

الجامعة السعودية الإلكترونية  
Saudi Electronic University



College of Health Sciences  
Health Informatics Department

# INTERNSHIP GUIDE

## 1. DEFINITION OF TERMS AND EXPRESSIONS:

- a. **The internship:** Refers to a practical training (Field Experience) period after finalizing all the required study units in the health informatics program successfully.
- b. **The College:** The college of Health Sciences, Saudi Electronic University.
- c. **The Internship Unit:** Refers to the structure defined by the College to be responsible for overseeing the internship affairs and the implementation of the internship plan.
- d. **Internship supervisor:** Refers to the faculty member at the College who is made responsible by the internship unit for supervising the students throughout the training.
- e. **The Trainee:** Refers to the student (male or female) of the College upon completion of the defined pre-requisite academic curriculum as specified in this guide thereby eligible to undergo training.
- f. **The internship organization:** Refers to any healthcare organization recognized by the College as suitable internship place.
- g. **The student supervisor at the Internship organization:** Refers to the representative assigned by the internship organization to be in charge of the student supervision during internship period.

## 2. THE INTERNSHIP PROGRAM:

### 2.1 Core Objectives

- a. Familiarization with practical application of learned concepts prior to completion of studies.
- b. Comprehensive understanding of concepts, tools and technologies in the domain of health informatics.
- c. Creating awareness about professional ethics that need to be practiced in practical life such as punctuality, innovation, application, honesty etc.
- d. Enabling the students to learn and handle the work related stress and pressure.
- e. Better and more efficient communication skills to deal with all three levels of professional work i.e. clients, peers and superiors.
- f. Expose students to future employment opportunities.
- g. Prepare graduates to exercise the administrative, leadership and specialized skills in different fields of work.
- h. Articulate ways in which data, information and knowledge are generated, organized and used to solve biomedical and population health problems, across diverse settings and from the individual to the population level.
- i. Apply theories, methods, and processes for the generation, storage, retrieval, use, management, and sharing of biomedical data, information and knowledge.
- j. Apply, adapt, and validate existing informatics concepts and approaches as they relate to specific biomedical and healthcare problems.
- k. Apply concepts and techniques from the social, behavioral, communications, organizational sciences and from ethics, law, and social and economic policy.

## 2.2 Academic Requirements:

To register for the internship, the student should fulfill the following requirements:

- a. The student must have successfully completed all the course requirements until and including all level eight courses of their academic program prior to internship.
- b. The student applying for practical training must be an active registered student of the degree program.
- c. The student must be discharged for internship, and the student is not permitted to register any courses along with the internship program.

## 2.3 Internship program structure:

The program aims to give the students a unique opportunity to experience first-hand how health informatics works in real life settings to understand the interaction between health policy and implementation of health technology applications. This specially designed learning and development program will enable graduates to gain insights on tackling real issues and challenges; learn from senior health informatics leaders through dialogue and networking sessions and go on learning journeys to see how things run behind the scenes. In details, the students will be rotated between various departments mainly:

- a. The health information technology and support departments which function as the provider of health information technology services and infrastructures. In these sittings, the student will learn how health information technology is acquired, implemented, and maintained. Moreover, the students will learn about various levels of support provided to the clinical and non-clinical users of the system.

- b. The medical and paramedical departments as the users of the health information technology services and infrastructures. In these settings the student will experience various challenges such as adoption, training, and system improvement to suit the workflow of various departments.
- c. Finally, at the end of the internship period the student will be required to write a report about their experience and challenges at each department. In addition, the student will also provide a research report focusing on solving one of the challenges encountered during their internship program.

### 3. MINIMUM REQUIREMENTS FOR THE INTERNSHIP ORGANIZATIONS:

- a. The Internship organization must have a functional Electronic Medical Record.
- b. Medical Informatics department or its equivalent.
- c. Medical Coding Unit.(Optional)

### 4. STUDENT COMMITMENTS DURING THE INTERNSHIP PROGRAM

- a. Once a student has joined a particular training organization, the student will ensure completion of internship time (a total of 420 contact hours training as 7 hours' work per days, five days per week for 12 weeks.), and not transfer to any

other organization. In the case of non-compliance with the minimum hours of training, the student trainee will not succeed in the course.

- b.** The student will follow the working hours of the internship place to which he/she is assigned, except that he / she should not have night duties. Their vacations are as the governmental employees vacations.
- c.** The student is responsible for abiding by and complying with all the rules and regulations of internship organization.
- d.** During the internship period, it is the responsibility of students to promptly notify any change to the training unit as well as supervisor, refill all the needed information and regularly track that change has been properly documented. All such changes should also be properly documented in the student files.
- e.** Make sure that training organization sends the trainee assessment in a maximum period of 10 days after the end of the training period both by the student trainee as well as via e-mail to the training unit. The student should ensure receipt of this assessment to supervisor.
- f.** The student trainee should comply with the training commitments stated in the training instructions, otherwise; the student grade will be affected.
- g.** Documenting and collecting information required to write the final practical training report.

- h. The student must complete his/her internship program in the same city of the branch he/she enrolled in.

## 5. STUDENT COMMITMENTS AFTER THE PRACTICAL TRAINING:

The Student shall be required to compile a final report in English language in accordance with the report template provided. The report must include an overview of the training organization, the training procedures, which things that the student has learnt in theory or has encountered in practice. Also, the report must include a part discussing the scientific information that the students made use of it in their training. The report should clearly outline the responsibilities assigned to students, tools and technologies worked with and summary of experience gained. In addition, the student is required to submit a research report focusing on solving one of the challenges encountered during their internship program. The report should be sent to the training supervisor according to schedule defined by the College. Failure to submit the report in due time may entail student failure in the course.

The student will be called to appear for an interview concerning final assessment. The student has to show the grasp of technical aspects gained in the internship. Failure to appear for the interview may entail student failure in the course.

## 6. INTERNSHIP ORGANIZATION COMMITMENTS:

- a. Make sure that the student performs responsibilities assigned to him/her on the evaluation document strictly in accordance with the area of health informatics. The organization should take care to see that student is not assigned such tasks which don't play any role in their knowledge domain such as organization Data entry, Call Center Operator, files administrator, translator, or other.
- b. Return the training registration form provided by the college at the beginning of practical training.
- c. Provide the college with an Assessment report on the student's performance according to the training evaluation form provided by college. The report must reflect the student's performance throughout the training.
- d. Internship organization should ensure communication between the College and the student trainee, and facilitate visits by the internship supervisor or internship unit members.
- e. To make some personnel responsible for seeing internal assessment on student's learning, professionalism and provide qualitative assessment based on internal findings.

## 7. PRACTICAL TRAINING EVALUATION:

At the end of training, the student trainee will be subjected to evaluation by the training supervisor. The evaluation will be based on assessment provided by training organization, final reports and final interview.

The Student will be considered successful in the training graded: "NP (Nograde–Pass) " if all of the following are fulfilled:

### a. Student Attendance:

Refers to the student's attendance at the training organization throughout the specified training period. To fulfill these requirements, the student must attend the minimum number of hours required at least 70% of (a total of 420 contact hours) at the training organization.

### b. The Internship Organization Evaluation:

Refers to the evaluation report compiled by the Internship organization, which must measure the following:

-  Skills acquired during the training.
-  Self-reliance.
-  Mastering job requirements assigned to the Trainee.
-  Professionalism, work ethics and work attitude.

The student is considered successful if he/she achieves 70% of the maximum points possible in the evaluation.

### c. The Internship Final Reports:

The Internship supervisor evaluates the final reports delivered by students at the end of training. This evaluation is based on specific criteria that measures the student's achievements throughout the training period. The student is considered successful if he/she scores a minimum of 60% of the possible marks.

If the student fails to fulfill any one of the requirement mentioned above, he/she will fail the course and will be graded (NF: No-grade – Fail). The student may fail in one of the following categories:

If the student does not fulfill the attendance rate required, he/she should repeat the training course.

If the student does not score the minimum score in organization evaluation, he/she should repeat the training course.

If the student does not score the minimum score in the final report, he/she should resubmit another report within a time line not exceeding two working weeks from the announcement of results for the practical training course.