



## DEPARTMENTAL POLICY & PROCEDURE

**Entity Name & Region:** Clinical Nutrition Services-WR

**Subject:** Dietetic Internship Training Program

**Original Date:** Version 1 August 2012

**Effective:** August 2012

**Reference:** 028010-15 Version-1

**Replaces Number:** New

**Targeted Employees/Departments:** Clinical Nutrition Department, Training & Development Department

### 1. Purpose:

**1.1** To define the policies and procedures regarding **Dietetic** Internship Training for students from Colleges and Institutions who are seeking **Dietetic** Training through an official request by their employer.

### 2. Definitions:

**2.1 KAMC-J** – shall mean King Abdulaziz Medical City-Jeddah.

**2.2 Dietetic Training Program** - shall mean the established tasks, lectures, instructions and reading materials designed to meet the **Dietetic** Interns need for knowledge, experience or abilities in relation to **Dietetic/Clinical Nutrition**.

**2.3 Sponsoring Institution** - shall mean college, institute and/or organization, which send **Dietetic** Interns to Hospital for **Dietetic** Internship Training.

**2.4 Host Department** - shall mean the **Clinical Nutrition** Services which provide the **Dietetic** Internship Training Program.

**2.6 Student/Trainee** - shall mean **Dietetic** Interns for the purpose of this DPP.

### 3. Policy Statements:

**3.1** The Department of Training & Development and **Clinical Nutrition** Services shall provide **Dietetic** Internship Training opportunities for Saudi **Dietetic** Interns as per their request with the approval of the concerned authorities.

**3.2** All **Dietetic** Internship Training requests regarding **Dietetic** Interns outsiders, correspondences in and out including evaluations, **Dietetic** Internship trainee's progress and inquiries regarding **Dietetic** Internship Training should be processed through Training and Development Department which hold the custody of policy and procedures for training within KAMC-J.



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### 3.4 Benefits, Obligations and Responsibilities:

The **Dietetic** Internship Training opportunities offered by the Hospital to Saudi **Dietetic** Interns will be free of charge.

**3.4.1** No remuneration will be given.

**3.4.2** Accommodation, transportation or any other costs will be the responsibility of the Sponsoring Institution or **Dietetic** Intern.

**3.4.3** Emergency medical care excluding dental will be applicable to **Dietetic** Interns during their **Dietetic** Internship Program.

**3.4.4** Immunization or vaccination is required by the **Clinical Nutrition** Services.

**3.4.5** Use of Medical Library will be allowed as structured in the **Dietetic** Internship Training course.

### 3.5 Duration and content of the Dietetic Internship Training Program:

The Training & Development Department will coordinate the duration and content of the **Dietetic** Internship Training Program in conjunction with the **Clinical Nutrition** Services and the Sponsoring Institution before the start of the **Dietetic** Internship Training Program.

**3.5.1** The applicable **Dietetic** Internship Training Program will be the ones developed by the **Clinical Nutrition** Services in coordination with Training & Development Department and Sponsoring Institutes.

**3.5.2** Working Hours for all **Dietetic** Internship trainees will be from eight (8:00) a.m. to five (5:00) p.m. unless otherwise stated.



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### 3.6 Eligible Candidates for Dietetic Internship Training:

**Dietetic** Internship Training opportunity will be limited to Saudi Nationals in the following categories:

**3.6.1** A student - for the purpose of meeting his/her graduation or curriculum requirements.

**3.6.2** An individual - in relation to his/her proposed or future job.

**3.6.3** Government employees seeking specific training via official contacts.

### 3.7 Safety Precautions and Liability Statements:

The head of **Clinical Nutrition** Services will be responsible for taking all necessary safety precautions relating to **Dietetic** Internship Training environment.

**3.7.1** The **Dietetic** Internship trainees must be physically and medically fit for the **Dietetic** Internship Training.

**3.7.2** The head of **Clinical Nutrition** Services will be responsible for monitoring the equipment/materials used for **Dietetic** Internship Training purposes.

**3.7.3** The **Dietetic** Internship trainees will be given a proper orientation with careful assessment of his/her capability to use the equipment/material needed for his/her **Dietetic** Internship Training Program.

**3.7.4** The **Dietetic** Internship trainees will be responsible for the safekeeping of safety equipment issued to them and shall return it to the **Clinical Nutrition** Services at the end of the **Dietetic** Internship Training Program.

**3.7.5** The final evaluation will not be given until all equipment and/or any other equipment/materials used for **Dietetic** Internship Training have been returned to the **Clinical Nutrition** Services.



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**3.7.6** The **Dietetic** Internship trainee is required to sign a statement acknowledging responsibility for damages caused to Hospital property as the result of negligent action and the **Dietetic** Internship trainee is required to sign a statement waiving all claims which may arise against the Hospital, except his /her **Dietetic** Internship Training period.

### 3.8 Conduct of Dietetic Internship Trainees:

**Dietetic** Internship trainees are expected to adhere to the Hospital's established rules and regulations and in particular **Dietetic** Internship trainees shall:

**3.8.1** Attend the **Dietetic** Internship Training Program as schedule by the **Clinical Nutrition** Services.

**3.8.2** Adhere to safety precautions as instructed by his/her Supervisor or Head of the **Clinical Nutrition** Services.

**3.8.3** Not be allowed to continue the **Dietetic** Internship Training Program if she/he is absent for three (3) consecutive days or on separate six (6) days if the **Dietetic** Internship Training Program period is four (4) months or on a proportional basis if less than four (4) months.

**3.8.4** Non-compliance with the above or other rules or regulations of the Hospital by the **Dietetic** Internship trainee will be subjected to the following:

**3.8.4.1** Warning.

**3.8.4.2** Cancellation of his/her **Dietetic** Internship Training Program.

### 3.9 Dietetic Internship Training Evaluations:

The Training & Development Department will keep record of the **Dietetic** Internship Training Program provided by **Clinical Nutrition** Services for **Dietetic** Internship trainee, and his/her evaluation during **Dietetic** Internship Training period. This will be added to Personnel file if the **Dietetic** Internship trainee joins the Hospital as a permanent employee.



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### 4. Procedures:

#### 6.1 Dietetic Internship Training Application Process:

**6.1.1** The Sponsoring Institution shall submit an official letter to Training & Development Department requesting **Dietetic** Internship Training for a specific period sixty (60) days prior to the **Dietetic** Internship Training start date.

**6.1.2** Training & Development Department will coordinate with the **Clinical Nutrition** Services on the possibility of providing the **Dietetic** Internship Training need.

**6.1.3** Training & Development will contact the Sponsoring Institution with feedback on the request via official letter

#### 6.2 Orientation to Dietetic Internship Trainees:

The department of Training & Development will provide the **Dietetic** Internship trainees with necessary instruction regarding the hospital regulation and will conduct orientation sessions one day before the start of the **Dietetic** Internship Training Program.

#### 6.3 Issuance of Badges, Car Permits and Access to the Cafeteria:

**6.3.1** The department of Training & Development, in coordination with Military, Security and Badging Services, will arrange issuance of temporary badges, car permits and access to the cafeteria for **Dietetic** Internship trainees during their **Dietetic** Internship Training period.

**6.3.2** If a **Dietetic** Internship trainee losses his/her badge, the rules and regulations of KAMC-J will apply.



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### 6.4 Monitoring of the Dietetic Internship Training Program:

Training & Development Department will conduct round visits to the Clinical Nutrition Services and hold follow up sessions with **Dietetic** Internship trainees at least every two (2) weeks to evaluate the **Dietetic** Internship Training progress and the **Dietetic** Internship trainees.

**6.4.1** The **Clinical Nutrition** Services shall provide the department of Training & Development with **Dietetic** Internship trainee's evaluations on a monthly basis.

**6.4.2** The **Dietetic** Internship trainees will report to the Department of Training and Development for the purpose of final evaluation and **Dietetic** Internship Program completion procedures.

**6.4.3** The Training & Development Department, in coordination with the **Clinical Nutrition** Services will be responsible for the **Dietetic** Internship trainees' clearance procedures.

**6.4.4** **Dietetic** Internship Training evaluations will not be released until all clearance procedures have been completed.

**6.4.5** Any change of the **Dietetic** Internship Training Program (length, place, time or other) should be coordinated with Training & Development and the Sponsoring Institution.

**6.4.6** Extension of **Dietetic** Internship Training should be authorized by the Training & Development Department in coordination with the **Clinical Nutrition** Services upon receipt of an official letter from Sponsoring Institution.

### 6.5 Completion of the Dietetic Internship Training Program:

Training & Development Department will inform the Sponsoring Institution of the completion of the **Dietetic** Internship Training Program and send the evaluation of the **Dietetic** Internship trainee.



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### 6.6 Acknowledgment of the Dietetic Internship Training:

The Executive Director, Training & Development Department shall issue an acknowledgment letter upon the recommendation of the **Dietetic** Internship Training Supervisor of the **Clinical Nutrition Services**. The **Dietetic** Internship training certificate will be issued to the **Dietetic** Internship trainees who have completed the **Dietetic** Internship Training Program requirements.

## 5. Equipments/Forms:

**5.1 Dietetic** Internship Training-Adult Patient's Assessment Form

**5.2 Dietetic** Internship Training-Paediatric Patient's Assessment Form

**5.3 Dietetic** Internship Training-Cast Study Evaluation Form

**5.4 Dietetic** Internship Training-End of Week Feedback Form

## 6. Related References:

**6.1** National Guard Health Affairs Program policies, procedures and By Laws

**6.2** JCI Accreditation Manual for Hospitals

**6.3** APP 909-01: Damage or Loss to NGHA Property

**6.4** APP 838-07: Identification badges/Name Tags

**6.5** APP 1414-004: Delegation of Signatory Authority

## 7. Appendices:

None

## 8. Recommendations:

None



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**Prepared by:** Mr. Mohammed Al Zagli, Chief Clinical Nutrition Services-WR

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\_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** Mr. Abdulaziz Al Harazi, Associate Executive Director Operations-WR

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** Brig. Gen. Eng. Khalid Bakulka, Executive Director Operations-WR

\_\_\_\_\_ **Date:** \_\_\_\_\_