

CAAM-HP Medical Education Database Form

Section 6 (Internship)

N.B. This form should only be completed by medical schools offering educational programmes in which a specified period of internship is a requirement for completion of the programme and award of the MD/MBBS Degree.

Submitted by:

Date:

ACKNOWLEDGEMENT

This Database Form for accreditation of medical schools in the Caribbean was adopted with permission from the Liaison Committee on Medical Education, and modified, from their document *Data Collection Instrument for Full Accreditation Surveys*

Note: This document, or no part thereof, may be copied without permission from the LCME and the CAAM-HP.

Guidelines for Completing the Database Form

- This form has been prepared as an editable document template in Microsoft Word format with items listed in order of the expected CAAM-HP Standards.
- Schools should make every effort to be concise in their responses while ensuring that each required item is addressed adequately
- Requested responses to each item may include one or all of the following:
 1. Narrative text
 - Shaded spaces are provided for entering narrative text. These spaces are preformatted in Times New Roman font, 11 pt. black and will expand to accommodate entry of text
 - When pasting text from other documents into these spaces, care should be taken to avoid changes in formatting that may result in difficulty for the reader
 2. Tabular Responses
 - For some items, preformatted tables are provided for entering requested data.
 - These spaces are also preformatted in Times New Roman font, 11 pt. black
 - Note that some tables may need to be expanded or duplicated and column or row headings adjusted to conform to terminology used by the school.
 3. Appendices
 - Where additional documents are requested, a place is provided for the school to provide a reference to an appendix that is to accompany the completed form
- The pages are numbered and as responses are entered, text may flow over to the following page with increase in the total number of pages.
- However, in the final submission, each standard followed by the school's responses should begin on a new page and efforts should be made, wherever possible, to avoid tables breaking across pages.
- Referencing of items will refer to the page, standard and item number, for example, 'Page 43, MS-3 c'.
- The document submitted to the CAAM-HP should not be converted to pdf but should remain in Word format.

For further assistance, please contact the CAAM-HP Secretariat as below

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IT-1: Provision of the Internship

The medical school offers, as an integral part of its medical education programme, a period of supervised practice/internship for all its students, which must be completed satisfactorily prior to award of the MD/MBBS Degree and graduation from the programme.

Notwithstanding the inclusion of such a provision, graduates of such schools who wish to practice independently in CARICOM countries may be required to successfully complete an additional approved internship and/or to sit the Caribbean Association of Medical Councils (CAMC) examination or its equivalent, prior to registration/ licensure by the respective Medical Council.

Supporting Documentation

1. Provide as an appendix, a schematic diagram of the school's curriculum showing the placement of the internship period within the overall educational programme.

Appendix title and number	
Place ✓ if not available	

2. Provide as an appendix, a copy of the policy that speaks to the specific requirement for all students to complete the internship period prior to graduation/award of the MD/MBBS Degree.

Appendix title and number	
Place ✓ if not available	

IT-2: Duration of the Internship Period

The medical school provides a period of internship for all its students comprising at least twelve (12) months of supervised practice and training in approved positions in hospitals and community centres prior to their graduation from the educational programme.

Such positions and institutions may be approved within or outside member countries, provided that they meet the same criteria as those approved in the country/region in which the school is located.

Narrative Response

- a. Provide a brief summary of the school's undergraduate internship programme including:
 - i. How it is integrated into the overall medical education programme
 - ii. The requirements for entering the period of internship

- b. Describe the process for selection/assignment of students to internship positions including the name of the faculty committee or individual responsible.

Supporting Documentation

1. Provide as an appendix, the school's policy documents/handbooks where the points in the above narrative are addressed.

Appendix title and number	
Place ✓ if not available	

IT-3: Structure and Required Disciplines of the Internship

The internship period designated by the school includes periods of at least six weeks of supervised training (excluding periods of leave) in each of the disciplines of medicine, surgery, psychiatry, obstetrics, and primary care, and should encompass the care of adults, children, and emergency cases.

Some requirements may be combined, for example, paediatric surgery may count as both experience in surgery and caring for children while primary care can be fulfilled in community/family practice or in an emergency department.

Supporting Data

Table IT-3.1: Structure and Duration of the Undergraduate Internship Period

Provide the information requested in the table for each of the disciplines that all students are required to complete prior to award of their MD/MBBS Degree. For each discipline, indicate with an X the types of cases seen and in the final 2 columns, indicate the percentage time spent on the inpatient and outpatient services

Discipline	Duration in Weeks	Adults	Children	Emergency Cases	Inpatients	Outpatients
Medicine						
Surgery						
Psychiatry						
Obstet./Gyn.						
Primary Care						

Narrative Response

- a. Describe how students are oriented to the objectives and requirements of the internship period and who is responsible for arranging this. Include how students/interns are made aware of:
 - i. Their supervisors and their responsibilities for patient care
 - ii. The school's requirements for satisfactory completion of the internship
 - iii. How they will be evaluated
 - iv. The educational resources that are available to them

IT-4: Approval of Internship Positions

The medical school, in consultation with the government of the country in which it is located, identifies, approves and regularly reviews positions and institutions that meet the educational and supervisory requirements of the internship period for its students. Approved positions are reviewed every five years or upon receiving adverse information that may affect the approval of such positions.

Narrative Response

- a. Describe the process for approval of internship positions including
 - i. The name of the individual or committee responsible.
 - ii. How frequently these are reviewed to ensure that they continue to meet the educational and supervisory requirements established by the school.
 - iii. What information/data is considered in the process of review, including student and faculty feedback.
 - iv. Any problems that have occurred regarding the approval of internship positions.

- b. Indicate for the last three academic years whether any previously approved internship positions have been discontinued as a result of unfavourable information and, if so, the reasons for discontinuation and the school's arrangement for alternative placements.

Supporting Data

Table IT-4.1: Approved Internship Positions

Provide a list of approved institutions and the number of currently approved posts in each required discipline. Add rows as needed.

Hospital or Clinical Facility	Number of Approved Internship Positions				
	Medicine	Surgery	Psych.	Obst.	Primary Care

Table IT-4.2: Dates of Last Approval for Internship Positions

For each approved hospital/clinical facility, provide the year of approval and the year of the last review. Add rows as needed.

Name of Hospital or Clinical Facility	Year first approved	Year of last review

Supporting Documentation

1. Provide as an appendix, a copy of the evaluation instrument/form used in the approval of internship positions.

Appendix title and number	
Place ✓ if not available	

Proposed

IT-5: Guidelines for Students undertaking Internship

The medical school develops written objectives and policy guidelines for internship, which includes workload, clinical supervision, patient encounters and student assessment during each required rotation.

Narrative Response

- a. Describe the educational objectives of the undergraduate internship period and how these are mapped to the overall programme objectives.

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- b. Describe the school's policies on student workload and clinical supervision during the internship period.

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- c. Describe how the school monitors these and how it ensures that patient encounters are sufficient and appropriate to meet the educational objectives of each required discipline.

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- d. Describe the school's policies for assessment and progression of undergraduate interns during the internship period.

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Supporting documentation

1. Provide in an appendix, examples of evaluation instruments used by the school to monitor the adequacy of patient encounters, for example, patient logs, case-notes, etc.

Appendix title and number	
Place ✓ if not available	

2. Provide in an appendix, two examples of written intern evaluations carried out during the last academic year.

Appendix title and number	
Place ✓ if not available	

3. Provide as an appendix, student handbooks or policy documents indicating where the educational objectives of the internship period are located.

Appendix title and number	
Place ✓ if not available	

Proposed

IT-6: Contractual Conditions of Internship

The medical school, in collaboration with the clinical facility has written agreements/contracts for its students who are assigned to approved internship positions that include suitable accommodation with ready access for interns to carry out emergency tasks and to rest and sleep between patient care duties as well as established stipulations on leave including the following:

- Provision for a minimum of four weeks' vacation leave per year, with at least one week taken within the first six-month period and a portion of which must be taken at least every 6 months.
- Approved sick leave, which is not deducted from vacation time but is taken into account when evaluating the internship period for a particular discipline.

Supporting Documentation

1. Provide in an appendix, a copy of the guidelines for the work of interns.

Appendix title and number	
Place ✓ if not available	

2. Provide in an appendix a copy or copies of written agreements between the school and the clinical institution regarding the roles and responsibilities of both parties to provide appropriate supervised internship experiences including suitable accommodation, ready access to patient care duties and stipulation for leave entitlement.

Appendix title and number	
Place ✓ if not available	

IT-7: Required Facilities and Services for Approval of Internship Positions

All hospitals or clinics that are approved for undergraduate internships have, or have ready access to, basic facilities for patient care, including pathology, diagnostic laboratory and imaging services.

Narrative Response

- a. Indicate the criteria used for approval of internship posts and describe the process for approval.

Supporting Data

Table IT-7.1: Required Services and Facilities for Approval of Internship Positions			
Complete the table below by inserting an X in the appropriate column for each hospital or clinical site that provides approved internship positions for the school. Add rows as needed.			
Name of Hospital or Clinical Facility	Service/facility		
	Basic laboratory	Pathology	Imaging

Supporting Documentation

1. Attach in an appendix, a copy or copies of document(s) where these criteria and policies are described.

Appendix title and number	
Place ✓ if not available	

IT-8: Educational Activities for Interns

Departments/disciplines in hospitals or clinics that are approved to supervise undergraduate interns provide, at least twice per month, scheduled educational activities that include case management reviews, and ethical issues around health care provision.

Narrative Response

- a. In addition to bedside teaching during ward rounds and clinics, provide a brief description of the programme of formal educational activities provided for interns at their assigned hospitals and/or clinical facilities. Indicate who or what committee is responsible for developing and delivering the scheduled activities and how the topics are chosen.

- b. Indicate whether and in what way attendance/participation of interns in these activities is considered in their evaluations.

- c. Have there been instances of interns receiving unfavourable evaluations due to failure to attend/participate in the formal educational programme of activities? If so, indicate how this was resolved.

Supporting Documentation

1. Attach in an appendix, a timetable of educational activities for interns covering the last two academic years.

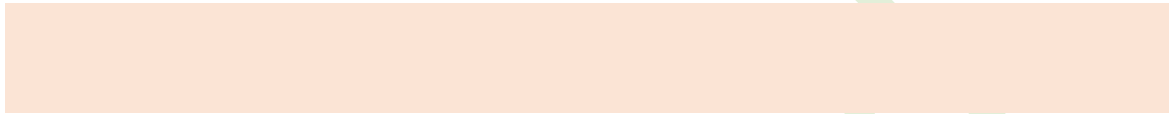
Appendix title and number	
Place ✓ if not available	

IT-9: Educational Resources for Interns

The medical school ensures the provision and ready availability of basic textbooks and other relevant educational materials for its undergraduate interns in each of the required disciplines.

Narrative Response

- a. Provide a list of textbooks and other relevant educational resources (including access to medical journals) and how these are kept up to date and made available to interns during each of their required rotations.



Proposed

IT-10: Appointment of Qualified Supervisors

The medical school in conjunction with the clinical facilities provides an adequate number of appropriately qualified supervisory staff for its undergraduate interns. On any particular service at any given time, the number of undergraduate interns does not exceed the number of experienced supervisory staff.

Internship supervisors:

- **have appropriate training, postgraduate credentials, and/or experience in the discipline.**
- **have ultimate responsibility for patient care in the discipline.**
- **may receive support in their supervisory tasks from other staff/residents.**

Narrative Response

- a. List the qualifications required of intern supervisors in each of the required discipline.

- b. Who/what group is responsible for the identification and appointment of supervisors?

- c. Are supervisors appointed formally or does it form part of their duties in their substantive posts?

- d. How is the provision of support staff monitored and maintained?

- e. Describe how supervisors are evaluated.

Supporting Documentation

1. If available, provide in an appendix a copy of the contract referring to the appointment as a supervisor.

Appendix title and number	
Place ✓ if not available	

Proposed

IT-11: Assessment of Interns

Undergraduate interns are provided with written evaluations, signed by the authorised supervisor for each segment of the undergraduate internship. Such evaluations are communicated to the institution where the undergraduate internship takes place, to the dean of their medical school and are made available for discussion with the undergraduate intern. A signed summary evaluation of completed disciplines is provided to the dean of the medical school and to the school’s grading authorities.

Narrative Response

- a. Briefly describe how, and by whom, the performance of undergraduate interns is evaluated during their required rotations. Indicate whether the evaluation includes written narrative assessments.

- b. Describe how and when interns are provided with feedback on their performance.

- c. How are the results of assessments communicated to the intern and to the medical school?

- d. Describe the mechanisms available to interns to discuss their assessment and how these are made known to them.

Supporting Documentation

1. Provide in an appendix, a copy of the assessment form used that is used by the school to record an intern’s performance.

Appendix title and number	
Place ✓ if not available	

IT-12: Policies for Addressing Unfavourable Internship Evaluations

In the case of an unfavorable evaluation, the undergraduate intern receives a written warning with sufficient time for the intern to take remedial measures to address shortcomings identified.

Narrative Response

- a. Describe the process for handling unsatisfactory assessments in cases where interns do not meet the expected requirements. Indicate how and when interns are provided with written warnings regarding unsatisfactory performance.

- b. Explain who is responsible for preparing warnings of unsatisfactory performance and how these are communicated to the intern and to the school.

- c. Describe the arrangements for completion of the internship when it has to be extended.

Supporting Data

Table IT-12.1: Incidence of Unsatisfactory Internship Evaluations			
Provide data for the last three academic years on the number of interns who received unsatisfactory evaluations and how many were required to repeat part of their internship			
Academic Year	For at least one rotation	For the entire internship period	Required to repeat part of the internship

IT-13: Interns' Rights to Appeal Adverse Reports

In the case of an adverse report, i.e., a segment of the undergraduate internship has not been completed satisfactorily, the medical school has written policies governing the right to appeal to the institution where the internship took place and to the medical school. On completion of the appeals process, the dean/academic director of the school and the employing authority make appropriate arrangements for satisfactory completion of the undergraduate internship.

Narrative Response

- a. Describe the mechanism for the intern to appeal.

- b. State how the rules for an appeal are made known to the intern and to the supervisory staff.

Supporting Documentation

1. Provide in an appendix, copies of the school's bylaws that govern an intern's right to appeal.

Appendix title and number	
Place ✓ if not available	