



**Guidelines for**

# **Dental Internship Training Program**

**برنامج الامتياز**

**كلية طب الأسنان / جامعة المجمعة**

**1<sup>st</sup> Edition 2015/2016**

**Intern's Training Committee/ College of Dentistry**





## ***Introduction***

Dental Internship Training Program is a 12-month training program dedicated to train the graduates of the College of Dentistry, Majmaah University. The College of Dentistry is taking a leading role in continuous education and training of its graduates in order to have efficient, ethical, compassionate, and clinically competent practitioners in the art and science of dentistry.

Students who have finished their Bachelor of Dental Sciences Degree 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 and sealed by the College of Dentistry, Majmaah University. The essence of the Dental Internship Training Program is to facilitate the transition of a closely supervised undergraduate student to be an independent dental practitioner responsible for his/her own professional audit. It also serves as an essential buffer period for academic authorities to be assured that the undergraduate curriculum is fairly adequate and structurally sound. In addition, it exposes interns to different specialties in dentistry that may help him/her identify his/her particular area of interest in dentistry and to supply him/her with adequate information related to various career options.

### **Intern's Training Committee**

كلية طب الأسنان  
College of Dentistry

***The main aims of the Dental Internship Training Program are:***

- 1- Improve dental knowledge of intern.
- 2- Improve clinical skills.
- 3- Develop confidence in his/her skills and abilities
- 4- Improve communication skills.
- 5- Develop professionalism skills.
- 6- Develop scientific research skills.
- 7- Enhance community and volunteer dental project.

***I. LEARNING OBJECTIVES:***

***A. Clinical care and skills:***

Intern at the end of the Dental Internship Training Program will be able to:

1. Practice good standards of clinical care.
2. Practice within the limits of his /her competence.
3. Perform clinical skills safely to make sure that patients are not subjected to unnecessary risk.
4. Apply the principles of good dental practice and the standards of competence, care and conduct, expected of any dentist worldwide.
5. Integrate the clinical, basic, behavioral and social sciences on which dental practice is based.
6. Recognize personal and professional limits, and be willing to ask for help when necessary.
7. Recognize the health hazards of dental practice.
8. Understand how to consider the patients' own views and beliefs when suggesting treatment options.
9. Collect and record the patient's history, (e.g. including CC, Hx CC, MHx etc
10. Respond and deal appropriately, effectively to patients' complaints, and questions.
11. Perform physical, oral and dental examination.
12. Interpret the findings from the history, the physical and oral examination, the results of commonly used investigations and oral radiograph.
13. Make clinical decisions based on the evidence he/she has gathered.
14. Assess and diagnose a patient's problems.
15. Write treatment plan to investigate and manage the case.
16. Manage emergency dental cases.
17. Prioritize the tasks effectively in the clinic.

18. Work in the dental clinic with minimum supervision.
19. Identify difficult cases that may require consultation or referral.
20. Provide dental management for medically compromised patients (e.g. recurrent, chronic disease and people with mental or physical disabilities).
21. Work in different clinical settings and hospitals to provide dental services to the public.
22. Use proper dental materials in the clinic in order to provide the best dental treatment.
23. Demonstrate preventive aids to the patient for education.
24. Perform different dental cavity preparations (e.g.: CL I, II, III, IV&VI etc) with minimum invasive approach and restore it with proper materials (e.g.: amalgam, comp. G.I and IRM etc) to restore function and esthetics.
25. Perform different crown preparations to construct (PFM and all ceramic crowns) and cement with proper cement.
26. Replace missing teeth with fixed partial denture, removable denture or complete denture if the case is indicated.
27. Perform root canal therapy including pulp extirpation, instrumentation and obturation for indicated teeth (anterior, premolar and 1<sup>st</sup> molar) by using proper instruments and devices.
28. Perform scaling and root planning for indicated cases.
29. Write referral form properly for cases which are beyond his/her level including (pt information, CC., HxCC, MHx, radiographical & clinical findings, DD, and proposed Tx Plan).
30. Perform minor oral surgical procedure including extraction and suturing.
31. Utilize behavior management with pediatric patient.
32. Document his/her dental procedure in the patient file.
33. Apply infection control policies and rules in the clinic.
34. Treat different ages e.g. child, adult and geriatric patient.
35. Demonstrate competence in cardiopulmonary resuscitation and basic life support skills.
36. Manage his/her time in the clinic.
37. Know malpractices in dentistry and their management.
38. Know commonly prescribed drugs in dentistry (indication, contraindication, side effects, drug and drug interactions and antibiotics resistance).
39. Know common drugs prescribed for common chronic diseases (e.g.: diabetes mellitus, hypertension and anemia....).

## *B. Professionalism:*

Intern at the end of the dental internship training program will be able to:

- 1- Gain, assess, and integrate new knowledge with old knowledge and have the ability to adapt it to change his /her professional life.
- 2- Keep continuing professional development to make sure that he/she maintains high levels of clinical competence and knowledge.
- 3- Take account of medical and dental ethics when making decisions.
- 4- Respond constructively to the outcome of appraisal, performance review and assessment.
- 5- Accept the moral and ethical responsibilities involved in providing care to individual patients and communities.
- 6- Respect patients regardless of their lifestyle, culture, beliefs, race, color, gender, disability, age, social or economic status.
- 7- Respect the right of patients to be fully involved in decisions about their care, including the right to refuse treatment or to refuse to take part in teaching or research.
- 8- Demonstrate effective team working and leadership skills within a multi-professional environment.
- 9- Maintain confidentiality.
- 10- Practice dentistry as general practitioner with high ethical and professional standard.
- 11- Demonstrate honesty.

## *C. Research:*

Intern at the end of the Dental Internship Training Program will be able to:

- 1- Know the basic of scientific research.
- 2- Know the study designs.
- 3- Conduct scientific research (e.g. proposal defense, research presentation and poster presentation).
- 4- Perform literature research by using the available database.
- 5- Understand basic of biostatistics.
- 6- Analyze and use numerical data.
- 7- Present scientific research, topic and cases with good verbal communication.
- 8- Write scientific research manuscript which will improve scientific writing skills.

- 9- Use different techniques to record, organize and present information, including computers and projector.
- 10- Present the results of his/her work verbally, visually or in writing

#### *D. Communication skills with colleagues and patients:*

Intern at the end of the Dental Internship Training Program will be able to:

- 1- Develop and maintain successful relationship with his /her patients and colleagues.
- 2- Work effectively with colleagues.
- 3- Communicate with individuals who cannot speak Arabic, English, including working with translator.

#### *E. Community and volunteer dental project:*

Intern at the end of the Dental Internship Training Program will be able to:

- 1- Know and understand the role that lifestyle, including diet and nutrition, can play in promoting health and preventing disease.
- 2- Assess community needs and the services that can be best provided.
- 3- Understand the principles of dental education and patient screening in promoting health and preventing disease.
- 4- Develop community projects that will contribute in dental disease prevention project.

#### *F. Learning skills:*

Intern at the end of the Dental Internship Training Program will be able to:

- 1- Discuss different dental topic with his/her colleagues.
- 2- Criticize constructively dental treatment options and scientific papers.
- 3- Lead group discussion with his colleagues.
- 4- Utilize reasoning skills.
- 5- Identify his/her own learning needs.
- 6- Develop his/her self-directed learning skills.



## ***II. DENTAL INTERNSHIP TRAINING PROGRAM'S ACTIVITES***

The following activities are required to achieve the above mentioned learning objectives:

- Clinical Training (Comprehensive Dental Care/ Oral and Maxillofacial Surgery).
- Scientific research.
- Group discussion session.
- Interesting case presentation.
- Community and volunteer dental project.

### **A. Clinical Training**

#### ***1. Comprehensive Dental Care:***

The Dental Internship Training Program is currently structured in the form of three training rotations. The Internship Training Committee (ITC) will make every effort to assign interns to different training centers (i.e. three different training centers) to make sure that interns are exposed to different working environments and specialties.

Interns are expected to spend (8 months) one rotation at College of Dentistry, Majmaah University. At the College of Dentistry, interns are simultaneously involved in two disciplines of training namely: the primary dental care and the general dental practice.

The primary dental care is aimed to provide the walk-in patients with routine and immediate treatment for the majority of dental problems. All types of treatment offered in the primary care sessions are expected to be completed within the time allowed in the primary clinics.

The general practice allows interns to provide comprehensive dental treatment for regular patients with pre-scheduled appointments. The clinical structure of the program has been designed to simulate group practice environment. It is a constructed program in a form of time-table schedule where each intern is provided with a fully equipped operatory throughout the internship period. These facilities are expected to make his/her training experience valuable and worth time spending.

In order to monitor the interns' performance, it becomes very essential that some forms of quantification and possible assessment of the work carried out by the interns be documented. At the College of Dentistry, each procedure performed by the interns is recorded and will be compiled in a monthly report.

## ***2. Selective Dental Departments***

The program respects the wishes of each student in desired specialization in the future. Therefore, the program includes a course for two months in the specialty clinics chosen by the student's.

**In the college rotation**, intern need to finish the following clinical procedures.

<b>Procedure</b>
Treatment Plan
Root canal treatment Anterior Posterior
Crown (PFM /Ceramic)
Extraction
Incision and drainage (option)
Pulpectomy or pulpotomy or space maintainer or SSC
Pulp extirpation

## ***3. Trainings at Hospitals or Clinics of Ministry of Health:***

This training rotation is designed to provide interns with comprehensive knowledge and clinical skills in the hospitals or Ministry of health clinics. The duration of the training is **four (4) months only** and each intern is expected to attend clinics under full supervision of a Supervisor who should evaluate the progress of each intern by the end of his/her rotation.

**Several Hospitals and Clinics have been selected for this purpose.** The selection was based on many dynamic features including: the institution's reputation, patients' flow, motivation and interest of staff in-charge in teaching and training newly dental graduates.

This component of the internship training program is included in the program to make sure that an intern has understanding of issues related to the diagnosis and treatment of surgical and non-surgical cases that can be performed in an out-patient clinic or in-hospital based practice. The training in this field is based on exposure to in-patient care and ward management for minor and major oral surgical procedures or comprehensive Dentistry.

The program will also introduce trainees into a team-based practice by working closely with other dental and medical specialists. It will also provide trainees with adequate and sound knowledge and skills that will allow him/her to recognize oral and maxillofacial diseases, injuries and defects involving oral and para-oral structures. Some surgical centers may request the trainee to carry out a night duty or an on-call commitment as part of the prescribed training program. By the end of the program, the intern is expected to carry out several surgical procedures within the limit of the general dental practice with confidence and avoid making complications.

At the end of each rotation, in the college and other training centers, intern will be assessed based on **Dental Intern Assessment Form**.

**Roles of dental intern's supervisor in the clinic are:**

- 1- Attend and be available in the interns' clinic.
- 2- Supervise dental intern.
- 3- Monitor all clinical activities of interns.
- 4- Ensure intern follows the clinical rules and regulations.
- 5- Provide proper consultation to intern.
- 6- Discuss treatment plan with intern.
- 7- Ensures that interns write referral form with proper documentation and get supervisor's signature before referring his/her patient.
- 8- Ensure patients are evenly and fairly distributed between interns.
- 9- Help intern if he /she encounters any problems during dental management.
- 10- Monitor the intern's ethical behavior and professional attitudes.
- 11- Update and report to the director of clinic the interns' performance and any misconduct.
- 12- Assess interns' performance while finishing clinical requirements.
- 13- Assess intern at the end of each rotation.

## **B. Scientific Research**

Each intern is requested to work in a group with other colleagues in conducting and presenting a scientific research project. Typically, interns' research group should not exceed 3 interns or be less than 2 interns.

The research topic is usually selected by the intern and carried out under the supervision of a faculty supervisor who is interested in the same topic. Nevertheless, an idea of the research may come from the supervisor where the originality of the work will lead definitely to an appropriate selection. Routinely, selection of the topics is usually done while the candidate is in his/her final year and before graduation.

This is mainly to give him/her the chance in picking up the right topic and to find the interested faculty supervisor who may offer his/her help and guidance in completion of the project during the internship training program. The role of the research supervisor is summarized in Appendix II.III.

In order to equip interns with necessary research methods and the style of scientific writing, many seminar sessions are designed to orient the interns in the proper research methodology. These sessions are scheduled at an early phase of the internship program, and they are usually given by senior faculty members with excellent experience in research design. In addition, a time-frame for the research activities is enclosed within this manual to help keep the intern focused during the process of conducting research.

All the research projects must be registered at the College of Dentistry Research Committee. After the presentation of the research projects, both the program Chairman and the research supervisor will assess the interns' performance (Appendix IV, V, VI, VII).

## *Preparation of the Interns' Research Manuscript:*

The research report should be submitted to the Committee Chairman **at least one month** before the scheduled day of presentation. Interns are required to submit their research manuscript as if it were ready for publication. A format of the Saudi Dental Journal might be consulted and contemplated (see instructions to author by the Saudi Dental Journal, ([www.elsevier.com/journals/the-saudi-dental-journal/1013-9052/guide-for-authors](http://www.elsevier.com/journals/the-saudi-dental-journal/1013-9052/guide-for-authors))). The manuscript should include the title, author(s), and their affiliations, abstract, body of the main work, acknowledgement and references.

The title must be concise, informative and representative of the study. A summary or an abstract of no more than 300 words written in Arabic and English languages must appear in the first page. It should state the purpose of the study, basic procedures, main findings and the principal conclusions.

The introduction states clearly the value and scientific merit of the research with relevant literature review for which the study is based. It should cover the related articles from the different published international journals that could be obtained from any available database. At the end of the introduction section, a precise statement for which the research is aimed to address should be included in order to draw the connection between the conclusions and objectives. The references should be numbered consecutively using Arabic numbers in the text and inserted as superscripts each time a reference is cited.

The section of materials and methods should briefly describe of the subjects utilized in the study and the methodology employed in the selection and analysis. The main results should always come next to materials and methods and include the findings of the study presented in text and numerical format with the appropriate statistical inferences. Simplified tables and/or figures and relative illustrations are to be attached but with no repetition. All figures, tables and illustrations are to be identified clearly with brief and conclusive captions.

There should be a useful detailed discussion of the significance of the results and other observations related to the study. Methods by which subjects were assessed and the success of experiments should be judged. In the section of conclusion only

those findings supported by data are presented. This is followed by a short statement on the recommendation for further study if this is applicable.

All references which have been cited or referred to in the study should be listed in the section of references or bibliography. A format of a particular journal may be consulted such as the Saudi Dental Journal's style. By the end of the manuscript, author(s) is expected to acknowledge all persons who may generously offered their scientific or technical assistance during the course and preparation of the research. Persons who have contributed intellectually should also be acknowledged. The source of the supporting fund of the study should to be acknowledged as well.

In addition to the interns presenting their research projects, an intern will be selected ahead of time, to play the role of the facilitator of the event. For a detailed description of the role of the facilitator please refer to **Appendix VIII**.

Any intern who does not present a research and/or present research with poor quality may receive disciplinary action.

### **C. Group discussion session:**

Interns are assigned to four groups (i.e.: group A, group B, group C, and group D). Group (A) will attend in the morning of Wednesday only, and group (B) will attend in the afternoon of Wednesday only, in the following week group (C) will attend in the morning and group (D) will attend in the afternoon of Wednesday. 1<sup>st</sup> two hours will be spent on group discussion and the last hour will be spent on the interesting case presentation.

Group discussion depends on intern participation. So all interns should read selected topics. One intern will act as chairman to facilitate and moderate group discussion by determining learning objectives, asking, activating and encouraging his colleague. Other interns are expected to participate in the discussion by asking, criticizing and justifying scientific issues based on scientific evidence. One faculty member from the college or out of campus will attend as a guest to contribute, guide the discussion and add valuable comments.

Every two interns in the group will work as team and are assigned to select and present one recent article related to the same topic. At the end of each session,

intern will write learning objectives of the next session to be read and prepared before coming session.

Before closing the discussion intern will be assessed by: (**Appendix IX**)

- 1) Quiz (MCQ).
- 2) Participation level.
- 3) Open book exam (group).
- 4) Self-assessment.

Interns assigned to other training centers are expected to attend this activity as well based on scheduled time.

If intern's performance in the group discussion session is not acceptable he/she may have disciplinary action.

Interns who may be assigned to other training centers are expected to be involved in a similar training and activities which should cover all different aspects of dentistry. The clinical tutor in-charge of the interns' training has full discretion to design a scientific program that would ultimately fulfill the requirement to achieve the objectives of the program.

#### **D. Interesting case presentation**

Intern will select one or more interesting cases which he/she encountered in the clinic (e.g.: uncommon oral lesion, facial swelling, medically compromised patient with oral or dental problem, three canals in single root, uncommon radiolucency in the radiograph, etc).

Intern will make proper examination, full investigation and documentation (including necessary radiographs, U/L casts, full photographs i.e.: front, left, right, upper and lower picture etc.) to reach proper diagnosis & management. Then, intern should communicate with interns' secretary to write the topic of his/her case to get the approval letter before making literature review and preparing the case presentation (**Appendix X**).

Committee will not accept cases which have been previously approved for another intern or duplicated topics.

Case presentation should be submitted one week before scheduled date for presentation in the power point format by sending it by e- mail to the interns' secretary (inclusive of all photographs & radiographic films).

In the presentation, intern will start with:

**Introduction:** which provide and explain the background of the case. Presenter in this section will provide the subject, purpose and justify the merit of the case by using the literature review. This will be followed by **introducing the patient case** in detail for the audience.

**Discussion:** In the discussion part, presenter should compare and contrast the case with the published literature by reviewing similar published cases to derive new knowledge and applicability for practice in the clinic.

**Conclusions:** This should be stated clearly, with the main conclusions of the case and home message to intern by giving clear explanation of its importance and relevance supported by evidence-based recommendations.

After presentation, intern will be assessed by faculty, interns' supervisor and his /her colleague (**Appendix XI**). If intern fails to present interesting case, he/she may have disciplinary action from.

### **E. Community and volunteer dental project**

Since dentists have an obligation to use their skills, knowledge and experience for the improvement of the oral health of the public and are encouraged to be leaders in their community, dentists in such service shall conduct themselves in such a manner as to maintain or elevate the esteem of the profession.

Dental professionals are encouraged to support and participate in community and university affairs, particularly when these activities promote the health and well-being of the public. They are encouraged to take an active role in the education of the public to promote of oral health.

Dental professional must not exclude any member of the public from the community service on the basis of discrimination with respect to factors such as race, ethnicity, culture, beliefs, gender, age, financial or health status. Some issues



that a dentist needs to keep in mind are fairness and justice in service provision for patients in the community. When a dentist determines a specialty or practice location, he needs to keep his obligations toward the community he is supposed to serve.

Part of the responsibilities of a dental practitioner toward the community arises from the fact that a good proportion of the society may not have access to dental care. A dentist needs to understand that he/she has gained special status in the society by going through professional education that is subsidized by public funds.

By contributing to public health activities, a dental practitioner is partially paying a debt he/she ought to give back to the society.

Interns are encouraged to be involved in designing and implementing programs to promote oral health in the community. The dental internship training 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.

In order to reinforce the importance of carry-out volunteer work and to strengthen the relation between members and community, intern is requested to work in a group (i.e. community course group) to participate in promoting oral health of the public. Interns can deliver lectures and clinical demonstrations, in addition to providing practical dental student education in the dental school clinics.

Emphasis will be given in preparing the interns to conduct preventive educational program, perform oral exams, basic restoration, oral hygiene and periodontal treatment to the patient, under faculty supervision.

Interns' group need to write a brief report including topic, objectives, target and activities; and document the activities by digital camera, and submit it to interns' secretary by e mail after implementing the project (**Appendix XII, XIII**)

### **III. ADMINISTRATION OF THE PROGRAM**

#### ***Interns Training Committee (ITC)***

During the entire period of the internship training program, all interns are under the administration of the Interns' Training Committee. Members of the committee hold regular meetings to discuss the progress of the program and other issues pertaining to the interns. The members of Interns' Training Committee are appointed by the Dean as follows:

- a.** Dean of the College of Dentistry
- b.** Director of the Dental Internship Training Program.
- c.** Director of Clinics-DUC.
- d.** Interns' Coordinator.
- e.** Interns' Secretary.

#### **The roles of ITC are:**

- 1- Provide proper orientation to new interns.
- 2- Monitor the overall process of the internship training program.
- 3- Monitor interns' progress during the program.
- 4- Discuss significant issues and concern of interns.
- 5- Provide intern with logistic support during the program.
- 6- Update and report to the dean and vice dean with process of the program.
- 7- Be sure all interns have good environment and facilities for training.
- 8- Communicate with interns and clinical and research supervisor.
- 9- Organize schedule of program's activities.
- 10- Review the clinical performance, research manuscript and case presentation of interns.
- 11- Provide periodical constructive effective feedback to interns.
- 12- Provide interns with enough information regarding career planning.
- 13- Assign intern to approved training centers.
- 14- Provide internship certificate to interns at the end of the program.
- 15- Make proper disciplinary action for interns who violate the rules and regulations of the program.

## **IV. GENERAL RULES AND REGULATIONS**

### ***A. Admission to the Program:***

Enrolment into the Dental Internship Training Program at the College of Dentistry, Majmaah University is limited only to graduates with a Bachelor of Dental Sciences Degree (BDS) from the College of Dentistry, Majmaah University. This is because of limited clinical space that can accommodate interns and supporting staff at the College of Dentistry.

### **Non MU graduate:**

However, an exception may be granted for graduate students of the national and international schools by the Dean of the College of Dentistry. In these cases, a comprehensive assessment should be done in order to train these foreign graduates to acquire efficient, ethical, compassionate and clinically competent practitioners in the art and science of dentistry.

To enroll in the dental Internship Training Program, candidate should fulfill the following requirements to be eligible for such training:

- 1-** The candidate must be a graduate with a Bachelor of Dental Science Degree from a recognized dental school from Ministry of Higher Education with GPA: at least 3.6 out of 4 – or 4.5 out of 5.
- 2-** The candidate should pass Saudi Licening scientific Exam (SLE).
- 3-** If the candidate adheres to the above mentioned requirements, he/she must be interviewed before starting the program by members of the dental internship training program committee.
- 4-** The candidate must be assessed in different specialty by a/the member/s of each department of the College to assess his /her knowledge and skills:
- 5-** The candidate will have written (40 points), oral (20 points) and practical (40 points) examinations to ascertain the competency of candidate in carrying out independent management of clinic (i.e. the candidate should pass 80 /100 to be enrolled in the program).
- 6-** Availability of position.

If the candidate passes the assessment, he/she will start the program in the beginning of the program with the newly graduate students (i.e. at the end of academic year with new intern, not starting after launching internship program). If the candidate cannot pass the assessment he/she will not be enrolled in the

program, ITC has the authority to reject the candidate or refer him/her to the undergraduate courses to improve his/her knowledge and skills level then he /she will be subjected to another assessment. Any training before the program will not be considered from the program's period.

### ***B. Duration and Continuity of Training:***

The duration of internship program is twelve months. It is designed to meet the needs of interns in enhancing their knowledge and skills as general practitioners. The following rules and guidelines are provided to help interns understand the organization of the dental internship training program:

1. An intern is expected to observe all rules and regulations defined in this manual.
2. Intern shall work on a full time basis during the entire period of his/her internship program. He/she shall execute all dental procedures defined in the curriculum and perform other duties related to the training that may be assigned by the program director.
3. The training shall be on a continuous and uninterrupted basis. Accordingly, and as the clinical training procedure dictates, it is mandatory that an intern should not ask for vacation or emergency leaves under any circumstances beyond what is allowed in this program.
4. There will be an extension of intern's training at the end of the program for a period equal to the absence days as determined by the Interns' Training Committee.
5. Approval for emergency leave must be under the discretion of the dental internship training program's director. Maximum of **10 business-days emergency leave** are allowed during the whole internship training program. However, intern needs to fill out **an applied leave** form and submit it to the interns' secretary **one week** before emergency leave (by e mail or hard copy).
6. Leave for non-emergency reasons will require a special procedure wherein approval of the ITC Chairman must be sought first.
7. Unapproved absence without genuine reason may result in subjecting the intern to a disciplinary action by the Interns' Training Committee. (One session absence without notification will be equal one day absent).

8. Any intern planning to get married is encouraged to do so before or after the dental internship training program. However, for those marriages that should happen during the internship period, a maximum of **leave of 15 days are granted with replacement**.
9. Interns are **allowed to attend all of** the following (The Test Of English as a Foreign Language “**TOEFL**” **exam**, Saudi License “**SLE**” **exam**, and **work interview**) which will not be deducted from intern’s emergency leave, provided he/she submits the original certificate or printed invitation letter as proof of attendance. (One day for each activity will be accepted). However, intern needs to fill out an applied leave form prior to the appointment date as mentioned above and submit it to the interns’ secretary **one week** before exam/ interview date.
10. Leave because of illness should be always supported by a medical report issued by a recognized hospital (i.e. governmental hospitals). A maximum of **5 business days of sick leave** will be allowed without replacement.
11. **Scientific leave (maximum 10 days)** may be granted without deducting it from the intern’s emergency leave in order to help intern to finish his/her research, after adhering to all the following requirements:
  - Presenting the study in international conference only.
  - Submitting official letter to ITC supported with signature of research supervisor requesting approval of scientific leave.
  - Getting acceptance letter and certificate as presenter in the conference.
12. Interns are expected to attend all the activities (i.e. group discussion sessions and interesting case presentation sessions in addition to research presentation). Interns must be present at the beginning of the session and should not leave before it ends. If intern attends more than **10 min late** but arrive **before 10:00 am /2:00pm**, intern will be considered **one day absent**. Otherwise he/she will be considered **two days absent**. Also if intern leaves the session early, intern will be considered **one day absent**.

**13.** Interns should understand that the law at the Kingdom of Saudi Arabia prohibits health care professionals from treating patients if they are not licensed by the Ministry of Health and the Saudi Commission for Health Specialties. Since interns are not yet recognized by these authorities to practice dentistry in private practice, it is expected that interns will not be involved in such practice. Any intern who practices dentistry in private practice may subject himself/herself to a disciplinary action from the ITC that may involve suspending his/her internship training program.

**14.** Intern can spend some of program period abroad out of KSA after adhering to all the following requirements:

- Submitting his/her request to ITC before starting the internship program.
- Training should be in the approved **university** by Ministry of Higher Education only.
- Training should be within the period of rotation not overlap with two rotations.
- Training should not exceed two months.
- Submitting two recommendation letters from faculty of the College.
- Intern need to bring official acceptance letter from the university including program description, name of trainee supervisor or program director, contact number, and e-mail.
- Getting official approval letter from ITC.
- Getting official approval letter from deanship of faculty and personnel affairs.
- Intern should submit certificate or letter as proof of attendance including intern's assessment at the end of training.

**15.** Intern is encouraged to make comments on the concepts of improving the training program at the end of each rotation.

### ***C. Request for a Change of Rotation:***

The ITC 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 to some interns. The assignment of interns to training centers is a challenging and time-consuming activity. Therefore, changing the assigned training centers **is generally not acceptable**. In some legitimate circumstances, however, changing intern's training rotation may be approved by the ITC if the following conditions are met:

1. Legitimate reasons (i.e. medical report, appointment for surgery, or death etc.) are presented by the requesting intern to the ITC, with attached valid document.
2. Interns swapping their training rotations among themselves.
3. Evaluation/approval of requested training center.
4. Approval of the ITC Chairman.

### ***D. Extension of clinical training:***

1. All absence days will be compensated later to assure that interns meet the program requirement of spending twelve months training.
2. Any intern who is doing an extension because of being late or absent is not entitled for any emergency leave. In these circumstances, any absence days need to be compensated by doubling the number of absence days.
3. The decision on when and where an intern should spend the extension of his/her training shall be to the decision of chairman of the ITC.

### ***E. Symposia and Scientific Dental Meetings:***

1. All interns may attend:
  - One international scientific dental meeting (maximum one week excluding one day before and one day after the conference).
  - One national scientific dental meeting.
  - College of Dentistry / International Dental Conference.
2. Any intern participating in any organizing committee with national dental meeting, his/her participation will be considered as attending to national dental meeting.

3. However, intern need to fill out an applied leave and submit it to the intern secretary **one month** before the dental meeting date, also participant need to submit the original certificate as proof of attendance. Intern **cannot attend** the dental meeting without getting final approval from Director of Clinic.
4. The time spent in such symposium may not need to be replaced at the end of the program, provided that the candidate is able to support his claim with a certificate as proof of attendance.
5. In the above mentioned Dental Conferences participants will be granted the number of days prescribed for such meetings.
6. An intern who is presenting an accepted scientific paper will have the privilege of attending more than one meeting (i.e. maximum two times).

#### ***F. Clinical Conduction:***

- 1- ***Attendance:*** Punctuality in clinics is mandatory and the daily attendance will be monitored closely. Interns should abide by the official working hours in addition to the rules and regulations prescribed by each training center they are attending.
- 2- ***Tardiness:*** The daily attendance is checked during morning and afternoon sessions by the clinical supervisor.
  - a. The official time in normal working days (Sunday to Thursday) is from 8:00 AM to 12:00 noon and the afternoon session starts at 1:00 PM and ends at 5:00 PM.
  - b. If an intern has been reported coming late by more than 10 minutes for three sessions then he will receive a warning letter. If this pattern is maintained by an intern, he/she will be considered absent for any session he/she was late more than 10 minutes. He/she still needs to come to his/her assigned clinic before 10:00am in the morning session or 2:00pm in the afternoon session. If an intern does not show for that session, he will be considered absent from 2 sessions (one day).
  - c. At any circumstance where an intern is late for 30 minutes or more, then he will be considered absent from that session. Again, if he/she does not show for that session, he/she will be considered absent from 2 sessions (one day).
  - d. It is expected that an intern must finish his/her clinical procedures **15 minutes** before the end of the session to give time for the dental assistant



to return instruments, clean the assigned clinics and leave the premises on time.

- e. Interns who are assigned to other training centers should abide by the rules and regulations of these training centers.
- f. All rules and regulations of tardiness will be enforced for all interns' activities (i.e. clinical practice, group discussion, interesting case presentation, research presentation, and community and volunteer dental project services) as well in the other training center.

**3- Clinic Attire:** Interns are advised to be serious in following the instructions pertaining to clinical dress at working hours in each training center. Blue jeans and casual dress are not allowed in clinical premises.

**4- Professional Ethics:** Interns are expected to maintain respect and confidence of patients through sincere and honest relationship. Physical treatment must be packed up with psychological support and clinician has to be sympathetic and considerate. Courtesy, cooperation and harmonious interpersonal relationship must be highly observed among all clinical staff to promote a wholesome working atmosphere in the clinic. Share in the practice of economy through proper handling of machine, apparatus, equipment's and disposable materials are highly appreciated.

The medically compromised patients and those who may suffer contagious diseases have to find accessible treatment within the medical and dental profession. Infection control measures should be observed all the time regardless of the patient medical status. Under no circumstances should any Intern refuse or object to treat patient who may have contagious diseases since such attitude is medically and ethically not acceptable.

**5- Discipline:** In case of unapproved absence, negligence, misconduct, incompetence, insubordination or any other act that the interns' superiors deem unacceptable, an incidence 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:

- a. Probation, verbal and written warnings.
- b. Suspension of the intern for some time as per suggested by ITC.
- c. Repeating a rotation of a quarter or one year.
- d. Dismissal from the Internship Training Program.

## **V. TRAINING OUTSIDE COLLEGE OF DENTISTRY, MU**

The majority of internship training program will be spent for most interns in training centers outside the College of Dentistry, Majmaah University. The persons in charge in these training centers have generously agreed to provide training opportunity for graduates of College of Dentistry, Majmaah University. It is expected, however, from all interns to follow the rules and regulations of these training centers. Intern's experience in these training centers should be viewed by interns as an opportunity to prepare them to real-life working environment. Any misconduct or misbehavior, although not expected from our graduates, will be seriously dealt with. Majmaah University interns are expected to present a bright image of the institute they are representing. Should any conflict arises the ITC should be informed to intervene if the case warrant such action.

The training centers are expected to facilitate the following guidelines:

- Provide well equipped dental clinic.
- Assign a specialist supervisor for clinical consultation.
- Organize schedule for hands on workshop.
- Encourage intern to present one scientific dental topic per rotation.
- Assess the intern at the end of each rotation.
- Provide constructive effective feedback to interns to improve their knowledge and skills.

In addition, visiting members of ITC to the training center are to conduct randomly monitoring the interns' activities and performances.

## VI. 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 Dental Internship Training Program Director, provided that he/she 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.

Intern should pass all programs' activities and achieve minimum 70% points of each activity as listed below to graduate and awarded certificate **(100 points)**

No.	Programs' Activities	Points
1	Clinical training	30
2	Scientific research	20
3	Group discussion session	15
4	Recent article presentation	10
5	Interesting case presentation	10
6	Community and volunteer dental project	15

The interns' assessment can be used eventually as a reference of the intern when a letter of recommendation or certificate, as well as report or career advice is requested. By the end of the program, the intern's performance should be evaluated and assessed by the Interns' Training Committee. The data for evaluation will be compiled from the summary of procedures recorded and a decision of whether the intern has fulfilled his/her requirements or he/she may need to spend additional days to fulfill such requirements.

If intern fail to fulfill all requirements of the program he will be subjected to disciplinary action from ITC such:

- Repeating a rotation.
- Suspension from the program.
- Dismissal from the program.
- Clinical extension.
- Submitting written assignment.
- Others decision deemed necessary by ITC.

**APPENDIX I**  
**Dental Intern Assessment Form**

<b>Name of intern</b>						
<b>Training center:</b>						
<b>Rotation:</b>	<b>1<sup>st</sup> Rotation</b>	<b>2<sup>nd</sup> Rotation</b>	<b>3<sup>rd</sup> Rotation</b>			
<b>Date:</b>	<b>From:</b>	<b>to:</b>				
<b>Number of days:</b>	<b>Absences:</b>	<b>Applied leave:</b>				
<b>Did intern present dental topics in your training center?</b>		<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>If the answer is Yes What is /are the title/s?</b>	<b>Title:</b>					

**Kindly assess the intern according to following items by grading appropriately (select one):**

No	Item	0 Not applicable	1 Poor	2 Fair	3 Good	4 Very good	5 Excellent
1	Exhibiting self-motivated approach to work (has willingness/ interest to work)						
2	Maintaining punctuality in the clinic						
3	Adhering to clinical rules & policies						
4	Practicing ethical behavior						
5	Communicating well with patients						
6	Showing an openness to constructive criticism						
7	Maintaining confidentiality of patients treatment						
8	Willingness to learn new skills						
9	Planning & organizing dental work						
10	Practicing time management skills in the clinic						
11	Acting immediately to the needs & complaints of patients						
12	Supporting & contributing to a team work						
13	Utilizing decision making skills						
14	Using proper clinical documentation (file writing, radiographic film ....etc)						

15	Working independently in the clinic						
16	Demonstrating honesty						
17	Accepting guidance						
18	Respecting all the dental team members						
19	Exhibiting leadership skills						
20	Showing talent/ creativity in the workplace						

**Please calculate the overall rating based on previous assessment:**

<b>Not accepted</b>	<b>Accepted</b>	<b>Good</b>	<b>Very good</b>	<b>Excellent</b>
<b>Less than 60</b>	<b>60 – 69</b>	<b>70 – 79</b>	<b>80 – 89</b>	<b>90 – 100</b>

**What are the areas of strength of the intern?**

-----

**In what other areas does the intern need improvement & development?**

-----

<b>No.</b>	<b>Date of Absences:</b>	<b>No.</b>	<b>Date of Applied leave:</b>

**Comments:**

-----

-----

-----

<b>Interns' Supervisor Name:</b>
<b>Signature:</b>
<b>Date:</b>

## **APPENDIX II**

### **Roles of the Faculty Research Supervisor**

- 1.** Assist the intern to select a topic for his/her research presentation, and register the project.
- 2.** Assist the intern in constructing the general framework of the research including the timetable, taking into consideration variables such as constraints/difficulties which may be anticipated.
- 3.** Check the list of references in the literature review.
- 4.** Supervise the intern in all stages of the research project including data collection, analysis and writing of the paper to ensure that the research paper is completed and submitted at least one month prior to the scheduled presentation date.
- 5.** Assist the intern in verifying the results of the research with the biostatistician.
- 6.** Assist the intern in arriving at an appropriate discussion level.
- 7.** Assist the intern in reviewing the research proposal and the final draft of the research paper and correcting any grammatical or scientific errors.
- 8.** Offer advice and provide guidance to the intern in the presentation of the research.
- 9.** Provide moral support to the intern during his/her presentation by being physically present and providing assistance in clarifying questions or issues which may be raised during the open forum.
- 10.** Update the ITC Chairman with the progress of the research project, in case of the following:
  - a. Encountering difficulties in conducting the research.
  - b. Changing the subject/title of the research project.
  - c. Failure of the interns to follow the supervisor's instructions.
- 11.** Accomplish the assessment form promptly at the end of the intern's presentation.
- 12.** Follow-up the research with the intern to ensure its publication in a scientific dental journal.

**APPENDIX III**  
**Time-Frame for Research Activities**

**Interns' Names:**

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

Research Activity	Planned Finish Date	Actual Finish Date
Identifying research question of interest		
Determining your research group (classmates)		
Selecting research supervisor (faculty)		
Registering the research with ITC		
Performing and submitting pubmed search		
Making electronic library “endnote or procite”		
Writing introduction section		
Writing materials and methods section		
Defending research proposal		
Starting the study (collecting the data)		
Writing result section		
Writing discussion section		
Writing conclusion section		
Title, abstract and references		
Presenting the Research		
Submitting paper for publication		

## APPENDIX IV

### Interns' Research Manuscript Assessment form

This form is designed to assess the performance of the intern in the **Research's manuscript**. Assessment ranges from a perfect score of 5 down to the lowest score of 1.

Please check the appropriate column to indicate your ratings. Kindly accomplish the form accordingly without leaving any item blank. Please return the accomplished assessment form to the Interns' secretary.

**Name of Interns:** \_\_\_\_\_

**Title:** \_\_\_\_\_

	Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
	<b>Abstract</b>					
1	Complete description of the study: Overview of the purpose, methods, findings and conclusions					
	<b>Introduction</b>					
2	<b>Relevance</b> of the study to the field of dental science/dentistry					
3	<b>Literature Review</b> Providing the <b>previous and current studies</b> , and evidence on the subject					
4	Justification of the study by stating the problem and its importance					
8	Clarity of <b>questions</b> and <b>objectives</b> of the study					
	<b>Materials and Methods</b>					
6	Adequate selection of <b>study design</b> to achieve the research question /objective					
7	Clear description of the <b>Research's method</b>					
8	Well defined measured <b>variables</b>					
9	Stating <b>inclusion</b> and <b>exclusion</b> criteria of the study subjects					
10	<b>Sample size and design</b> - The sampling technique that was used in order to obtain a representative sample					
11	<b>Data collection method</b> - The proper method that was used to test the variables (the validity and reliability of the instrument)					
12	<b>Statistic plan</b> - Selection of proper <b>data management</b> and <b>analysis plan</b>					
13	Following appropriate <b>ethical</b> guidelines					



	<b>Result</b>					
14	Clarity description of the <b>data, tables and figures</b> (axes, symbols, legend, title)					
15	Ability to <b>answer</b> questions /objective					
16	Depth and critical analysis					
	<b>Discussion</b>					
17	Summarization of the <b>most important findings</b> of the study					
18	<b>Interpretation</b> of the meaning of the findings and their importance					
19	<b>Relationship</b> to the findings of other previous studies ( <b>similarities, differences</b> and discrepancies)					
20	Stating the <b>application</b> and <b>implication</b> in dental practice					
21	Reporting <b>further research</b>					
22	Acknowledging the <b>study's limitations</b>					
	<b>Conclusion</b>					
23	Clarity and consistency of the conclusion					
	<b>References</b>					
24	Using the proper citation and reference style					
25	<b>Comments:</b>					
26	<b>Getting acceptance for presentation in the conference</b>					
27	<b>Presenting the study in the conference</b>					
28	<b>Getting acceptance for publication</b>					
29	<b>Publishing in a peer review journal</b>					
30	<b>Compliance to deadline of submitting all items on time (will be written by program director)</b>					
	<b>Final Assessment Result:</b>					
	<p>Evaluator's name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>					

## APPENDIX V

### Interns' Research Presentation Assessment form

This form is designed to assess the performance of the intern in the **Research Presentation**. Assessment ranges from a perfect score of 5 down to the lowest score of 1. Please check the appropriate column to indicate your ratings. Kindly accomplish the form accordingly without leaving any item blank. Please return the accomplished assessment form to the Interns' secretary.

**Name of Intern:**

**Title:**

	Criteria	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Excellent (5)
1	Explanation of <b>aims</b> /objectives of the study					
2	<b>Knowledge</b> of subject based on scientific evidence					
3	Using of <b>literature review</b>					
4	<b>Interpretation of data</b>					
5	<b>Level of clarity</b> (speak clearly, loudly, and at an effective pace)					
6	Using appropriate <b>body language</b> (body position, eye contact, facial expressions, open body posture, use of hand gesture.....)					
7	<b>Interaction</b> during presentation (ability to react with the audience and respond to their question)					
8	<b>Organization and structure</b> of presentation (clarity of slides, order of components, style, grammar and syntax)					
9	Exhibiting <b>professional attitude</b> while answering questions and responding to suggestions					
10	<b>Summarizing</b> main points in the conclusion					
11	Time management					
	<b>Final Assessment Result</b>					
	Evaluator's name: Signature:  Date:					

**APPENDIX VI**  
**Intern's Poster Assessment form**

This form is designed to assess the performance of the intern in the **Interns' Poster**. Assessment ranges from a perfect score of 5 down to the lowest score of 1. Please check the appropriate column to indicate your ratings. Kindly accomplish the form accordingly without leaving any item blank. Please return the accomplished assessment form to the interns' secretary.

**Name of Interns:**

**Title:**

	<b>Criteria</b>	<b>Poor (1)</b>	<b>Fair (2)</b>	<b>Good (3)</b>	<b>Very good (4)</b>	<b>Excellent (5)</b>
1	Clarity of objective					
2	Presentation of background					
3	Clarity and sufficiency of the Materials and Methods (participants, measurements, procedures, statistic)					
4	Description of how data were analyzed					
5	Clarity and accuracy of presenting the data in the tables or figures and graphs					
6	Sufficiency of the discussed results (Relation to findings of studies in the literature review, suggestions for further research )					
7	Sufficient data to support the conclusions					
8	Overall quality of the poster presentation: (Organization, logical sequence, appropriate design, layout, grammar, fonts and style).					
9	Comments:					
	<b>Final Assessment Result</b>					
	Evaluator's name: Signature: Date:					

**APPENDIX VII**  
**Intern's Performance Assessment form**

This form is designed to assess the performance and attitude of the intern in the preparation and production of the research paper and presentation.

Assessment ranges from a perfect score of 5 down to the lowest score of 1. Please check the appropriate column to indicate your ratings. Kindly accomplish the form accordingly without leaving any item blank. Please return the accomplished assessment form to the interns' secretary.

Name of Intern : \_\_\_\_\_

Date of Presentation : \_\_\_\_\_

Criteria		Poor (1)	Fair (2)	Good (3)	V. Good (4)	Excellent (5)
1	Knowledge of subject					
2	Writing ability					
3	Motivation, Enthusiasm & Initiative					
4	Organization					
5	Compliance with instructions					
6	Dependability, resourcefulness and responsibility					
7	Professional conduct and personality					
8	Interaction with supervising faculty					
9	Promptness of work					
10	The ability to overcome difficulties					
11	The ability to generate idea					
<b>Final Assessment Result</b>						

Recommendations : \_\_\_\_\_

**Name & Signature of Research Supervisor**

## **APPENDIX VIII**

### **Role of Facilitators During Interns' Research Presentation**

The role of the facilitators during the Interns' Research Presentations is of great importance to the success of this activity.

It is therefore essential that if intern is assigned as the facilitator to a particular research presentation, he/she is requested to do the following:

- Collect 10 copies of the research papers/hand-outs from the presenting group and submit to the interns' secretary.
- Make sure that the venue has been prepared way ahead of time.
- Coordinate with the audio-visual technician to ensure that the audio-visual facilities are in good working condition.
- Perform the following tasks, taking into consideration the time factor
- Introduce the presenters and the title of the presentations and the name(s) of the faculty-supervisor(s). After the presentation, he/she thanks the presenters and requests the Director of the Interns' Research Presentation and the faculty-supervisor to occupy the front seats reserved for them. After which he/she requests the faculty-supervisor to give his comments about the research for 2-3 minutes.
- Announces to the group that the open forum shall commence. He/she gives first priority for asking questions to the interns and then to the faculty members who are present. Once the open forum has ended, the facilitator calls on the Director for Interns' Research Presentations to give his comments and conclusion.
- Closes the session formally.
- Handover the Certificate of Appreciation to the Chairman for Interns' Training Committee to award it to the faculty-supervisor.

**APPENDIX IX**  
**Group Discussion Assessment**

- 1) **Quiz (MCQ).**
- 2) **Participation level.**
- 3) **Open book exam (group).**
- 4) **Self-assessment.**



**APPENDIX X**

**Intern name:**

**University number:**

**Signature:**

**Topic:**

**Specialty:**

**Patient name:**

**File number:**

**Training center / hospital:**

**Starting date with this case:**

**Brief description of the case: (CC: HxCC: MHxCC: Dx: Tx plan: )**

Case is accepted.

Case is not

accepted.

**Comment:**

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

**Director, Dental Internship Training Program**

**Signature:**

## Appendix XI

### Interesting Case Presentation Assessment Form

This form is designed to assess the performance of the intern in the interesting case presentation. The criteria will be based on a 50-point system. Assessment ranges from a perfect score of 5 down to the lowest score of 1.

Please check the appropriate column to indicate your ratings. Kindly accomplish the form accordingly without leaving any item blank. Please return the accomplished assessment form to the interns' secretary.

Name of Intern : \_\_\_\_\_

Date of Presentation : \_\_\_\_\_

#	Criterion	Excellent (5 Pts.)	Very Good (4 Pts.)	Good (3 Pts.)	Fair (2 Pts.)	Poor (1 Pt.)
1	Knowledge of subject based on scientific evidence					
2	Sequence of case presentation (Intro., CC., Hx. CC, MHx,..etc)					
3	Level of clarity (speak clearly, loudly, and at an effective pace)					
4	Content/substance of the presentation					
5	Methods/aids used in the presentation ( projector, posters, flipcharts, hand-outs...etc)					
6	Using appropriate body language (body position, eye contact, facial expressions, open body posture, use of hand gesture.....)					
7	Time management					
8	Interaction during presentation (ability to react with the audience and respond to their question )					
9	Summarizing main points in the conclusion					
10	Did intern submit case presentation one week before scheduled date?	5	Yes	0	No	

**Total Score:**                    /50

**Peer Assessment Score:**    /50

**Recommendations**        :

**Name of supervisor:**

**Signature**



**Appendix XII**  
**Dental Interns' Community Project**

**Intern name:**

**University number:**

**Signature:**

- 1.
- 2.
- 3.
- 4.
- 5.

**Topic:**

**Objectives:**

**Target:**

**Activities:**

**Comments:**

.....

.....

.....

.....

**Project is accepted.**

**Project is not**

**accepted.**

**Director, Dental Internship Training Program**

**Signature:**

## Appendix XIII

المحترم

سعادة مدير برنامج تدريب أطباء الامتياز  
السلام عليكم ورحمة الله وبركاته

وبعد :

نفيدكم بأن أطباء / طبيبات الامتياز التالية اسماؤهم:

- ١

- ٢

- ٣

- ٤

- ٥

قد حضروا إلي:

لإقامة برنامج:

وذلك في يوم :

ويسرنا تقديم بعض الملاحظات لتطوير البرنامج:

شاكرين لكم تعاونكم

الاسم :

الوظيفة:

التوقيع:

كلية طب الأسنان  
College of Dentistry

**Appendix XIV**  
**Leave Request Application**

**Name:** \_\_\_\_\_

**University number:** \_\_\_\_\_

**I would like to request leave for the following reason:**

- Emergency**
- Attending interview (.....)**
- Attending conference (..... )**
- Attending examination (.....)**
- Others (.....)**

**For: ..... # of days**

**From Start Date:**        /        /        **to End Date:**        /        /

**Training center: .....**

**Number of available leave credits: .....**

**My address will be: .....**

**Mobile # : .....**

**Date :**

**Signature :**

**Approval of Interns' Program Director:**

**Name:**

**Signature :**

**Date :**

كلية طب الاسنان  
College of Dentistry

**Approval of Director of Clinics (if the training is at Majmaah University):**

**Name:**

**Signature :**

**Date :**

## Appendix XV

**Intern's name:**

**University number:**

No	Procedure	File No.	Name of supervisor	Signature
1	Treatment Plan			
2	Treatment Plan			
3	Treatment Plan			
4	Treatment Plan			
5	Treatment Plan			
		File No.	Name of supervisor	Signature
1	Root canal treatment Anterior or posterior			
2	Root canal treatment Anterior or posterior			
		File No.	Name of supervisor	Signature
1	Crown (PFM /Ceramic) anterior or posterior			
		File No.	Name of supervisor	Signature
1	Extraction anterior or posterior			
2	Extraction anterior or posterior			
		File No.	Name of supervisor	Signature
1	Incision and drainage (option) 1			
		File No.	Name of supervisor	Signature
1	Pulpectomy or pulpotomy or space maintainer or SSC			
2	Pulpectomy or pulpotomy or space maintainer or SSC			
3	Pulpectomy or pulpotomy or space maintainer or SSC			
		File No.	Name of supervisor	Signature
1	Pulp extirpation			
2	Pulp extirpation			
3	Pulp extirpation			
4	Pulp extirpation			
5	Pulp extirpation			
6	Pulp extirpation			
7	Pulp extirpation			
8	Pulp extirpation			
9	Pulp extirpation			
10	Pulp extirpation			

## إقرار

المحترم

سعادة مدير برنامج تدريب أطباء الامتياز

السلام عليكم ورحمة الله وبركاته وبعد ،،،

أود أن أفيد سعادتكم أنني قد استلمت توصيف برنامج تدريب أطباء الامتياز بكلية طب الأسنان - جامعة  
المجمعة، وأتعهد بالاطلاع عليه والالتزام بما ورد فيه من أنظمة وقوانين. كما أقر بمعرفتي أن بداية  
برنامجي لتدريب الامتياز لن يعتبر ما لم يوثق من قبلي بهذا الخطاب.

والله يحفظكم ويرعاكم،،،

مقدمه

الاسم :

التوقيع:

التاريخ: / /

كلية طب الأسنان  
College of Dentistry

## Appendix XVI

# القواعد المنظمة للتدريب المكثف (الامتياز) في جامعة المجمعة

### أولاً: التعريفات:

١	تدريب الامتياز	هو استكمال العملية الأكاديمية في اكتساب وتثبيت المهارات الاكلينيكية التراكمية التي اكتسبها الطالب خلال المستويات الدراسية المختلفة.
٢	مدة تدريب الامتياز	اثني عشر شهرا من التدريب الاكلينيكي بعد أن ينهي المتدرب/ة متطلبات التخرج من الكلية، وتعتبر تلك الفترة مكملاً لدراسة العلوم الطبية أو الصحية. ولا يعتبر المتدرب/ة مؤهلاً لممارسة المهنة إلا بعد اتمام تلك الفترة بنجاح. كما أن لتلك الفترة وثيقة مستقلة بتقدير مستقل عن وثيقة التخرج التي حصل عليها الطالب بعد تخرجه من إحدى الكليات الطبية أو الصحية
٣	بداية تدريب الامتياز	يتم تحديد بداية سنة الامتياز من قبل مجلس الكلية وبالتسسيق مع جهات التدريب.
٤	المتطلب الأساسي للانتحاق بتدريب الامتياز	الانتهاء بنجاح من جميع متطلبات برنامج كليته ومن جميع متطلبات التخرج في جامعة المجمعة.
٥	المتدرب/ة	هو الطالب الذي أنهى بنجاح جميع متطلبات برنامج كليته وجميع متطلبات التخرج من جامعة المجمعة.
٦	المشرف الأكاديمي	هو أحد أعضاء هيئة التدريس في الكلية والمكلف بالإشراف على فترة الامتياز.
٧	المشرف الإكلينيكي	هو المختص المكلف من جهة التدريب بالإشراف على فترة الامتياز.
٨	جهة التدريب	هي أحد المستشفيات أو المراكز الطبية داخل أو خارج المملكة المعتمدة من مجلس الكلية، والتي يجب أن تحقق الشروط المطلوبة التي تمكن المتدرب من اكتساب الحد الأدنى من المهارات المطلوبة من مجلس الكلية بناء على برنامج الامتياز الخاص بها والمرتبطة بالبرنامج الذي تخرج منه الطالب.
٩	طبيب الامتياز أو أخصائي الامتياز	هو الحاصل على درجة البكالوريوس من إحدى الكليات الطبية أو الصحية ولديه الخبرات اللازمة لممارسة المهنة.

### ثانياً: القيم الأساسية لسنة الامتياز:

الإخلاص	القيم الأساسية لسنة الامتياز
التعاون	
الإتقان	
الإبداع	

### ثالثاً: الأهداف العامة :

<p>١ - رفع مستوى الكفاءة المهنية لخريجي وخريجات كليات العلوم الطبية والصحية في جامعة المجمعة وإتاحة الفرصة لهم في ممارسة العمل السريري أو الميداني بمواقع العمل المناسبة ليتحملوا المسؤولية المهنية بشكل فعلي.</p> <p>٢ - تنمية القدرات والمهارات التي اكتسبها الخريج أثناء فترة الدراسة الجامعية ليتمكن من ربط المهارات المعرفية والعملية المكتسبة بواقع المهام المهنية والميدانية في المستقبل.</p> <p>٣ - تهيئة الخريجين والخريجات لتولي المهام الوظيفية عن طريق إكسابهم الأنماط السلوكية الوظيفية والاتجاهات المهنية من خلال عملهم كأعضاء فاعلين في الفريق الطبي .</p> <p>٤ - اكتساب الخريجين والخريجات للثقة بقدراتهم المهنية ، وتأديتهم للمهام المهنية بكفاءة واثقان قبل الحصول على حق ممارسة المهنة.</p> <p>٥ - التعرف على القدرات الفنية والمهارات النوعية للخريجين والخريجات وميولهم المهنية في إطار تخصصهم للعمل في المجالات التي يتفوقون فيها</p>	<p>الأهداف العامة</p>
---	-----------------------

### رابعاً: الإجراءات الخاصة بسنة الامتياز:

<p>تقوم إدارة التدريب الإكلينيكي بالكلية المعنية بالإجراءات التالية في بداية الفصل الدراسي الأخير للمتدرب/ة:</p> <p>١ - حصر أسماء الطلاب المتوقع تخرجهم .</p> <p>٢ - يقوم كل خريج/ة باختيار ثلاث جهات تدريب خارجية معتمدة.</p> <p>٣ - رفع خطابات باسم عميد الكلية للجهات المرشحة لتدريب طلاب الامتياز وذلك قبل ٣ أشهر من بداية فترة الامتياز على الأقل.</p> <p>٤ - تقوم إدارة التدريب بالتنسيق مع الأقسام المعنية بتنظيم محاضرة تشرح من خلالها فترة الامتياز للطلاب/ الطالبات المتوقع تخرجهم في نهاية الفصل وتسليمهم الكتيب التعريفي training (manual)) ونموذج التقييم مع شرح تفصيلي عن ماهية فترة الامتياز والتحديات التي يمكن مواجهتها أثناء التدريب .</p> <p>٥ - التواصل مع جهات التدريب بعد قبول الطلاب والطالبات لتحديد المشرف عليهم أثناء فترة الامتياز بهدف التواصل معه في حال وجود أي مشكلة أثناء فترة الامتياز .</p>	<p>الإجراءات الخاصة بسنة الامتياز</p>
---	---------------------------------------

٦ - العمل على استكمال إجراءات إنهاء مدة الامتياز لكل متدرب/ة وإرسالها إلى الجهات المختصة .

#### خامساً: مسؤوليات المتدرب/ة خلال سنة الامتياز:

- ١ - الالتزام ببرنامج تدريب الامتياز الخاص ببرنامجها لدى جهة التدريب.
- ٢ - الالتزام بالحضور والانصراف في المواعيد المحددة من جهة التدريب .
- ٣ - الالتزام بتغطية المناوبات المطلوبة من جهة التدريب بالتنسيق مع المشرف الأكلينيكي .
- ٤ - الالتزام بالتعليمات والأنظمة المعمول بها في جهة التدريب .
- ٥ - الالتزام والتقيد بأنظمة السلامة المهنية من حيث اللباس والتقيد بإجراءات العمل حسب المعايير المعتمدة في جهة التدريب .
- ٦ - يعمل المتدرب/ة وفق كتيب التدريب الخاص ببرنامجها والذي يحتوي على الحد الأدنى من المهارات المطلوبة أثناء فترة التدريب .
- ٧ - في حالة إيقاف التدريب من قبل جهة التدريب يتم إيقاف التدريب لسنة الامتياز والبحث عن قبول آخر في جهات تدريب أخرى من قبل الطالب ولا تحسب فترة الإيقاف ضمن فترة الامتياز.
- ٨ - لعميد الكلية بناء على توصية إدارة التدريب إلغاء التدريب لمتدرب/ة الامتياز في حالة انقطاعه عن التدريب دون سبب مقنع أو الإخلال باللوائح والأنظمة في الجامعة أو لدى جهة التدريب .
- ٩ - إذا صدر من المتدرب/ة أي سلوك يخالف أنظمة وأخلاقيات العمل يجب على المشرف الإكلينيكي إخطار المشرف الأكاديمي كتابياً بالواقعة ليقوم المشرف الأكاديمي برفع توصية إلى الجهات المختصة لاتخاذ الإجراء المناسب.
- ١٠ - المحافظة على سجل الأداء وتسليمه للمشرف الأكاديمي مع نهاية فترة التدريب.

مسؤوليات المتدرب/ة خلال  
سنة الامتياز

#### سادساً: الإشراف الإداري في جهات التدريب

- ١ - تنطبق على المتدرب/ة أثناء فترة التدريب جميع الأنظمة المطبقة لدى جهة التدريب (الحضور والانصراف والمناوبات).
- ٢ - يكلف المتدرب/ة بأداء كافة الواجبات الوظيفية التي يقوم بها التابعين لجهة التدريب.

الإشراف الإداري في جهات  
التدريب



٣ - يكون المتدرب/ة خلال فترة التدريب تحت الإشراف المباشر لإدارة وجهة التدريب لتقويم أدائه باستمرار ولتوجيهه أثناء فترة التدريب.		
---	--	--

### سابعاً: نظام الإجازات والغياب

<p>١ - يتمتع المتدرب/ة بإجازة لمدة خمسة عشر يوماً فقط خلال سنة الامتياز ولا يحق له جمعها خلال فترة التدريب دفعة واحدة إلا بموافقة إدارة التدريب الإكلينيكي واعتمادها من الكلية.</p> <p>٢ - يحق للمتدرب/ة التمتع بالإجازات الرسمية لموظفي الدولة في المملكة العربية السعودية.</p> <p>٣ - يحق للمتدرب/ة التقدم لجهة التدريب بطلب إجازة اضطرارية كحد أقصى خمسة أيام على أن يتم اعتمادها من إدارة التدريب الإكلينيكي بالكلية وإضافتها في ملف التدريب الخاص بالمتدرب/ة.</p> <p>٤ - إذا انقطع المتدرب/ة ثلاثة أيام متتالية عن الحضور فيجب إبلاغ المشرف الأكاديمي وإدارة التدريب الإكلينيكي لاتخاذ اللازم حيال ذلك.</p>	<b>نظام الإجازات والغياب</b>	
--	------------------------------	--

### ثامناً: التأجيل:

<p>يجوز للمتدرب/ة تأجيل بداية فترة الامتياز وفق الشروط التالية:</p> <p>١ . تقديم أسباب مقنعة يقبلها مجلس الكلية .</p> <p>٢ . أقصى مدة للتأجيل ثلاثة أشهر .</p> <p>٣ . توقف المكافأة الشهرية أثناء فترة التأجيل.</p> <p>٤ . لمجلس الكلية اتخاذ ما يراه مناسباً في حالة ورود أي حالة لم يتم ذكرها فيما يخص التأجيل.</p>	<b>التأجيل</b>	
---	----------------	--

### تاسعاً: النقل أو التحويل:

<p>١ . لا يحق للمتدرب/ة تغيير مكان التدريب إلا بعد موافقة الكلية وذلك بما يتناسب مع الخطة التنفيذية لكل برنامج مع عدم الإخلال بعدد الطلاب.</p> <p>٢ . ينظر في طلبات التحويل بعد تقديم الطلب لإدارة التدريب الإكلينيكي لمدة لا تقل عن أربعة أسابيع من بداية التدريب</p>	<b>النقل أو التحويل</b>	
--	-------------------------	--

٣ . في حالة تغيير مكان وفترة التدريب دون الرجوع للكلية يتم الرفع إلى مجلس الكلية لاتخاذ القرارات المناسبة .		
---	--	--

#### عاشراً: التقييم:

<p>١ - يتم تقييم المتدرب/ة بواسطة جهة التدريب .</p> <p>٢ - يعتمد في التقييم على نموذج التقييم المعتمد من الكلية بناء على سجل الاداء خلال فترة التدريب.</p> <p>٣ - يعادل تقييم جهة التدريب ٧٠% من إجمالي درجة الامتياز .</p> <p>٤ - يعادل تقييم الكلية ٣٠% من إجمالي درجة الامتياز وذلك من خلال امتحان شفوي</p> <p>٥ - يجب على جهة التدريب تقييم المتدرب/ة في كل قسم من أقسامها وفي نهاية فترة الامتياز يكون هنالك تقييم شامل .</p> <p>٦ - يقوم المشرف الأكاديمي وإدارة التدريب في الكلية بعد ذلك بجمع الدرجات التي حصل عليها المتدرب/ة لتحديد التقدير المستحق .</p> <p>٧ - يتم منح شهادة إتمام مرحلة الامتياز موقعة من رئيس إدارة التدريب في الكلية ومن عميد الكلية .</p>	التقييم	
---	---------	--

#### أحدى عشر: شروط اجتياز سنة الامتياز:

<p>١ - لا يمنح المتدرب/ة شهادة إتمام الامتياز إلا بعد اجتياز جميع مراحل التدريب بنجاح وتقدير لا يقل عن ٧٠% في كل مرحلة وبالتالي تقدير عام لا يقل عن ٧٠% وفي حالة عدم اجتيازه أي مرحلة تجب إعادة التدريب في تلك المرحلة ويسجل ذلك في استمارة التقييم من قبل المشرف الإكلينيكي.</p> <p>٢ - في حالة رسوب المتدرب/ة بنسبة ٥٠% أو أكثر من مجموع مراحل فترة الامتياز يجب إعادة فترة الامتياز كاملة بناء على موافقة مجلس الكلية وكذلك لا يجوز إعادة فترة الامتياز أكثر من مرتين إلا بموافقة مجلس الكلية.</p>	شروط اجتياز سنة الامتياز	
---	--------------------------	--

*The End*

