



Dental Internship Programme Manual

Updated Version November 2024



Table of Contents

• Introduction	03
• Internship Programme Aims	03
• Learning Outcomes	04
○ Knowledge	04
○ Skills	04
○ Competence	05
○ Professionalism	06
○ Research	07
○ Communication Skills	07
○ Community and Volunteer Dental Projects	07
○ Teaching & Learning Skills	07
• Dental Internship Programme Activities/Components	08
○ Clinical Training	08
○ Comprehensive Dental Care	08
○ Primary Dental Care	08
○ Selective Dental Specialty	09
○ Oral and Maxillofacial Surgery	09
○ Scientific Research	09
○ Roles of the Faculty Research Supervisor	09
○ Research Projects	10
○ Group Discussion Sessions	11
○ Clinical Cases Presentation	11
○ Community and Volunteer Dental Project	12
• Administration of the Programme	12
○ Internship Programme Committee (IPC)	12
○ Roles of Internship Programme Committee	13
• General Rules and Regulations	13
○ Intern Duties	13
○ Intern Rights	14
○ Admission Requirements	14
○ Duration and Continuity	15
○ Clinical Conduct	15
○ Conference and Scientific Meetings	16
○ Time and Attendance	16
○ Absence Penalties and Disciplinary Guidelines	17
○ Intern Assessment Guidelines	18
○ Assessment Process of Rotations	18
○ Grievance Redressal Procedure	20
• Appendices	22

يسرنا أن نقدم لكم هذا الدليل الذي يعد مرجعاً شاملاً لبرنامج الامتياز في كلية طب الأسنان بجامعة الملك خالد. يهدف البرنامج إلى تطوير مهارات ومعارف أطباء الأسنان المتخرجين حديثاً، وتجهيزهم ليكونوا ممارسين مستقلين يتمتعون بكفاءة مهنية عالية. يقدم الدليل تصوراً واضحاً لمتطلبات البرنامج ومسؤوليات المتدربين، بالإضافة إلى توضيح الآليات التي تساعدكم في تحقيق أهدافهم التعليمية والمهنية.

محتويات الدليل:

- **أهداف البرنامج**
يركز هذا القسم على تطوير المهارات السريرية والمهنية، وتعزيز الاستقلالية في اتخاذ القرارات، وزيادة الوعي بأهمية البحث العلمي والممارسات المجتمعية.
- **المخرجات التعليمية**
يحدد الدليل المخرجات التعليمية المتوقعة، بما في ذلك المعرفة والمهارات والقيم التي ينبغي أن يكتسبها المتدربون.
- **أنشطة البرنامج**
يشمل البرنامج أنشطة متعددة مثل التدريب الإكلينيكي، والرعاية الشاملة للمرضى، والبحث العلمي، ومناقشة الحالات السريرية، والمشاريع المجتمعية.
- **القواعد واللوائح العامة**
يتضمن هذا القسم حقوق وواجبات المتدربين، معايير الحضور والانضباط، وآليات التقييم والتعامل مع الغياب.
- **إدارة البرنامج**
يشرح دور لجنة البرنامج في التخطيط والتنفيذ والإشراف على سير التدريب.
- **الملاحق**
تتضمن استمارات ونماذج هامة مثل استمارات تقييم الحالات السريرية، واستبيانات البحث العلمي، والجداول الزمنية للبرنامج.

نأمل أن يكون هذا الدليل عوناً لكم في رحلتكم المهنية، وأن يساهم في تحقيق تطلعاتكم في مجال طب الأسنان.

Introduction

The internship training programme is a 12-month programme designed to improve the graduate dentist's (interns) knowledge and skills in general dentistry practice. It prepares the interns to deliver high-quality dental care with required guidance from different specialties. The programme offers insight particularly in the area of their planned future specialty, involving research projects to show innovative ideas and develop scientific writing abilities. The programme also provides an opportunity to participate in community health programmes and stay updated with the latest oral health developments.

Upon successful completion of the programme requirements, the candidate will receive an internship training certificate issued and sealed by the College of Dentistry, King Khalid University. The essence of the Dental Internship Training Programme is to facilitate the transition of a closely supervised undergraduate student into an independent dental practitioner responsible for their own professional decisions and treatment. It serves as an essential buffer period for academic authorities to ensure that the undergraduate curriculum is adequately structured and exposes interns to different specialties to help them identify their area of interest and career options.

Internship Programme Aims

- To develop and apply the acquired concepts and principles from the undergraduate curriculum through extensive clinical training.
- To enhance independent clinical decision-making skills, taking into account professional competency.
- To improve recognition of highly complicated cases and determine when it is necessary to make consultations or referrals.
- To gain more experience in non-clinical skills needed by a dentist, such as communication skills, presentation skills, and a few administrative skills.
- To maximize the interns' interest and involvement in research projects, pursuing graduate studies, and continuing dental education.
- To develop the highest Muslim ethical standards in practice management.
- To promote a proper attitude towards the patient, their family, and the dental team.

Learning Outcomes

By the end of the Dental Internship Training Programme, interns will be able to demonstrate the following:

Knowledge:

1. Outline the different dental treatment modalities needed for healthy and medically compromised patients.
2. List the treatment modalities for each patient and reproduce comprehensive dental treatment.
3. Recall the principles of scientific research.

Skills:

1. Perform simple to complex dental procedures for different clinical situations encountered in day-to-day practice.
2. Conduct evidence-based practices to provide comprehensive care to dental patients.
3. Apply problem-solving, critical thinking and decision-making skills for diagnosis and treatment planning of oral and dental diseases.
4. Apply the principles of good dental practice and the standards of competence, care and conduct, expected of any dentist worldwide.

Values:

1. Demonstrate sense of responsibility in maintaining patient confidentiality, avoid malpractice and negligence to provide highest level of patient care.
2. Apply infection control protocol and other patient/doctor safety measures to all clinical dental practice.

Research:

1. Understand the fundamentals of scientific research.
2. Identify study designs.
3. Conduct scientific research, including defending research proposals and presenting studies and posters.
4. Perform literature searches using available databases.
5. Grasp the basics of biostatistics.
6. Analyze and utilize numerical data.
7. Present scientific research, topics, and cases with effective verbal communication.
8. Write research manuscripts to enhance scientific writing skills.
9. Use various techniques for recording, organizing, and presenting information, including computers and audiovisual equipment.
10. Present findings orally, visually, or in writing.

Community and Volunteer Oral Health Projects:

1. Assess community needs and identify the best-suited services to provide.
2. Understand principles of health promotion and oral health advocacy for disease prevention.
3. Develop community projects that contribute to oral health programs.



Dental Internship Programme Activities/Components:

The following activities are required to achieve the above-mentioned learning outcomes:

- Clinical Training (Comprehensive Dental Care, Oral and Maxillofacial Surgery, Primary Dental Care, Public Health)
- Scientific Research
- Group Discussion Sessions
- Clinical Cases Presentation
- Community and Volunteer Dental Projects.



Clinical Training:

Comprehensive Dental Care:

The Dental Internship Programme is structured into **four main training rotations**. The Internship Programme Committee (IPC) will ensure that interns are exposed to various training centers, including at least three different centers, to provide a diverse range of working environments and specialties. Interns are expected to spend 5 to 7 months (depending on their starting date) in the Comprehensive Dental Care rotation at the College of Dentistry, King Khalid University. This includes full diagnosis and treatment planning for new patients, treating emergency patients, treating scheduled patients (pre-booked patients), and performing various dental procedures such as scaling, polishing, root surface debridement, restorations, root canal treatment, crowns, and extractions.

The clinical structure of the programme is designed to simulate a dental practice environment, with each intern provided with a fully equipped operatory clinic. The program is structured on a timetable to ensure the interns receive valuable and comprehensive training.

Primary Dental Care:

Primary dental care is provided to patients requiring routine and immediate treatment for common dental problems. The treatment offered at primary dental care centers is expected to be completed within the time the intern is assigned to these centers.

Selective Dental Specialty:

The internship programme respects the wishes of each intern regarding their future specialization. Therefore, the programme includes a rotation of one to two months in the specialty clinics chosen by the intern. This gives interns a chance to explore areas of interest and gain hands-on experience in their desired field.

Oral and Maxillofacial Surgery:

This rotation is designed to provide interns with comprehensive knowledge and clinical skills in the field of oral and maxillofacial surgery (OMFS). The training duration is two (2) months, and each intern is expected to attend oral and maxillofacial surgery clinics under full supervision. By the end of the rotation, the intern should be able to carry out various dental surgeries confidently, within the limits of general dental practice, and avoid complications. Interns will be assessed at the end of each rotation at the college and other training centers based on the Dental Intern Assessment Form (Appendix 1).



Scientific Research (Requirements and Policy Statement):

Scientific research is a cornerstone of the KKUCOD dental internship program. It equips interns with the skills needed to contribute to the field of dentistry through rigorous inquiry and systematic study. This policy defines the framework for research activities, ensuring compliance with ethical and professional standards. Interns are expected to adhere strictly to these guidelines to foster the development of high-quality, impactful research.

1. Research Project Selection and Approval:

A. Topic Selection (Month 1)

Interns must choose a research topic in collaboration with a faculty supervisor. This step is crucial as the chosen topic must align with current issues in dentistry, addressing gaps in knowledge or offering innovative insights. Supervisors play a vital role in validating the feasibility of the topic, ensuring the resources required are accessible. Interns may select a topic in their area of interest or choose from suggestions provided by their supervisors. Groups of 2-3 interns are encouraged to collaborate on each research project. Supervisors are limited to mentoring two groups per year. The process begins with completing and submitting the Research Topic Approval Form (Appendix 2), which captures the topic's rationale, objectives, and alignment with the intern's academic goals.

B. IRB Submission (Month 1)

Within the first month of the internship, a comprehensive research proposal (Appendix 3) must be submitted to the Institutional Review Board (IRB). This document includes critical elements such as a detailed methodology, statistical analysis plan, ethical considerations, and consent forms if required. This step ensures the research adheres to ethical standards and is methodologically sound. Any necessary revisions must be addressed promptly.

C. Proposal Revisions

IRB feedback is integral to refining research proposals. Interns must address revisions promptly, ensuring the proposal meets all regulatory and institutional requirements. Clear communication with the IRB and faculty supervisors during this phase ensures the research's integrity and alignment with established standards.

2. Research Conduct and Data Management:

A. Ethical Conduct

Ethics is a fundamental aspect of all research activities. Interns must strictly adhere to guidelines governing the use of human and animal subjects in research. This includes securing ethical clearance (Appendices 4 and 5) before initiating any data collection. Supervisors ensure compliance with ethical standards at all stages of the research.



B. Data Integrity

Maintaining data accuracy and integrity is critical. Interns are responsible for implementing robust protocols to ensure the reliability and security of their data, from collection to analysis. Supervisors assist interns in verifying research data and resolving discrepancies with support from a biostatistician.

C. Data Management

Proper data management involves consistent backup, secure storage, and systematic analysis. Interns must follow KKUCOD and IRB guidelines to handle data responsibly, safeguarding confidentiality and compliance.

D. Progress Reports

Progress reports serve as checkpoints throughout the research process and are submitted every three months. These reports are essential for monitoring the intern's progress and addressing any challenges. Two forms are utilized in this process:

1. **Research Performance Form:** This form evaluates the intern's adherence to research timelines, the quality of work completed, and overall performance in conducting the research. (Appendix 6).
2. **Research Progress Form:** This form documents specific achievements, obstacles encountered, and plans for addressing any challenges. (Appendix 7)

Supervisors review both forms to provide constructive feedback and guidance, ensuring the research stays on track. Delayed or incomplete reports may result in penalties, as outlined in Section 5.

3. Final Submission:

A. Final Submission Deadline

Interns must submit their completed research projects, including an electronic and hard copy, at least two weeks before Intern Research Day. This submission includes the final report, a professional-quality poster, and, if applicable, a manuscript prepared for publication. Late submissions may result in failure to meet program requirements, as outlined in Section 5.

B. Poster and Presentation Requirements

Interns are required to design a scientific poster that effectively communicates their research findings and prepares them for professional academic presentations. To facilitate these objectives, the following forms and guidelines are integral to the process:

1. **Poster Designing Form:** This form provides a structured framework for developing a poster that adheres to institutional and academic standards. It includes detailed instructions on layout, formatting, and the integration of visual and textual elements to ensure clarity and visual appeal. (Appendix 8)
2. **Poster Presentation and Evaluation Forms:** This form outlines the key criteria for evaluating both the poster's content and the oral presentation. It emphasizes the intern's ability to effectively communicate their research methodology, findings, and significance to a diverse audience. (Appendix 9 and 10)

These forms ensure that interns present their research clearly and professionally. Adhering to these standards helps interns build essential academic communication skills while maintaining the quality and integrity of their work.



4. Intern Research Day and Awards

A. Intern Research Day

Intern Research Day is an annual event designed to showcase and celebrate the research accomplishments of dental interns. It is a prestigious and formal program that brings together a diverse and distinguished audience, including:

- **His Highness the University Rector:** Representing the highest academic leadership and endorsing the event's significance.
- **The Dean of the College of Dentistry:** Highlighting institutional support for research.
- **Vice Deans and Heads of Departments:** Providing academic and administrative perspectives.
- **All Faculty and Staff Members:** Demonstrating collective encouragement and mentorship for interns.
- **Dental Interns and Students:** Encouraging peer engagement and academic inspiration.
- **External Evaluators:** Offering unbiased and professional evaluation of research posters.
- **Invited Guests:** Special guests selected by the Internship Committee to enhance the event's prestige.

The program includes several structured activities aimed at fostering professional growth and academic excellence:

- **Scientific Poster Exhibition:** Interns' research posters are displayed prominently for review by attendees. This exhibition facilitates knowledge exchange, invites constructive criticism, and fosters a culture of academic collaboration.
- **Scientific Presentations:** Interns deliver oral presentations of their research findings to a live audience. These presentations provide an opportunity for detailed discussions, enabling interns to defend their methodology, results, and conclusions while receiving valuable feedback.
- **Scientific Webinars and Workshops:** Professional development sessions are organized to enhance research skills and broaden interns' understanding of advanced research methodologies, statistical tools, and academic writing. These sessions are tailored to align with current trends and challenges in dental research.
- **Poster Evaluation and Judging:** Independent, external evaluators assess the research posters using a standardized rubric (Appendix 10). The rubric ensures fairness and comprehensiveness, focusing on:
 - **Research Design and Methodology:** Evaluating the clarity, appropriateness, and feasibility of research objectives and methods.
 - **Ethical Conduct:** Ensuring strict adherence to ethical guidelines throughout the research process.
 - **Data Analysis:** Assessing the rigor and accuracy in interpreting research findings.
 - **Overall Clarity and Presentation:** Judging the poster's structure, visual appeal, and the coherence of content.
- **Award Ceremony:** The event concludes with an awards ceremony that recognizes outstanding research and presentation skills. Awards underscore the importance of academic excellence and provide motivation for interns to excel in their future endeavors.



B. Scientific Research Awards

Scientific research awards serve as an acknowledgment of exemplary performance in research and presentation. To participate in the awards competition, interns must submit their research posters by the assigned deadline. The categories for awards include:

- **Best Scientific Poster Awards:** Three awards are presented to the top posters based on scores from external evaluators. These awards recognize excellence in research design, execution, and presentation.
- **Best Presentation Award:** This prestigious award is given to the intern who demonstrates the highest level of understanding, clarity, and professionalism in presenting their research findings. The evaluation considers the depth of content, effective communication skills, and the ability to engage and address questions from the audience. A dedicated Research Evaluation Form (Appendix 10) ensures a transparent and rigorous assessment process.

5. Penalties for Non-Compliance

Non-compliance with research guidelines and deadlines is treated with a structured approach to maintain the program's academic integrity. The table below outlines specific violations and the associated penalties:

Violation	Penalty
Failure to Submit Research Proposal on Time	First offense: Verbal warning; Second offense: Written warning; Subsequent offenses: Failure of the research component.
IRB Non-Compliance	Immediate failure of the research component.
Incomplete Progress Reports	First offense: Verbal warning; Second offense: Written warning; Continued non-compliance: Failure of the research component.
Late Submission of Final Work	1-2 weeks late: Verbal warning; 2-4 weeks late: Written warning; Over 4 weeks late: Work not accepted, requiring rotation repetition.

In addition to the tabled penalties, interns may face further actions depending on the frequency and severity of infractions, including:

1. Mandatory revisions to research proposals or corrections to submitted work.
2. Exclusion from awards competitions.
3. Disqualification from the research component of the internship program.
4. Administrative disciplinary measures for repeated or severe violations.

These measures aim to ensure fairness, uphold program standards, and encourage interns to fulfil their responsibilities effectively while adhering to the principles of academic and ethical excellence.

6. Feedback and Support

Interns receive continuous feedback throughout their research journey. Supervisors play a mentoring role, providing insights and strategies to address challenges. Regular progress reviews ensure that the research adheres to quality standards and deadlines. Supervisors must update the IPC regarding research progress and any encountered difficulties.

7. Policy Review and Updates

This policy is subject to periodic review to incorporate advancements in research practices and maintain alignment with institutional goals. Updates are communicated to all stakeholders to ensure clarity and compliance.

At the end of the Dental Internship Training Program, interns should be able to:

1. Know the basics of scientific research.
2. Present a scientific research topic with good verbal communication.
3. Participate effectively in any form of health research.

Group Discussion Sessions:

Group discussion session will be held once a month during the scientific day of internship programme. The topics that need to be discussed will be selected by each batch at the beginning of their programme. The group leader should fill the form of selected topics, after informing everyone in the group. Therefore, the interns will be provided by the needed resources such as books, scientific articles, videos ...etc. by the scientific unit at Internship Programme Committee.

Group discussion depends on intern's participation. So, all interns should read their selected topics before attending the session. Each batch will be divided into small groups. During the session, one intern will act as a head of the group to facilitate and moderate group discussion by determining learning outcomes, asking, activating and encouraging his/her colleagues. Other interns are expected to participate in the discussion by asking, criticising and justifying scientific issues based on scientific evidence. One faculty member from the college will attend as a guest to contribute, guide the discussion and add valuable comments.

The purpose of incorporating the group discussion sessions in the internship programme is to help the interns to be immersed in a research environment which subsequently will help them with their research project and prepare them for the post-graduate studies. Also, gaining the knowledge from these discussion sessions will help interns in the improvement of their dental practice.

Clinical Cases Presentation:

The Clinical Cases Presentation is a key component of the Dental Internship Program, designed to enhance the analytical and communication skills of dental interns. This activity provides a structured platform for interns to critically analyze, document, and present clinical cases, preparing them for independent professional practice.

During the final three months of their rotation at the KKU Dental Hospital, interns are required to prepare and present clinical cases as part of their training. Prior to this phase, interns observe presentations delivered by Saudi Board doctors, using the Case Presentation Evaluation Form (Appendix 11). This observation phase familiarizes them with the expectations, structure, and methodology required for high-quality clinical case presentations.

Interns may choose either treated cases with completed outcomes or newly diagnosed cases where treatment plans will be discussed. Selected cases must be accompanied by comprehensive documentation to ensure an in-depth analysis and facilitate productive discussions.



Case Documentation Requirements

All clinical cases must include the following components to ensure a thorough and evidence-based approach:

- A detailed patient history, covering both medical and dental aspects.
- Comprehensive extra- and intra-oral examinations.
- Supporting investigations, such as radiographs, upper and lower casts (if necessary), and a complete set of photographs (front, left, right, upper, and lower views).
- Special investigations as relevant to the case.

Interns must obtain prior approval for their case selection from the Internship Program Committee (IPC). The finalized presentation should be submitted in PowerPoint format at least one week before the scheduled date to the Director of the Internship Program at Aqahtani@kku.edu.sa.

Presentation Structure

Each presentation should be organized as follows:

1. **Title Slide:** Include the case title, intern's name, and batch number.
2. **Key Learning Points Slide:** Summarize the primary insights and educational objectives derived from the case.
3. **Subsequent Slides (3–15):** Provide a detailed exploration of the case, including:
 - Patient demographics and presenting complaints.
 - Medical and dental history.
 - Clinical examination findings and dental charting.
 - Supporting documentation, such as radiographs and photographs.
 - Results of any special investigations conducted.
 - Diagnosis and differential diagnoses.
 - Proposed treatment options with justifications.
 - Finalized treatment plan and, if applicable, treatment processes and outcomes.

This structured approach ensures that interns demonstrate their clinical reasoning and ability to manage cases systematically, meeting the program's academic and professional objectives.

Community and Volunteer Dental Project:

Dental professionals bear a significant ethical and professional responsibility to their communities, striving to improve quality of life by providing essential, accessible, and high-standard dental health care services. Recognizing that a considerable segment of society lacks adequate access to dental care, it is imperative for



dental practitioners to actively engage in community-focused initiatives. To instill this ethos, it is mandated that dental interns participate in at least one community-based activity during their internship period.

This compulsory participation is designed to emphasize the pivotal role of dental interns in fostering oral health awareness and addressing community needs as part of their professional duties. These activities may include delivering oral health education lectures, conducting school visits to promote oral hygiene practices, organizing and implementing oral health campaigns, and contributing to the planning and coordination of dental events, scientific conferences, and workshops tailored to dentists and dental students.

Engagement in such initiatives enables dental interns to enhance their clinical competencies and communication skills while cultivating a profound understanding of their social and ethical obligations. This structured approach ensures the development of empathetic, socially responsible, and professionally competent dental practitioners equipped to address the diverse oral health challenges faced by underserved populations.

Administration of the Programme:

Internship Programme Committee (IPC):

During the entire period of the internship training programme, all interns are under the administration of the Interns Programme Committee (IPC). Members of the committee hold regular meetings to discuss the progress of the programme and other issues relating to the interns. The members of Intern Programme Committee are appointed by the Dean of College of Dentistry, King Khalid University as follows:

1. Director of Internship Programme.
2. Internship Programme Committee Secretary.
3. Clinical affairs Unit.
4. Research affairs Unit.
5. Continuous education affairs Units.
6. Interns' group leader (male & female).

Roles of Internship Programme Committee:

- Provide proper orientation to new interns.
- Monitor the overall process of the internship training programme.
- Monitor interns' progress during the programme.
- Discuss significant issues and concern of interns.
- Provide intern with logistic support during the programme.



- Update and report to the college administration with process of the programme.
- Be sure all interns have good environment and facilities for training.
- Communicate with interns and clinical and research supervisors.
- Organise schedule of programme's activities.
- Review the clinical performance, research manuscript and case presentation of interns.
- Provide interns with enough information regarding career planning.
- Assign intern to approved training centers.
- Provide internship certificate to interns at the end of the programme.
- Make proper disciplinary action for interns who violate the rules and regulations of the programme.

General Rules and Regulations:

Intern Duties:

Dental interns are expected to do the following tasks:

- Attend actively to their assigned duties (new patient's clinics, emergency clinics, scheduled patients clinic and other activities during the programme).
- Mandatory case documentation for every patient.
- Patient instruction regarding preventive dental care, the causes and treatment of dental problems, or oral health care services.
- Compliance to infection control policy of the college.
- Participate in dental community projects organised by the college.
- Active participation in research programmes.

Intern Rights:

Dental interns have the right to:

1. Receive the optimum support provided by consultant supervision in the clinics (if needed) as well as in the research projects.
2. Be treated respectfully and courteously by faculty, staff and students.
3. Receive proper notification in case of below-average performance assessment and improvement options.
4. Know the approximate timeline for requirements (clinical and research) to be completed.
5. Obtain assistance referred from relevant oral care professionals whenever needed.
6. Request for report of his/her evaluation as per college regulations.
7. Submit complaints or suggestions about the care and service in relevance to the training program.
8. Discontinue patient treatment at any time, after establishing lawful reasons.



Admission Requirements:

The internship programme is designed for KKU COD graduate dentists. Graduations from Saudi university or foreign university recognised by the ministry of higher education are accepted upon approval of the college deanship. The Non KKU COD graduate dentists must submit a proof of graduation that includes either a true and correct copy of the graduation certificate or final transcript of the required credit hours awarded by the college or a letter from the Student's Affairs Deanship or from the Saudi Cultural Mission for foreign universities (There are more conditions needed for the graduates from foreign universities). In addition, **the intern dentist must sign the agreement form before starting the internship programme stating that he/she read and understand the rules and regulation of internship programme at KKU COD. (See appendix 12).**

An intern has to produce the following documents to the committee before registration:

- Hepatitis Vaccination Certificate.
- Research Idea Registration Form.
- College Clearance form (Appendix 13).
- Basic Life Support Certificate.
- A copy of the intern's national ID.
- A copy of the intern's university ID.
- A copy of the temporary graduation certificate.
- An intern's bank account details including IBAN number.

Duration and Continuity:

The internship programme runs for a period of 12 months. The specified period of training shall be on a continuous and uninterrupted basis. The following table outlines the internship programme of the college:

12 Months	Comprehensive dental care	5 to 7 months	KKU COD
	Maxillofacial Surgery outside KKU	2 months	Needs approval from the director
	Training outside KKU (<u>includes primary dental care and/or speciality training</u>)	3 to 5 months	

- An intern may request for a change of his/her KKU COD clinical schedule by obtaining approval from the director of the Internship Programme Committee. The director also has the responsibility to give permission or approval to the intern of his/her training outside KKU COD. (Appendix 14).



- It is mandatory that an intern should attend all the training sessions and he/she should strictly start in KKU COD (5 to 7 months) before he/she participates in any training outside if possible. Interns graduated from foreign universities will stay all the period of 12 months in KKU COD.

Clinical Conduct:

- Interns should follow the Clinical Dress Code at working hours seriously in each training institution. KKU COD interns are expected to wear their dark blue (navy) scrub suits as official uniforms in their clinical duties.
- Interns are expected to maintain respect and confidence of patients through sincere and honest relationship.
- Courtesy, cooperation and harmonious interpersonal relationship must be highly observed among all clinical staff to promote a healthy working atmosphere in the clinic.
- Interns are instructed for correct handling of machine, apparatus, equipment, instruments and disposable materials.
- Under no circumstances should any intern refuse or object to treat patient with contagious diseases since such attitude is medically and ethically unacceptable and highly condemnable.
- The following table indicates the penalties for violation of clinical conduct disciplinary guidelines:

Violation	Penalty
Wear of dress different from the assigned clinical dress code	Denied from attending the clinic and considered one day absence
Incidence report of misbehaving with colleagues, staff, nurses or patients	<ul style="list-style-type: none"> ■ Repeat the rotation for the 1st time ■ Repeat the programme for the 2nd time ■ Denied from joining the programme for two years
Incidence report of refusing cooperation for patients' care or not to treat patient with contagious disease	
Intentional damaging of the equipment, machine, instruments or disposables	Punished by one or both of the following: <ul style="list-style-type: none"> ■ Replacement of damaged property ■ Repeat the programme



Conference and Scientific Meetings:

- Each intern can apply to attend one dental conference, either international or national, during the internship training period. Intern should get prior approval (4 weeks notification) from the committee to attend the conference and a suitable replacement shall be arranged by him/her at the clinics. Funds used for these types of activities are the responsibility of the dental intern not KKKU COD.
- A maximum of 5 days, during the internship period, may be given to those who may wish to attend either an international or national conference.
- A maximum of 2 days, during the internship period, may be given to those who may want to sit for the Saudi Commission for Health Specialities exam.

Time and Attendance:

- Punctuality in clinics is mandatory and the daily attendance will be monitored closely.
- Interns should abide by the official working hours in addition to the rules and regulations prescribed by each training institution they are attending.
- In KKKU COD, clinic working hours start at 8:00 AM and end at 5:00 PM. There will be an hour long (12:00 NN – 1:00 PM) lunch break. All morning sessions must conclude 15 minutes before the lunch break (11:45 AM). The intern clinics will accommodate last patient in the morning session at 11:15 AM, and afternoon session at 4:15 PM.
- Surgical extractions should be carried out only during the morning session and after the careful deliberation of the on-call oral surgeon.

Absence Penalties and Disciplinary Guidelines: (KKU COD):

- An intern can obtain a maximum of 10 days as emergency leave which shall be under the discretion of the Director of Internship Programme Committee.
- A request form (See appendix 15 for the Request for Leave Form) must be filled up and submitted to the director's office or email to permit interns to be absent from scheduled clinics.
- Absence without genuine reason shall result in subjecting the intern to a disciplinary action by the committee.
- Sick leave should always be supported by a medical report issued by a university hospital or medical institution within a week.
- Interns are expected to attend all seminars/workshops and monthly scientific day. Interns must be present at the beginning of the session and should not leave before it ends. An absence incurred during seminars/workshops, groups discussion, case presentation sessions and practical teaching



sessions will be considered one day absence. There will be make-up duties for the overall number of absences incurred at the end of the rotation.

- For pregnant female interns, a maternity leave of 45 days is granted provided that a medical report will be submitted within 5 days of delivery.
- The following table indicates the penalties for late violations:

Violation	1 st offense	2 nd offense	3 rd offense
10-minutes late	Considered	Violation notification*	1 st warning letter
More than 10-minutes and less than 30-minutes late	Verbal warning	Violation notification	1 st warning letter
30-minutes late	Violation notification	1 st warning letter	2 nd warning letter
1 hour late	Half-day absent for each hour		
2 hours late	1 day absent for each hour		

*See Appendix 16 for Violation Notification Form

- In case of unapproved absence, the following table indicates the penalties:

Violation	1 st offense	2 nd offense	3 rd offense
Leave/absence without approval	1 st warning letter and make-up duty at the end of the rotation	2 nd warning letter and make-up duty at the end of the rotation	3 rd and final warning letter and make-up duty at the end of the rotation

- Each warning letter will be counted as 1 day absent and there will be make-up duties at the end of the rotation for equal compensation of the total number of absences incurred.
- More than 3 warning letters or 3 offenses, the dental intern may subject himself/herself for more serious disciplinary action upon the recommendation of the committee.
- If the dental intern is absent for 5 days or more without approval, he/she will repeat the rotation.
- In case of negligence, misconduct, incompetence or any other act that affects the decorum of the institution, disciplinary action may be one of the following:
 - Recommendation for salary deduction to the college board
 - Recommendation for suspension to the college board
 - Recommendation for dismissal to the college board



Intern Assessment Guidelines

Assessment Process of Rotations

The assessment of dental interns at King Khalid University, College of Dentistry (KKU COD), is a comprehensive and multi-dimensional process designed to ensure the development of clinical competence, professionalism, and academic rigor. The framework evaluates various aspects of the interns' performance through systematic evaluations and constructive feedback.

1. Evaluation by Shift Supervisors

The clinical rotations form the core of the internship programme, where interns handle diverse cases under the guidance of shift supervisors. Each case is evaluated using a standardized Individual Case Evaluation Form, (Appendix 17), which examines the following:

- **Technical Proficiency:** Accuracy in clinical procedures and application of theoretical knowledge.
- **Infection Control Compliance:** Adherence to established protocols for ensuring patient safety.
- **Patient Management:** Ability to communicate effectively, build trust, and provide patient-centered care.
- **Time Management:** Efficiency in organizing and executing clinical tasks.

Supervisors provide detailed feedback after every case to encourage reflection and foster continuous improvement. These evaluations are documented in monthly summaries that contribute to the intern's overall performance record.

2. Evaluation During External Rotations

Interns assigned to rotations at external institutions are evaluated by their respective training supervisors using forms standardized by KKU COD. These evaluations ensure consistency in performance metrics and focus on:

- Adaptability to different clinical environments.
- Collaboration within multidisciplinary teams.
- Professional demeanor and adherence to external institutional guidelines.

The completed evaluation forms are submitted to the Internship Programme Committee for integration into the intern's portfolio. (Appendix 1).

3. Evaluation of Case Presentations

Case presentations are critical in developing analytical thinking and effective communication. The process is structured into the following phases:

- **Observation Phase:** Initially, interns attend and evaluate presentations delivered by Saudi Board doctors using a Case Presentation Evaluation Form (Appendix 11). This familiarizes them with high standards of clinical case presentation.
- **Presentation Phase:** Interns prepare and deliver their clinical cases. Their presentations are evaluated by peers, supervisors, and members of the Internship Training Committee based on content clarity, organization, and delivery.
- **Committee Review:** The Internship Training Committee provides detailed feedback on each presentation, focusing on areas of improvement and reinforcing key competencies.



4. Scientific Research Evaluation

Details regarding the evaluation of scientific research have been comprehensively outlined on page 9. Feedback is provided at every stage to support the interns' academic development and ensure the production of high-quality research.

5. Evaluation of Group Discussion Sessions and Community & Volunteer Projects

Active engagement in group discussions and community projects is vital to the holistic development of interns. These activities are designed to enhance teamwork, communication skills, and social responsibility.

- **Group Discussion Sessions:** Interns participate in structured discussions centered on complex clinical cases and current dental topics. Evaluation criteria include:
 - Contribution to discussions with well-reasoned insights.
 - Application of evidence-based practices in arguments.
 - Constructive interaction with peers and facilitators.
- **Community & Volunteer Projects:** Interns contribute to dental health awareness and services through outreach activities. The evaluation focuses on:
 - Level of involvement in planning and execution.
 - Impact on the target community, including measurable outcomes.
 - Quality of documentation and reporting.

Both components are evaluated using specific forms, ensuring comprehensive assessment and meaningful feedback (Appendix 18-19).

6. Final Assessment by the Internship Programme Committee

The Internship Programme Committee conducts a summative evaluation at the end of the programme, consolidating data from:

- **Monthly Procedure Logs** detailing the clinical work completed.
- **Individual Case Evaluation Forms** from shift supervisors.
- **Case Presentation, Research, Group Discussion, and Community Project Evaluation Forms.**
- **Reports from external training supervisors.**

Based on these inputs, the committee determines whether the intern has met all requirements or requires an extension. The outcomes are formally documented and communicated to the intern.

Grading System for Clinical Training (KKU COD)

Grade	Indication	Remarks
60 & below*	Unsatisfactory	Repetition of the rotation. Supervisor must provide a detailed explanation addressed to the committee.
61-69	Satisfactory	Performance meets the minimum required standards.
70-79	Good	Demonstrates consistent competency and acceptable clinical skills.
80-89	Very Good	Exceeds expectations with high-level clinical performance.
90 & above*	Excellent	Exceptional performance. Supervisor must provide a detailed explanation addressed to the committee.



*Grades 60 & below, 90 & above must be thoroughly explained by the supervisor in a written format addressed to the committee.

Interns should be engaged in all programme activities including clinical, group discussion, cases presentations, research projects and community and volunteer projects. At the end of the programme intern's performance will be assessed as follows:

No.	Programme's activity	Points (%)
1	Assessment of clinical training	40
2	Scientific research	20
3	Group discussion session	15
4	Clinical cases presentation session	15
5	Community and volunteer dental projects	10

*Intern should achieve minimum 70% of the points to be awarded the internship certificate

Grievance Redressal Procedure:

To uphold a fair and supportive learning environment, the internship programme implements a structured grievance redressal system. Interns are encouraged to address any disputes or conflicts through the designated channels to ensure timely and effective resolution.

Conflicts or disagreements among interns are initially referred to the intern group leader, who facilitates resolution in an informal and constructive manner. If the dispute involves patients or auxiliary staff, it is escalated to the Clinical Director or the appropriate lab director, such as the director of the phantom or production labs. In these cases, the complainant is required to submit a written report detailing the issue for proper documentation and review.

In situations where conflicts remain unresolved, the matter is forwarded to the Internship Programme Committee Director, who conducts a thorough review and deliberates on the appropriate course of action. Significant or major disputes that cannot be resolved at this level are presented to the Dean, whose intervention ensures that the matter is handled with the highest level of authority and fairness.

Interns who wish to challenge a decision have the right to appeal within 15 days of the decision's announcement. Appeals are formally submitted to the Vice Dean, who reviews the case and forwards it to the President of King Khalid University for final adjudication. The President's decision is considered conclusive, and all outcomes are documented in the intern's personal file for record-keeping and transparency.

This structured process ensures that grievances are addressed impartially, fostering a professional and respectful environment for all participants in the internship programme.

Appendices

Appendix (1):



Intern Performance Feedback Form

To:

Internship Program Committee, King Khalid University, College of Dentistry

Intern Name:	
Intern ID:	
Rotation Specialty:	
Supervisor Name:	
Date:	

Specialty of Evaluation

Please tick (✓) the relevant specialty:

Specialty	Tick (✓)
Oral and Maxillofacial Surgery	
General Dentistry	
Comprehensive Dentistry	

Evaluation Guidelines

#	Grade	Evaluation	Remarks
1	60 or below	Unsatisfactory	Training must be repeated.
2	61 - 69	Satisfactory	Meets basic performance expectations.
3	70 - 79	Good	Consistently demonstrates competency.
4	80 - 89	Very Good	Exceeds expectations in most areas.
5	90 or above	Excellent	Exemplary performance across all criteria.

Note: Scores below 60 or above 90 must be accompanied by a detailed written explanation addressed to the committee.

Performance Evaluation

Evaluation Criteria	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement	Unsatisfactory (1)	Comments
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Professionalism and Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Thinking and Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient Interaction and Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Detailed Supervisor Feedback

Strengths:

Areas for Improvement:

Recommendations for Training or Development:

Overall Evaluation

Overall Grade (Tick One):	Score	Remarks
<input type="checkbox"/> Unsatisfactory	≤ 60	Significant improvement needed; training repetition required.
<input type="checkbox"/> Satisfactory	61–69	Meets basic standards; requires targeted development.
<input type="checkbox"/> Good	70–79	Generally competent; consistent performance.
<input type="checkbox"/> Very Good	80–89	Exceeds expectations; demonstrates strong capabilities.
<input type="checkbox"/> Excellent	≥ 90	Outstanding performance; exemplary in all areas.

Supervisor's Name and Signature:



Appendix (2):



Request for Research Idea Registration

OFFICIAL USE ONLY

Registration number: SRC/REG/20__/_/___

Registration date: _____

APPLICANT INFORMATION

Name	
Designation	
Department	
E-mail	
Contact Number	

CO-INVESTIGATORS

Se. Number	Names	Designation/ Intern/Student	Department	Affiliation
1				
2				
3				
4				
5				

RESEARCH DETAILS

Proposed Research Title:			
Research Type:	<input type="checkbox"/> Clinical Study	<input type="checkbox"/> In-vitro	
	<input type="checkbox"/> Survey	<input type="checkbox"/> Review	
	<input type="checkbox"/> Case Report/Series		
Date of Submission:			
Proposed Research Period:			
Expected Start Date:	Expected End Date:		
Research Site:	<input type="checkbox"/> KKU Dentistry <input type="checkbox"/> KKU-Other Faculties <input type="checkbox"/> Outside KKU Facilities		
Funding Details (if applicable):			

Applicant Signature: _____

NOTE: The research idea registration is valid for 30 DAYS unless the complete research proposal is submitted.



Appendix (3):



Research Proposal Form

Official Use Only	
Registration Number:	___ / ___ - ___ 20/REG/SRC
Registration Date:	

Applicant Information

Applicant Name:	
Academic Rank/Position:	
Department:	
Email:	
Phone Number:	

1. Research Title

In Arabic:	
In English:	

2. Research Type

	Tick (✓)
Clinical Trial (Interventional)	
Clinical Trial (Non-Interventional)	
Animal Study	
Questionnaire	
Case Report / Case Series	
In-vitro Study Involving Biological Tissues	
Laboratory-based In-vitro Study	
Literature Review	

3. Research Summary

<p>Provide a brief description (200-250 words) covering the research problem, significance, objectives, and methodology.</p>	
--	--



4. Research Problem and Significance

<p>Explain the research problem and its importance in detail.</p>	
---	--

5. Research Objectives

<p>State the main objectives of the research.</p>	
---	--

6. References

<p>Provide references supporting the research.</p>	
--	--

7. Methodology

<p>Include details such as the target population, sample size, inclusion/exclusion criteria, data collection tools, ethical considerations, and statistical analysis plan.</p>	
--	--



8. Research Team Commitment	
The research team agrees to the following:	
1. All text, graphics, and associated documents included in this proposal are original.	
2. The team is responsible for the ethical and scientific conduct of the research.	
3. Monthly progress reports will be submitted to the Scientific Research Committee (SRC).	
4. Any presentation/publication must adhere to ethical standards and be reported to the SRC.	
5. Upon publication, the research team will submit details to the SRC.	

	Name	Role	Signature	Date
1.	Principal Investigator			
2.	Co-Investigator			
3.	Co-Investigator			
4.	Co-Investigator			
5.	Co-Investigator			

Note: Please attach a brief CV of the principal investigator along with this proposal form.



Appendix (4):



KING KHALID UNIVERSITY
COLLEGE OF DENTISTRY
SCIENTIFIC RESEARCH COMMITTEE



OFFICIAL USE ONLY

REGISTRATION NUMBER: SRC/ETH/20 /

REGISTRATION DATE:

APPLICATION FOR ETHICAL CLEARANCE: (CLINICAL TRIALS)

Research Title			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
Research Type			
Staff research:	<input type="checkbox"/>	Internship research:	<input type="checkbox"/>
Student research:	<input type="checkbox"/>	Funded research:	<input type="checkbox"/>

Principal Investigator:	
Name:	<input type="text"/>
Position :	<input type="text"/>
Tel no:	<input type="text"/>
Email:	<input type="text"/>
Co-Investigators	
1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>

Research Details	
Research site: <input type="text"/>	
Multi-site study: Yes:	<input type="checkbox"/> No: <input type="checkbox"/>
Proposed start date: <input type="text"/>	
Anticipated study duration: <input type="text"/>	
Participant detail:	
Male:	<input type="text"/> Female: <input type="text"/> Total: <input type="text"/>
Age range: <input type="text"/> years to <input type="text"/>	
Method of participant selection: <input type="text"/>	
<input type="text"/>	
Are there any perceived potential risks for participants/ researchers? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
If Yes Explain: <input type="text"/>	

Participant Check List		
Will informed consent be obtained? (attach the copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will questionnaire be used? (attach the copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Relationship between investigator and participant: <input type="text"/>		
Does the research include procedures on Under-age subjects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the study involve Vulnerable groups? (Mentally/physically challenged...)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any financial /other inducement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any participants or research related work from outside KSA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Data Collection & Handling	
Form of data collection;	
Identified:	<input type="checkbox"/> Potentially identifiable: <input type="checkbox"/>
De-identified:	<input type="checkbox"/>
Data storage:	
Identified:	<input type="checkbox"/> Potentially identifiable: <input type="checkbox"/>
De-identified:	<input type="checkbox"/>
Is collected data secured? Yes : <input type="checkbox"/> No: <input type="checkbox"/>	
Are the participants identifiable in publication /output ? : Yes : <input type="checkbox"/> No: <input type="checkbox"/>	

Action of SRC-COD	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Signature of Chairperson-SRC-COD	

1.Mandatory for all investigations involving human participants with Clinical trials. 2.Please submit additional documents if required /asked to confirm the ethical practice in research activity and data handling.



**KING KHALID UNIVERSITY
COLLEGE OF DENTISTRY
SCIENTIFIC RESEARCH COMMITTEE**



Fill appropriate sections applicable for your research

Administration Of Substance/ Drugs
Name of substance: <input type="text"/>
Dosage per administration: <input type="text"/>
Frequency of administration: <input type="text"/>
Total amount of administration: <input type="text"/>
Is your study a non-interventional trial? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Please register with Saudi food and drug agency (MDCI@sfda.gov.sa)
Is your study a Post-Authorisation safety trial? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Please register with Saudi food and drug agency (MDCI@sfda.gov.sa)
Anticipated effects: <input type="text"/>

Bodily Tissue Collection
The bodily tissue collection is: Prospective : <input type="checkbox"/> Retrospective: <input type="checkbox"/>
What tissue/ fluid : <input type="text"/>
Frequency and volume <input type="text"/>
Method of storing /disposing <input type="text"/>
Who will collect and expertise in doing so: <input type="text"/>
The collection of biological material is for : Clinical care : <input type="checkbox"/> Research purpose: <input type="checkbox"/>

Radioactive Material
Exposure to Radioactive material: Yes <input type="checkbox"/> No <input type="checkbox"/>
Therapeutic : <input type="checkbox"/> Diagnostic: <input type="checkbox"/>
Does the trial involve additional radiation exposure? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
State the associated risk: <input type="text"/>
Explain about clinical monitoring and safety measures of the participants: <input type="text"/>
Qualification and competence of Principal Investigator : <input type="text"/>

Medical Devices
This study on medical device is: Trial investigating : <input type="checkbox"/> Evaluating : <input type="checkbox"/>
Name of the Instrument/ Device: <input type="text"/>
Is the instrument approved for safety standards? Provide details: <input type="text"/>
Is the study within the terms of its safety standards or to obtain the safety standard certificate? Provide explanation: Please register with Saudi food and drug agency (MDCI@sfda.gov.sa) <input type="text"/>

I declare that the above project has been developed and will be conducted in accordance with relevant SRC-COD standards, policies, and codes of practice including any standard or special condition for ongoing ethics clearance. In case, there will be any changes in the procedures for obtaining the subjects, or if there will be some physical or emotional harm to the subjects, I shall report these to the SRC-COD.

Signature of Principal Investigator(Including on behalf of all Co-Investigators)

- 1.Mandatory for all investigations involving human participants with Clinical trials.
- 2.Please submit additional documents if required /asked to confirm the ethical practice in research activity and data handling.



Appendix (5):



KING KHALID UNIVERSITY
COLLEGE OF DENTISTRY
SCIENTIFIC RESEARCH COMMITTEE



OFFICIAL USE ONLY
REGISTRATION NUMBER: SRC/ETH/20 / REGISTRATION DATE:

APPLICATION FOR ETHICAL CLEARANCE: (NOT CLINICAL TRIALS)

Research Title

Research type

Staff research: Internship research:

Student research: Funded research:

Principal Investigator:

Name: _____

Position: _____

Tel no: _____

Email: _____

Co-Investigators

1. _____

2. _____

3. _____

4. _____

Research Details

Research site: _____

Multi-site study: Yes: No:

Proposed start date: _____

Anticipated study duration: _____

Participant detail:

Male: Female: Total:

Age range(years): From To

Method of participant selection: _____

Are there any perceived potential risks for participants/ researchers? Yes: No:

If Yes Explain: _____

Participant Check List

Will informed consent be obtained? (attach the copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will questionnaire be used? (attach the copy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Relationship between investigator and participant:		
Does the research include procedures on Under-age subjects?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the study involve Vulnerable groups? (Mentally/physically challenged...)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any financial /other inducement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any participants or research related work from outside KSA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Data collection

Form of data collection;

Identified: Potentially identifiable:

De-identified:

Data storage:

Identified: Potentially identifiable:

De-identified:

Is collected data secured? Yes: No:

Are the participants identifiable in publication /output?: Yes: No:

Undertaking

In case there will be any changes in the procedures for obtaining the subjects, or if there will be some physical or emotional harm to the subjects, I shall report these to the SRC-COD.

Sign of Principal Investigator (For all Investigators)

Action of SRC-COD

Signature of Chairperson-SRC-COD

1. Mandatory for all investigations involving human participants.
2. Please submit additional documents if required /asked to confirm the ethical practice in research activity and data handling.



Appendix (6):



Research Performance Report

To: The Internship Committee

Please find our report on interns' performance during their research project.

- **Project Title:**
- **Full Name of Intern:**
- **Date of Report:**
- **Names of Supervisors:**

Performance Grades:

Performance	Poor	Fair	Good	Very Good	Excellent
Grades	2	4	6	8	10

Scoring Criteria:

#	Criteria	2	4	6	8	10
1	Knowledge of subject					
2	Ability to sift & use information from cited literature					
3	Ability to analyze and interpret data					
4	General attitude & motivation to work					
5	Promptness of work					

Score % = Summation of marks X 2 = _____

Over-All Assessment: Pass ($\geq 60\%$) Not Pass ($< 60\%$)

Recommendations:

.....

Names & Signatures of Evaluators:

- **Dr.**
- **Dr.**
- **Dr.**

Note: Each form should be separate for individual intern research performance.



Appendix (7):



Research Progress Report Form

To: Internship Program Committee,

From: _____

Date: _____

I hereby submit the research progress report for the interns in the field of dentistry:



1. _____
2. _____
3. _____
4. _____

Research Title: _____

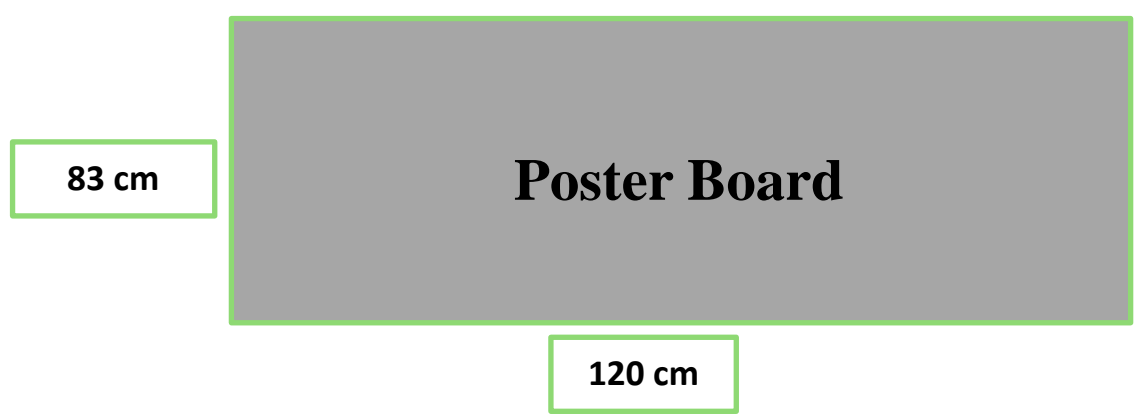
Section	Research Steps and Progress	Status	Remarks
0–5 months	- Literature Review	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending	
	- Materials and Methods	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending	
	- Results and Analysis	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending	
6–10 months	- Summary and Conclusion	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending	
	- Evaluation and Submission	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending	
	Before the scheduled submission deadline.		

Supervisor's Name and Signature: _____

Appendix (8):

 <p>Title: X..... Y..... Z.....</p> <p>Name (Intern Dentist) , Name (Intern Dentist) , Name (Intern Dentist)</p> <p>Supervisor: Mohamed Fadul A. Elagib (MD, MSc., BDS)</p> 		
<p>Introduction:</p> <p>- ABC</p>	<p>Results and Discussion:</p> <p>- ABC</p>	<p>Conclusion:</p> <p>- ABC</p>
<p>Specific Objectives:</p> <p>- ABC</p>		<p>Recommendations:</p> <p>- ABC</p>
<p>Materials & Methods:</p> <p>- ABC</p>		<p>References:</p> <p>1. ABC 2. ABC 3. ABC</p> <p>Vancouver Style</p>

Poster Sizes



Appendix (9):



Poster Presentation Evaluation Form

Purpose

This form is tailored to evaluate the effectiveness of poster presentations, with a specific focus on the intern's ability to present, explain, and deliver their research findings. It emphasizes the quality of the poster, the clarity of explanation, and the delivery skills, ensuring a thorough assessment of both visual and oral presentation aspects.

Evaluation Criteria

Criteria	Description	Score
Poster Appearance	Visual appeal, organization, and adherence to academic standards in poster design.	
Content Quality	Relevance, accuracy, and logical flow of information presented in the poster.	
Clarity of Explanation	Ability to clearly explain the research objectives, methods, results, and conclusions in a concise and logical manner.	
Engagement with Audience	Presenter's ability to maintain audience interest through interactive and engaging explanations.	
Delivery Skills	Confidence, articulation, and body language during the presentation.	
Handling of Questions	Ability to address audience questions accurately, confidently, and thoughtfully, demonstrating deep understanding.	
Time Management	Adherence to allocated time while effectively covering all key aspects of the research.	

Scoring Scale

Each criterion is rated on a scale of 1 to 5:

- 1: Needs Improvement
- 2: Fair
- 3: Good
- 4: Very Good
- 5: Excellent

Total Score: ____ / 35

Evaluator Information

- **Name:** _____
- **Position:** _____
- **Date:** _____



Appendix (10):



Research Evaluation Form

To: Internship Program Committee

From:

Subject: Research Evaluation Form

Date:

Names of Interns:

1.
2.
3.
4.

Research Title:

Research	Marks	Presenter	Marks
Review of Literature	/10	Knowledge of subject	/10
Materials & Methods	/10	Ability to communicate the essence of the research	/10
Results & Analysis	/10	Ability to respond appropriately to questions	/10
Discussion & Conclusion	/10	General attitude to criticisms and opinions	/10
References & Submission	/10	Confidence & appearance	/10

Total score out of 100: _____

Evaluator's Name & Signature: _____



Appendix (11):



Case Presentation Assessment Form

Section	Details
Intern Details	
Name:	
Batch Number:	
Date of Presentation:	
Case Title:	
Specialty/Rotation:	<input type="checkbox"/> Comprehensive Care <input type="checkbox"/> Endodontics <input type="checkbox"/> Surgery <input type="checkbox"/> Prosthodontics <input type="checkbox"/> Other: _____

Assessment Criteria

Criteria	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unsatisfactory (1)	Remarks
Case Relevance & Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinical Knowledge & Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Presentation Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual Aids (Clarity & Effectiveness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem-Solving & Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Response to Audience Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clinical Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(1/2)



Feedback Section

Aspect	Comments	
Strengths:		
Areas for Improvement:		
Suggestions for Future Presentations:		
Evaluator Details	Name:	
	Position:	
	Date:	

Appendix (12):



IPC Rules & Regulations Agreement Form

I have read the rules and regulations for the *Internship* Programme in the internship programme manual of King Khalid University, College of Dentistry. I agree to these terms and understand that I will be expected to adhere to these expectations for the duration of the programme. I also understand that, in addition to this agreement, additional terms may be added based on the circumstances onsite.

In witness of the terms of this agreement, and intending to be legally bound, signatures of the following parties are affixed:

Intern's Name:

Intern's Signature:

Date: ____/____/____

Noted by:

IPC Director

Appendix (13):



نموذج إخلاء طرف طبيب الامتياز
(ما قبل برنامج الامتياز)

الاسم: _____ الرقم الجامعي: _____
السجل المدني: _____ رقم الجوال: _____

م	الجهة	اسم المسؤول	التوقيع
١.	رئيس قسم جراحة الفم والوجه والفكين		
٢.	رئيس قسم أسنان الأطفال وتقويم الأسنان		
٣.	رئيس قسم الاستعاضة السنية		
٤.	رئيس قسم إصلاح الأسنان		
٥.	رئيس قسم أمراض الفم والتشخيص		
٦.	رئيس قسم أنسجة الفم وخدمة المجتمع		
٧.	المكتب الأكاديمي		
٨.	مدير العيادات		
٩.	مدير المعامل والمختبرات		
١٠.	مدير معمل الفانتوم		
١١.	أمين غرفة القراءة		
١٢.	أمين المستودع		
١٣.	أمين عهدة الطلاب		

تشهد إدارة كلية طب الأسنان بجامعة الملك خالد بأنها بأن طبيب الامتياز بعاليه قد أخلى طرفه من كافة وحدات الكلية.

مدير إدارة كلية طب الأسنان

الختم الرسمي



Appendix (14):



Date:

To:

Dear Doctor/Director,

Our graduate would like to undergo part of the Internship training at your respected facility. I would therefore be grateful if you are able to offer that opportunity. The personal information and the proposed training period and posting are listed below for your kind consideration.

Basic Information:

Trainee's Name:	National ID:
Year of Graduation:	Phone:
Batch of Graduation:	Email address:

Proposed Training Period:

From:	To:	Total No. of Months:
--------------	------------	-----------------------------

Proposed Training Post:

<input type="checkbox"/> PDC/GP	<input type="checkbox"/> Oral / Maxillo Surgery
<input type="checkbox"/> Specialty-based:	<input type="checkbox"/> Other (Specify):

For further inquiries, please call (017) 241-7647.

Thank you for your kind cooperation.

Sincerely,

Dr. Ali Mansour Alqahtani

Chairman of the Internship Program

Email: IPCDENT@kku.edu.sa

College of Dentistry, King Khalid University

Abha, Saudi Arabia

KKU - COD
Stamp

Response

Accepted Denied **The reason of refused:** _____

Name:
Position:
Signature:

Institute
Stamp

Tel.:
Email:
Date:

Appendix (15):



Leave Request Form

(To be submitted to the Internship Program Committee)

Section	Details
Intern Information	Full Name: _____ National ID Number: _____ Internship ID Number: _____ Application Date: _____
Requested Leave Period	From Date: _____ From Time: _____ To Date: _____ To Time: _____ Total Duration (Hours): _____
Type of Leave	<input type="checkbox"/> Emergency Leave <input type="checkbox"/> Sick Leave <input type="checkbox"/> Other (Specify): _____
Reason for Leave	<input type="checkbox"/> Personal or family emergency <input type="checkbox"/> Medical examination or treatment <input type="checkbox"/> Caregiving for a critically ill family member <input type="checkbox"/> Other (Specify): _____
Compliance Questions	1. Have you maintained attendance and fulfilled your obligations prior to this request? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Have you attached the necessary supporting documents (e.g., medical reports)? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Is this request due to unavoidable or emergency circumstances? <input type="checkbox"/> Yes <input type="checkbox"/> No
Declaration	I declare that the information provided in this leave request form is true and complete. I understand that this application will be evaluated according to the institution's regulations, and I am committed to submitting any additional documents required to support my request.
Intern's Signature	_____
Supervisor's Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Remarks or Justifications: _____
Supervisor's Name & Signature	_____
Approval Date	_____



Appendix (16):



Violation Notification Letter

Section	Details
Intern Information	Name: _____ Intern ID Number: _____ National ID Number: _____ Date: _____
Violation Description	
Improvement Plan	
Consequences of Repeated Violations	
Declaration	By signing this form, I declare that I have received and understood the contents of this notification. I commit to improving my performance and adhering to all institutional policies, procedures, and guidelines moving forward.
Signatures	Intern's Signature: Supervisor/Director's Name & Signature:
Date:	

Appendix (17):



Dental Intern Procedure Assessment Form

Section	Details	
Intern Details	Name: _____	Batch Number: _____
	Rotation/Clinic: _____	Date of Assessment: _____
Patient Details	Patient ID: _____	Date of Visit: _____
	Chief Complaint:	
Case Details	Dental & Medical History Summary:	
	Diagnosis:	
	Treatment Plan:	
	Procedure Performed: (Specify):	

Criteria	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unsatisfactory (1)
Case Documentation Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with Infection Control Protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Dexterity & Precision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-Treatment Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Feedback	Strengths:				
	Areas for Improvement:				
Signature	Supervisor:				



Appendix (18):



Group Discussion Session Evaluation Form

Section	Details
Intern Name:	
Date of Session:	
Discussion Topic:	
Evaluator Name:	

Evaluation Criteria

Criteria	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unsatisfactory (1)
Contribution to discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of insights shared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application of evidence-based practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with peers and facilitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Feedback

• Strengths:

• Areas for Improvement:

Signature of Evaluator: _____



Appendix (19):



Community & Volunteer Dental Project Evaluation Form

Section	Details
Intern Name:	
Project Name:	
Date of Project:	
Evaluator Name:	

Evaluation Criteria

Criteria	Excellent (5)	Very Good (4)	Good (3)	Needs Improvement (2)	Unsatisfactory (1)
Level of involvement in planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Execution and participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation and reporting quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Feedback

• Strengths:

• Areas for Improvement:

Signature of Evaluator: _____