



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

**INTERNSHIP MANUAL**

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**Edited by**

**CLINICAL TRAINING INTERNSHIP COMMITTEE**

**&**

**Internship Affairs Office - CAMS**

**2015**

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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 (Eid Aladha, Eid Alfitr, 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 scientific program 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

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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 Wards)	8 Weeks
Adult /Pediatric Intensive Care Unit	14 Weeks
Neonatal Intensive Care Unit	6 Weeks
PFT/Polysomnography Lab/Bronchoscopy/ABG Lab	5 Weeks
CSSD	2 Weeks
OR	4 Weeks
others	4 weeks
<b>Total</b>	<b>48 Weeks</b>

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***

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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 الموضح أعلاه:

1. بأن أحافظ على سرية و خصوصية المعلومات المتعلقة بالمرضى المتواجدين في المستشفى أو أي منشأة
2. أتلقى التدريب فيه .كما أتعهد بالحفاظ على سرية و خصوصية أية معلومة تتعلق بمكان التدريب. و أن أقوم بأداء عملي بكل أمانة و إخلاص حسب ما تتطلبه القواعد و الأخلاق المهنية بما يتوافق مع انظمة و قوانين المكان الذي أتلقى التدريب فيه.
3. بأن أتقيد بأخلاقيات المهنة في جميع تعاملاتي مع المرضى و ذويهم، زملائي و رؤساء الأقسام و مشرفي التدريب في جميع المؤسسات التي أتدرب بها.
4. أن لا أطلب بتغيير أماكن تدريبي بعد تحديدها في نسختها النهائية في جدول الامتياز.
5. كما أعلم تماما بأنني مسئول عن قراءة و فهم و الالتزام بأنظمة و تعليمات الامتياز كما ورد في كتيب التدريب و ما يتعلق بها من نماذج و إجراءات إدارية.

التوقيع

التاريخ

# Appendix 2

**University of Dammam**  
*College of Applied Medical Sciences*  
**DEPARTMENT OF RESPIRATORY CARE**  
**INTERNSHIP TRAINING PROGRAM**

**APPLICATION FOR EMERGENCY LEAVE**

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: \_\_\_\_\_

Revised

Approved

\_\_\_\_\_  
Respiratory Care Internship Training  
UOD

\_\_\_\_\_  
UOD

# Appendix 3

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**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**  
*Respiratory Care Department*  
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