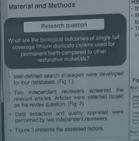
### جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY كـلية طـب الأسـنــان|College of Dentistry

ALL PARTY



Biological Outcomes of Full Coverage Lithium Disilicate Protheses: A Systematic Review and Meta-analyses



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**Internship Training Manual** College of Dentistry 2023-2024



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# Preface

This manual is concerned with the organization of academic and administrative matters of the Bachelor of Dental Surgery (BDS) Internship Training Program at College of Dentistry, University Dental Hospital. The manual was drafted on the basis of the executive and procedural rules and regulations for internship training programs at Health Colleges issued by the University Council.

The Internship Training Program Unit manages all applications, admissions, rotations and completion requirements under the supervision of the Vice Deanship of Clinical Affairs.

### Internship Program Unit Message



Dear Intern,

Welcome to the Internship Training Program. This comprehensive program is designed to offer the widest possible experience and understanding in all disciplines of Dentistry to allow a smooth transition from dental school to dental practice.

In addition to the clinical experience that you will receive, there is an intensive didactic program composed of Advanced Education Seminars, Evidence-based Presentations, Research Project and Hospital Rotations.

The integration of both components of this program (i.e. clinical and the didactic) will further improve your ability to gather and analyze data, to successfully manage complex dental cases.

This manual guides and outlines the steps necessary to create a successful Internship Training Program. It lists both the responsibilities and the benefits for everyone in the Internship Training Program.

Upon successful completion of this program, you will receive an internship certificate issued by the university which is mandatory to fulfill the expectations of the degree of Bachelor of Dental Science (B.D.S) that will be granted accordingly. Please do not hesitate to contact us with any question or concern.

Sincerely yours, Internship Training Program Unit Email: <u>cd.ip@iau.edu.sa</u>





# Overview of Internship Training Program

### **Duration of the Program**

The internship is a one-year program (52 weeks). The start month of the program is July after the final examinations of the sixth year or on a date approved by the Vice Deanship for Clinical Affairs.

### Internship Training Program Rotations:

Trainees are expected to complete 6 months rotation at University Dental Hospital and 6 months in outside approved training centers.

- 1. Inside IAU University Dental Hospital Rotation (6 Months at least)
  - Postgraduate Clinics, Teaching and Faculty Clinics Rotation
  - ER Rotation
  - Screening and Treatment Rotation
- 2. Outside IAU University Dental Hospital Rotations (6 Months Maximum)

### **Selection of Hospitals**

Interns are offered the opportunity to submit a preliminary selection of their preferred hospital(s) to the internship unit director.

### Internship Program Orientation:

The Internship Program Orientation is organized and conducted during the first week of the internship year, by the Internship Unit. In addition, important information regarding log-sheets and documentation is provided along with the program competencies, requirements, and policies. The internship program orientation session also provides students with the necessary contacts and electronic forms, regulations regarding interns' research projects, information about scientific seminars, and lectures.



# Internship Training Program Learning Outcomes

Upon the successful completion of the BDS internship program, graduates are expected to:

Internship Training Program Learning Outcomes				
1	Knowledge and Understanding			
1.1	Recognize applications of evidence-based practice			
2	Skills:			
2.1	Participate in a research project			
2.2	Communicate with colleagues and professional team members.			
2.3	Practice referral of cases to specialists			
2.4	Provide emergency dental care.			
2.5	Perform oral diagnosis and management for underprivileged patients.			
2.6	Provide dental treatment for children, adults and geriatric population.			
3	Values:			
3.1	Gain time-management skills			
	Participate in community services			
3.2	Communicate effectively with patients, patients' family, and other team			
	members			
3.3	Participate in a research project			
3.4	Attends to duties punctually			
3.5	5 Respects patients, their families, co-workers, and other team members			



### Activities of the Internship Training Program

There are 4 main pillars for the internship training program at IAU College of Dentistry, Clinical practice, Research and Scientific Presentations, Community engagement and Career Development (Figure 1).









Clinical Practice and Competencies Research and Scientific Presentations

Community Service and Engagement Career Development

### Figure 1. Internship Training Pillars

### **Clinical Practice, Competencies and Expectations:**

- 1. Surgical therapy: Performing surgical exodontia.
- 2. Working on a digital impression for Prosthodontics therapy: Produce digital impressions for diagnostic study casts, treatment planning, or fabrication of provisional/definitive prostheses.
- 3. Perform in OR according to protocol.
- 4. Perform nitrous oxide procedure according to its guidelines.
- 5. Conduct assigned team role in treatment of patients with special needs or medically compromised.

\*Trainees can Refer to the Field Experience Specifications for more details.



### Scientific Seminars and Lectures:

Advanced specialties and scientific lectures and seminars will be given to the interns by internal and external speakers.

### **Scientific Presentations:**

- 1. Each intern is expected to present at least one scientific presentation: a literature review/topic presentation during the year.
- 2. Each group (Maximum 5 interns) is expected to submit their title/literature review presentation question by Sept.
- 3. Interns are recommended to present at national and international meetings and conferences.

### **Research Project:**

The Internship Committee encourages our interns to do some evidence-based research activities. So, research project in dental science is mandatory to be conducted by the interns and is a Expectation for graduation.

- 1. Interns must have a research project during their internship year.
- 2. A group of 2-5 interns will conduct scientific research until writing their manuscript with the help of mentors from IAU Dental Hospital/College.
- 3. Through the year, the interns will take seminars and workshops focused on research to develop their skills.
- 4. The goal is to have a publication at one of Q1 and Q2 scientific journals.
- 5. A list of potential mentors from IAU Dental Hospital/College will be shared with the interns.
- 6. A review, case report or survey-based study **will not** be accepted.
- 7. Each group is expected to present their project during the finalpresentation sessions in **June the following year**.



### **Community Services:**

- 1. Interns are expected to complete at least 45 hours of CommunityServices during their Internship Year.
- 2. Interns will be assigned periodically to the college's outreach community campaigns.
- 3. Interns are recommended to volunteer at any community projects.

### Career Development Plan:

Each intern is recommended to complete a **self-assessment** during the month of July to set their goals for the year (figure 2).

1. Interns are expected to take the Saudi Commission of Health

Specialists Exam to get their license.

- 2. Interns are encouraged to take English Proficiency tests.
- 3. Interns are encouraged to present their research at national

and international meetings.



Career Goals



Seminars and Career Mentoring Program





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Post-grad and Application

Career Development Plan (figure 2).



# **Standards for Accreditation of Training Centers**

- 1. Internship students are trained in the university hospitals of Saudi universities or in one of the locally and internationally recognized health institutions that achieve the training objectives.
- 2. The training center should have a department or unit for education and training accredited by the Saudi Commission for Health Specialties.
- 3. The training center must have obtained accreditation from the United International Commission for Accreditation of Health Organizations (JCI) or the Saudi Center for Accreditation of Healthcare Facilities (CBAHI).
- 4. The training center should be equipped to meet all the requirements and objectives of the Internship Training Program in order to gain the required practical experience.
- 5. That the training center be evaluated periodically based on exploratory visits and statistical analysis of the results of the students' satisfaction questionnaire with the training centers.



### **Responsibilities and Tasks**

- 1. The Internship Training Program Unit is responsible on the following tasks:
- 2. Organizing and implementing the program structure for students in the college before starting the internship program.
- 3. Listing the available training venues and the requirements of each training center.
- 4. Sorting out the desires of internship students for their training places in hospitals based on the capacity of each hospital.
- 5. Preparing the rotations for the expected students to graduate before the start of the program.
- 6. Preparing the orientation program for the interns at the beginning of each year.
- 7. Preparing the program specifications, and updating them annually, if necessary, in coordination with the concerned departments.
- 8. Reviewing the outgoing letters addressed to the training centers before their signed by the representative, and then coordinating with the secretary to send them to the training centers.
- 9. Receiving the letters from the training centers that may be accepted or rejected and taking the necessary actions afterward.
- 10. Follow-up the implementation of the training plan in the training centers, whether by visit or by phone call.
- 11. Preparing student visits schedules by the faculty members of the department to be signed by the coordinator, department head, and college dean - and following up on their implementation.
- 12. Surveying the opinions of students and supervisors in training centers on the progress of the Program.
- 13. Preparing a report at the end of each year (Field Experience Report), which is submitted to the Vice Dean of the College after being approved by the Unit.
- 14. Preparing an electronic database for internship students containing all students' data and documents.
- 15. Any other work assigned to the Unit by the Vice Dean of the College.



# **Duties and Rights of the Applicant**

### Duties:

- 1. Attending the orientation of the Internship Training Program.
- 2. Starting training in July of the Gregorian calendar (or according to the starting date approved by the College).
- 3. Attending the introductory meeting organized by the training center at the beginning of the training period at each center.
- 4. Commitment to the job description of the internship students if any at the training center, under the direct supervision of the training supervisors at the training center.
- 5. Commitment to attendance and departure at the specified times according to the regulations in force in the training center and in coordination with the College.
- 6. Maintain patients' privacy and not use their data outside the scope of work.
- 7. Commitment to attend workshops, lectures and panel discussions that take place within the department or training centers.
- 8. Adhere to ethical, Islamic and professional values in all dealings.
- 9. Follow the laws, guidelines and instructions regulating the training process.
- 10. Communicate with the excellence coordinator at the college and inform him of any obstacles that the excellence student is exposed to during the training.
- 11. The internship applicant shall not engage in any official job before completing the internship training program requirements and receiving the certificate.



### Rights

- 1. The training shall be under the supervision of qualified professionals in the various departments.
- 2. The training department or unit provides various cases to enrich his/her training capabilities according to the available capabilities.
- 3. The internship student can benefit from the educational and training services provided by accredited training centers and is also entitled to attend and take foreign language proficiency tests.
- 4. Entering the licensing exams and their professional requirements, according to the regulations of each college.
- 5. Attend personal interviews for jobs, specialized training programs or postgraduate programs.
- 6. Use the available educational means, and attend lectures, workshops and conferences that take place in the training center.
- 7. Train in a training and professional environment based on mutual respect and trust and supporting the achievement of the required outputs.
- 8. Preserving research and intellectual rights according to the relevant laws and regulations.
- 9. Enjoying vacations as determined by the organizing rules in this document.
- 10. Complain about any decisions or penalties applied against him/her to the Student Behavior Control Committee at the university according to the relevant regulations.
- 11. Obtain the privilege stage reward in accordance with the university regulations.



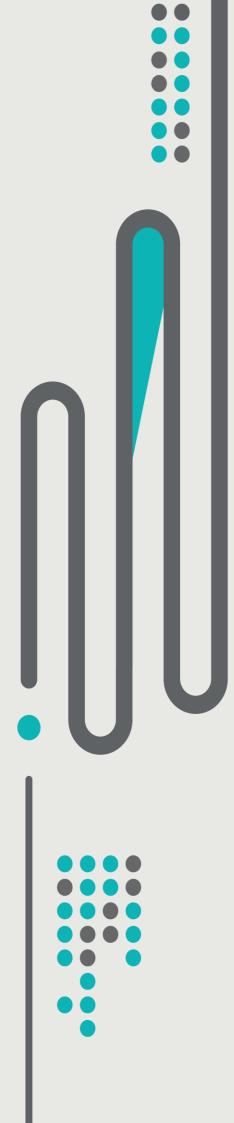
## **Certificate of Completion**

An intern will be issued an Internship Certificate of completion by the College upon successfully completion of the program.

### Intern's Evaluation of Internship Program

Post rotation evaluations are completed by the interns at the end of the rotation through the Internship links provided. The purpose of these forms is to provide opportunity for an honest appraisal of the internship site and director, and the level of contribution to the dental education program. Finally, to address the Internship Program outcomes.





# General Policies and Guidelines

## **Policy on Vacation**

Intern is entitled to enjoy the national Holidays of Ramadan and Al-Hajj vacations except if assigned to cover emergency clinics.

Leave Type	Days Approval	Requirements*	
Maternity Leave	Twenty-one days	Submission of Leave Request form and birth certificate via the online form within five days of absence.	
Sick Leave	Case dependent	Submission of Leave Request form and legitimate medical report to via the online form within five days of absence.	
Marriage Leave	Case dependent	Submission of Leave Request form and legitimate medical report to via the online prior absence.	
Death of a First-Degree Relative (Parents, siblings, sons, daughters)	Three days	Submission of Leave Request form and legitimate	
Death of a Second- degree Relative (Grandparents, uncles, aunts, nieces, nephews)	One day	medical report to via the online form within five days of absence.	
Educational Leave (e.g., conferences, workshops, etc.) related to the specialty	Five days	• Submission of the Educational Leave Request form via the online form. • Providing a copy of an attendance certificate via the online form within five days of attending the session.	

### **Dress code**

- Interns must abide by the College of Dentistry, as well as the hospital's dress code (Black Medical Scrubs and White Lab coat).
- Hospital ID card must be displayed all the time.
- Personal hygiene must be maintained.



### **Policy on Attendance**

- 1. Working hours are from 8:00 AM to 4:00 PM.
- 2. Intern must sign in their attendance at the beginning and end of each clinical session, that is at 8:00 and 11:30 AM; and 1:00 and 3:30 PM.
- 3. If the intern attended after 8:15, he/she will be considered late, and he will be warned.
- 4. Attendance will be signed at each wing/coordinator's working station.
- 5. If he/she repeated it three times without appropriate excuse, he/she will be considered absent for one day. If the delay was after 8:30, he will be considered absent for half a day, but the intern should continue working for the whole session of the day.
- 6. The number of the absence days should be compensated for at the end of the year; taking into consideration that these days will be with no pay.

### **Policy on Leave Request**

- 1. Intern should do the following to be granted the leave:
- 2. Submit a request via the online form at least 10 days before theleave date.
- 3. Intern is responsible to reschedule his/her booked patients.
- 4. If the maximum number of allowed days is exceeded, the intern must compensate for these additional days at the end of the internship program to successfully complete the program.
- 5. Interns must **call or send a text message** to the Interns' Program Coordinator and the area's coordinator if encounters any emergency.

Attending conferences -five days maximum- with a certificate will not be considered absence. \*



### **Policy on Patient Flow Procedures**

When a patient comes for the first time, he should be registered by the receptionist (ER or Screening). The patient will be seen in the Emergency or Screening clinic where the intern conducts a preliminary examination, review medical history, and take radiographs as needed. After the patient is examined, the intern must make a diagnosis; fill out the fileand screening form, through our PRS system then patient is transferred to:

- 1. The student's clinics (undergraduate or postgraduate students' clinics) if the case fulfills the criteria of the student's expectations.
- 2. The treatment clinics for final treatment planning and permanent treatment until the case is finished.

### **Policy on Patient Scheduling and Appointments**

Patient should have an appointment before he/she leaves the clinics, and this will be done solely by the receptionist according to the hospital's rules and regulations.

So, the intern should inform the receptionist through prepared visit slip, about the next appropriate date, the number of the treatment sessions needed, not to exceed three successive appointments, and importantly the time of the treatment needed according to the case.

### **Policy on Documentation**

Every treatment session should be carefully documented.

The interns will be fully responsible for the documentation written in the patient file that indus but not limited to:

- Full eligible documentation
- Comprehensive and systematic report.
- Use glossary of terms and abbreviations.



## **Policy on Infection Control**

#### **Personal Protective Equipment's**

All Students must adhere to the following Guidelines:

- When entering the clinical area please make sure that your attire follows the dresscode regulation of the faculty.
- Remove wrist watches if you wear one.
- Wash hands before putting on your personnel protective equipment (PPE). Wear gown and gloves during contact with patient or environment of care e.g., medical equipment, environmental surfaces.
- Do not work from "clean to dirty".
- Do not touch your face or adjust PPE with contaminated gloves.
- Do not touch environmental surfaces except as necessary during patient care.
- Change gloves during use if torn and when heavily soiled (even during use on thesame patient) and after use on each patient.
- Perform hand hygiene before donning new gloves. Discard in appropriate receptacle.
- Mask and goggles or a face shield are used during patient care activities likely to generate splashes or sprays of blood, body fluids secretions, or excretions.
- Masks protect nose and mouth and should fully cover nose and mouth and preventfluid penetration.
- A mask is ineffective when it becomes wet; it is preferred that a fresh mask is used for every patient.
- Goggles protect eyes and should fit snuggly over and around eyes. Personal glasses are not a substitute for goggles.
- For users of prescription glasses: If you can get clip-on side shields to fit on yourframe, they will be effective.
- Face shields protect face, nose, mouth, and eyes it should cover forehead, extendbelow chin and wraparound side of face.



• As standard precautions are the protocol applied by the college; full personalprotective equipment's should be worn while dealing with patients.

The correct order of donning and removing PPE is the key to protecting yourselfand co-workers from contamination.

### Sequence for putting on PPE:

- Gown.
- Mask or respirator.
- Goggles or face shield.
- Gloves

### Sequence for Removing PPE:

- Gloves
- Face shields or goggles
- Gown
- Mask or Respiratory

Make it a habit to practice the correct sequence of PPE donning and removal as drills to make it second nature.

Ensure that hand hygiene facilities are available at the point needed, perform hand hygiene immediately after removing PPE. If hands become visibly contaminated during PPE removal, wash hands before continuing

### to remove PPE.

Wash hands with soap and water or use an alcohol-based hand rub.

Remove your PPE before leaving the clinic.

If you have any oxidative skin lesions or dermatitis, you are discouraged fromworking on patients until complete healing takes place



## **Post Exposure Injuries Protocol**

#### **Protocol Following Injury:**

Stop the procedure immediately.

- 1. Inform patient.
- 2. Remove gloves and wash hands.
- 3. Encourage bleeding from the wound don't scrap.
- 4. Immediately wash the area, including the puncture or wound using antimicrobial soap and water. Exposed eye, mouth or nose mucosa should be flushed with copious amounts of water. The application of caustic agents such as bleach, or the injection of antiseptic agents into the wound is not advisable.
- 5. Cover the wound with a dressing.
- 6. Skin, eyes, or mouth wash with plenty of water.
- 7. Ensure sharp is disposed safety.
- 8. Notify clinical support staff and the clinical instructor immediately todetermine how dental treatment should be completed or temporized.
- 9. Report the nature of the incident in order that screening is triaged as urgent".

### **Protocol Information**

In case of an inoculation injury, the wound should be allowed to bleed, washed thoroughly under running water, and covered with a waterproof dressing. The incident should be immediately reported for further necessary action. Report any spillages involving blood or saliva or mercury.

Report any developing reaction to protective gloves or a chemical.

Both exposed person and source individual are offered the opportunity of having ablood sample drawn in the King Fahd Hospital after exposure injury.

The procedures, routes of evaluation, results of testing are completely confidential. If the exposed person and source individual agree on testing, the blood will be test-ed for HBV, HCV and HIV.

If one of those persons declined testing, the infection control coordinator should record that the exposed person declines testing on the form. The exposed personmust sign it. Medical prophylaxis and consultations are available at no cost following accidentalexposure at the University Hospital.

Post-exposure prophylaxis is applied only when the Source tests positive forHIV/AIDS.

The administered post-exposure prophylaxis (PEP) is most efficacious if it is administered within 4 hours following the exposure.

Within two weeks of the incident, the infection control coordinator will prepare areport of test results. These results will be confidential.

### **Policy on Continuing Education Courses**

To promote the education for our interns, all interns are expected to attend weekly lectures arranged by the Internship Program, with highly knowledgeable lecturers from our Faculty members and invited guest speaker from outside.

In case the intern could not attend, then he will be responsible for notifying the Internship Director who will decide accordingly.

In order to keep our interns updated, the Internship Committee has decided that attendance for the interns to dental symposium, workshop or conference during the whole year of internship program is accepted after a link application and by the approval of the Program Director, and attendance must not conflict with normally scheduled academic activities and patient care. The maximum number of days attending the conference allowed is five days, and if that number exceeds, then the intern must compensate these days later.



### **Policy on Evaluation**

- 1. Interns must get an evaluation after each clinical rotation and no later than a week from the end of the rotation.
- 2. Interns must submit an evaluation by their primary mentor after they finish their research project.

The policy of evaluation is based on Daily Evaluation Form, quarterly clinicalevaluation, monthly statistical report, assignments, research presentation evaluation, clinical case presentation evaluation, community project report, peer assessment and pre and post rotation survey analysis assessments through the Internship links provided. These evaluation forms will give a sight about the clinical cases our interns have finished with a general view about their behaviors inside the clinics. This form must be completed by the assigned department or hospitals through the Internship links provided. A below average or unsatisfactory overall evaluation will expect the intern to repeat therotation completely. Incomplete rotation would be evaluated by the Internship Program Committee and disciplinary actions would be taken accordingly.



### **Policies on Academic Grievance Issues**

The college makes every effort to provide a supportive and educational environment for all interns. Interns who feel that their educational progress is being impeded through discrimination, misuse of university or college policies, or have an objection against an evaluation; may attempt to resolve this issue through the following steps.

NOTE: Each step should be followed in the order provided, until your concern is resolved, or the next step should be attempted:

1. Visit your program director to resolve the issue verbally and informally.

2. Submit a formal written request to the program director. State specifically what your concern is and what action you are requesting be taken to address the concern. Program director is to respond in written form in a timely fashion to the written request of the intern.

3. Visit and submit a formal written request to the Vice Dean for Clinical Affairs.

4. Visit and submit a written request to the Dean of the College. The decision of the Dean is final.





# **Contact us**

# Internship Training Program Contact

Internship Program: CD.IP@iau.edu.sa

Internship Program Director, Dr. Maria Ibrahim: msibrahim@iau.edu.sa

Internship Program Director Secretary, Mr. Bassam Alhussain: bahussain@iau.edu.sa









**جامعة الرما معبد الرحمن بن فيصل** IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY College of Dentistry كلية طب الأسنان