



University of Dammam
College of Applied Medical Sciences
Department of Respiratory Care

INTERNSHIP MANUAL

Edited by

CLINICAL TRAINING INTERNSHIP COMMITTEE

&

Internship Affairs Office - CAMS

2019

تمهيد:

الحمد لله رب العالمين و الصلاة و السلام على أشرف الأنبياء و المرسلين نبينا محمد و على آله و صحبه أجمعين ومن تبعهم بإحسان إلى يوم الدين، أما بعد:

تعتبر فترة التدريب الميداني (الإمتياز)، خلاصة الدراسة الأكاديمية و مرحلة الإنطلاق من التعليم النظري إلى التطبيق العملي المتواصل في أماكن التدريب و التي قد تكون أماكن التوظيف و العمل مستقبلاً، لذا فإن ما يتركه الطالب من إنطباع خلال فترة الإمتياز يكون له التأثير الكبير على مسألة قبوله للعمل و الوظيفة، بل إن بعض المنشآت الصحية المرموقة تركز و تدقق على فترة الامتياز أكبر من التركيز على المعدل العام و التقدير النهائي، حيث أن البعض يتصل بمراكز التدريب قبل قبول طلبات التوظيف و يسأل عن مدى الانضباط و تحمل المسؤولية و الجدية أثناء فترة التدريب، لأنها المحك الحقيقي و المقياس الواقعي العملي و ليس فقط معدل التحصيل الأكاديمي النظري، حيث أن الوظيفة عمل تطبيقي و ليست دراسة نظرية مجردة.

بناءً على ذلك، فإن تحلي الطالب بأخلاقيات المهنة و أهمها تحمل هذه الأمانة العظيمة التي عرضها الله على مخلوقاته العظام في قوله تعالى (إنا عرضنا الأمانة على السماوات و الأرض و الجبال فأبين أن يحملنها و أشفقن منها و حملها الإنسان إنه كان ظلوماً جهولاً) "الأحزاب، ٧٢" و كذلك الإتيان الذي حث عليه ديننا العظيم بقول رسولنا الكريم صلى الله عليه و سلم: "إن الله يحب إذا عمل أحدكم عملاً أن يتقنه" (صححه الألباني) مع ما يصاحب ذلك من الجد و المثابرة و الاخلاص و الانضباط و الإحترام المتبادل و البعد عن المشاكل و الإلتزام بالوقت و بالتعليمات المقررة في كل منشأة، فذلك كفيل بإذن الله- بحصول الطالب على أفضل النتائج و عكس صورة مشرفة، فنجاحه و تفوقه نجاح و تشريف لقسمه و لكليته و للجامعة بشكل عام...

و قبل الختام، فإن إستحضار النية و الإحتساب لخدمة المجتمع و التفاني لرفعة هذه الأمة مما يثاب عليه المسلم حتى و هو يؤدي عمله و يتقاضى عليه الأجر المادي، فإن هذا لا ينافي الحصول على الأجر الديني، إن شاء الله...

ختاماً، أدعو الله الكريم للجميع بالتوفيق و أن يرزقنا الاخلاص و السداد في
القول و العمل و أن يمن علينا بالتقوى في السر و العلن و آخر دعوانا أن
الحمد لله رب العالمين...

والسلام عليكم و رحمة الله و بركاته

وكيل الكلية للشؤون التدريب

د / عمر بن إبراهيم أبوزيد

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Introduction

Welcome to the internship program at Respiratory Care Department. Those 12 months are a great millstone in your development as RCP. Now it's your time to "do".

You have the knowledge, you applied the skills, and now it's the time for integration. You will apply your skills and see their effects on a daily bases and you will do things the way you always wanted to. At the end of this year, you will become a RCP!

We wish you a year of great achievements.

"Nothing Ever Becomes Real Until It Is Experienced".

~John Keats

Goals of the Internship Program at RC Department

The internship program is designed to:

1. Provide the intern with the chance to integrate the theoretical concept with the clinical practice through problem solving and critical thinking, and through direct observation and application of therapeutic and diagnostic modalities.
2. Prepare qualified, self-confident RC graduates with the best training and clinical experience leading to high quality patient care.
3. Promote learning beyond the scope of routine work through seminars, conferences, and exposure to in-service trainings and clinical rounds.
4. Foster growth in professional conduct and behavior through interaction with staff respiratory therapist, other members of the medical team, non-health care personnel, and patients.

Internship Training Rules and Regulations

A. Internship Training Administrative Structure

1. Internship training is directed and supervised by the Vice Dean for Training Affairs and at least one representative from each academic department.
2. Department representative for internship affairs is assigned by the Chairman of the respective department.

B. Admission Requirements

1. To be admitted to the College Of Applied Medical Sciences Internship training program, the intern must be a UOD, Applied Medical Sciences College graduate who has satisfied all the graduation requirements, and graduation has been approved by the Faculty Board.

Graduates from other recognized Allied Medical Sciences Colleges may be accepted upon approval from Vice Dean for Training Affairs and Faculty Board. Acceptance is contingent to availability of training positions.

2. Provided that the above requirements are met, priority of admission to internship training program will be as follows:

B.3.1. UOD-College of Applied Medical Sciences College Graduates.

B.3.2. Graduates from other Saudi Universities.

B.3.3. Graduates from non-Saudi Universities.

4. All interns must pass the medical examination and have required vaccinations as required by each academic department.

C. Training Period

1. The duration of the program is one continuous Hijra Year.
2. Interns training commences at the beginning of new academic year or on date approved by the Vice Dean for Training Affairs.

D. Training Sites

1. Internship training is conducted at recognized governmental or private institutions or firms.
2. Training sites are determined by respective academic departments based on criteria ensuring the highest standards.

E. Training Program Requirements

1. Internship Training is conducted through rotations/sections specific for each specialty as determined by respective academic departments.
2. Interns are required to follow affiliate institution working hours and meet the internship affairs minimum required working hours of 8 hours a day, 5 days a week OR
3. A training manual is prepared by each academic department to include requirements, rules and regulations, and evaluation forms specific to each specialty. The training manual is updated on regular basis.
4. Interns are required to perform duties as assigned to them by Supervisors and staff at the training sites.

5. Rotations are scheduled in such a way that it meets UOD requirements for Internship Training.
6. Interns must abide by the approved Internship Training Rules and Regulations of UOD – College of Applied Medical Sciences, and rules and policies set by the institution
7. Visits to training sites are scheduled to make sure that training is conducted as planned.

F. Attendance/Leaves/Vacations

1. Interns are entitled to official vacation days (EidAladha, EidAlfitr, and the National Day).
2. Start and end of vacations are determined by the Vice Dean for Training Affairs in an official correspondence with institutions and interns.
3. Sick leaves can be exceptionally granted, provided that legitimate medical report is submitted.
4. Sick leaves of more than two days during one particular rotation must be compensated.
5. All leaves of 25% or more of rotation period will result in repeating the entire period of the rotation.
6. Interns must sign in and out attendance sheet, or time-keeping schedule.
7. Frequent tardiness may result in the followings disciplinary actions:
 - F.7.1 Written warning letter.
 - F.7.2 Repeating part of the rotation.
 - F.7.3 Repeating the entire rotation.
8. Interns may attend symposium/ workshops related to their specialty, and time is counted towards training period provided that:
 - F.8.1 Attendance does affect continuity of training.
 - F.8.2 Approval from training site.
 - F.8.3 Approval from Vice Dean for Training affairs after reviewing scientificprogram of the symposium.
 - F.8.4 Submission of attendance certificate

G. Evaluation and Certification

1. Intern's performance is assessed at the conclusion of each rotation using standards Evaluation Form designed by respective academic departments.
2. Evaluation of intern's performance is done by person who has been directly supervising the intern at the training site.
3. Evaluation reports are to be submitted to the Vice Dean for Training Affairs.
4. Unsatisfactory performance in particular rotation period requires repeating that rotation.
5. Satisfactory performance is defined as grade GOOD or better.
6. Interns who have satisfactorily completed the Internship training period (1 year) will be granted a Certificate of Completion.

Respiratory Care Program Curriculum

Second Year-First Term				Second Year-Second Term			
Course Title	Symbol	Credit Hours		Course Title	Symbol	Credit Hours	
		Lec.	Lab.			Lec.	Lab.
The Eco. Sys in Islam	ISLM 251	2		Political System in Islam	ISLM 252	2	
Biochemistry	BIOCH 211	2		Respiratory Anatomy and Physiology	RESP 221	2	1
Microbiology	MICR 212	2		Patient Assessment	RESP 222	2	1
Anatomy	ANAT 213	2	1	Respiratory Care Therapeutics	RESP 224	3	1
Physiology	PHYL 214	3	1	Clinical Practice I	RESP 225	3	
Introduction to RC Profession	RESP 215	1	1	Behavioral Sciences	PSYCO 226	2	
Medical Gas Therapy	RESP 216	2	1				
	Total Hours	18			Total Hours	17	
Third Year- First Term				Third Year- Second Term			
Course Title	Symbol	Credit Hours		Course Title	Symbol	Credit Hours	
		Lec.	Lab.			Lec.	Lab.
Intro to Mechanical Vent.	RESP 311	3	1	Management of Mechanical Vent.	RESP 321	3	1
Respiratory Pharmacology	RESP 312	3		Health Information System	RESP322	2	
Respiratory Diseases I	RESP 313	2	1	Respiratory Diseases II	RESP 323	2	1
Blood Gases	RESP 314	2	1	Basic Pulmonary Function Testing	RESP 324	2	1
Clinical Practice II	RESP 315	3		Clinical Practice III	RESP 325	3	
				Biostatistics	BIOST 329	2	
	Total Hours	16			Total Hours	17	
Fourth Year-First Term				Fourth Year- Second Term			
Course Title	Symbol	Credit Hours		Course Title	Symbol	Credit Hours	
		Lec.	Lab.			Lec.	Lab.
Neonatal & Pediatric RC	RESP 411	2	1	Fundamentals of Polysomnography	RESP 421	2	1
Ethics in Respiratory Care	RESP 412	2		RC Examination Review	RESP 422	3	
Advanced Pulmonary Function Testing	RESP 413	2	1	Cardiopulmonary Intensive Care	RESP 423	3	1
Pulmonary Rehabilitation	RESP 414	2	1	Management in Health Care Org.	HIMT 424	2	
Clinical Practice IV	RESP 415	3		Clinical Practice V	RESP 425	3	
Research Methodology	HIMT 416	2		Research Project	RESP 426	3	
	Total Hours	16			Total Hours	18	

Internship Manual

Areas for Internship Rotation

The following areas/units in the affiliate hospital are recommended for rotation with suggested distribution:

AREAS/UNIT	NO. OF WEEKS
Orientation	1 Week
ER	4 Weeks
General Care (Male, Female, Pediatric, long term wards)	8 Weeks
Adult /Pediatric Intensive Care Unit	14 Weeks
CCU/ACVICU/PCVICU	6 weeks
Neonatal Intensive Care Unit	6 Weeks
PFT/Polysomnography Lab/Bronchoscopy/ABG Lab	4 Weeks
CSSD	1 Weeks
OR	1 Week
others	3 weeks
Total	48 Weeks

The following is a suggested training layout:

Phase	Duration	Objective
Orientation	1 Week	-Welcome and introduction to staff -ID and access issuing -Introduction to the hospital hierarchy and to the rules and regulations of the hospital/department -In-services to unfamiliar equipment
Phase I	10% of the Rotation	Observation with minimal handling
Phase II	40% of the Rotation	Taking full load with close supervision
Phase III	50% of the Rotation	Taking full load with minimal supervision

Required Competencies for RC Interns

At the end of the internship year, the intern is expected to master the following skills for adults, pediatrics, and neonates:

1. Infection Control
2. Patient Assessment and Monitoring
3. Documentation
4. Aerosol/Humidity
5. Medical Gas Therapy
6. Bronchial Hygiene Therapy
7. Lung Expansion Therapy And Breathing Exercises
8. Airway Clearance
9. Airway Management
10. Pulmonary Function Testing
11. Radiographic Data Assessment
12. Noninvasive and Invasive Blood Gas Monitoring
13. Cardiopulmonary Resuscitation
14. Ventilator Management
15. Transport of Patient on Ventilatory Support
16. Respiratory Care Pharmacology
17. Hemodynamic Monitoring
18. Sleep Study Implementation and Results' Interpretation
19. Bronchoscopy Assistance

Appendix 1

University of Dammam
College of Applied Medical Sciences
DEPARTMENT OF RESPIRATORY CARE

CONFIDENTIALITY STATEMENT

اسم الطالب / الطالبة :
الرقم الجامعي :
التخصص :
أتعهد أنا الطالب / الطالبة الموضحاً أعلاه :

١. بأن أحافظ على سرية وخصوصية المعلومات المتعلقة بالمرضى والمتواجدين في المستشفى وأميني منشأة.
٢. أتلقا التدريب بيفيه. كما أتعهد بالحفاظ على سرية وخصوصية أية معلومات تتعلق بمكان التدريب.
- وأن أقوم بمبادئ عملي كالأمانة وإخلاص حسب ما تتطلبها القواعد والأخلاقيات المهنية بما يتوافق مع أنظمة وقوانين المكان الذي أتلقى فيه التدريب.
٣. بأن أتقيد بأخلاقيات المهنة في جميع تعاملاتي مع المرضى وضوئهم، زملائي ورؤساء الأقسام ومشرقي التدريب في جميع عالمي.
- سسانا التياتر بيبها.
٤. أنأطالبت بغير أمانك تدريب بيبعد تحديد هافينسختها النهائية في جدول الامتياز.
٥. كما أعلمت ماماً أنني مسؤول عنقرءاءة وفهموا لالتزام بأنظمة وتعليمات الامتياز كما ورد في كتيب التدريب وما يتعلق بها من نماذج وإجراءات إدارية.

التوقيع

التاريخ

Appendix 2

University of Dammam
College of Applied Medical Sciences
DEPARTMENT OF RESPIRATORY CARE

INTERNSHIP TRAINING PROGRAM

APPLICATION FOR EMERGENCY LEAVE
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Date Submitted:_____

Name of Intern:_____ **ID#:**_____

Specific Reasoning: _____

Date From: _____ **To:** _____

Hospital Name: _____

Name & Signature of Person in Charge: _____

Please Fax this form to: 03/3330225

For University official Use ONLY

Intern to compensate leave:	YES: _____	NO: _____
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Revised

Approved

Respiratory Care Internship Training
UOD

UOD

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Appendix 3

University of Dammam
College of Applied Medical Sciences
DEPARTMENT OF RESPIRATORY CARE

INTERNSHIP PERFORMANCE EVALUATION FORM

Name of Intern: ID:

Training Institution:

Date: (From): (To):

Preceptor:

DIRECTIONS:

The Internship Performance Evaluation Form is a rating scheme based on performance objectives. It provides a set of behavioral criteria as outcomes expected of the intern. The set of behavioral criterion is further categorized into: (1) Knowledge of Work; (2) Working Abilities; and (3) General Conduct. A corresponding rating of P-Poor, G-Good, VG-Very Good, and E-Excellent accompany each behavioral criterion.

It is expected that a remark be written corresponding to every performance objective rating. Qualifying statements should otherwise accompany any *poor* or *excellent* performance of the intern. This could further be emphasized on the additional comments section of the form. The form is done once and only at the end of the prescribed internship-training period and would therefore reflect the over-all performance of the intern being evaluated.

This form should be CONFIDENTIAL and must be returned on a sealed official envelope of the Department of Respiratory Care.

**Signature of Chairman/Head
Respiratory Care Department/Services**

Date

I. KNOWLEDGE OF WORK

Performance Objectives	Rating				Remarks
1. Ability to use background knowledge of respiratory therapy theories/principles and clinical skills in performing tasks.	P	G	VG	E	
2. Desire to learn beyond the scope of daily, routine and prescribed respiratory therapy work.	P	G	VG	E	
3. Ability to effectively document and communicate verbally and in writing.	P	G	VG	E	
4. Interest and receptive attitude towards new ideas and information.	P	G	VG	E	
5. Preparedness to adjust and cope with new work methods and conditions.	P	G	VG	E	
6. Ability to make use of systematic processes in planning and organizing his/her work.	P	G	VG	E	
7. Competent ability to make use of guidelines and protocols in performing respiratory therapy modalities.	P	G	VG	E	

II. WORKING ABILITIES

Performance Objectives	Rating				Remarks
1. Initiative to accept the maximum responsibility for his/her work and to volunteer for new assignments.	P	G	VG	E	
2. Quality of his/her performance in relation to the maximum responsibility of the work assignment.	P	G	VG	E	
3. Diligence and efficiency as to the thoroughness and completeness in performing his/her tasks.	P	G	VG	E	
4. Success in meeting the requirements with respect to the amount of work within the time allotted.	P	G	VG	E	
5. Ability to establish good working relations with members of the health care team and other non-health personnel.	P	G	VG	E	
6. Ability to establish rapport and illicit favorable response from clients for the effective delivery of respiratory care services.	P	G	VG	E	

III. GENERAL CONDUCT

Performance Objectives	Rating				Remarks
1. <i>Exhibit punctuality and compliance with working hours of the institution.</i>	P	G	VG	E	
2. <i>Adheres to departmental policies and procedures in the conduct of respiratory care services.</i>	P	G	VG	E	
3. <i>Exhibit competent attitude to assure the delivery of quality care to clients.</i>	P	G	VG	E	
4. <i>Perceived ability to execute his/her responsibilities as a professional respiratory therapist after the training.</i>	P	G	VG	E	

	Excused:	Unexcused:
No. of Days Absent		
No. of Days Make Up		

Additional Comments On Over-all Performance:

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UNIVERSITY OF DAMMAM
COLLEGE OF APPLIED MEDICAL SCIENCES
DEPARTMENT OF RESPIRATORY CARE

RC - INTERNSHIP ATTENDANCE FORM

Internship Center:	
Intern University ID:	
Intern Name:	

Date	Time In	Intern Signature	Time Out	Intern Signature

UNIVERSITY OF DAMMAM
COLLEGE OF APPLIED MEDICAL SCIENCES
Respiratory Care Department
Contacts of Training Affairs at College of Applied Medical Sciences

Vice Dean for Training Affairs
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Male Internship Coordinator

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