



INTERNSHIP PROGRAM

Fifty Two Weeks Activity Planner

Northwest School of Medicine

Peshawar, Pakistan

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Table of Contents

INTRODUCTION.....	4
Internship Committee (IC).....	5
Curriculum Development:	5
RESPONSIBILITIES OF INSTITUTION, CLINICAL STAFF & INTERNS	5
A.Hospital Responsibility.....	5
B. RESPONSIBILITY OF CLINICAL STAFF.....	6
C. RESPONSIBILITES OF INTERNS	7
INTERNSHIP PROGRAM STRUCTURE AND DELIVERY	9
COMPETENCIES	10
SELECTION OF INTERNS	11
1. PRE-INTERNSHIP TRAINING MODULE.....	11
2. INTERNSHIP ROTATION PLAN FOR ONE YEAR INTERNSHIP/FOUNDATION YEAR	12
DELIVERY PLAN	12
3. ASSESSMENT & EVALUATION	13
A. Internship Exit Exam	13
B. Evaluation of Professionalism	13
C. Tabulating Final Evaluation of Professionalism.....	14
Unit Incharge Evaluation Form	15
Intern’s Internship Report Form	16

INTRODUCTION

Internship program (Foundation Year) is the transition of young doctors from observatory role to more active hands-on supervised training to meet the standards set by the national and international regulatory bodies. The Internship Program is designed to ensure the following.

- ✓ Gaining practical experience of working in a real work environment.
- ✓ Learning how to deal with practical challenges.
- ✓ Developing communication and interpersonal skills.
- ✓ Developing positive professional relationships that could possibly be used as future references for employment.
- ✓ Developing a better sense of own (Intern's) work preferences that could help in exploring future career options.

The Internship program requires the intern to acquire the following at the end of foundation year.

- ✓ **Clinical competencies:** refer to the sequential tasks of the clinical encounter; namely: history taking, clinical examination, discussing the diagnosis, formulating the plan of management, and follow-up.
- ✓ **Practical or manual procedures:** refer to the manual skills which are necessary to the practicing physician; such as, venipuncture, wound dressing, stitching wounds.
- ✓ **Work Accomplishment:** The intern meets performance standards for tasks assigned.
- ✓ **Creative and Problem-solving skills:** The intern demonstrates analytical ability along with breaking down complex tasks and brainstorming ideas and solutions.

- ✓ **Organizational Skills:** The intern complies with organizational policies and supports the organization's mission and goals.
- ✓ **Communication Skills:** The intern demonstrates requisite written and verbal skills.
- ✓ **Interpersonal Skills:** The intern gets along with co-workers and is able to work in a team.
- ✓ **Professional Behavior:** The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability.

Internship Program is offered at Northwest General Hospital-I and Northwest General Hospital-II. These two teaching hospitals offers state of the art clinical services to local and regional communities.

The Internship is offered in the following disciplines:

Medicine and Allied

- ✓ General (Internal) Medicine
- ✓ Pediatrics
- ✓ Neurology
- ✓ Pulmonology
- ✓ Gastroenterology
- ✓ Oncology
- ✓ Endocrinology
- ✓ Nephrology
- ✓ Cardiology
- ✓ Radiology
- ✓ Rheumatology
- ✓ Dermatology

Surgery and Allied

- ✓ General Surgery
- ✓ Obstetrics and Gynecology
- ✓ Ophthalmology (Eye)
- ✓ Oto-Rhino-Laryngology (ENT)
- ✓ Pediatric Surgery
- ✓ Neurosurgery
- ✓ Cardiac Surgery

- ✓ Thoracic Surgery
- ✓ Plastic Surgery
- ✓ Orthopedics
- ✓ Anaesthesiology

Internship Committee (IC)

Members of the internship committee will include the following.

1. HoD Medical Education Department, NWSM Chairperson
2. Director Clinical Services, NWGH I & II, Member
3. Director IT, Member
4. Head of HR, Secretary

The internship committee is responsible for:

1. Development of Internship Program to meet the requirements of national and international regulatory bodies.
2. Placement of Interns
3. Supervision of Internship Program
4. Evaluation of Interns at the end of Foundation year.
5. Evaluation of Internship Program
6. Reporting to Principal NWSM on matters related to internship.

Curriculum

Development:

DME through Curriculum and Assessment Committee (CAC) will design (competency based), monitor, execute, evaluate and review the curriculum that encompasses the essential knowledge, skills, and attitudes for interns as required by the regulatory bodies.

Accreditation compliance: Director

Clinical Services will ensure that the training program meets the accreditation standards, maintain compliance and suggest necessary modifications to the program structure to IC.

Interns support and guidance: IC will provide guidance and support to interns throughout their training period. This may involve mentoring, career counseling, monitoring interns progress, and addressing any concerns or challenges that arise during the Internship program.

Educational innovation and research: CAC will be responsible for Promoting educational innovation by incorporating new teaching methodologies, technologies, or research into the curriculum. The committee may explore opportunities for scholarly activities, encourage intern engagement in research projects, and foster a culture of continuous learning.

Overall, the program will shape the educational experience of interns. The CAC and IC aim to produce competent and skilled professionals in their respective fields of internship.

RESPONSIBILITIES OF INSTITUTION, CLINICAL STAFF & INTERNS

Responsibilities of institution, clinical staff and interns are given below:

A.Hospital Responsibility

The administration of the hospital will

ensure the following:

1. Internship will be full time, paid and residential.
2. Internship on Honorary Basis will not be given at any cost.
3. To ensure that internship program is implemented in letter and spirit.
4. The Hospital is working in three standard shifts of morning, evening and night and all Interns are bound to be rotated in all shifts equally. Reporting time in the morning will be 07:30 am. The evening shift will be for a period of 7 hours till 10 pm and night shift will be from 10 pm to 7.30 am next morning.
5. During duty hours all interns will physically remain in their respective wards and will not be allowed to leave ward premises. Leaving ward would require express permission of the consultant and hospital administration.
6. Standard Accommodation will be provided to all interns.
7. Library timings shall be convenient for study.
8. All administrative problems have to be sorted out as per the policies of the hospitals.
9. The Hospital shall ensure that the candidate possess a valid PMDC provisional registration for Internship and once Internship training slot is awarded, the Hospital shall inform the PMDC.
10. Outreach clinics and OPD in rural areas may be integrated in the above scheme of Internship.
11. Before the commencement of Internship program, orientation sessions will be arranged for making the Interns familiar with the Hospital rules / regulation,

policies, protocols etc. Necessary documentation has to be completed before joining the wards to avoid inconvenience at later stages.

B. RESPONSIBILITY OF CLINICAL STAFF

The general responsibilities of clinical staff will include the following:

1. The consultants will ensure implementation of internship program inclusive but not limited to evaluation and feedback with main focus on learning, motivation, performance, grooming, discipline, commitment, development of bed-side manners and clinical skills.
2. Timely submission of MCQs and OSCE stations as per internship program.
3. Syllabus as given in section 4 of Pakistan Medical and Dental Council 2022 guidelines for undergraduate curriculum (MBBS) will be strictly followed and training at each stage will not be compromised for any reason.
4. Punctuality in timings will be strictly observed, both for teaching, rounds and other academic / training activities.
5. Will guide interns in discharge of their duties.
6. Meet either physically or virtually with the interns at least once a month to discuss internship progress.
7. Assist in the development of the internship TORs.
8. Address Interns queries, provide advice, and help resolve other issues the Intern may face during the internship.
9. Liaise with the Unit Incharge as and when

required.

10. Review and provide feedback on submissions made by the Interns.
11. Review assessments sent by the Unit Incharge.
12. Ensure all relevant documentation for the internship rests with the DME.
13. Towards the completion of the internship, give a final evaluation of the Intern in light of all relevant evaluations by the Unit Incharge and submissions of the Interns.
14. Liaise with the DME.
15. Provide orientation to the intern and explain organizational aspects and the nature of work at the internship.
16. Train, guide, and provide feedback to the intern throughout the course of the internship.
17. Complete periodic evaluations at the end of 03 Months and submit them to the DME.

C. RESPONSIBILITES OF INTERNS

Interns are expected to ensure the following:

1. They must follow the PMDC guidelines for internship and remain updated of any change / amendments if any.
2. Interns are not allowed for any job / training at other venue during tenure of training. Such Cases will be reported immediately for further necessary action.
3. They will familiarize themselves with all the policies / protocols / code of conduct and other rules governing the Institution.
4. Punctuality in timings will be strictly observed, both for teaching, rounds and other academic /training activities.

5. Will look after all the patients admitted to the respective clinical units. The consultant is primarily in-charge of his/her patient but the Intern will be directly responsible to monitor patient's progress and put all his/her efforts through his/her astute observations and timely suggestions/interventions and communication to the relevant clinical staff.
6. Morning shift is mandatory for all interns (except on leave / off), two evening and one night per week will be standard practice.
7. After arrival in the hospital, the intern will start the day with morning round of all the patients allotted to him/her, before the consultants' arrival in the ward.
8. Intern will present the ward round to the respective consultant and ensure compliance of the decision taken in the ward round.
9. Intern will ensure timely preparation of cases for clinical-pathological Conference.
10. Will make second round of the patients before, 3:00 pm to ensure follow up on the decision taken in the morning ward round and to timely communicate new development in the patient status to concern clinical staff.
11. Will comply with all instructions by the consultants, communicated verbally or in writing.
12. Interns are expected to seek guidance from the concerned clinical staff, in assessment/ interventions to ensure quality patient care.
13. Interns will be responsible for Clerking

inclusive but not limited to history taking, Daily Progress Report (DPR), instructions given by the consultants, in the patient file, and preparation of discharge documents.

14. Hospital mandatory scrub along with Hospital ID CARD will be worn during working hours.
15. All the Hospital Rules/Regulations, Policies, code of conduct, protocols and discipline rules will be binding on the interns.
16. Will participate and assist in any type of research work in the department under the guidance of the respective consultants. Will ensure completion of discharge papers with a follow-up plan as instructed by the respective consultant / SR or dedicated MO.
17. Will arrange and present minimum one CPC in three months and will participate in all the academic / training activity related to CME on required basis with due consultation of the HoD / consultants.
18. Will be bound to ensure that attendance is registered biometrically through electronic punch system, installed at each floor. Availability of no

IN & OUT record in the hospital will result in deduction of the stipend.

19. Opening of bank account in Bank of Khyber (BoK) for the stipend is mandatory.
20. Attendance of lectures, CPCs is mandatory. Late coming or early leaving or coming late to CPCs from specified timings may result in penalties including stipend deduction.
21. Any other duty assigned by HoD/consultants/ Clinical Director.
22. Any amendments may be made in interns responsibilities of duties on required basis.
23. Liaise with the DME.
24. Maintain contact with the faculty supervisor (Head of the Department).
25. Understand the requirements of the internship and perform assigned tasks under the guidance and supervision of the Unit In-charge.
26. Prepare a report at the end of rotation, reflecting assignments and learning experiences including logbook and submit copies of the same through the faculty supervisor to DME.

INTERNSHIP PROGRAM STRUCTURE AND DELIVERY

COMPETENCIES

Skills And Competencies Required of Intern By The End Of internship / Foundation Year.

Interns are expected to have the following competencies to meet the requirements of the Clinical Skills Examination (CSE) in conjunction with syllabus as prescribed in Section 4 of PMDC Guidelines for undergraduate Medical Education 2022.

S.NO	CLINICAL SKILLS LIST
1	Obtaining an appropriate and relevant history and identifying the main findings
2	Performing systemic and mental state examination along with appropriate documentation
3	Establishing a differential diagnosis
4	Measurement of temperature, respiratory rate, pulse rate, blood pressure, oxygen saturations, NG output and urine output
5	Taking samples of venous blood to test for the growth of infectious organisms in proper culture bottles
6	Carrying out arterial blood gas and acid base sampling from the radial artery in adults
7	Perform essential lifesaving procedure (Basic Life Support, tracheostomy, endotracheal intubation and chest intubation)
8	Carrying out nasogastric tube placement
9	Measurement of central venous pressure (CVP)
10	Performing airway care including simple adjuncts (oro-pharyngeal airway or laryngeal masks, naso-tracheal airway)
11	Carrying out venepunctures
12	Measuring capillary blood glucose
13	Carrying out a urine multi-dipstick test
14	Carrying out a 3- and 12-lead electrocardiogram

15	Use the correct technique to apply sterile swabs to the nose, throat, skin and wounds
16	Requesting and interpreting the results of appropriate investigations to confirm clinical findings
17	Interpretation of X-rays of upper and lower limbs, chest, abdomen and pelvis
18	Setting up an infusion
19	Prescribing and administering oxygen
20	Preparing and administering injectable (intramuscular, subcutaneous, intravenous) drugs
21	Injecting or topically applying local anesthetics
22	Carrying out intravenous cannulation
23	Carrying out safe and appropriate blood transfusion
24	Carrying out male and female urinary catheterization
25	Carrying out wound care and basic wound closure and dressing
26	Applying splint for fractures
27	Performing surgical scrubbing up
28	Performing digital rectal examination and Proctoscopy
29	Performing and interpreting peak flow using simple devices
30	Calculating BMI, carrying out nutritional assessment of patients and guiding them according to their caloric requirements
31	Performing basic ophthalmoscopy and identifying common abnormalities
32	Performing basic oto-scopy and identifying common abnormalities
33	Demonstrating that they are good communicators
34	Communicating with patients about the procedures
35	Demonstrating that they are sensitive (empathetic) and respond to the needs and expectations of patients irrespective of their caste, gender and economic status

36	Using the correct techniques for moving and handling patients, including those who are frail
37	Asking for patient's informed consent
38	Instructing patients in the use of devices for inhaled medication
39	Prescribing medicines safely and effectively and giving clear explanations to patients
40	Demonstrating an understanding of the safety procedures involved in prescribing controlled drugs
41	Demonstrating sound knowledge concerning confidentiality and anonymity
42	Introducing themselves to patients and colleagues with appropriate confidence and authority ensuring that patients and colleagues understand their role, remit and limitations
43	Demonstrating respect for patients' rights to refuse treatment or take part in teaching or research

SELECTION OF INTERNS

Applications for internship are invited through online portal and selection is conducted on merit cum choice basis keeping in view the requirements of National and International regulatory bodies.

Internship program is delivered as follows:

1. PRE-INTERNSHIP TRAINING MODULE

NWSM believes in and is committed to providing quality education and training to its students as well as quality and safe healthcare

services to the patients We have a keen interest in development and training of faculty and students. Towards that commitment, a comprehensive training has been arranged for NWSM Graduates before commencement of internship at Northwest General Hospitals I & II. The training takes place over a period of **5 days**. The pre-internship training module consists of the following.

- ✓ Online Theoretical Basic Life Support (BLS) assessment
- ✓ Hands on practice and assessment for BLS
- ✓ Teaching Skills at Bedside (TSB)
- ✓ Quality and Patient Safety (QPS)
- ✓ Infection Prevention and Control (IPC),
- ✓ Occupational Health, Safety and Environment (OHSE)
- ✓ Blood Transfusion, the process and the related risks (BT)
- ✓ Breaking Good and Bad News (BG&BN)
- ✓ Students presentations on various medical/surgical emergencies

*Participants of the pre-internship module are formally assessed at BLS. 80% marks are required to pass the online assessment for BLS. Students who pass the online assessment will proceed to the practical part of BLS.

It is important to note that pre internship module is mandatory for internship in NWSM affiliated hospitals.

2. INTERNSHIP ROTATION PLAN FOR ONE YEAR INTERNSHIP/FOUNDATION YEAR

GROUP A	GROUP B	GROUP C	GROUP D
4 months rotation in <u>Medicine</u>	4 months rotation in <u>General Surgery</u>	4 months rotation in <u>Obstetrics and Gynecology</u>	4 months rotation in <u>Pediatric Medicine</u>
2 months rotation in <u>family medicine or medical sub-specialties</u>	2 months rotation in <u>surgical sub-specialties including Anesthesiology</u>	2 months rotation in <u>General Surgery or surgical sub-specialties</u>	2 months rotation in <u>general medicine, family medicine or medical sub-specialties</u>

Please note: A candidate has to choose one option from group A or D and second option from Group B or C.

* The rotation plan may change as per requirement of Regulatory bodies.

DELIVERY PLAN

WEEKLY DUTY ROASTER

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Intern 1	24 hours call 0800 hrs to 0800 hrs	Half day Post call 0800 hrs to to 1200 hrs	Long day 0800 hrs to 2200 hrs	0800hrs to 1600hrs	Long day 0800 hrs to 2200 pm	0800 to 1600 hrs	Weekly Off day
Intern 2	0800 to 1600 hrs	Long day 0800 hrs to 2200 hrs	0800 to 1600 hrs	24 hours call 0800 hrs to 0800 hrs	Half day Post call 0800 hrs to to 1200 hrs	Weekly Off day	0800 to 1600 hrs

CME (EXCLUSIVE TEACHING) HOURS WEEKLY (TOTAL 6 HOURS)

CME/CPD ACTIVITIES	Hours	DAYS	
Hospital based Grand rounds, Multi-Disciplinary Teams (MDT), Mortality and Morbidity (M&M) & Research Module	1x3 hours (Each Activity is 3 hrs long)	Thursday Activity 1	Friday Activity 2

CME (EXCLUSIVE TEACHING) HOURS WEEKLY (TOTAL 6 HOURS)

CME/CPD	Timings	Topics	Days
Ward based	1x 3 hours	Journal Club or topic	Tuesday
		CBD/ WPBA	Wednesday

SELF DIRECTED LEARNING (2 HOURS/WEEK)

SDL HOURS	2 hours
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INTERNS WEEKLY DUTY HOURS

Timing	Days	Total hours
Normal day (08 am to 04 pm)	3 days	24 hours
On Call day (08 am to 10 am)	2 days	48 hours
SDL:		80 hours
Total		80 hours

NB. These 80 hours also include 02 hours of hospital-based CME and 02 hours of Unit-based CME.
Once in a month, Intern will be on duty from 08 am to 04 pm on Saturday & Sunday.
Total monthly hours= 336 hours

3. ASSESSMENT & EVALUATION

A. End of Internship Exit Exam

The Exit Exam will be conducted at the end of one year internship program and will consist of the following:

1. Theoretical Component:
It will consist of 100 MCQs covering the syllabus at Section 4 of Pakistan Medical & Dental Council Guidelines for Undergraduate Medical Education curriculum (MBBS) 2022.
2. Practical Component
It will consist of 22 OSCE stations per group. Interns will be divided into four groups to facilitate the conduction of OSCE.

B. Evaluation of Professionalism

1. The Unit Incharge will evaluate the intern's performance at the end of rotation on the prepared evaluation form.
2. The intern will submit completed logbook at the end of rotation to the faculty supervisor and the DME.
3. The faculty supervisor will evaluate the Intern's logbook reports.
4. The faculty supervisor will compile a final performance evaluation by filling in the Evaluation Form, which will be based on the evaluations of the Unit Incharge, and activity logs of the Intern.

Evaluation: Key Progress Indicators

Performance will be assessed on at least the following indicators:

1. **Work Accomplishment:** The intern meets performance standards for tasks assigned.

2. **Creative and Problem-solving skills:** The intern demonstrates analytical ability along
3. with breaking down complex tasks and brainstorming ideas and solutions.
4. **Organizational Skills:** The intern complies with organizational policies and supports the organization's mission and goals.
5. **Communication Skills:** The intern demonstrates requisite written and verbal skills.
6. **Interpersonal Skills:** The intern gets along with co-workers and is able to work in a team.
7. **Professional Behavior:** The intern demonstrates characteristics such as enthusiasm, motivation, integrity, and reliability.

Tabulating Final Evaluation of Professionalism

a) The faculty supervisor will evaluate overall performance by using the following weightages:

Unit Incharge: 40%, **Intern's reports:** 30%, **Faculty supervisor evaluation:** 25%, **Student's activity log completion (Mandatory):** 5%

b) The overall obtained score will indicate performance level, which will be reflected on the Intern's transcript.

The following table provides descriptions:

90% - 100% Score (Level 1): The intern demonstrated outstanding performance and exceeded workplace expectations.

65% - 89% Score (Level 2): The Intern demonstrated high levels of achievement.

50% - 64% Score (Level 3) The intern's work performance was considered satisfactory.

0% - 49% (unsuccessful; Level 4): The intern did not demonstrate satisfactory performance.

Unit Incharge Evaluation Form

Unit Incharge (name): _____ Designation: _____

Institution: _____

Intern's (name): _____ D/S of _____

Reporting Period: _____

Report Number (Circle one number): **1 2 3 4 5 6**

Instructions:

1. This form is to be filled by the Unit Incharge using the following key for evaluation.

1= Does not meet expectations; **2**= inconsistently meets expectations; **3**= Consistently meets expectations; **4**= Above expectations; **5**= Far above expectations

Arrives to work on time	1	2	3	4	5
Demonstrates respect for organizational staff,policies, and norms	1	2	3	4	5
Shows requisite understanding and ability to learn about organization's work	1	2	3	4	5
Exhibits basic skills required at the workplace	1	2	3	4	5
Conducts self professionally in all work related scenarios	1	2	3	4	5
Takes initiative and seeks opportunities to make contributions	1	2	3	4	5
Completes tasks and reports to supervisor on time	1	2	3	4	5
Demonstrates the ability to work with others in a team	1	2	3	4	5
Proves to be reliable and dependable	1	2	3	4	5

Signature (Unit Incharge): _____

Intern's Internship Report Form

Intern's Name: _____ D/S of _____

Institution & Unit Incharge Name: _____

Faculty Supervisor: _____

Reporting Period: _____

Report Number (circle one): 1 2 3 4 5 6

Section-A

Instructions: The intern will complete this section (He/She may use extra pages if required):

a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

c) **Challenges** (Detail major challenges in your role and how you tackled them.)

Section-B

Instructions: This section is to be completed by the faculty supervisor, who will score the intern's report

using the following criteria:

1= Does not meet expectations; **2**= inconsistently meets expectations; **3**= Consistently meets expectations; **4**= Above expectations; **5**= Far above expectations

Tasks performed	1	2	3	4	5
Learning experience	1	2	3	4	5
Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: _____