

Interns Regulations:

-Dress & Behavioral codes:

- * Official dresses or scrubs.
- * Casual clothes and skirts are not accepted during the official working hours.
- * Maintain professional behavior with all medical and para medical personnel.
- * No information to be revealed for families. They can be referred to more senior medical personnel in the team.

-Working hours:

- * Official: 7:30 am to 2:30 pm. Ramadan timing is 8: 00 am to 1:00 pm.
- * Weekends & public holidays: 8:00 am to 8:00 am (If next day is public holiday) or 2:30 pm (if the next day is working day).
- * Absence / delay in reporting to the hospital should be notified at least by SMS (not whatsapp) to the coordinators, representative and the head of the concerned team (their mobile number are available on the on call rota).

-Work scope:

- * Attending, presenting and participating in the morning meeting. This will be closely observed. Failure to attend 80% of the meeting would be taken as failure of the rotation.
- *Clerking patients, doing admissions (emergency and booked), requesting blood samples and collecting and following them up, assess case progression and to discuss all details especially management plan with more senior medical personnel before being applied unless life saving.
- * Copying other doctors notes is not accepted (unless a clear reason is stated).

* Prescribing discharge medications and writing discharge summaries (medications must be re-checked with more senior medical personnel). Narcotics and psychotropic medications can be prescribed in the Shifa system but green prescription is not allowed to be filled by interns.

- Referral to other teams and subspecialties can be written electronically by the interns in the Shifa system with supervision but it should not be done by them verbally.
- Interns are NOT expected to participate physically in the subspecialties round running during the weekend and public holidays. They are not expected to write progress notes for them as well. However, they are expected to renew their medications, collect blood and look after them.
- Interns are not expected to clinically encounter patients admitted electively or through emergency room and are admitted in wards other than medical wards. These patients would be for the residents and the medical officers to follow.
- Interns are not expected to discuss the progression of the admitted cases with their relatives neither during working hours nor during on call hours. However, this can be excepted if they are asked to do so in the presence of a senior doctor as a part of their treatment.
- Interns are expected to maintain patients confidentiality and they are not allowed to take photos of patients cases in their personal devices for whatever matter.
- Interns are not allowed to write green prescription. They still can make that prescription in the Shifa system though.

- On calls:

- * The intern can do a total of 6 calls per month (excluding cardiology and nephrology on calls) including 2 weekends (public holidays are not counted).

* Hand over meeting at 2:00 pm each day in the OMSB lounge. Cases and on call bleeps (3316 & 3319) should be handed over to the on call team. Only urgent cases to be followed but all pending jobs should be completed before the on call starts.

* Respond all calls from the concerned wards.

* Attending evening round and make use of it for scientific purposes.

* Interns are not allowed to leave post call unless permission is taken from the head of the team (not the resident) they are working with. Interns can be asked to stay longer in view of work demand.

* Changes on the on call rota should be alerted to the intern representative and coordinators. Failure to attend the call (if not informed ahead) is considered to be absent day and would be taken seriously. Intern representative needs to arrange the coverage in such emergency (above regulations of number of calls may be broken in response to work demand).

* The on call rota:

-Needs to be arranged mutually between the interns through their representative.

-Calls should be not less than 1 in 4.

-Rota needs to be presented to the coordinators a week before it starts for modification and approval.

-Total number of calls per rotation needs to be monitored and distributed evenly as much as possible throughout the rotation (excluding cardiology/nephrology on calls).

- Doctors room in FM1 would be allocated for the on call interns and needs to be shared by them. On call interns would be provided with 3 meals during their on call (lunch & dinner during the on call and post call breakfast).

-Leaves:

* No more than 2 interns can leave at a time (can be modified according to the availability).

* Leave plan should be made within the 1st 2 weeks of joining the department. Late requests would not be entertained unless in emergency cases.

* 5 days study leaves are permitted per rotation. This needs to be approved by SQUH and the concerned team. Up on re joining from such a leave proof of participation in an educational activity or exam would be needed in order not to be reported as absent from duty.

* Emergency leaves should be notified to the coordinators, representative and the team ASAP. Intern representative needs to re arrange the rota accordingly. The role of the number of the calls (mentioned above) may be broken in such circumstances.

*Sick leave(s) needs to be certified from the local governmental health institute. Leaves from private sector would not be approved.

* Interns from endocrine, neurology, infectious disease, chest and gastroenterology teams may be subjected to mobilization in view of work demand respectively.

-Needle Pricks:

* Wash your hand with running water and soap.

* Blood samples for hepatitis B & C and retrovirus serology needs to be taken from the patient.

* The intern needs to attend the staff clinic (next to the A&E) as early as possible.

* Incident report needs to be done and the coordinators (during official working hours) or the on call medical registrar (during the on call hours) need to be informed.

*Sexual precautions to be taken if indicated.

Medical Interns Coordinators:

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