



جامعة الأمير سطاتم بن عبد العزيز
Prince Sattam Bin Abdulaziz University

Interns' Clinics Rules and Regulations

College of Dentistry

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Interns' Clinics Rules and Regulations

Dear Intern:

May the PSAU-CD clinical administration team **welcome you** by the bringing of your clinical rotation. We do wish you a pleasant training experience combined with a rewarding knowledge.

Please pay careful attention to the below-listed summary of guidelines that will be directly applied to your clinical practice at PSAU-CD:

A. Leaves and Attendance:

- The Gregorian calendar will be followed in the training program.
- The daily working hours are from 9.00 am to 4.00 pm.
- Two clinical sessions, morning and afternoon are allocated for each intern daily.
- Upon approval, you are entitled to a total of 10 business days emergency leave and 5-business days sick leaves (supported by a medical report from government hospital).
- You are allowed for 5 days as maximum to attend any academic activities.
- All leaves must be submitted and get approved in advance (Minimum three days before) and it should be signed by the director of the intern training program followed by approval from the clinic's director.
- No show/ not being in the clinic/ and leaves submitted without prior approval, all shall be counted as **double sessions** of absence.
- On the third time, an intern is shown late for 10-30 min, the intern will be issued a warning letter indicating counting any further 10-30 min lateness as one session of absence.
- Coming late for any clinical session 30 min. (or more) will result in counting the whole session as absent. The late intern is expected to proceed immediately with his assigned duties to avoid counting the session as double absence (no-show).
- You are required to remain in your clinic during working hours, as clinical duties can be assigned in case of patient no-show.

- Patients' flow/ assignment, and clinical availability monitoring will be followed and reported by the Assistant Supervisor for Interns Clinics to the Clinical Learning Unit Chief and Clinics Administration.
- **The table below is showing the action which will be taken in case of any mishaps.**

Case	Action
Not following the clinics supervisor instructions	Case will be referred to internship training committee for a proper action.
Working without applying rubber dam (Resto, Endo)	Warning letter will be issued and if repeated, two days extension will be granted.
Refused to treat a patient.	Two days extension will be granted.
Eating or drinking in the clinics area.	Intern will be absent in the concerned period.
Violating of infection control measurements.	An extension will be granted and days will be determined depend on the severity of violation.
Failure of file documentation at the same day.	Warning letter will be issued and if repeated, two days extension will be granted.
Not sticking to the determined color of uniform (green)	Warning letter will be issued and if repeated, intern will be suspended from the clinics and will consider absent on the same day.

B. Interns' Clinics (Treat Then Transfer Service):

Treat Then Transfer Service (TTT service) is a clinical health care modality concerned with primary health care delivery, organized screening and referral system, and interns' clinical skills development. Patients, booking officers, and interns are all being informed about the patients' right to have an immediate treatment (besides referral).

- A one-hour slot is granted for each patient from the intern's clinical hours. In appreciation of patient's need and waiting, and given the time allocated, a **dental procedure must be performed during that period (even in the absence of acute emergency).**
- Interested interns are required to complete a care-off slip indicating the type of comprehensive procedure and present it to the patient. The patient will then present the slip to the front desk to make the appointment

(booking Officer WILL NOT process any care-off slip submitted directly by an intern nor dental assistant). Care-off patients not showing within 15 min. will result in a primary care patient replacement.

- After treatment, the intern is required to offer the extended transfer service to the patient (according to his/ her needs) If the patient would like to complete his treatment at the interns' clinics, he/she will be required to register again for another clinical primary care session.
- 9:00 am /and or 10:00 am (similarly 1:00/2:00 pm) patients can be immediately transferred to students' clinics based on their needs and upon approval by the Clinical Learning Unit (CLU) Chief. **No intern is allowed to communicate with the student directly.** Students in need are required to fill a case request at CLU. Selected and approved patients' and files will be guided by the assigned intern's dental assistant to the requested student cubic. The refereeing intern can be assigned another case as needed.
- All sessions are being assigned with direct clinical supervisor to provide extended consultation in an attempt to ensure improved clinical training outcomes.
- All extractions must be performed under the authorized supervision of the surgeon on duties (refer to the on-call surgery schedule). In case of non- availability of a direct supervisor or non-emergency clinical presentation, the case can be referred to students clinics/ courses, while still providing an alternative means of treatment as indicated above.

C. **Monitoring Clinical Performance:**

- In order to ensure the productivity of the interns' clinics, a set of minimal clinical procedures were chosen to be completed by each intern by the end of his rotation. The procedures represent a sample of the core services provided to patients' population.

- Failure to meet these minimal procedure requirements (Table below) would indicate inefficient clinical performance which will end up with an extension (1 week for each category). If all categories are not finished, intern will repeat the rotation. Furthermore, at the end the training program, at least one finished case must be submitted.
- The performance will be monitored in the middle of each rotation. And a notice of low performance will be handled to interns with deficient outcomes by the end of the third month of their clinical rotation.
- By the end of each rotation, the senior clinical supervisor will complete an evaluation of professional attitude. Major components that could affect attitude assessment include inappropriate communication (with patients and colleagues) and presentation, the incidence of malpractice in clinical procedures, absence with no prior notice, and reporting an incident of violating any of clinical rules.
- Furthermore, a points-scoring system will be effective during your internship period that captures all of your clinical producers (published separately). Letter of appreciation will be issued for each rotation to acknowledge high performer. These letters would serve as good additional documents for your future upcoming job application.

Clinical Procedure	Minimal Performance
Completed root canal treatment	10 teeth (anterior, premolars and molars)
conservative dentistry class (I, II, III, IV, V,)	5 Cases per class
Extraction	10 teeth
Pulpotomy and/ or Pulpectomy and/ or Space maintainer.	5 teeth/ cases
Pulp extirpation	20 teeth
Fixed partial denture (Crown and Bridge 3 units)	One case for each

D. All interns must complete a scientific research project (original research) during their internship period. The progress should strictly adhere to the following time frame:

1. 30/09/2020, selecting a supervisor and submitting research title.
2. 01/11/2020, Submission of research proposal including a thorough literature review and material and methods sections.
3. 15/11/ 2020, Presentation of the research proposal (defense).
4. 21 / 02 /2021, Final presentation Day.”
5. 21 / 03 /2021, Submission of final paper (in a publishable format Following exactly the Saudi Dental Guidelines for the abstract, body, and references sections).

❖ Intern students should take care to the following points:

1. Extension will be granted to any group who will not adhere to the set dates.
2. Each group should not exceed three members.
3. Students and previous graduates who are not currently students in the PSAU dental college are not allowed to contribute in the research project.
4. Plagiarism will be checked for each submission which should not exceed 20 % and if it exceeds that, interns will be granted an extension which will be determined by the research committee

