



Field Experience Specifications

Course Title:	Internship
Course Code:	MED 600
Program:	MBBS
Department:	Internship Office
College:	College of Medicine
Institution:	Alfaisal University

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A. Field Experience Identification

1. Credit hours: NA
2. Level/year at which this course is offered: Year 6
3. Dates and times allocation of field experience activities. <ul style="list-style-type: none"> • Number of weeks: (52) week • Number of days: (5-6) day • Number of hours: (8-10) hour
4. Pre-requisites to join field experience (if any): Completion of all course work up until year five

B. Learning Outcomes, and Training and Assessment Methods

1. Field Experience Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	History taking	PLO13
1.2	Physical examination skills	PLO14
1.3	Understand mechanisms of diseases and outlines of diagnosis and management	PLO1, PLO2, PLO4, PLO7, PLO8, PLO9, PLO10, PLO11, PLO16, PLO17,
1.4	Ability of self-evaluation and accepting feedback and effort to improve knowledge and skills	PLO25
2	Skills	
2.1	History taking	PLO13
2.2	Physical examination skills	PLO14
2.3	Quality of writing medical records and case presentations	PLO7, PLO8, PLO9, PLO10, PLO11, PLO16, PLO17, PLO18,
2.4	Ability of self-evaluation and accepting feedback and effort to improve knowledge and skills	PLO25
2.5	Relation with patients and patient family	PLO24
3	Values	
3.1	Attendance and punctuality	PLO25, PLO27
3.2	Respect and honesty	PLO25, PLO27
3.3	Accountability and responsibility	PLO25, PLO27
3.4	Keeping professional relations with senior staff, colleagues, and other medical staff	PLO25, PLO27

CLOs		Aligned PLOs
3.5	Relation with patients and patient family	PLO24, PLO27

2. Alignment of Learning Outcomes with Training Activities and Assessment Methods

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
1.0	Knowledge and Understanding		
1.1	History taking	Inpatient/Outpatient care/Morning Meetings	End of rotation evaluation
1.2	Physical examination skills	Inpatient/Outpatient care/Morning Meetings	End of rotation evaluation
1.3	Understand mechanisms of diseases and outlines of diagnosis and management	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
1.4	Ability of self-evaluation and accepting feedback and effort to improve knowledge and skills	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
2.0	Skills		
2.1	History taking	Inpatient/Outpatient care/Morning Meetings	End of rotation evaluation
2.2	Physical examination skills	Inpatient/Outpatient care/Morning Meetings	End of rotation evaluation
2.3	Quality of writing medical records and case presentations	Inpatient/Outpatient care	End of rotation evaluation
2.4	Ability of self-evaluation and accepting feedback and effort to improve knowledge and skills	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
2.5	Relation with patients and patient family	Inpatient/Outpatient care	End of rotation evaluation
3.0	Values		
3.1	Attendance and punctuality	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
3.2	Respect and honesty	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
3.3	Accountability and responsibility	Inpatient/Outpatient care/Morning	End of rotation evaluation

Code	Learning Outcomes	Training Methods/Activities	Assessment Methods
		Meetings/Grand Rounds	
3.4	Keeping professional relations with senior staff, colleagues, and other medical staff	Inpatient/Outpatient care/Morning Meetings/Grand Rounds	End of rotation evaluation
3.5	Relation with patients and patient family	Inpatient/Outpatient care	End of rotation evaluation

3. Field Experience Learning Outcomes Assessment

a. Students Assessment Timetable

#	Assessment task*	Assessment timing (Week)	Percentage of Total Assessment Score
1	End of Rotation Evaluation	4	100%

*Assessment task (i.e., Practical test, oral test, presentation, group project, essay, etc.)

b. Assessment Responsibilities

#	Category	Assessment Responsibility
1	Teaching Staff	Assessing student through various clinical duties, case presentations, etc. Filling the evaluation form
2	Field Supervisor	NA
3	Others (specify)	Internship Office – Verification of rotation evaluation form

C. Field Experience Administration

1. Field Experience Locations

a. Field Experience Locations Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
Alfaisal Affiliated Hospitals	Must be a teaching hospital	- Immunization record - Confidentiality Statement
External National Hospitals	Must be a teaching hospital, and should be pre-approved by the internship office	- Immunization record - Confidentiality Statement
External International Hospitals	Must be a teaching hospital, and should be pre-approved by the internship office	- Immunization record - Confidentiality Statement - HIPAA, BBP Certificates - Malpractice Insurance

*Ex: provides information technology ,equipment ,laboratories ,halls ,housing ,learning sources ,clinics etc.

**Ex: Criteria of the training institution or related to the specialization, such as: safety standards, dealing with patients in medical specialties, etc.

b. Decision-making procedures for identifying appropriate locations for field experience

Alfaisal University College of Medicine has 9 affiliated hospitals in Riyadh. Apart from these hospitals, the College allows students to rotate in external hospital. The criteria for a student to rotate at a hospital are – the hospital must be a teaching hospital and must provide both inpatient and outpatient experiences to the student. All external hospitals must meet the said criteria and must be pre-approved by the internship hospitals.

Moreover, Saudi students are required to do at least 6 months of rotations in Saudi Arabia.

However, this rule does not apply to non-Saudi students.

2. Supervisory Staff

a. Selection of Supervisory Staff

Selection Items	Field Supervisor	Teaching Staff
Qualifications	Hospital Academic affairs office	Consultants, Fellows, Residents
Selection Criteria	NA	Qualification Knowledge Interest and passion

b. Qualification and Training of Supervisory Staff

(Including the procedures and activities used to qualify and train the supervisory staff on supervising operations, implementing training activities, the follow-up and evaluation of students, etc.)

3. Responsibilities

a. Field Experience Flowchart for Responsibility

including units, departments, and committees responsible for field experience, as evidenced by the relations between them.

The Internship Office is responsible for all matters regarding students' internships. The internship office works with its affiliated hospitals to ensure that all the objectives of the internship are met, and the student receives optimal clinical experience. The affiliated hospitals are always in prompt communication with the internship office and provides timely feedback about student performance.

b. Distribution of Responsibilities for Field Experience Activities

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	✓		✓		✓
Selection of supervisory staff				✓	✓
Provision of the required equipment	✓			✓	
Provision of learning resources	✓			✓	
Ensuring the safety of the site	✓	✓	✓	✓	✓
Commuting to and from the field experience site			✓		
Provision of support and guidance	✓	✓			✓
Implementation of training activities (duties, reports, projects,	✓	✓			
Follow up on student training activities	✓	✓			✓

Activity	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Adjusting attendance and leave	✓				✓
Assessment of learning outcomes	✓			✓	✓
Evaluating the quality of field experience	✓		✓		✓
Others (specify)					

4. Field Experience Implementation

a. Supervision and Follow-up Mechanism

Interns are evaluated through an End-of-Rotation Evaluation form. The evaluation form lists the 10 course learning outcomes that are expected to be achieved every month by an intern. Interns also receive verbal feedback from the physicians and seniors throughout and at the end of their rotations. The Internship Office at the College closely monitors the students' attendance and performance in the affiliated internship hospitals. At the end of the rotation, the student is required to hand in the filled, signed, and stamped evaluation form. The evaluation form is standardized across all rotations in all hospitals (national as well as international). The evaluation form needs to be signed and stamped by the supervising physician and the internship hospital's Academic Affairs (or equivalent) Office before turning it in to the internship office. The internship office logs the activity of each student carefully and ensures that students are complying to all the policies and procedures of the internship office. There are dedicated coordinators on both sides who work to ensure that the students are meeting the objectives of internship.

b. Student Support and Guidance Activities

The College heavily supports MSA's activities particularly the following two -

- Student Support:** The MSA's International Office provides students with opportunities to do clinical rotations abroad through the International Clinical Experience Program (ICEP).
- Student Guidance:** The International Office and Growth and Development Committee of the MSA regularly conduct talks, webinars, and workshops on career counseling and guidance, especially for senior medical students. These sessions mainly include Residency Pathway Talks (Saudi Arabia, US, UK, Canada, Germany), and Master's and PhD talks.

5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Needle stick injuries	<ul style="list-style-type: none"> - Immunization records of all students are required. - Provide training to students. - Provide all safety measures on site to prevent NSIs. - . 	<p>Educate students about the provision and processes in place in case a NSI occurs Each internship hospital provides students with Safety Manuals and instructions, such as https://www.kfshrc.edu.sa/Packages/ForEmployees/SafetyManual</p>

		Documents/employee%20safety%20manual-6.pdf
Sentinel events, Medication Errors, Adverse Events, Workplace Injuries	- Train students on Compliance Reporting	- Each hospital provides students training on Incident Reporting and Compliance Procedures
COVID-19	- Universal Precautions plus Special COVID-19 precautions	- COVID-19 Contact Tracing Form
Privacy Breach	- HIPAA Training	- HIPAA and HITECH security risk analysis - Incident Reporting
Healthcare Infections	- Universal Precautions	- Infection-Control Policy - Infection Control Education - Regular disinfection of surfaces

G. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Teaching staff, workload, training program effectiveness and appropriateness, and quality of learning resources employed	Students	Course Evaluation Survey

Evaluation areas (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Supervisory Staff, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

E. Specification Approval Data

Council / Committee	College of Medicine Quality Assurance and Accreditation Department
Reference No.	
Date	