



Part Two: Internship in Hospitals and other secondary care organisations

Intern Name	
Training Center	
Department (s)	
Training Period	From: _____ To: _____

Domain	Skills to be Learnt	Attendance & Sincerity	Appearance & Conduct	Knowledge Gained	TOTAL
		1-20	1-20	1-60	
Healthcare Services					
Healthcare organization, structure and function	<ul style="list-style-type: none"> Identifying the structure and process of different health care levels and their activities. Comparing the legislative, administrative and legal proceeding in different level of healthcare delivery. Identifying the information needs of internal and external bodies at various levels 				



Computer Resources Efficacy					
Technical (hardware as well as software) resource management	<ul style="list-style-type: none"> Identify various computer hardware networking devices and their uses and installation. Identify the various software categories and get familiar with their installation/setup in the existing system. Application of knowledge of database querying, architecture design and data mining techniques to facilitate the information retrieval. 				
Information System Policy					
Information management systems	<ul style="list-style-type: none"> Maintain policy documentations in electronic format Identify strategic agendas in line with ehealth perspectives Update statistical data in internal management systems Utilize information systems for reporting Manage, sort, retrieve, and update data regarding communicable and noncommunicable disease, clinical and nonclinical (administrative) database/ registries. 				
Hospital Information System (HIS)					
Architecture of system	<ul style="list-style-type: none"> Identify and get familiar with the available components and technological resources on site List the potential uses of the available equipment 				



Different components of HIS system	<ul style="list-style-type: none"> • Understand the design of the Hospital Information System • Understand the different modules of the information system used at different departments 				
Medical Records Department					
Record Keeping	<ul style="list-style-type: none"> • Patient registration activities • Control and flow of medical record o Registration of medico legal cases • Verification of medical record and medical record number • Storing and retrieval of data o Scanning and filing of record • Microfilming o Maintaining Master Patient Index (MPI) 				
Electronic Medical Records	<ul style="list-style-type: none"> • Transition of Medical record o Functionality, usability, file sharing, Clinical decision support systems, Clinical physician order entry system o Patient monitoring system 				
Data Privacy, security and confidentiality	<ul style="list-style-type: none"> • Application of data security and confidentiality measuring concepts to protect patient health information. • Application of information system security policies. • Maintenance and monitoring of data storage systems. 				



ICD / Medical Coding System					
Coding section	<ul style="list-style-type: none"> Understanding the usage of medical coding in clinical information system Understanding the maintenance, policies and procedures to ensure the accuracy of and usage of coded data. To code the diagnosis and procedure mentioned on the medical record/bills by using relevant coding standards (SNOMED, CPT, ICD-9, ICD-10, ICD-11, etc.). Familiar with data integrity and coding audits. To understand the guidelines for medical coding compliance 				
Reimbursement Methodologies	<ul style="list-style-type: none"> Manage the use of clinical data required in prospective payment and reimbursement system in health care delivery Participate in the meetings for revenue cycle management Check the accuracy of billing through coding techniques o Assist in claim management and billing reconciliation process Orientation to the audit processes 				
Telemedicine					



Components of Telemedicine in Healthcare Delivery	<ul style="list-style-type: none"> Using computer and communication system to promote remote consultations and monitoring Assist in providing a set-up for remote examination Forwarding of examination and analyses result o Identify potential uses 				
Biosurveillance					
<ul style="list-style-type: none"> Reporting Statistical analysis of available data 	<ul style="list-style-type: none"> Identify electronic reporting mechanism of communicable diseases Generate reports of epidemic, endemic and pandemic disease outbreak Assist in utilizing the reporting mechanisms 				
m-Health					
Mobile applications and cloud system facilities	<ul style="list-style-type: none"> Identifying scope for the use of cloud computing concepts and other various mobile applications. Identify the potential areas of usage of mobile applications and devices. 				
Quality and Performance Improvement					
<ul style="list-style-type: none"> Health care quality Improvements for quality issue 	<ul style="list-style-type: none"> Provide support and assist in facility quality management and performance improvement programs. Analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of health care 				



	<ul style="list-style-type: none"> • Application of quality management knowledge and principles o List key performance indicators, measure using quality tools • Outcome measurements such as patient satisfaction • Support the quality assessment process and management tools like benchmarking, statistical quality control and risk assessment 				
Pharmacy					
<ul style="list-style-type: none"> • Order processing • Drug inventory management • Patient Drug Profiles 	<ul style="list-style-type: none"> • Inventory of all pharmaceutical products • Alerts when the quantity of an item is below a set quantity • Automatic electronic ordering system • Patient profiles containing details of their current and past medications 				
Radiology					
Radiology Information Systems	<ul style="list-style-type: none"> • Patient tracking • Scheduling • Result reporting • Image tracking 				
Image management systems	<ul style="list-style-type: none"> • PACS • DICOM • Importing and storing of radiographs 				



Laboratories					
Lab information systems management	<ul style="list-style-type: none"> • Electronic Reporting of Orders, Result, Schedules, Billings • Administrative information integration • Inventory management 				
Management and Leadership					
<ul style="list-style-type: none"> • Administration • Strategic • Planning & Development • Accreditation 	<ul style="list-style-type: none"> • Demonstrate effective stakeholder communications • Describe the impact of change management on processes, people, and systems • Demonstrate an understanding of management concepts and functions • Create the change management plan 				
Human Resource Management					
<ul style="list-style-type: none"> • Training • Recruiting • Contracting 	<ul style="list-style-type: none"> • Define management; management functions, roles, and skills • Summarize the importance of accountability for meeting timeline requirements to complete projects by the assigned deadlines • Explain concepts of Human Resource development • Describe the importance of compliance with laws, regulations, standards and guidelines intended to ensure an effective healthcare workforce • Apply the techniques for adult training and learning 				



	<ul style="list-style-type: none"> Model the training and professional development program 				
Project Management					
Implementation Strategizing Planning	<ul style="list-style-type: none"> Explain the strategic planning process Explain business needs for interoperability and standards-based HIT solutions Evaluate a strategic plan Lead application of the organization's procurement policies and enhancements Outline project, project management and project roles Use project management tools 				



Oral presentation

1 st Quarter 25%	2 nd Quarter 25%	3 rd Quarter 25%	4 th Quarter 25%	TOTAL

Site supervisor name:

Academic supervisor name:

Site supervisor signature:

Academic supervisor signature:

Date:

Date:

**College of Public Health
& Health Informatics
Health Informatics
Department**



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والمعلوماتية الصحية
قسم المعلوماتية الصحية