



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: COLLEGES OF NURSING, KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES

Region: CENTRAL,
WESTERN AND EASTERN
REGION

Subject: RATIFICATION OF CON INTERNS' EVALUATION RESULTS DURING INTERNSHIP TRAINING

Original Date: MARCH 2016

Revised Date: -

Reference: CON-IU-01

Replacement: This DPP replaces APP CON 026 Ratification of CON Intern Grade Results and supersedes all of its content

Applicable: This policy is applicable to KSAU-HS CON interns, CON staff who are involved in internship training, CON Dean, and Deanship of Admission and Registration at KSAU-HS.

1. PURPOSE

To define the process of ratification of CON Interns' evaluation results during internship training.

2. DEFINITIONS

- 2.1 **CON-IU:** is an acronym for College Of Nursing – Internship Unit
- 2.2 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Services.
- 2.3 **Nursing Internship Program:** a minimum of 48 weeks of mandatory clinical training following successful completion of the BSN credit hours. It is a requirement of Ministry of Education to award Baccalaureate Degree in Nursing, and a requirement also of Saudi Commission for Health Specialties to grant professional registration.
- 2.4 **Nurse Intern:** is a graduate from CON who has completed successfully the credit hours of BSN program and enrolled in internship training.
- 2.5 **Clinical Rotation:** is a specific time that is assigned to each nursing component of the internship program, namely 12 weeks of medical nursing, 12 weeks of surgical nursing, 4 weeks of maternity nursing and 4 weeks of pediatric nursing (which compose phase I of the program), and 16 weeks employment linked placement (that composes phase II of the Internship Program).
- 2.6 **Rotation Grade:** is the grade assigned to the Nurse Intern upon completion of each clinical rotation, which is normally pass or fail.
- 2.7 **Rotation Requirements:** refers to attendance, clinical & professional performance requirements stipulated for each clinical rotation and are deemed mandatory for successful completion of this rotation.

- 2.8 **Final Grade:** is the grade given for a Nurse Intern upon completion of the Internship Program which is normally a pass or fail grade.

3. POLICY STATEMENTS

- 3.1 CON will retain full responsibility over monitoring CON interns' progress in the assigned clinical area and will be directly involved in the interns' evaluation process.
- 3.2 CON-IU will maintain up-to-date documentations of each nurse intern's evaluation results during internship training.
- 3.3 The final grades of CON Nurse Interns will be ratified by the concerned College Council.
- 3.4 KSAU-HS must be the sole issuer of the internship completion certification to CON Interns who have completed the full internship training.

4. PROCEDURES

- 4.1 CON Nurse Interns will be evaluated at the end of each clinical rotation by a panel comprising representative from CON-IU as the Chairperson and key nursing staff from the participating hospital as members.
- 4.2 In cases when a Nurse Intern fails to meet current rotation requirements and whenever an extension of or repeating the rotation is decided upon by the evaluation panel, the intern's individual case shall be addressed to the attention of the College Council by the CON-IU.
- 4.3 An extension of the internship training time to more than 18 months (for whatever reasons including performance failure) can be granted only with the approval of the College Council.
- 4.4 Within maximum of a week after completion date of internship, CON-IU will submit to the College Council the final grades of the evaluated Interns for ratification.
- 4.5 After being ratified, The Dean (Chairperson of the College Council) will forward the name list of Nurse Interns who have satisfactorily completed internship to the Deanship of Admission and Registration at KSAU-HS for administrative out-processing and other appropriate actions.
- 4.6 Deanship of Admission and Registration will issue the internship completion certifications to CON Interns who have completed satisfactorily the full internship training.

5. RESPONSIBILITY

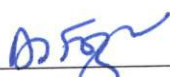
It is the responsibility of the CON Dean, Deanship of Admission and Registration and CON-IU to ensure effective implementation of this DPP.

6. RELATED REFERENCES


- 6.1 Ministry of Education Bylaws.
- 6.2 Nursing internship curriculum, March 2016.
- 6.3 Internship Governance APP: Internship Governance Committee, KSAU-HS. March 2016 (draft)

7. RECOMMENDATIONS


RECOMMENDED BY:



Dr. Haya Al Fozan
Dean, CON-Riyadh
Date: 30 MAR 2016



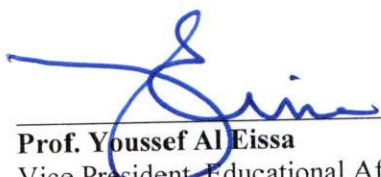
Dr. Tagwa Omer
Dean, CON-Jeddah
Date: 30 MAR 2016



Prof. Shadia Abd El Kader Hassan
Dean, CON-Al Ahsa
Date: 30 MAR 2016

8. APPROVAL

APPROVED BY:



Prof. Youssef Al Eissa
Vice President, Educational Affairs
King Saud bin Abdulaziz University for Health Sciences

Date