

CAAM-HP Medical Education Database

Section VI: INTERNSHIP

Part A: Key Quantitative Indicators

- a. Duration of Internship.
- b. List required disciplines and duration of rotation.

Discipline	Duration (weeks/months)

- c. Number of approved internship posts in the last four (4) years

Employer	Current year -----	Previous year-- -----	Previous year-2 -----	Previous year- 3 -----
Graduate's University				
National govt				
National non-govt				
Regional govt				
Regional non-govt				
Extra regional				
No. students-Final year				

*N.b National means state owned university and/or location of university.
Regional refers to non-national but in a CARICOM state.*

Provide a copy of the list of approved institutions and the number of approved posts. Where there is not approval for the full internship state what posts are approved.

d. Placement of graduates of the last graduating class (Year-----)

Employer	Graduate's University	National govt	National non-govt	Regional govt	Regional non-govt	Extra regional
Graduate's University						
National govt						
National non-govt						
Regional govt						
Regional non-govt						
Extra regional						
No. graduating students- (year)						

N.b National means state owned university and/or location of university.

Regional refers to non-national but in a CARICOM state.

See also CAAM-HP Annual Medical Questionnaire 16.

e. Number of Interns required to repeat part of the internship in the previous three (3) years

Employer	Previous year-1-----	Previous year-2-----	Previous year-3-----
Graduate's University			
National govt			
National non-govt			
Regional govt			
Regional non-govt			
Extra regional			
No. graduating students- (year)			

Part B: Narrative data and Tables

IT-1 *Graduates of a medical school must enter a period of supervised practise / internship prior to full registration to practise in CARICOM countries.*

CAAM-HP depending on its accreditation assessment may recommend that graduates of a school be required to do the Caribbean Association of Medical Councils (CAMC) examination or its equivalent in addition to satisfactorily completing an approved internship before being registered to practice independently in CARICOM countries.

- a.** State the mechanism for approval of internship posts, and name the chair of and composition of any committee charged with approval of internships. State what problems there are with the approval of internships and what they are.
- b.** State the criteria used for approval of internship posts. Attach a copy of any document available on the criteria for approval.
- c.** State the percentage of graduates who do internship in national or regional countries.
See also Part A this section (c.) and (d.)
- d.** Do graduates of the school have any problems with registering to practice in CARICOM countries? If so state what the problems are.

IT-2 *The period of internship must be no less than one calendar year and should consist of supervised practise and training in approved posts in hospital and community facilities.*

Posts and institutions may be approved in or outside of member countries provided they satisfy the same criteria as those approved in member countries.

IT-3 *The internship should include training in the disciplines of medicine, surgery, obstetrics and primary care and must include the care of adults, children and emergency cases.*

The period of training in a particular discipline under a supervisor must be no less than six weeks, exclusive of any leave period.

Requirements may be combined, for example, paediatric surgery may count as experience in the care of children and surgery. Primary care requirements may be met in community practice or in an emergency department.

See also Part A this section (a.) and (b.)

- a. State whether there have been any variations from the approved internship and give the reasons for such variation.

IT-4 *The medical school in consultation with governments should identify and approve posts and institutions in the member country in which it is located for the purposes of internship.*

Approved posts must satisfy the requirements of the CAAM-HP standards for education and supervision.

Approved posts should be reviewed every five years or on the receipt of information which may affect the approval of such posts.

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- a. What are the education and supervision requirements in place for approval of internship posts? *See also IT-1 (b.)*
- b. When was the last review of interns post done? What were the conclusions of that review? Attach any documental record of that review.

Year of last review	
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IT-5 *Approval of internship posts must be done on the basis of written guidelines on the amount of work to be undertaken, including the periods of on-call duty.*

The work load of an intern is determined by the number of hospital beds they are responsible for, the turnover of patients, the number of clinics attended and the number of patients seen in those clinics. The number of patients must be such that the intern has the time and the opportunity to ask questions of their supervisors and to read about the patient care problems faced.

An intern is normally expected to be able to satisfactorily complete the tasks assigned in four and a half normal working days or any other contractual arrangement.

Continuity of care is encouraged, however, an intern must have clear periods of uninterrupted sleep in every 36 hours period. On call periods and other work commitments must be arranged in such a manner that this objective is satisfied.

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- a. Attach a copy of the guidelines for the work of interns. State how these guidelines are made known to interns, supervisors and the administration of the institutions involved.
- b. State how these guidelines are monitored and the mechanisms in place to deal with breaches of these guidelines. State the name and position of any person responsible for

this area.

- c. Describe the mechanism in place to deal with a complaint that the guidelines are being breached.

IT-6 *Approved internship posts must have written contracts with stated periods of leave, a portion of which must be taken at least every 6 months.*

Contracts for interns must include accommodation arrangements that allow ready access to carry out their emergency duties and to be able to rest and sleep in between patient care duties.

Interns must have a minimum of four weeks paid leave a year, at least one week of which must be taken within a six-month period. Any periods of approved leave for illness must not be deducted from vacation leave but should be taken into account when assessing the period of internship in a particular discipline.

- a. Attach a copy (ies) of interns' contracts for approved posts.

IT-7 *Hospitals or clinics approved for internship purposes must have, or have ready access to, the basic facilities for the care of patients such as pathology and imaging services.*

- a. List or attach a list of all the hospitals with approval for interns' posts. *See also Part A this section (c.)*
- b. State what are the minimum requirements for facilities in hospital approved for internship posts. *See also IT 1(b.)*
- c. State what is done if an approved hospital no longer meets the facilities described in (b.)

IT-8 *Departments / disciplines which are approved to supervise interns must have a programme of education activities which should include case reviews of management including ethical issues.*

Interns must have access to organised education activities at least twice a month.

IT-9 *Basic texts and other education material relevant to the discipline must be readily*

available for the intern.

See also IT 1 (b.)

- a. Provide a copy (ies) of available education activities in approved institutions. State how these are published to interns and their supervisors.
- b. Provide copies of lists of library holdings available to interns in approved institutions. State how these are monitored and kept up to date.

IT-10 *Supervising staff must be identified and have the appropriate qualifications to act as supervisors.*

Supervisors must have the appropriate training, postgraduate qualifications and / or experience in the discipline and must have the final responsibility for the care of the patients in the discipline.

Supervisors may be supported in their supervision duties by junior staff / residents. On any particular service the number of interns must not exceed the number of staff senior to themselves.

- a. List the qualifications used to qualify as supervisors for interns. Are the CV's of supervisors checked and by whom?
- b. Are supervisors appointed formally or does it form part of their duties in their substantive posts? Provide a copy of the contract referring to the appointment as a supervisor.
- c. How is the provision of support staff monitored? State the mechanism in place to deal with deficiencies in junior staff support.

IT-11 *Interns should have written assessments, signed by the approved supervisor, of each segment of the internship; such assessments should be made available for discussion with the intern.*

The assessments of interns must be made available to the institution in which the internship is done and to the dean of the medical school.

A signed summary assessment of the disciplines completed during the internship should be available to the dean of the medical school and registration authorities.

IT-12 *In the case of an unfavourable assessment, the intern should receive a warning in*

writing in sufficient time that remedial action could be taken by the intern.

a. List the knowledge, attitudes and skills, required of a satisfactory intern. State how these are communicated to the intern and their supervisors. Attach a copy (ies) of assessment forms in use as well as summary completion of internship form.

b. Does the intern have access to their assessment?

Yes

No

State what mechanisms are available to the intern to discuss the assessment and how these mechanisms are made known.

IT-13 *In the case of an adverse report, i.e. the segment of the internship has not been approved as satisfactorily completed, the intern must be entitled to appeal to the institution in which the internship has been done and to the medical school. The dean / chief academic officer of the medical school, and the employing authority, should consider the appeal.*

The dean and the employing authority must make arrangements for the satisfactory completion of the internship.

a. Describe the mechanism for the intern to appeal. Attach any written rules in this regard. State how the rules for an appeal are made known to the intern and the supervisory staff.

b. Describe the arrangements for completion of the internship when it has to be extended. Include remuneration arrangements.

END OF SECTION VI