

**Sultan Qaboos University**  
**College of Medicine and Health Sciences**  
**Office of the Assistant Dean for Training& Community Services**

Below are clarifying points related to **Rules and Regulations of Internship Program** prepared in response to comments raised during the Annual Review visits to SQUH, Royal Hospital & Ibra Hospital.

**Rules and Regulations of Internship Program**

**A. General Rules:**

The intern must adhere to the following rules:

1. Training rules of Sultan Qaboos University Bylaws.
2. Training rules of College of Medicine & Health Sciences.
3. Rules of the Internship Program.
4. The training hospital in which the intern receives his/her training.

**B. Evaluation Process:**

1. The Intern must be evaluated by his/her supervisor monthly using the approved evaluation form.
2. The intern has the responsibility to submit the monthly evaluation forms to the internship coordinator in the department.
3. Evaluation forms (*including elective forms*) and reports should then be submitted to the Internship Office at CM&HS to be kept in the interns' file.
4. The intern should be given a feedback at the completion with each team in the department.
5. The final evaluation form of the rotation should be filled by the Departmental Internship Coordinator based on the results of all team evaluations.
6. Successful Completion of a rotation is defined as obtaining a SATISFACTORY grade.
7. An UNSATISFACTORY grade is not considered a passing grade.
8. The internship coordinator should discuss with the intern about concerns raised by supervisors and assist him/her to overcome them.
9. The intern has the right to appeal to Internship Program Committee against his/ her evaluation in case of disagreement.

10. The Internship Program Committee shall meet failed interns to decide on necessary action based on evaluation process.

### **C. Performance & Violations:**

1. During the rotation, if an intern does not show satisfactory progress about the noted concerns, the department should refer the case officially to the Internship Program Committee at the College with a detailed report and recommendations.
2. The Internship Program Committee will evaluate violations related to professional incompetency, or professional misconduct.
3. After violation is proved, the committee is authorized to recommend the following disciplinary action:
  - a. To issue a warning notice.
  - b. To repeat the rotation for a period ranging from one to two months.
  - c. To repeat the whole internship rotation.

### **D. On Call Duty:**

1. Interns must reside in the hospital when on duty.
2. On call schedule should be decided by the department based on the followings: number of interns, on call rooms availability, and workload.
3. The maximum frequency of on call duties is 1 in 4 and the minimum is 1 in 6.
4. For the post call duty, interns should attend the morning meetings/ rounds and handover their duties.
5. Up on approval of the department, interns may be allowed to leave at 10:00 AM post On Call duty.