave credits. Failure to present supporting documents will result to having the absence days doubled.

3.1.7.3 Minimum number of leave days applied should not be less than 3 days for each leave application.

3.1.7.4 Any leave days not approved by the Director of the Dental Internship will be considered without permission and intern will be considered absent for the double duration of the leave.

3.1.7.5. For plan leaves intern must submit clinical blocking form three (3) weeks (twenty-one (21) days) prior to the desire leave of absent duly approved by the Program Director & Associate Dean.

3.2 Policy on Attending Scientific Dental Meetings

3.2.1 All interns may attend:

- Either national or international scientific dental meeting (maximum of 5 days).
- If the conference is international due to variable factors such as booking availability and differences in time zone:
 - a. Trips outside the Middle East: two days before and two days after actual conference dates will be allowed.
 - b. Trips within the Middle East: one day before and one day after the actual conference dates will be allowed.
 - c. An intern who is presenting an accepted scientific paper will have the privilege of attending more than one meeting (i.e. maximum two times).

However, interns need to fill out the leave application form and submit it to the interns' secretary one month before the dental meeting date. Intern cannot attend the dental meeting without getting final approval from Director of Internship Program.

3.2.2 For interns participating as part of an organizing committee in a National Dental meeting, the participation will be considered as attendance in a National Dental meeting.

3

GENERAL RULES & REGULATIONS

3.2 Policy on Attending Scientific Dental Meetings (Cont')

3.2.3 The time spent in such conferences, workshops or symposia may not need to be compensated at the end of the program, provided that the intern submitted the conference certificate as proof of attendance. Otherwise, these will be deducted from his/her leave balance.

3.2.4 Interns must submit a brief report or oral presentation of the attended lecturers / workshops in the conference or symposia that he/she attended.

3.3 Policy on Clinical and Didactic Attendance

3.3.1 The official time in normal working days (Sunday to Thursday) is from 8:00 AM to 12:00 noon, morning session and the afternoon session starts at 1:00 PM and ends at 5:00 PM, COD clinics. The clinic will start at 9:00 AM because the time allotted for clinical setup is 8:00 – 8:50 am and clinic infection control at 4:00 - 4:50 pm.

3.3.2 All Interns are advised to register their fingerprints in the biometric attendance device at the beginning of Internship to the assigned admin assistant in the Clinical Affairs Office.

3.3.3 Intern must login & logout two (2) times a day with 15 minutes grace period

- Login – 9:00 for am session and 1:00 pm for afternoon session
- Logout – 11:45 for am session and 3:45 pm for afternoon session

3.3.4 If the Intern attended 15 minutes late for three (3) sessions then he/she will be considered absent for one day (compensated at the end of internship). If the delay is 30 minutes or more, he/she will be considered absent for the particular session, but the intern is required to continue working for the rest of the day.

3.3.5 Absence without any valid reason or permission for whole day with (2) two sessions (morning and afternoon clinic) will be counted as two absences.

3.3.6 Absence from didactic session or any intern's activity will be considered as one day absence.

3.3.7 The number of the absence days that exceeds the allowed personal and continuous education days should be compensated for at the end of the year; taking into consideration that this days will be with no pay.

3

GENERAL RULES & REGULATIONS

3.3 Policy on Clinical and Didactic Attendance (Cont')

3.3.8. It is expected that an intern must finish his/her clinical procedures 15 minutes before the end of the session, so that the intern will have time to return back the borrowed instruments from dispensary, clean the assigned clinics & leave the premises on time.

3.3.9. In case of intern's absence due to emergency leave his/her patients will be rescheduled by Patient Services. However, patients who showed up during the intern's absence will be seen by another intern.

3.3.10. Interns who are assigned to other training centers should abide the rules and regulations implemented to their respective training centers.

3.3.11. Continuous unapproved absence without valid/justified excuse reason may result of receiving disciplinary action from the Internship Unit. As a rule, duration of

3.3.12. Unapproved absence will be counted as double (one session absence without notification = one day absence, or one day absence = 2 days).

3.4 Policy on Dress Code

3.4.1. Interns are advised to strictly observe the instructions pertaining to clinical attire during working hours in each training center. Blue jeans and casual dress are not allowed in clinical premises. Female interns should completely cover their hair with a scarf, and they should refrain from using perfumes, heavy cosmetics, nail polish, and high-heeled shoes.

Dress code: Male scrub suits or professional attire, while females should follow the local traditions and dress accordingly with white coat on top of it.

Reminders

Interns are expected to maintain respect and confidence of patients through sincere and honest relationship. Cooperation and harmonious interpersonal relationship should be highly observed among all clinical staff to promote a good healthy working atmosphere in the clinic. Proper handling of machine, apparatus, equipment's and disposable materials are highly appreciated.

3

GENERAL RULES & REGULATIONS

3.5 Policy on Extension of Clinical Training

3.5.1. All absences exceeding the maximum credit leave days allowed will be compensated at the end of the program to ensure that the interns are meeting the requirements of spending twelve (12) months training.

3.5.2. Interns with extension due to tardiness or absence are not entitled for any emergency leave. In these circumstances, any absence during the extension period needs to compensate by doubling the number of days absent.

3.5.3. The decision on when and where an intern should spend the extension of his/her training shall be under the jurisdiction of the Director of the Dental Internship Program.

3.6 Policy on Intern's Clinical Sessions

3.6.1. All Interns are requested to treat patient. The Intern's clinic is divided into:

- Emergency / Screening Clinic (manage by the intern)
- Treatment Clinics (booked patients)

Dress code: Male scrub suits or professional attire, while females should follow the local traditions and dress accordingly with white coat on top of it.

3.7 Policy on Patient Flow Procedures

3.7.1. When a new patient attends the clinic for the first time to COD clinics, he/she should be registered by the receptionist and fill out a new patient file. The patient will be then seen in the screening clinic where Intern/GP's do a preliminary examination, review the medical history and take radiographs, as needed. After the patient is examined, he/she will be assigned with interns for a diagnosis. Assigned Interns are required to fill out the file and screen form then patient is transferred to:

- If the case is not suitable for undergraduate clinical training, then the patient will be assigned to the intern's clinic, treatment planning and permanent treatment until the case is finished.
- Patient from undergraduate training can be referred to interns for specific treatment.
- Each intern will submit a list of incomplete cases and it will endorse to the patient services & patient relations for transfer.

3

GENERAL RULES & REGULATIONS

3.7 Policy on Patient Flow Procedures (Cont')

3.7.1. The policy regarding extracting teeth done by the interns are as follows:

- All patients who need extraction will be seen on the sessions where in Oral Surgeon is available according to the supervisors' schedule.
- The interns should inform the Oral Surgeon Supervisor about the case before he/she starts extracting the tooth.
- The last patient scheduled for extraction during morning session will be before 11:00 AM and before 3:00 PM in the afternoon.

3.8 Policy on Patient Scheduling and Appointments

3.8.1. The patient should have an appointment before he/she leaves the clinics, and this will be done solely by receptionist according to the college's rules and regulations.

3.8.2. The intern should send a request to the receptionist through Salud Management System, about the next appropriate needed patient, and importantly the time of the treatment needed according to the case.

3.8.3. The receptionist has the right to fill the Intern Clinic with patients 48 hours before in case there are empty slots, or the empty slot will be filled with E.R patient.

3.9 Policy on Documentation

3.9.1. Every treatment session should be carefully documented in BESTCare Management System.

3.9.2. The interns will be fully responsible for the documentation written in the patient's file in BESTCare Management System.

3.9.3. Progress note entry should be reviewed by the supervising faculty.

3.9.4. At the end of the patient treatment intern responsible to document patient status in BESTCare Management System as discharge or complete case.

3

GENERAL RULES & REGULATIONS

3.10 Policy on Infection Control

3.10.1. The interns should follow the standards precaution at all times and treat all patient as infected patients.

3.10.2. Personnel Protective Equipment:

3.10.2.1. All interns must adhere to the following Guidelines:

- When entering the clinical area please make sure that your attire follows the dress code regulation of the college.
- Wash hands before putting on your personnel protective equipment (PPE).
- Wear gown and gloves during contact with patients or environmental of care e.g., medical equipment, environmental surfaces.
- Don't touch your face or adjust PPE with contaminated gloves.
- Don't touch environmental surfaces except as necessary during patient care.
- Change gloves during use if torn and when heavily soiled (even during use on the same patient) and after use on each patient.
- Perform hand hygiene before donning new gloves.
- Discard in appropriate receptacle.
- Mask protect nose and mouth should fully cover nose and mouth and prevent fluid penetration.
- Goggles protect eyes and should fit snugly over around eyes.
- Personal glasses are not a substitute for goggles.
- Face shields protect face, nose, mouth, and eyes it should cover forehead, extend below chin and wraparound side of face.

3.10.2.2. As standard precautions is the protocol applied by the college; full personal protective equipment should be worn while dealing with patients.

3.10.2.3. The correct order of donning and removing PPE is the key to protecting yourself and coworkers from contamination. The Interns are advice to follow the standard precaution at all times and treat all patient as infected patients.

3.10.2.4. Sequence for putting on PPE:

1. Gown.
2. Mask or respirator.
3. Goggles or face shield.
4. Gloves.

3.10.2.5. Sequence for Removing PPE:

1. Gloves.
 2. Face shield or goggles.
 3. Gown.
 4. Mask respirator.
- Wash hand with soap and water or use alcohol-based hand rub.
 - Remove your PPE before leaving the clinic.

3

GENERAL RULES & REGULATIONS

3.10 Policy on Infection Control (Cont')

3.10.3. Post-Exposure Injuries Protocol:

Staff exposed to needle stick or sharps injuries must be reported immediately and do the following:

- Initiate a Safety Reporting System (SRS)
- Visit the Pre-employment & Surveillance Clinic, as per Infection Prevention & Control Manual – ICM VII-04, during regular working hours with a completed safety report.
- Visit the Emergency Department during non-regular working hours with a completed safety report.

3.11 Policy on Request for a Change of Rotation or Drop of Rotation

3.11.1. The Director of the Internship Unit will make every effort to meet the desire of interns during the assignment of interns to training centers. However, given the fact that there are limited number of training centers and large number of interns, it is unlikely that all requested training centers will be granted.

3.11.2. The assignment of interns to training centers is a challenging and time-consuming activity. Therefore, changing the assigned training centers is generally not acceptable. If the request submitted 2 months prior to the date of rotation it will be acceptable.

3.11.3. Drop will be only for one rotation/year; the cause for drop should be justified and approved by Internship Committee.

- Marriage – (case to case basis)
- Accident - (case to case basis)

3.11.4. Comprehensive Specialty Rotation for (1-2 months optional).

3.11.4.1. Criteria:

- Excellent undergrad performance
- Interested in Saudi board program
- Two (2) recommendation letters from doctors in selected specialty
- Intern finish his/her clinical/non-clinical requirements

3

GENERAL RULES & REGULATIONS

3.12 Policy on Clinical and Non-clinical Requirements

3.12.1. There are clinical and non-clinical requirements that must be fulfilled in order to successfully complete this program.

3.12.2. Clinical Requirements

3.12.2.1. Interns are expected to perform the following procedures to its minimum number as identified below:

Specialty	Minimum Clinical Requirements
Restorative	Class II or III restoration (4)
Endodontics	Root Canal Treatment (2 canals)
Prosthodontics	Crown or Post & core (2)

3.12.2.2. In case an intern failed to accomplish the case requirement on time, policy No. 4.5 will be applied.

3.12.2.3. All interns required to take clinical and radiographic pictures of their cases (before and after treatment).

3.12.2.4. Interns should consult with their supervisors to formulate appropriate treatment plan and follow up with them until they present the case.

3.12.2.5. All cases have to be fully documented in the BESTCare Management System.

3.12.2.6. Interns should consult with their supervisor and get their signature on the comprehensive case treatment plan form in BESTCare .

3.12.2.7. By the end of COD rotation, interns are required to submit the Internship Clinical Requirements Record signed by their clinical supervisor (APPENDIX 1).

3.12.2.8. Interns in rotations outside of COD are evaluated by the respective supervisor at the outside training center (APPENDIX 2).

3

GENERAL RULES & REGULATIONS

3.12 Policy on Clinical and Non-clinical Requirements (Cont')

3.12.3. Non-Clinical Requirements

Non-clinical Requirements	Description
Treatment Plan Case Presentation	Demonstrating comprehensive dental Treatment planning (APPENDIX 3).
Journal Club Session	<p>Each invited faculty will provide a topic for the Seminar including articles and a quiz about the selected topic. Group discussion depends on intern participation, so all interns are expected to read the articles. Interns will be assigned into groups; one group will present a seminar each meeting, based on the selected topic. The seminar has to cover the topic not only based on the given article but based on scientific knowledge in literature as well. The assigned group will be evaluated based on the criteria listed in the evaluation form (APPENDIX 4). The rest are expected to participate in the discussion by asking, criticizing and justifying scientific issues based on the scientific evidence. The faculty member will guide the discussion and add valuable comments. A quiz will be given to all the interns to evaluate topic comprehension.</p> <p>It is mandatory for interns assigned to other training centers within Riyadh to attend this activity based on the schedule. If the intern's performance in the group discussion is not acceptable, he/she may be subjected to disciplinary action from. Internship Committee.</p>
Community Project	<p>Interns are encouraged to be involved in designing and implementing programs to promote Oral Health in the community. The dental Internship Program will provide an opportunity for interns to work as a group in activities related to Public Health. All the community dental activities will be arranged with departments and faculty interested in promoting Oral Health of the public. After interns have carried out their community project, each group is required to prepare a power point presentation mentioning their project topic, objectives, target, date when the project was implemented, and as well as visual documentation of the activity using digital camera. (APPENDIX 5)</p>
Research	Interns are required to publish a research project that they have worked on previously, in case no research is ready for publication, a research proposal is prepared instead.

4

ASSESSMENT METHODS

4.1. At the end of the one-year Internship Training interns will be awarded a certificate of completion signed by the Dean and the Associate Dean of Clinical Affairs, provided that all requirements of the program have been fulfilled.

4.2. In order to graduate, Interns should pass all programs' activities and achieve minimum 70% points. The distribution of points for each activity is listed below.

LIST OF REQUIREMENTS	POINTS
Clinical Requirements	Fifty (50) points
Treatment Plan Case Presentation	Fifteen (15) points
Community Project	Fifteen (15) points
Journal Club Review	Ten (10) points
Research	Ten (10) points

4.3. Although the certificate of competency should show no grade, an individual report of each Intern's performance will be kept in his/her file. This can be used eventually as a reference when a letter of recommendation or certificate, as well as report or career advice is requested.

4.4. At the end of the program, the Intern's performance will be evaluated and assessed by the Intern's Committee. The data for decision of whether the intern has fulfilled his/her requirements or if the intern will need to spend additional days to fulfill such requirements.

4.5. If Interns fail to fulfill all the requirements of the program, he/she will be subjected to disciplinary action such as:

- Repeating a rotation
- Suspension from the program
- Dismissal from the program
- Submission a written assignment
- Others decision deemed necessary by Internship's Committee

4.6. Certificate of Completion: An intern will be issued an internship certificate of completion by the COD upon successfully completion of the program.

5

MISCONDUCT & DISCIPLINARY ACTIONS

5.1. An intern who violates the College of Dentistry protocol in the pre-clinical and clinical areas and/or ethical standards will be subjected to an “Indiscipline Code.” The recurrence of such action may lead to referral to COD Internship Committee for Disciplinary Action for further action.

5.2. Indiscipline codes are categorized into three (3) types:

5.2.1. Red Indiscipline Code:

- Rudeness/ Discourtesy to the staff (clinic instructors & clinical support staff; e.g. Dental Assistant, Receptionists, Unit Assistants etc.).
- Inappropriate behavior with the patient.

5.2.2. Orange Indiscipline Code:

- Non-compliance with/breach of the infection control policies and procedures in the clinic.
- Improper clinic attire.
- Working without an approved treatment plan.
- Unauthorized working with different clinical instructors in the same session.
- Non-compliance with clinical regulations.
- Taking patient from another student illegally.
- Starting treatment without instructor’s permission.
- Non-completion of progress note.
- Eating and drinking in the clinics

5.2.3. Yellow Indiscipline Code:

- Tardiness
- Unauthorized leave
- Speaking / laughing loudly in the clinics

5.3. Interns Clinical Violations and Disciplinary Action (APPENDIX 6)

5.3.1. An intern who commits a violation under the yellow indiscipline code will be subjected to verbal advise the first time the violation is committed. If the same violation is repeated a second time, the intern will be given a written warning letter. If the violation is repeated a third time, the intern will be referred to COD Internship Committee for Disciplinary Action for further action.

5.3.2. An intern who commits a violation under the orange indiscipline code will be subjected to verbal advise and dismissal from the clinic the first time the violation is committed. If the same violation is repeated a second time, the intern will be given a written warning letter in addition to dismissal from the clinic. If the violation is repeated a third time, the intern will be suspended from attending the clinic for 2 days and will be referred to COD Internship Committee for Disciplinary Action for further action.

5.3.3. An intern who commits a violation under the red indiscipline code will be referred to COD Internship Committee for Disciplinary Action for further action.

5

MISCONDUCT & DISCIPLINARY ACTIONS

5.3.4. When an intern is dismissed from the clinic, his/her patients will be covered by another intern.

5.4. Record of Misconduct:

5.4.1. Reported cases of interns categorized violations will be recorded by the Head of Pre-doctoral Patient Care Unit in coordination with Clinical Affairs Office.

5.4.2. The Head of Pre-doctoral Patient Care Unit will encode the violation using the "Record of Misconduct" form using the above-mentioned indiscipline codes.

5.4.3. Clinical Affairs Office will coordinate with the concerned departments or units for action according to indiscipline codes.

5.4.4. The resulting disciplinary actions will be documented including verbal advice, warning letter and all decisions.

5.5. Disciplinary actions may include:

5.5.1. Verbal and written warnings and probation.

5.5.2. Suspension of the Intern for a particular period of time.

5.5.3. Repetition of a rotation of a quarter or one year.

5.5.4. Dismissal from Internship Training Program.

5.5.5. Others decision deemed necessary by the Committee.

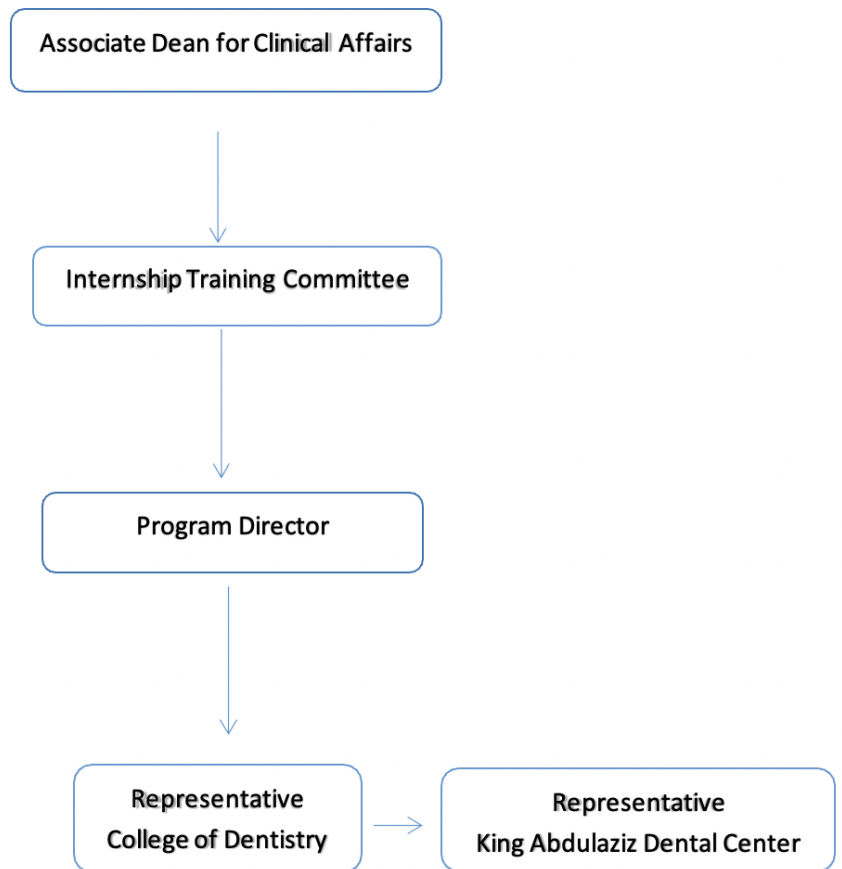
5.6. Patients' Complaints

The Patient Relations will review all complaints/suggestions/complements made by the patient relative to their experience while being treated by the intern. All complaints not resolve by the Patient Relations will be forwarded to the Internship Program Director within two working days upon receipt. The Internship Program Director will submit the official feedback and resolution to the Patient Relations within Fifteen (15) days after the investigations.

6

ORGANIZATIONAL CHART

Organizational Chart of COD Internship Program



This Manual Was Prepared By

In Collaboration of the Following Departments	
Department	Task
Internship Unit, Clinical Affairs	Sections 1-6
Development and Quality Assurance Unit	Organization of the document

Next document review due by: April 2025

Reviewed by:

Dr. Lubna Alkadi

Chairperson, Development and Quality Assurance Unit
COD, KSAU-HS

Date:20/ 06 /2023

Approved by:

Dr. Ali A. Ehaideb

Dean, College of Dentistry, KSAU-HS

Date:16/10 /2023

APPENDIX 1

Internship Clinical Requirements Record

Appendix 1

Internship Clinical Requirements Record

King Saud bin Abdulaziz University
for Health Sciences
College of Dentistry



جامعة الملك سعود بن عبدالعزيز
للعلوم الصحية
كلية طب الأسنان

INTERNSHIP CLINICAL REQUIREMENTS RECORD

Intern's Name:

Intern's ID no.:

No.	Clinical Requirement	Patient's Name	MRN	Completion Date	Supervisor's Name	Supervisor's Signature
Restorative						
1	Class II or III restoration					
2	Class II or III restoration					
3	Class II or III restoration					
4	Class II or III restoration					
Endodontics						
1	Root canal treatment (1 canal)					
2	Root canal treatment (1 canal)					
Prosthodontics						
1	Post & core or crown					
2	Post & core or crown					

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ص.ب. 3660 الرياض 11481

APPENDIX 2

Intern's Clinical Evaluation Form

Appendix 2

Intern's Clinical Evaluation Form

King Saud bin Abdulaziz University for
Health Sciences
College of Dentistry
Internship Unit



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
كلية طب الأسنان
وحدة التدريب

INTERNS' CLINICAL EVALUATION FORM

College of Dentistry
Internship Training Program

Admin Assts. ☐ 4299999 x 95763/95017 Fax ☐ 8011111 x 14010 Mail Code ☐ 1243 E-mail ☐ cod_cdn@ksau-hs.edu.sa P.O. Box ☐ 22490, Riyadh 11426

APPENDIX - I

Intern's Full Name:					
Badge No:		Period of Rotation	Fr:	To:	
Training Center:					
I.	Number of un authorize absent days				
II.	Number of authorized absent days				

II.	Performance	Poor	Fair	Good	Very Good	Excellent
		1	2	3	4	5
1	Provide appropriate treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Clinical skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Appropriate utilization of investigation methods and Mastering decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Keep good records and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Ability to work independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Observe Clinic infection control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Motivated to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Maintain Discipline in the clinic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Adheres to the rules and regulation of the institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Professional ethics and attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Communication with the patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Accepting constructive criticism and guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Maintain patient rights and privacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Willingness to learn new skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Organized and systematic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Time management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Punctuality and attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Respect team members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Leadership skills, creativity and talent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Answering rational question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory		Below average		Average	Above average	Outstanding
60 below		60-69		70-79	80-89	90-100
TOTAL SCORE OUT OF 100						

Comments:
Evaluator's name:
Signature:

Date:

Interns Director Name: Dr. Aram Alshchri
Signature:
Date:

APPENDIX 3

Treatment Plan Case Presentation Evaluation Form

Appendix 3

Treatment Plan Case Presentation Evaluation Form

King Saud bin Abdulaziz University for
Health Sciences
College of Dentistry
Internship Unit



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
كلية طب الأسنان
وحدة التدريب

TREATMENT PLAN CASE PRESENTATION ASSESSMENT FORM

College of Dentistry
Internship Training Program

Admin Assts. ☐ 4299999 x 95763/95817 Fax ☐ 8011111 x 14010 Mail Code ☐ 1243 E-mail ☐ cod_cdn@ksau-hs.edu.sa P.O. Box ☐ 22490, Riyadh 11426

APPENDIX - I

INTERNS NAME:					
BADGE:		Case No.:	Group:	Date:	

Assessment Items	Criteria for assessment	Excellent 10-9	Good 8-7	Fair 6	Poor 5-0
		Please specify the numerical grade.			
I. History	<ul style="list-style-type: none"> Chief complaint reported Medical & dental history researched <p>Any drug interactions or contraindications to dental tx determined</p>				
II. Clinical Examination	<ul style="list-style-type: none"> A thorough soft tissue exam performed All clinical caries, all defective restorations & broken teeth noted Diagnostic tests applied if needed <p>Caries risk assessment and PSR done</p>				
III. Radiographic Examination	<ul style="list-style-type: none"> Diagnostic radiographs of good quality No retakes needed All carious lesions correctly identified Apical lesions and bony lesions noted <p>Periodontal bone loss, furcation involvement, vertical bone loss identified</p>				
IV. Occlusal Examination	<ul style="list-style-type: none"> Angle's classification determined over Jet overbite Other irregularities mentioned 				
Face and Smile Analysis	<ul style="list-style-type: none"> Facial symmetry Gingival Component Dental Component e.g. midline, axial alignmentetc. 				
	<ul style="list-style-type: none"> All caries diagnosed correctly Periodontal dx made correctly Endodontic dx made correctly Occlusal dx made correctly 				

[REV # : 1.2 / 17APR2016]

Appendix 3

Treatment Plan Case Presentation Evaluation Form

V. Diagnosis/ Prognosis	<ul style="list-style-type: none"> Other diagnoses made correctly <p>Prognosis mentioned</p> <ul style="list-style-type: none"> Diagnostic mounted casts Diagnostic wax-up (if needed) 				
VI. Treatment plan	<ul style="list-style-type: none"> Each treatments placed in order by its priority within phases CC, patient wish, risk factors, prognosis were considered <p>Treatment options presented</p>				
VII Presentation	<ul style="list-style-type: none"> Appropriate utilization of time allotted Use of correct dental terminology Ability to handle questions listed by instructors Clear explanation/articulation of concepts Thoughtful interpretation of patient data Properly and Effectively summarize the case 				
VIII Integration of knowledge and literature					
IX Complexity					

<i>Evaluator's Name:</i>	<i>Total score</i>
<i>Signature:</i>	
<i>Date:</i>	

Note: This is for strict compliance.

[RFV # 12 / 17APR2016]

APPENDIX 4

Journal Club Evaluation Form

Appendix 4

Journal Club Evaluation Form

King Saud bin Abdulaziz University for
Health Sciences
College of Dentistry
Internship Unit



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
كلية طب الأسنان
وحدة التدريب

LITERATURE REVIEW AND GROUP DISSECTION EVALUATION FORM

College of Dentistry
Internship Training Program

Admin Assts. □ 4299999 x 95763/95817 Fax □ 8011111 x 14010 Mail Code □ 1243 E-mail □ cod_cln@ksau-hs.edu.sa P.O. Box □ 22490, Riyadh 11426

APENDIX - IV

INTERNS NAME:						
TITLE:						

I.	CRITERIA	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
1.	Knowledge of the article					
2.	Integration of Scientific knowledge					
3.	Participation					
4.	Contributed positively to group discussion					
5.	Contributed useful ideas					

Recommendation:	Total score:

Evaluator's Name:	Program Director: <u>Dr. Aram Alshehri</u>
Signature:	(Name & Signature)
Date:	

APPENDIX 5

Community Project Evaluation Form

Community Project Evaluation Form

King Saud bin Abdulaziz University for
Health Sciences
College of Dentistry
Internship Unit



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية
كلية طب الأسنان
وحدة التدريب

COMMUNITY PROJECT EVALUATION FORM

College of Dentistry
Internship Training Program AY 2022-2023

Admin Assts. ☐ 4299999 x 95763/95817 Fax ☐ 8011111 x 14010 Mail Code ☐ 1243 E-mail ☐ cod_cln@ksau-hs.edu.sa P.O. Box ☐ 22490, Riyadh 11426

APENDIX - IV

INTERNS NAME:	UNIVERSITY NO.	SIGNATURE	GROUP
TOPIC:			
OBJECTIVES:			
TARGET AREA:			
ACTIVITIES TO BE IMPLEMENTED:			

1.	CRITERIA	Poor	Fair	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1.	Attendance & Punctuality					
2.	Interns Presented him/herself in an appropriate manner					
3.	The Intern was on time and ready to work					
4.	Knowledge of Work					
5.	Contributed positively to group discussion / Teamwork					
6.	Contributed useful ideas					

Recommendation:

Evaluator's Name:

Signature:
Date:

Program Director: **Dr. Aram Alshehri**
(Name & Signature)

Note: This is for strict compliance.

APPENDIX 6

Interns Clinical Violations and Disciplinary Action

Appendix 6

Interns Clinical Violations and Disciplinary Action

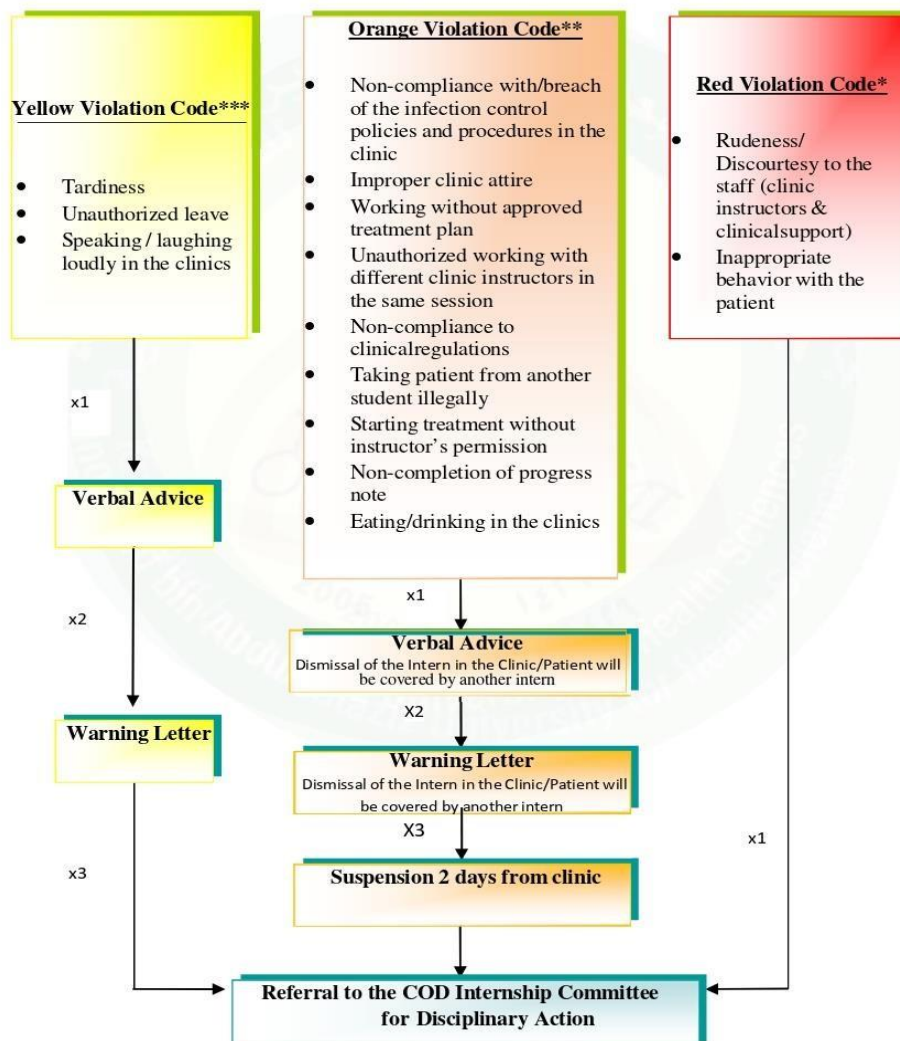
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IPP - CLINICAL DISCIPLINARY ACTION (INTERNS)

Protocol of Disciplinary Actions in Clinics



[REV #:1.2 / 17APR2016]