



# **Ministry of Health and Human Services**

## **Federal Government of Somalia**



# **NATIONAL INTERNSHIP GUIDELINES FOR MEDICAL AND DENTAL OFFICERS**

*Guide for Better Health Through Improving Health Practice*

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## ABBREVIATIONS

**BDS:** Bachelor of Dental Surgery

**CME:** Continuous Medical Education

**FAT:** Final Assessment Test

**FMOH:** Federal Ministry of Health

**SDG:** Sustainable Development Goals

**ICU:** Internship Coordination Unit

**MBBS:** Bachelor of Medicine, Bachelor of Surgery

**MOFA:** Ministry of Foreign Affairs

**NIG:** National Internship Guide

**NHPC:** National Health Professional Council

**WHO:** World Health Organization

**I**nternship is a vital stage of doctors and dentist career. This is a legal requirement that allows a practitioner to acquire critical practical skills that cannot be acquired within the walls of a lecture room. Internship is a 12-month phase after the final year of medical/dental school and work-based supervised general and subspecialty clinical experience. It acts as a foundation year for work-based learning, it is a key part of the transition from class education to independent practice and career development in a specialty.

It allows graduates to consolidate and apply clinical knowledge and skills while taking increasing responsibility for the provision of safe, high-quality patient care under the supervision of a specialist practitioner who is a mentor and a coach. Diagnostic skills, communication skills, management skills, and professionalism are developed under appropriate guidance. Internship also informs career choices for many graduates by providing experience in different specialties.

The Federal Ministry of Health (FMOH) Somalia has developed this guideline to ensure standardization of internship process for all Medical and Dental Graduates in the country are receiving high-quality education and guidance during their Internship. The National Internship Guidelines (NIG) and its tools aid for the learning, working and realization of achievements during Internship. Interns will be supervised and assessed against different competencies during the internship that are designed to promote knowledge acquisition and enhance their skills, attitudes, and professional behavior. The overall goal is to ensure the best and safest patient care team-work. On behalf of the Federal Ministry of Health, I wish all users of these guidelines an exciting and fruitful Internship training period.



**H.E. DR. ALI HAJI ADAM**

**FEDERAL MINISTER OF HEALTH SOMALIA**

## ACKNOWLEDGMENTS

**T**he Federal Ministry of Health (FMOH) Somalia training and internship unit, Human Resources for Health (HRH) Department, would like to acknowledge the following key stakeholders for their contribution in the development of this unified national guidelines for internship training of medical and dental officers. The medical and dental training universities, respective deans and lecturers and internship coordinators and supervisors and the Somali Dental Association, the Somali Medical Association including the medical specialist and dental practitioners both in public and private facilities for the development of this unified national guidelines for the medical and dental interns training program in the country during the past 6 months and the different consultative meetings convened by the FMOH.

We hope that these unified national guidelines for the medical and dental internship training program will be useful to all the universities and internship training centres in producing competent and qualified medical doctors and dental practitioners for the country which for the backbone of a strong health system and contribute to improved health outcomes of the population and toward achieving the United Nations 3rd Goal of the Sustainable Development Goals (SDG) “To ensure healthy lives and promote wellbeing for all at all ages”.

Last but not least, we would like to thank the HRH department staff of the FMOH, in leading the development of the guideline, special appreciation goes to, Dr Abdirizak Ahmed Abdullahi (National training and Internship Program Manager) and Dr Mohamed Hussein Alasow (National HRH director, FMOH of Somalia).

Finally, we gratefully acknowledge H.E. Dr Ali Haji Adam Abubakar, the Federal Minister of Health Somalia in his vision and initiative of requesting the unification of medical and dental internship guidelines for the country.



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# TABLE OF CONTENTS

|                                                                                 |     |
|---------------------------------------------------------------------------------|-----|
| ABBREVIATIONS.....                                                              | i   |
| FOREWORD.....                                                                   | ii  |
| ACKNOWLEDGMENTS.....                                                            | iii |
| SECTION 1: INTRODUCTION.....                                                    | 1   |
| SECTION 2: THE MANDATE OF THE INTERNSHIP COORDINATION UNIT (ICU).....           | 1   |
| SECTION 3: ROLE OF THE INTERNSHIP COORDINATOR.....                              | 2   |
| SECTION 4: ROLE OF THE INTERNSHIP SUPERVISOR.....                               | 2   |
| SECTION 5: INTERNSHIP ROTATIONS.....                                            | 3   |
| SECTION 6: INTERNSHIP GOALS.....                                                | 3   |
| SECTION 7: INTERNSHIP ELIGIBILITY.....                                          | 4   |
| SECTION 8: POSTING OF THE INTERN.....                                           | 4   |
| SECTION 9: PRE-INTERNSHIP ORIENTATION OF THE INTERN.....                        | 4   |
| SECTION 10: TRAINING CENTRES.....                                               | 5   |
| SECTION 11: RESPONSIBILITIES OF AN INTERN.....                                  | 6   |
| SECTION 12: INTERN RIGHTS.....                                                  | 7   |
| SECTION 13: HOLIDAYS AND PENALTIES.....                                         | 7   |
| SECTION 14: INTERN EVALUATION.....                                              | 8   |
| SECTION 15: EVALUATION RESULTS.....                                             | 8   |
| SECTION 16: INTERNSHIP COMPLETION CERTIFICATE.....                              | 8   |
| SECTION 17: REGISTRATION WITH THE THE NATIONAL HEALTH PROFESSIONAL COUNCIL..... | 9   |
| SECTION 18: DISSEMINATION OF THE GUIDE.....                                     | 9   |

## SECTION 1: INTRODUCTION

Internship is a supervised period spent in different specialities, following the completion of graduation requirements from medical and or dental school, it's a period that is very important in the career of a doctor/dentist. Internship aims to provide medical and dental practitioners with the attitudinal, cognitive and technical skills required to offer patients compassionate and kind professional care and plays a vital role in both doctor's and dentist's career.



## SECTION 2: THE MANDATE OF THE INTERNSHIP COORDINATION UNIT (ICU)

The Internship Coordination Unit (ICU) of the Federal Ministry of Health Somalia (FMOH) is established with the mandate to regulate the Internship and Training of health professionals.

It has the following roles among others:

1. *Approve new internship centres.*
2. *Ensure that required standards are maintained at all internship training centres.*
3. *Supervise the internship process of the internship through visits to the internship centres.*
4. *Organize the oathing ceremony for the interns.*
5. *Provide pre-internship orientation to the interns.*
6. *Develop a structured training manual for interns and conduct continuous medical education (CME) using the manual.*
7. *Provide necessary guidance to the interns.*
8. *Ensure that internship logbooks are accurately filled and interns are evaluated at the end of each rotation.*
9. *Schedule monthly meeting with the intern coordinator to monitor the ongoing internship program at each training center.*
10. *Carry out continuous evaluation of the internship supervisors to ensure fair assessment of the interns.*
11. *Coordinate the Final Assessment Test (FAT) for the interns.*

### SECTION 3: ROLE OF THE INTERNSHIP COORDINATOR

The internship coordinator shall be a duly recognized specialist working in the internship training centre on a full-time basis. They should also be licenced to practice in Somalia. The Internship Coordinator will be assigned by the ICU and will do the following:

- 1. Receive the interns at the internship centre and assign them to the different departments.*
- 2. Organize monthly meeting with the intern supervisor to assess performance of the interns.*
- 3. Prepare the weekly schedule of the CME for the ICU.*
- 4. Continuous evaluation of the internship supervisors to ensure fair assessment of the interns.*
- 5. Ensure that interns are evaluated and internship logbooks filled efficiently at the end of each rotation.*
- 6. Attending the Monthly meeting led by the ICU with the other intern coordinators.*

### SECTION 4: ROLE OF THE INTERNSHIP SUPERVISOR

The internship supervisor shall be a duly recognized specialist in a discipline relevant to the assigned department, working in the internship training centre on a full-time basis. They should also be licenced to practice in Somalia. The internship supervisor shall be responsible for the supervision of interns. He/She will be jointly appointed by the ICU and the Head of the Training Centre and will do the following:

- 1. Receive the assigned interns and organize their rotation schedule within the department.*
- 2. Allocate duties and responsibilities to the interns during their time in the department.*
- 3. Orientate interns within the department units.*
- 4. Organize face-to-face meetings for the interns with specialists, doctors/dentist, and nurses in-charge.*
- 5. Ensure that interns are evaluated and internship logbooks filled efficiently at the end of each shift.*
- 6. Mentoring and supervising the work of the intern in the department.*
- 7. Ensure that the intern's performance is evaluated and internship logbooks are filled appropriately at the end of each rotation.*
- 8. Attending the Monthly meeting led by the Internship Coordinator with the other intern supervisors.*
- 9. Assess the interns at the end of the rotation and signing the logbook and the assessment sheet as assigned.*

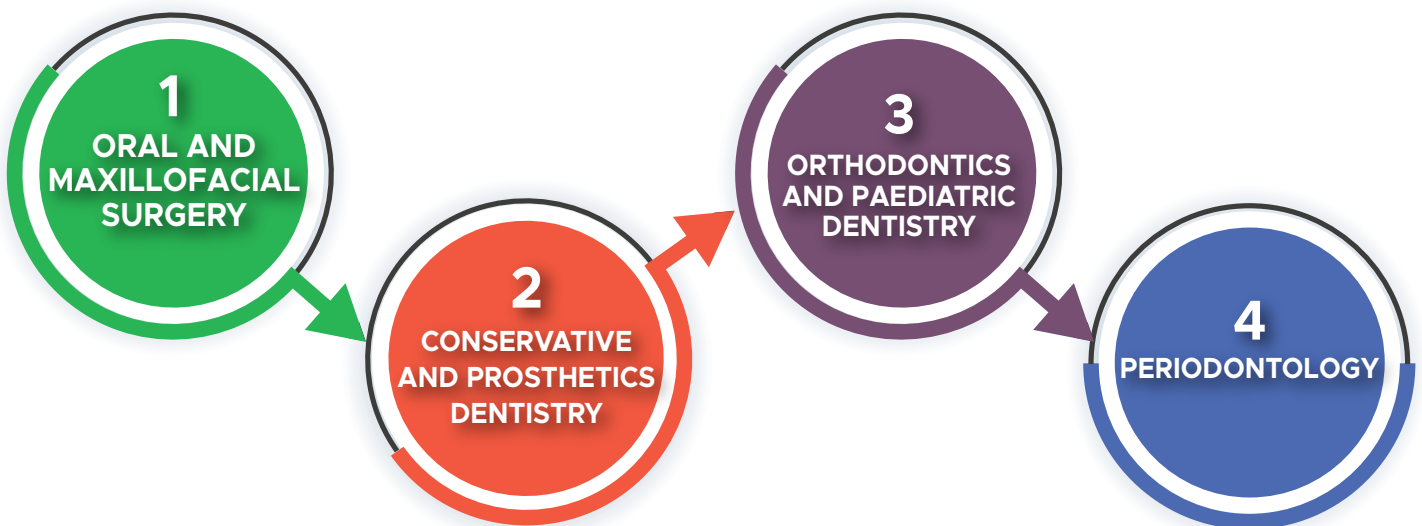


## SECTION 5: INTERNSHIP ROTATIONS

Every medical officer shall undergo an internship program of 12 months on a rotational basis in five departments and duration of daily work will be decided by the intern supervisor. And an additional one month for an elective rotation will be granted to the training centres and the rotations will be as follows:



Every dental officer shall be required to undergo an internship program of 12 months on a rotational basis in four departments. The duration of daily work will be decided by the Intern Supervisor. The rotations are outlined as follows:



## SECTION 6: INTERNSHIP GOALS

The intern should be able to:

1. Consolidate their knowledge, skills and attitude to enable them to be competent independent medical or dental practitioners.
2. Apply effective tools in communication, presentation and leadership.
3. Utilize the Somali National Treatment Guideline developed by the Ministry of Health Somalia.

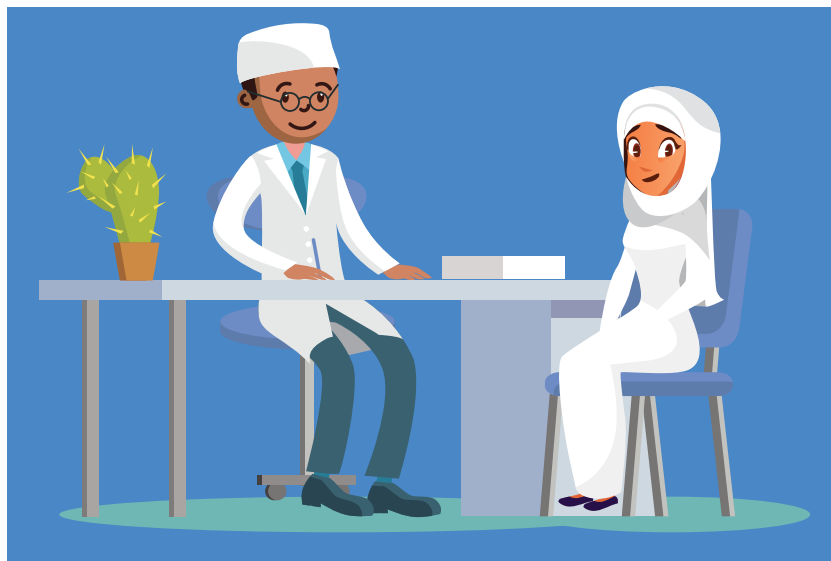
## SECTION 7: INTERNSHIP ELIGIBILITY

1. *Successful completion of all courses of Bachelor of Medicine and Surgery (MBSS) or Bachelor of Dental Surgery (BDS) from a recognized University in Somalia.*
2. *Students who have studied abroad and successfully attained qualifications equivalent to MBBS or BDS will have to provide copies of their certificate certified by the Ministry of Foreign Affairs Somalia (MOFA).*
3. *Evidence of having been taken the Hippocratic Oath, promising to first, do no harm but focus on the role as a physician to treat the ill to the best of their ability, preserve patient's privacy and secrecy of medicine.*

## SECTION 8: POSTING OF THE INTERN

The intern shall present the following documents to the coordination unit upon reporting:

1. *A posting letter from the University.*
2. *Identification document (Student ID).*
3. *A copy of the internship logbook.*



## SECTION 9: PRE-INTERNSHIP ORIENTATION OF THE INTERN

All interns shall attend the orientation before starting their Internship Training. This orientation will be conducted by the Internship Coordination Unit using structured orientation program which must include:

1. *An overview of internship guidelines.*
2. *Scope of duties within each rotation.*
3. *Election of intern's representative.*

## SECTION 10: TRAINING CENTRES

A training Centre is an academic medical training centre or a hospital that provides medical education and training to future and current health professionals. A training centre is a facility with the following minimum requirements as listed below:

### I. Medical Training Centre

A Medical training centre is a facility with the following minimum requirements as listed below:

- 1. Personnel:**
  - a. *Should have a management team.*
  - b. *Each department should be headed by a senior specialist.*
  - c. *Should at least have medical practitioners and additional professional staff (professional nurses and laboratory scientists).*
- 2. Services:**
  - a. *Emergency Services.*
  - b. *Medical Laboratory Services.*
  - c. *Pharmacy Services.*
  - d. *Blood Bank.*
- 3. Department (a training centre must have at least two of the following departments):**
  - a. *Internal Medicine department.*
  - b. *Obstetrics and Gynaecology Department.*
  - c. *Paediatric Department.*
  - d. *General Surgery Department.*
- 4. Wards:**
  - a. *Handwashing facilities.*
  - b. *Separate Wards for males, females, children and maternity cases.*
  - c. *Each ward to have beds and drip stands.*
  - d. *Clean toilet facilities.*
- 5. Biosafety and Biohazard:**
  - a. *Protocol and procedures for prevention of spread of infectious disease.*
  - b. *Protocol and procedures for managing patients with infectious disease.*
  - c. *Continuous supply of hospital grade antiseptic for washing hands must be available.*
  - d. *Standard operation procedures for handling, storage, treatment, transportation and disposal of waste (colour codes for different waste).*
  - e. *Sharp and biological waste disposal.*
  - f. *Medical waste incineration.*
- 6. Records:**
  - a. *Patients records.*
  - b. *Accident and injuries records.*
  - c. *Infectious disease records.*
  - d. *Routine reports.*

## II. Dental Training Centre

A Dental Training Centre is a facility with the following minimum requirements as listed below:

1. **Personnel:**
  - a. *Dentist.*
  - b. *Dentist Assistant.*
  - c. *Dental Staff.*
2. **Department/Area:**
  - a. *Reception Area.*
  - b. *Administrative Area.*
  - c. *Treatment Area.*
  - d. *Central Sterilization.*
  - e. *Dental Laboratory.*
3. **Biosafety and Biohazard:**
  - a. *Protocol and procedures for prevention of spread of infectious disease.*
  - b. *Protocol and procedures for managing patients with infectious disease.*
  - c. *Continuous supply of hospital grade antiseptic for washing hands must be available.*
  - d. *Standard operating procedure for handling, storage, treatment, transportation, and disposal of waste (colour codes for different waste)*
  - e. *Sharp and biological waste disposal.*
  - f. *Medical waste incineration.*
4. **Records:**
  - a. *Patients' records.*
  - b. *Accident and injuries records.*
  - c. *Infectious disease records.*

## SECTION 11: RESPONSIBILITIES OF AN INTERN

These include the following:

1. *History taking.*
2. *Guiding patients and relatives with diagnosis, treatment, and follow-up.*
3. *Documenting and updating patients.*
4. *Appropriate handing over of patients.*
5. *Participating in clinical rounds.*
6. *Participating in the CME.*
7. *Reporting to the intern supervisor.*

# INTERN RIGHTS



## SECTION 12: INTERN RIGHTS

These include the following:

1. *Adequate training under the supervision of the consultant and specialist in different department.*
2. *Adequate exposure to variety of cases suitable for training.*
3. *Direct support from the medical team.*
4. *Mentoring from the internship supervisor.*
5. *CME program from the Internship Coordination Unit.*
6. *Entitlement to holidays as stated in the holiday and penalties section.*
7. *Right to see and discuss the evaluation results with the Internship Supervisor.*
8. *Report any case of harassment to the ICU.*
9. *Respect from all parties.*

## SECTION 13: HOLIDAYS AND PENALTIES

1. *Interns are entitled to 20 days of leave for their whole internship period.*
2. *An Intern's leave of absence must not exceed 5 days in each holiday eligible period.*
3. *One month notice must be given in advance for any holiday arrangements.*
4. *In case of absence without a valid excuse for less than 20% of any rotation, 5% of the rotation evaluation result will be deducted for everyday of absence.*
5. *In the case of absence of 20% and more in a single rotation, with or without a valid excuse, a rotation must be repeated.*

6. In the case that the intern breaches any of his or her duties or professional commitments, the internship coordination unit will choose one the following penalties according to level of his/her breach:

- a. Issue a warning letter.
- b. Issue a warning letter and place the intern under observation.
- c. Refer the intern to the discipline committee of the University.

## SECTION 14: INTERN EVALUATION

Interns shall be evaluated continuously in their period of internship. And it shall be as following:

1. Daily evaluation of the log procedures shall be done by signing of the logbook by the intern supervisor.
2. Monthly evaluation of overall progress of the intern in knowledge, skills, professional conduct, and communication skills which shall be signed in the logbook by the intern supervisor.
3. Quarterly evaluation of the performance of the intern in the rotation. This shall be done by the intern supervisor and the coordination unit of the Federal Ministry of health.

## SECTION 15: EVALUATION RESULTS

The evaluation results of the intern may be:

1. Satisfactory: The intern is permitted to progress to the next rotation.
2. Unsatisfactory: An extension of the rotation in part or in full is recommended. The extension must be completed successfully prior to progressing to the next rotation.
3. Irremediable: This is an intern who, despite repeated and concerted efforts to support them in learning, and a full extension of the rotation, the supervisors find the intern lacking ability to learn. The intern shall be referred back to the ICU.

## SECTION 16: INTERNSHIP COMPLETION CERTIFICATE

An intern is entitled to receive on internship completion this certificate after having satisfactorily completed all the training requirements. Based on this certificate the Intern will be eligible to receive:

- **MBBS Certificate**
- or
- **BDS Certificate**

Each intern is required to submit the following before being eligible to receive internship certificate:

- 1. All required forms*
- 2. Clearance from the University*

## **SECTION 17: REGISTRATION WITH THE THE NATIONAL HEALTH PROFESSIONAL COUNCIL**

Upon completion of internship the practitioner shall apply for registration and licensing to the National Health Professional Council (NHPC). Registration and licensing will require MBBS Certificate or BDS Certificate and a successful completion of Internship completion certificate issued by the ICU of the FMOH Somalia.

## **SECTION 18: DISSEMINATION OF THE GUIDE**

These guidelines shall be disseminated by the ICU to all the approved internship training centres, the Intern supervisors and the internship coordinators. The guidelines will be available on the FMOH website.





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