

Department of Health Education and Promotion

Program Hand Book Internship Manual

Faculty of Public Health & Tropical Medicine

Department of Health Education and Promotion

Internship Plan

Student Name:	
University ID:	
Graduation Year:	

preface

Greetings in the name of **A**llah

Department of Health Education and Promotion (HEP) takes pleasure in presenting this manual for students who will start the internship program after successfully completing the four(4) years of study. The intention of making this manual is to provide the students with an absolute clarity about what is expected of them in terms of the activities, tasks and requirements in order to satisfactorily complete the program. It serves the student with comprehensive information, instructions and highlights the evaluation criteria in each domain and in each site of posting. The manual is drafted after a careful consideration of all subjects in the study plan, skills obtained in the practical sessions and knowledge acquired through duration of study. It is intended that this manual will help our students in the practical implementation of the knowledge achieved in the faculty and help them to provide a base for their future professional practice. It could act as a reference guide even after the completion of internship.

I would like to emphasize to the students that this manual is a formal document structured in a standardized way to ease their postings in the sites. However, in each site there may be a different approach to various activities and tasks listed in the document. Such an experience will only improve the overall practical knowledge, help in adapting to the workplace environment and instill professionalism.

This manual is a collaborated effort of the staff of the department, with support from the management and advisory committee. I congratulate and thank all the members of staff of department of HEP. I would like to thank the Dean Dr. Manal Almalki for all the support she has provided us in all affairs of the department through time and time again. I also extend my gratitude to Vice-Dean Dr. Amani, Vice Dean for Quality and Research Dr. Abdurrahman Jabour and the members of the advisory committee.

Lastly I would wish all our students the best for their upcoming internship and also for their future endeavors so that they excel in the field of health education and promotion and make the department, faculty and the university proud.

Dr. Thani Babiker
Head of Department

Internship Manual - Bachelor in Health Education and Promotion

1. Introduction

Internship is a planned and supervised learning experience gained through first-hand observations and operational responsibilities in a health services or other health-related organization. While specific activities during internship vary from one placement to another, all internships should enable students:

- To participate in learning experiences which are not normally available in the classroom, but are essential for professional practice
- To test the validity and applicability of classroom learning to practice, thus helping students develop their own professional skills
- To develop operational skills, gain experience, and enhance professional self-confidence
- To make a service contribution during the course of the internship that will not only be useful to the organization, but also will enhance the student's management and analytical skills
- To develop an agenda for subsequent learning

This manual explains to the stakeholders what is expected before, during, and after this internship experience. It will assist in outlining learning objectives and focusing efforts to identify the best internship experience for expected career path.

The internship is an important component of undergraduate programs in the Department of Health Education and Promotion and Management and is mandatory for all students.

2. Purpose

The purpose of this manual is to provide the students, faculty members, site supervisors and others with a reference of requirements, policies, guidelines and procedures pertaining to the department's internship program. The following guidelines will make it easier for the stakeholders (interns, supervisors, coordinators etc.) to understand the general policies and requirements of the program.

2.1 Objective of Internship

Internship provides the students opportunity to experience working in every healthcare level which otherwise may be difficult to do so. The objective of this internship program is to provide students with a platform to

1. Reflect on the practical application of the concepts, principles, and best practices presented in the duration of HEP course;
2. Develop insight into the professional demands and expected competencies;
3. Assess the appropriateness of career choices as per their firsthand experience of the various professional domains where health informatics is applied
4. Evaluate their academic preparation in relation to their goals, aspirations, and personal qualities.

2.2 Bachelor Degree Requirements

The internship component of the Bachelor of Health Education and Promotion (HEP) degree is viewed as the culminating experience of graduate academic program. It is designed to provide a meaningful opportunity for graduates to integrate knowledge gained during academic coursework in a professional setting. In order to be awarded the Bachelor's degree, the student will need to complete the prescribed duration of postings in the predetermined sites under site supervisor/s by fulfilling the minimum criteria as per the evaluation forms.

2.3 Internship Eligibility

In order to be eligible to register and begin an internship, students need to complete at least four years of coursework with **125** Credit Hours.

2.4 Internship Prerequisite Checklist

[illegible]

2.5 Timeline: Total of 48 weeks in 3 sites

1. Two months prior to the start of the internship

- The students should meet with the Internship Coordinator, review the Internship Manual and site listings, identify a site and discuss initial work plan with the Internship Coordinator.
- At this initial stage, the Internship Coordinator will also contact the site supervisor or training instructor and provide him with a copy of the Internship Manual.

2. End of every (hijri) month

- Students will submit through email periodic progress reports as per **Annex 2**.
- This will keep the program coordinator and the internship coordinator up-to-date with the activity and promptness and will facilitate the process of follow up.

3. Final week of each site

The following items must be submitted to the Internship Coordinator and faculty advisor during the final week of the posting in each site.

- A copy of the intern evaluation form (**Annex 1**) sealed in an envelope signed by respective authorities.
- Interns feedback form of internship experience and organizational assessment (**Annex 3**)

4. End of 48 weeks

- Collective submission of final report to the internship coordinator at the end of the internship as a summary with the site details, activities done, tasks carried out, knowledge and skills acquired and brief summary of site experience along with all the evaluation forms, feedback forms for assessment.

Internship Plan

No.	Setting	Duration
1	Primary Health Care Center	18 Weeks
2	Hospital	18 Weeks
3	School	12 Weeks
Total		*48 Weeks

*It could be 47, 48 or 49 weeks depends on the official holidays in Kingdom of Saudi Arabia

Internship Domains

No.	Setting	Domains	Duration
1	Primary Health Care Center	1. Health Education and behavioral promotion about Communicable and Non-Communicable Diseases.	18 weeks
		2. Assessment of Nutritional Status	
		3. Assessment of Safe water and basic sanitation	
		4. Maternal and child health care	
		5. Assessment of immunization coverage against infectious diseases	
		6. Prevention and control of endemic diseases	
		7. Health education and prevention of common infections (Diarrhoea, Common cold)	
		8. Health education to family members and relatives	
		Outbreak Investigation	
		Report Writing & Presentation	
2	Hospitals	1. Health Education and behavioral promotion to inpatients (diabetic, surgical, medical wards etc)	18 weeks
		2. Health Education and behavioral promotion service to outpatients (Diarrhoea, Common cold, personal hygiene, Tobacco control, etc.)	
		3. Community participation	
		4. Power point presentation to audience on different health topics	
3	School	1. Comprehensive school health education	12 weeks
		2. Physical education and activity	
		3. Nutrition services	
		4. School health services	
		5. School counseling, psychological and social services	
		6. Healthy and safe school environments	
		7. Student, family and community involvement in schools	
		8. Health promotion for school staff	
Total			48 Weeks

4. Evaluations

4.1 Monthly reports

During the internship, students must submit periodic (monthly) updates of their progress to the internship coordinator and faculty advisor. These periodic updates should summarize:

- Key activities conducted or completed during the period.
- Progress towards stated goals and objectives.
- Barriers (if any) to project completion and learning experiences

The routine reports should not be formal or lengthy; instead, they should be relevant and concise. The interns will fill the form (Annex 2: periodic updates) and send to internship coordinator through email after getting it cosigned by the site supervisor.

4.2 End of Internship Evaluations

After the end of posting in each site, the concerned site supervisor will evaluate the intern on the basis of the performance throughout the duration of internship. General considerations regarding the evaluations:

- The evaluation form of the intern will not be accepted unless it is sealed in the organization's envelope and signed by the concerned authorities including on-site supervisor and the administrative head of the respective organization.
- The internship coordinator of the faculty will cosign when he receives the evaluations from the sites.
- The intern will be evaluated in the following competency domains
 - General competencies such as
 - Communication
 - Teamwork
 - Responsibility
 - Time commitment
 - Managerial competency
 - Decision making
 - Leadership
 - Meeting deadlines

Student Evaluation in the PHC

1. Knowledge & Skills (K&S)						
No.	Domains	Grade				
		1	2	3	4	5
1	Health Education and behavioral promotion about (Communicable and Non-Communicable Diseases)					
2	Assessment of Nutritional Status					
3	Assessment of Safe water and basic sanitation					
4	Assessment of Maternal and child health care					
5	Assessment of Immunization coverage against infectious diseases					
6	Prevention and control of endemic diseases (Dengue/Malaria)					
7	Health education and prevention of common infections (Diarrhea, Common cold, etc.)					
8	Health education to family members and relatives					
Average Score of K & S (Total of all scores of K & S ÷ 8) =						
2. Behavior						
No.	Skills	Grade				
		1	2	3	4	5
1	Cooperates with co-workers and supervisors.					
2	Communicate properly.					
3	Regular attendance on time					
4	Maintain confidentiality of data.					
5	Accepts responsibilities.					
6	Demonstrates creativity/originality					
7	Complete tasks on time.					
8	Respect colleagues, including non- professionals.					
9	Realize the importance of continuing professional development.					
10	Hard working and enthusiastic to learn.					
Average Score of Attitude (Total of all attitude scores ÷ 10) =						

Name of the Intern:			
PHC Name:			
Name of the Supervisor:		Signature:	
Name of the Director:		Signature:	

Official Stamp

Student Evaluation in the General Hospital

1. Knowledge & Skills (K&S)						
No.	Domains	Grade				
		1	2	3	4	5
1	Health Education and behavioral promotion services to inpatients (diabetic, surgical, medical wards etc.)					
2	Health Education and behavioral promotion services to outpatients (Diarrhea, Common cold, personal hygiene, Tobacco control etc.)					
3	Community participation					
4	Power point presentation to audience on different health topics					
5	Immunization services					
Average Score of K & S (Total of all scores of K & S ÷ 5) =						
2. Behavior						
No.	Skills	Grade				
		1	2	3	4	5
1	Cooperates with co-workers and supervisors.					
2	Communicate properly.					
3	Regular attendance on time					
4	Maintain confidentiality of data.					
5	Accepts responsibilities.					
6	Demonstrates creativity/originality					
7	Complete tasks on time.					
8	Respect colleagues, including non- professionals.					
9	Realize the importance of continuing professional development.					
10	Hard working and enthusiastic to learn.					
Average Score of Attitude (Total of all attitude scores divided by ÷ 10) =						

Name of the Intern:			
Administration of Infect. Dis. Control in:			
Name of the Supervisor:		Signature:	
Name of the Director:		Signature:	

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Student Evaluation in the Schools

3. Knowledge & Skills (K&S)						
No.	Domains	Grade				
		1	2	3	4	5
1	Comprehensive school health education					
2	Physical education and activity					
3	Nutrition services					
4	School health services					
5	School counseling, psychological and social services					
6	Healthy and safe school environments					
7	Student, family and community involvement in schools					
8	Health promotion for school staff					
Average Score of K & S (Total of all scores of K & S ÷ 8) =						
4. Behavior						
No.	Skills	Grade				
		1	2	3	4	5
1	Cooperates with co-workers and supervisors.					
2	Communicate properly.					
3	Regular attendance on time					
4	Maintain confidentiality of data.					
5	Accepts responsibilities.					
6	Demonstrates creativity/originality					
7	Complete tasks on time.					
8	Respect colleagues, including non- professionals.					
9	Realize the importance of continuing professional development.					
10	Hard working and enthusiastic to learn.					
Average Score of Attitude (Total of all attitude scores divided by ÷ 10) =						

Name of the Intern:			
Administration of Vector Control in:			
Name of the Supervisor:		Signature:	
Name of the Director:		Signature:	

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Overall Internship Evaluation*

No.	Setting	Average Score of K & S	Average Score of Attitude	Total Score
1	Primary Health Care Centers	18		
2	General Hospitals	18		
3	Schools	12		
Average Total Score				
Overall Evaluation Score =			 %

* This evaluation table is filled up by the faculty supervisor

Name of the Intern:			
Name of the Faculty Supervisor:		Signature:	
Name of the Dean/Vice Dean:		Signature:	

Stamp of the FPHTM