College of Public Health and Health Informatics

Manual for Environmental Health and Public Health Internship Program

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Academic Requirements and Procedures for Undergraduate Internships

Academic Year 2013-2014
This document contains the guidelines for students conducting their internship in the Environmental health and public health program in the department of Environmental Health and public health at University of Hail, Saudi Arabia. Internship students, preceptors (responsible for supervising the student on site), and faculty advisors should refer to these guidelines for information relative to the types and scope of tasks/activities in which the student should be engaged in order to demonstrate competence and the ability to apply academic knowledge in an operational environment.

In addition, the guidelines provide program requirements, internship purpose, and objectives, in addition to other pertinent information relative to the internship experience.

Student interns and preceptors having questions concerning the internship program or desiring additional information, guidance, or clarification regarding any items contained within this guide should contact their concerned coordinator.
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I. PURPOSE

- The purpose of the internship experience is to provide the student with opportunities in an operational environment to:

1. Acquire and demonstrate competencies expected in a professional managerial environment within an organization.
2. Integrate and apply the academic theory and knowledge acquired in the classroom to the actual practice of concerned organization.
3. Acquaint the student with various consumer, customer or client populations, organizational activities, scope of services, and required personnel within the internship organization.
4. Develop objective methods for evaluating responsibilities, decisions, and operations relative to effective and efficient management of an organization.
5. Acquaint the student with the interrelationships and interdependencies of the various components of various internship organizations.
6. Observe and study the interrelationships and interdependencies within the branches of municipalities.
7. Allow students to assess the suitability of his/her qualifications for and commitment to the profession of environmental and public health care and municipalities.

II. PROGRAM OUTCOMES

At the end of the internship, students will be able to:

1. Linked academic theory to practice in their discipline.
2. Applied their knowledge, skills, and experience to a work environment.
3. Acquired new learning through challenging and meaningful activities.
4. Reflect on the content and process of the learning experience.
5. Advocated for their own learning in alignment with internship goals.
6. Demonstrated professional skills in the workplace.
7. Demonstrated awareness of community and/or organizational issues.
8. Built and maintained positive professional relationships
9. Identified, clarified or confirmed professional direction as it relates to their studies.
III. INTRODUCTION

The internship program is designed for 11 months (44 weeks) intensive programme. Interns are assigned to different (particular) clinical units/departments/organisations after the completion of bachelorship. This internship manual is a guide book developed for the student intern to help and enable them to measure the progress of their training practice from the moment he/ she begins the program until the time he/ she completes it. It also inform supervisors about training practice which the students still has to learn and review to be competent personally for practicing. This Internship is intended to provide hands-on experiences in the field of public health while blending both practical experiences with academic learning.

The Internship aims to provide you with opportunities to apply and test public health concepts and theories in practical settings and improve your learning related to the program’s public health competencies. At the same time ethical and professional conduct is essential.

IV. VISION, MISSION AND GOALS OF THE DEPARTMENT

a) Vision

We stand committed for achieving the national recognition for the academic development in Environmental and public health by high standard education and research productivity so as to fulfill the health services needs of the community. This vision guides our continuous efforts to enhance the environmental and public health care system of Saudi Arabia.

b) Mission

To educate, prepare competent professionals for variety of health care settings by:

1. Participating in research activities to address and improve health status of community.
2. Innovating to solve complex challenges in municipalities and health care delivery.
3. Result oriented faculty striving for disseminating state of knowledge.
c) Goals

The primary goal of this endeavor is student learning. The specific objectives are to enable students to learn more about environmental and public health management; inform the health care community of student abilities and career preparation; give students the opportunity to develop a sense of responsibility for their continued learning by working independently and collaboratively within the parameters of an internship experience; familiarize students with the experiences related to the process of seeking employment.

V. OBJECTIVES:

Upon completion of internship program, the professional intern will able to:
1. Articulate and model professional and ethical behaviour in the healthcare workplace.
2. Apply theoretical knowledge into various clinical setting.
3. Enhance effective communication skills
4. Develop professional relationships with patients and members of the multidisciplinary health care providers
5. Improve the ability to act independently and implement appropriate procedures.
6. Utilize appropriate available resources in health care/Municipal organization.
7. Be acquainted with health policies and procedures.
8. Provide organized and quality patient care implementation of health ethics.
9. Create innovative strategies for decision-making and problem-solving; strategies should incorporate Perspectives of various stakeholders and be responsive to our increasingly diverse workforce and society.
10. Ensure safe environment for common citizen and provide excellent quality of life.
11. Demonstrate effectiveness in working with others in the organization, with
   Particular emphasis on racial and ethnic and cultural sensitivity, and the ability to work effectively with personnel with diverse backgrounds.
12. Demonstrate effectiveness in working as part of a team, listening and responding
   Effectively to the ideas of others, and successfully use negation and conflict resolution skills.
13. Demonstrate effectiveness in organizing, synthesizing, and articulating ideas and Information in writing and orally.
VI. VALUES OF ENVIRONMENTAL HEALTH AND PUBLIC DEPARTMENT

1. **Excellence**
   - To establish high standards in academic and research sector.

2. **Integrity and accountability**
   - In all our relationships (Internal and External).

3. **Professionalism**
   - In all our Endeavour and approaches towards students and the faculty members, we stand professionally committed.

4. **Continuous Improvement**
   - In teaching process, Research productivity and community services.
VII. PROPOSED OUTCOMES

- At the end of internship program, students will be able to acquire the following skills:

1. Communication Skills
2. Strong Work Ethic
3. Teamwork Skills (work well with others)
4. Initiative
5. Interpersonal Skills (relates well to others)
6. Problem-solving Skills
7. Analytical Skills
8. Flexibility / Adaptability
9. Computer Skills
10. Technical Skills
11. Detail-oriented
12. Organizational Skills
13. Leadership Skills
14. Self-confidence
15. Friendly/Outgoing Personality
16. Tactfulness
17. Creativity
18. Strategic Planning Skills
19. Entrepreneurial Skills / Risk-Taker
**VIII. SPECIFIC OBJECTIVES FOR PUBLIC HEALTH INTERN STUDENTS**

- The Environmental health and public health internship is designed to provide the student a hands-on experience in a health service organization. It will provide a firsthand look at day-to-day operations of a facility and provide the student an opportunity to observe and assist employees in various departments, if possible.

**IX. ENVIRONMENTAL ASSIGNMENT AND INTERNSHIP DURATION OF TRAINING:**

<table>
<thead>
<tr>
<th>No</th>
<th>Name of Environmental Area / Agency</th>
<th>Duration (Weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Municipality</td>
<td>28</td>
</tr>
<tr>
<td>2</td>
<td>Hospitals</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Schools</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Prisons / Jail</td>
<td>4</td>
</tr>
</tbody>
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**X. FACULTY SITE VISITS**

- The faculty supervisor will make one or more site visits during each internship period to confer with the student and preceptor jointly or with each on a private basis. The conferences will address areas relative to student's overall performances, attendance and evaluation thereof, student's abilities and capabilities, student's personal educational strengths and weaknesses, evaluation of internship experience, suggestions for student improvement, suggestions for program improvement, etc. The faculty supervisor will provide, in advance, each preceptor and student, with a schedule indicating the time and date of site visits. Other faculty visits may occur at unscheduled times as surprise visits.
XI. OUTLINE OF PROGRAM

- There are many organizations in which a student may perform an internship. The following outline is provided as an example of activities that might be undertaken in an acute care organization. If the student were in such an organization the following tasks and activities are representative of the expectations of the internship period. Hours are approximate and may be modified to meet needs of the organization or modified as situations and conditions dictate.

XII. SPECIFIC OBJECTIVES FOR ENVIRONMENTAL HEALTH AND PUBLIC HEALTH INTERN STUDENTS

a) Municipality

- This will provide an insight into key roles of municipalities like municipal and solid waste management and waste water management.

b) Disaster Management

- This internship programed will benefit the undergraduate students in the following:

  1. Understanding of the roles of the various phases of disaster management and issues concerning planning and policies in those phases.
  2. Understanding of comprehensive emergency management from a planning and policy perspective.
  3. Understanding of the role of federal, state, and local governments in disaster planning and policies.
  4. Knowledge of mitigation planning and policy strategies.
  5. Understanding of comprehensive emergency management and related plans.
  6. Understanding of factors affecting short and long-term recovery and rebuilding and the role of planners and policy-makers.
  7. Understanding of the factors that give rise to disaster vulnerabilities (e.g. natural, physical, social, economic, policies, and governance).
  8. Understanding of the factors that give rise to differential vulnerabilities and levels of community resilience.
  9. Knowledge and capabilities to assess and manage these vulnerabilities through disaster planning and policy-making.
 10. Data, methods, tools, and geospatial techniques (including GIS) that can enhance vulnerability assessments and knowledge building.
 11. Competencies to utilize mapping in mitigation planning and response operations.
c) **Occupational Health**

1. increase the awareness of its staff and students of the provisions and requirements of the Occupational Health and Safety procedures in different organizations,

2. develop and maintain regular workplace inspections and reporting procedures,

3. assess and control risks as they are identified,

4. encourage staff and students to take an active role in the development of safe working practices,

5. implement appropriate drills for evacuation of the workplace in the event of a dangerous situation,

6. continue the consultative process between staff, students and management,

7. train appropriate staff to assist in the implementation of occupational health and safety policies of the University,

8. keep the University community informed of hazardous situations which may be associated with their work,

9. provide adequate occupational health and first aid services, and

10. Develop and promote health and safety attitudes within the University community which will be taken into the wider community.

**d) Epidemiology**

- Specific learning objectives of the internship programme include the following:

  1. Discuss the interrelated nature of clinical, administrative, and policy processes and their impact on health outcomes of populations;
  2. Discuss the role of the population-based perspective in the delivery of healthcare services;
3. Discuss the origins and development, including changing perspectives, of the discipline of healthcare epidemiology;

4. Discuss and account for the relationship between traditional etiologic epidemiology and healthcare epidemiology;

5. Effectively participate in interdisciplinary approaches to studying issues of the impact of the healthcare system;

6. Evaluate the impact of healthcare programs (e.g. disease management programs) and specific interventions/treatments (e.g. pharmaceuticals or clinical procedures) on the health outcomes;

7. Effectively communicate the results of research and evaluation efforts to the variety of stakeholders in the healthcare system (e.g. different types of healthcare professionals, researchers, policy makers, insurers, and the public);

8. Consult with clinicians, administrators, and policy makers about the implementation of population-based programs designed to improve the delivery of healthcare services;

9. Critically review the scientific literature relating to the epidemiology of healthcare delivery for both methodological quality and potential applicability;

10. Understand the benefits and risks of medication use, including drug safety and risk management;

11. Design and conduct an epidemiological study related to the impact of healthcare, together with biological, social, behavioral, and/or environmental factors on the health outcomes of populations.
e) Hospitals

- The specific objectives of the internship program in hospitals are:

  1. To provide its students with a basic foundation of knowledge in public health, health policy, and health management, and

  2. To understand the concepts, principles, and scientific skills necessary for health services policy development and evaluation and health management. The program aims to have students develop an understanding of the importance of data and research as policy and management tools. Students are taught to anticipate future needs relative to expanding technology, changing patterns of community health, and emerging societal and programmatic needs.

f) Primary health care centers

The internship program will help the students in understanding the key role of primary health care centers and its working along with coordination with the health care system of Saudi Arabia in general.

g) Waste water treatment

The internship program will help the students in evaluating the effectiveness of various types of management practices related to treatment of drinking water and treatment and disposal of related waste water.
XIII. CRITERIA FOR INTERNSHIP SITE AFFILIATION

- The following criteria have been established for approval as an internship site for the Department of Environmental health and Public Health, UOH.

- The organization must be prepared to perform the following:
  1. When appropriate, the organization must be:
     a. Licensed by the governing body dully authorized by the Saudi government
     b. Accredited
     c. Certified for participation in Medicare or Medicaid
  2. Be committed to contributing to the educational preparation of health care administration students.
  3. Provide the operational environment necessary for the student to demonstrate application of acquired knowledge, competence, and opportunity to acquire and refine managerial skills.
  4. Assign an appropriate individual who is both educationally and experientially qualified to function as a preceptor for the student.
  5. Evaluate the student using the educational objectives and performance criteria as described in the Internship Guidelines.
  6. Review and approve student assignments prior to the submission of assignments to the faculty supervisor.
  7. Assist University faculty in planning and evaluating operational learning experiences of the student.
  8. Review student progress and confirm an outcome of the student’s learning process.
  9. Participate in preceptor or adjunct faculty meetings relative to the internship program.
 10. Conform to the University statement of compliance in that no discrimination shall take place on the basis of age, race, color, religion, sex, national origin, or disability.
Appendix “A”: Internship Weekly Report

Name: ___________________________________________ Inclusive Date: ________________

1. What new knowledge or skill did you learn this week?

2. What did you learn, either from readings or classroom discussions that you applied on the job this week? (Do not give course numbers or classes.)

3. Which courses/subjects helped you most this week? Please give course numbers or topics?

4. Which courses/subjects you feel could be expanded or added that would have helped you perform your job better this week?
Appendix “B”: Internship Activity Log

Name: _____________________________ Inclusive Date: ___________________

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<tr>
<th>Day of Week</th>
<th>Activities or assignments</th>
<th>Time spent in each activity</th>
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<tbody>
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<td>Sunday</td>
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<td>Monday</td>
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<td>Tuesday</td>
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<td>Wednesday</td>
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<tr>
<td>Thursday</td>
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<tr>
<td>Other</td>
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COMMENTS:
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__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Appendix “C”: Project Agreement Form

Student Name: ________________________ Internship Site: _______________
Preceptor: _____________________ Date: ___________________________

Title of Project:

Description and Purpose of Project:

Objectives (Expected results, use measurable indicators or quantify if possible):

Methods (Describe how you intend to accomplish/complete project):

Preceptor Approval: ________________________________
Expected Completion Date: _________________________
Appendix “D”: Project Completion Form

Student Name:_________________  Internship Site:_____________________
Preceptor:______________________  Date:____________________________

Title of Project:

Description and Purpose of Project:

Objectives Achieved:

Acquired Benefit (i.e., what did you learn?):

Preceptor Approval:_________________________________________