

JHAH Internship Program (JIP)

Expectations, Policy, and Process

Terms used

- JHAH – Johns Hopkins Aramco Healthcare
- JIP – JHAH Internship Program
- OAA – Office of Academic Affairs
- IC – JHAH Internship Coordinator
- D-IC – Respective Department’s Intern Coordinator
- SCFHS – Saudi Commission for Health Specialties
- GPA – Grade Point Average
- WBP – Workplace-based Practice
- P&P – Policies and Procedures
- SME – Subject Matter Expert
- NID – National Identity Card/National Family Card
- BLS – Basic Life Support Provider Certification
- HR – Human Resources Department

Expectations

► Saudi national BSc students:

- 3 – 12 months experiential training in a safe environment under direct supervision of a designated, trained preceptor (JHAH employee trained in preceptorship) for selected specialties of healthcare services
- The internship must be necessary for completion of the 5-year BSc course and/or Saudi Commission for Healthcare Specialties licensure

► Universities:

- Meet the established WBP learning objectives
- Receive final evaluation – reports on student progress and performance
- First time collaboration with the respective university requires review and acceptance of the relevant JHAH Scope of Internship. The respective Scope of Internship is sent by the OAA JHAH Coordinator to the university for review and acknowledgment

JHAH Responsibility

► JHAH provides and facilitates the following:

- Training of the future Saudi workforce in respective specialty to the highest standards
- Creating awareness about professional ethics that need to be practiced such as punctuality, innovation, reliability, honesty, etc.
- Teaching the students to learn how to handle work-related stress and pressure
- Enabling the students to develop efficient communication skills to deal with all three levels of professional work, i.e., clients, peers and superiors
- Exposing students to future employment opportunities
- Reports to the universities on student progress towards the learning objectives

- ▶ Workplace-based training provision at no charge
- ▶ Duration minimum 3 months, maximum 12 months
- ▶ No monetary compensation, no housing
- ▶ Medical coverage of an intern on emergency basis only at JHAH and MDFs
- ▶ No leave day entitlements except 5 emergency days off
- ▶ Medical leave requires medical certificate. Excessive leave days or leave occurring in a pattern will have to be completed at the end of the training to receive a Completion Certificate
- ▶ Maternity leave – according to the Saudi Ministry of Education and in accordance with university guidelines, 15 days at present, it will have to be completed at the end of the training to receive a Completion Certificate
- ▶ Entitled to company holidays and weekends
- ▶ Starts only on the 1st day of any given month
- ▶ **Admission criteria:**
 - ▶ Cumulative GPA 2.5/4 or 3.2/5, minimum of C mark or equivalent in core subjects
 - ▶ Good English language skills, written & spoken
 - ▶ Successful at admission interview with respective SME and IC
- ▶ Each JHAH area accepting students has an explicit Scope of Internship in place with clearly defined learning objectives and a designated Intern Coordinator

JHAH Training Areas

Clinical

- Nursing
- Physical Therapy
- Occupational Therapy
- Speech and Language Pathology
- Audiology
- Clinical Nutrition
- Respiratory Therapy
- Anesthesiology Technologist
- Emergency Medical Technologist
- Clinical Laboratory Technologist/Medical Laboratory Technologist
- Radiology
- Non-invasive Cardiology Technologist
- Clinical Pharmacy
- Dental Assistant
- Dental Laboratory Technologist
- Clinical Psychology

Non-Clinical

- Human Resources (3-6 months)
- Finance (3-12 months)
- Health Information/Medical Records Unit (3 months)
- Clinical Informatics (coming up soon)

JIP Process

- ▶ University requests training by sending following documents to the OAA via an e-mail to Clinical.Affairs@jhah.com or alena.pavelkova@jhah.com. Request for training has to be received a minimum of 3 months before intended start of internship. Direct requests from students are unacceptable.
 - ▶ Letter of Training Request on behalf of the students in English language
 - ▶ Students' English Academic Transcripts
 - ▶ Students' CV
 - ▶ Copy of NID and passport
 - ▶ Blood Group Certificate
 - ▶ BLS certificate for the clinical training candidates
- ▶ Requests are screened and shortlisted by the JHAH Intern Coordinator (IC), and an interview is scheduled on a mutually convenient date/time
- ▶ Number of students is based on pre-defined operational needs of each area as communicated to the IC by the respective Department Interns Coordinators (D-IC). When all slots have been filled, no further requests can be accepted.
- ▶ OAA obtains security access for an admission interview on agreed date/time
- ▶ Names of successful students are communicated to the respective university by the OAA-IC
- ▶ IC liaises with the HR Services Group to obtain SA ID Cards and vehicle access stickers for interns
- ▶ Orientation program for non-employees is held once a month on the 1st working day of the month in the OAA
- ▶ D-IC selects preceptors for each student and periodically provides performance feedback to the students. Periodical performance reports are also sent to the OAA-IC
- ▶ IC reports back to the university on student performance, and issues an Internship Completion Certificate to the interns at the end of the internship training
- ▶ IC arranges for faculty site visits and meetings with the interns when requested

Contact details

For further queries please contact

Alena Pavelkova, MSc Clinical Edu, BSc Nursing, RN

JHAH Advanced Training Advisor & Internship Coordinator

Office of Academic Affairs | Johns Hopkins Aramco Healthcare | Room G11-4 | Building 554 | Dhahran

Tel: + 966 13 877 3220 | Mobile: +966 503943938 | Fax: +966 13 877 8076

Email: alena.pavelkova@jhah.com

To apply for internship please e-mail required documents to Clinical.Affairs@jhah.com