



GUIDELINES FOR APPROVAL OF INTERNSHIP PROGRAMMES FOR HEALTH PRACTITIONERS

“Promoting Compliance in Healthcare and Training Standards”

2ND Edition, 2018

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Foreword

The Health Professions Council of Zambia last reviewed the Guidelines for Approval for Internship Programmes for Health Practitioners in 2010. Though most of the provisions of the 2010 edition are relevant to date, it is necessary that these guidelines are updated in order to incorporate new and emerging issues in medical education as well as variable lessons learnt during the implementation of the 2010 edition. It is necessary that these guidelines be updated in order to reinforce their relevance in the health profession, it is therefore in this context that this update is hereby made.

In order to strengthen the mission of “*safeguarding the quality of health care services by regulating and monitoring the professional conduct of health practitioners, health facilities and training institutions,*” the Health Professions Council of Zambia continues to work towards promoting and upholding the Corporate Governance Code on management of internship programmes.

With the enactment of the Health Professions Act No. 24 of 2009 of the Laws of Zambia, the Council’s mandate was streamlined towards programme approval, which empowers the Council to develop, enforce and maintain appropriate standards of practice as well as enhance the status of the health professions. The Council is further mandated to monitor the quality of training in internship sites. This can only be done through regular review of standards as well as monitoring and evaluating the quality of internship training programmes.

The Council recognizes that while the National Human Resource for Health Strategic Plan focuses on the outputs of qualified personnel, there should be parallel systems, mechanisms and regulations that enforce and ensure the availability of qualified teaching personnel, acceptable infrastructure, resource materials, leadership and governance systems that propel the expansion of training of interns.

The underlying principle behind each standard is to strengthen the systems and procedures for internship training programmes in order to enhance conducive teaching and learning environment, transparency and accountability.

The Council is optimistic that internship sites will reflect on these updated guidelines and the direction that has been provided, orient teaching and support staff on their role towards compliance with set standards. All internship sites are required to comply with the stated laws, regulations and policies issued by the Council.

Prof Sekelani Banda
Chairperson

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List of Abbreviations

Acronym	Meaning
CPD	Continuous Professional Development
CT	Computerized Tomography
FT	Full Time
GRZ	Government of the Republic of Zambia
HIV	Human Immuno-deficiency Virus
HPCZ	Health Professions Council of Zambia
MMED	Masters of Medicine
MoH	Ministry of Health
MoU	Memorandum of Understanding
MRI	Magnetic Resonance Imaging
NRC	National Registration Card
No	Number
PACRA	Patents And Companies Registration Agency
PCR	Polymerase Chain Reaction
PT	Part Time
ZRA	Zambia Revenue Authority

Definition of Terms

Approval:	The process by which the Council formally recognizes and certifies a internship training programme to be offered at an internship site.
Clinical Supervisor	A specialist practitioner who is selected and appropriately trained to be responsible for overseeing interns and providing constructive feedback during internship placement in clinical areas. These are qualified at a level of a Master of Science or Masters of Medicine (MMED) Level. An individual with a fellowship qualification is qualified to be appointed a Clinical supervisor.
Council:	Refers to the ‘ <i>Health Professions Council of Zambia</i> ’
Curriculum:	The planned interaction of learners with instructional content, materials, resources and processes for evaluating the attainment of educational objectives
Health Professional	A Healthcare professional that has studied, advises on or provides preventive, curative, rehabilitative and promotional health services based on an extensive body of theoretical and factual knowledge in diagnosis and treatment of disease and other health problems acquired in higher education.
Health Professions Act:	Health Professions Act No 24 of 2009 of the Laws of Zambia
Intern	A post undergraduate trainee who is undertaking a study in an approved internship programme at a approved internship site.
internship Training	The educational and training process of building knowledge, skills and attitudes to a high level of an intern in a particular health profession.
Minimum Requirements:	A set of standards that a defined internship site should satisfy before approval
Review of the internship programme:	Refers to the process of evaluating the status of compliance with the accreditation standards, programme objectives and statutory requirements
Training and Examination Committee:	This is a committee of the Council that advises the Council on standards, policies and regulations related to training and examinations of health practitioners

Mandate of the Council

The Health Professions Council of Zambia is a Statutory Body established under the Health Professions Act No. 24 of 2009 of the Laws of Zambia and mandated to implement the following core functions:

- Registration of health practitioners and regulation of their professional conduct
- licensing of health facilities and accreditation of health care services provided by health facilities
- Recognition and approval of Internship Programmes for health practitioners
- Conduct Licensure Examination for Health Practitioners

Vision

The vision of the Health Professions Council of Zambia is *“to be a leading regulator of health care and training services for public protection”*

Mission

The Mission of the Council is *“to safeguard the quality of health care services by regulating and monitoring the professional conduct of health practitioners, health facilities and training institutions.”*

Core Values

1. *Integrity*
2. *Innovation*
3. *Service*
4. *Accountability*
5. *Excellence*
6. *Fairness*

In executing its mandate with regard to this core function of training, the Council shall continue to:

- Strengthen its policies and systems
- Monitor the implementation of Internship Programmes
- Undertake periodic evaluation of Internship Programmes
- Update the database of Internship Programmes
- Enforce the Health Professions Act.

Executive Summary

The role of the Council is to ensure that the internship sites operate efficiently and effectively to attain the programme objectives. It also ensures that interns that graduate from approved internship sites have necessary knowledge, skills and attitudes required to provide quality health care services with minimal supervision.

The second edition guidelines have been developed as the minimum acceptable standards required to be put in place to ensure acquisition of required knowledge, skills and attitudes for interns. Unlike the first edition, which had Standards **two (2)** Standards, the Second Edition Internship Guideline has **four (4)** Standards namely:

- Standard 1: Approval Governance
- Standard 2: Intern Welfare
- Standard 3: Clinical Supervision
- Standard 4: Clinical Resources

It is imperative to note that under each standard, internship sites are required to provide necessary documentation, recruit qualified staff, and acquire appropriate equipment and materials. Internship sites are further required to put in place systems that would improve the delivery of internship training.

Standard 1: Approval and Governance

Internship approval and Recognition

The Internship Programme shall be approved by the Health Professions Council of Zambia. The following shall be the procedure for approval of the Internship site:

- i. Filled in application form accompanied by proof of Payment
- ii. The Council shall inspect the Internship site prior to the commencement of the internship programme and the report shall be submitted to the Training and Examinations Committee for evaluation
- iii. The Committee shall review the application and recommend to the Council for approval or rejection.
- iv. The Council may approve or reject the internship programme on the recommendation of the Committee.
- v. The Council shall where the internship programme is approved, issue a Certificate of Approval of Internship site.
- vi. The Council shall where the internship programme is not approved, issue a notice of rejection indicating reasons why the programme could not be approved.
- vii. The approval certificate for Internship Certificate shall be displayed conspicuously at the internship site.
- viii. The approval certificate for internship Certificate shall be renewed annually.

Governance

Legal Establishment

- i. The Internship Site should be a legally licensed health facility with a valid licence from the Health Professions Council of Zambia.
- ii. The private Internship site should have a valid business permit, fire certification, current Tax clearance certification, business registration certificate and valid companies form number 3. These requirements are not applicable to internship sites owned by the Government of the Republic of Zambia (GRZ) run mainly by the Ministry of Health (MoH). Such a facility may include faith based institutions.

Administrative and organisational structure

There shall be an appropriate administrative structure for the Internship Programme.

Head of Internship Site

The head of hospital shall have overall responsibility of the internship programme. The person appointed as head of hospital shall be appropriately experienced.

Internship Programme Coordinator

The head of hospital (internship site) shall formally designate an appropriately qualified person to Coordinate internship programme. The person appointed as coordinator shall have qualifications in the same field and possess a valid specialist practicing license. The Coordinator shall be responsible for the overall supervision of the particular internship programme.

Internship Supervisors

The head of hospital (internship site) shall formally designate appropriately qualified persons to supervise interns in each clinical or placement area. The person appointed as supervisor shall possess a valid specialist practicing license in the relevant field. The supervisor shall be responsible for the overall supervision of the interns in that rotational or placement unit or department.

Confidential Files for Interns

A separate file shall be kept for each intern by the Coordinator at each respective internship site. This responsibility can be delegated to the hospital human resource manager. The file should contain the following records:

- i. Academic and professional qualifications
- ii. Medical records
- iii. Photocopy of NRC/Passport
- iv. Copies of intern appointment for the placement at the site
- v. Copy of HPCZ Provisional or Temporal registration certificate as the case may be
- vi. Copy of Valid practicing certificate
- vii. Records of Disciplinary proceedings and awards (*Optional*)

Establishment of Standing Committees

It is expected that the internship site shall establish various committees to discuss various issues relating to the internship programme. The Internship site shall have several committees, however, the internship committee and quality improvement committee shall be mandatory.

Internship Committee

There shall be an internship Committee to assist the internship coordinator in the planning, organization, and supervision of the internship programme. The internship committee shall be adequately resourced and shall be meeting at least quarterly and shall keep minutes of the committee meetings. The Internship Committee shall undertake periodic review of the program in order to evaluate the quality of the clinical experience and the resources available.

Regarding intergration of committees, the Council shall only permit internship committee to be intergrated into Senior Management Committee. In such case, there must be evidence that intern affairs are being discussed in Senior Management Meeting.

1.5.2 Quality Improvement

Internship sites are required to establish a quality improvement system through documented policies. It is a requirement that each institution establishes a Quality Improvement Committee and implements quality improvement interventions in line with the National Guidelines on Quality Improvement for Health Care Workers in Zambia.

Programme Evaluation

The Council in conjunction with the internship site shall conduct review of the internship programme scope every five (05) years. The internship site shall put in place mechanism for quality assurance.

Standard 2: Intern Welfare

Policy document

The internship site shall develop Policies and processes regarding hosting interns, managing internship education, intern's welfare and safety.

Number of interns

The number of Interns per internship site shall depend on the capacity of specific Internship site. The following factors: staffing levels of trainers and educators as well as the capacity of rotational sites shall determine recruitment of Interns. Interns shall be assigned a supervisor for each placement in their rotational areas.

Trainee Services

Interns are employees as such conditions of service as per their employment contract shall prevail. The internship site shall provide accommodation for interns. The sites are further required to provide other services such as call room, boardroom, Library, internet services and access to medical care services.

Code of Conduct for Interns

The interns are bound to the HPCZ professional code of ethics. Furthermore, the interns being employees are bound to the conditions of service and code of conduct for public service employees or as outlined in their employment contract.

The internship sites shall develop procedures for handling disciplinary matters for interns. The code of conduct should outline; Rules and regulations, Procedure for disciplinary action, Grievance procedure and appeal process and Punitive measures.

Standard 4. Clinical Supervision

Interns must be supervised at all times regardless of which shift they are working or the location of their workplace. This supervision must ensure a safe clinical environment for patients and a safe learning environment for the intern. Levels of supervision are defined as:

- a) **Level 1 supervision** - the supervisor is physically present with the intern in the performance of the intern's duties.
- b) **Level 2 supervision** – the supervisor is not physically present with the intern, but is immediately available on site if required by the intern without impediment to access.

The head of internship site is responsible for ensuring that appropriate level of supervision is provided. For interns, both levels 1 and 2 supervision must be provided by a specialist who has full registration with the HPCZ (i.e. **not** provisional or temporary).

Staff Establishment

Internship sites shall have adequate clinical supervisors and staff establishment required to deliver a specific Internship Programme effectively. Internship sites shall submit a list of consultants according to departments with the following information:

- Name of staff
- Years of experience
- Level rotational area for which they are assigned to supervise the trainee

For clinical internship programmes, it is mandatory that the internship site has specialist in all the four major clinical rotational areas namely

1. Internal Medicine
2. Paediatrics
3. General Surgery
4. Gynaecology and Obstetrics

For non-clinical internship programme, the same principle shall apply. The sites must have supervisors with relevant Specialist qualification in program specific major rotation sites.

Rotation supervisors should be aware of the skills, experience and workloads of other members of staff in their departments or rotational area. If the supervisor is not present on site, supervision may be delegated to another suitably experienced practitioner on site.

Continued Professional Development and Valid Practicing Certificates

Internship sites should have a Continuing Professional Development plan for staff handling interns and show evidence of implementation.

Intern Clinical experiences & Competencies

Policies & procedures

The institution should have documented regulations that guide the intern's assessment and examinations procedures. Each training centre is expected to comply with the assessment and examination procedures outlined in the curriculum.

The Interns should be availed with logbooks for monitoring various competencies. The Interns logbooks that should be monitored on a regular basis.

Clinical Rotation plan and schedule

The Internship Site should have a rotational plan for the Interns. Where the site does not have certain competencies within the hospital, they may plan to rotate Interns at a distant site where the competencies are offered. The copies of the qualifications and curriculum vitae for the consultants at the distant rotational site (s) shall be kept at the site and availed to HPCZ.

Interns are required to spend adequate time in rotational sites. For clinical internship programmes, the following are minimum required time for each intern to spend in each of the four (4) major clinical rotational areas;

1. Internal Medicine – *3 months excluding annual leave*
2. Paediatrics – *3 months excluding annual leave*
3. General Surgery – *6 months excluding annual leave*
4. Gynaecology and Obstetrics – *6 months excluding annual leave*

For non-clinical internship programmes, the interns shall similarly spend adequate times in the rotational site as specified in their respective curriculum.

Monitoring of clinical competencies of interns

Interns are required to gain measurable competencies and experience before leaving each clinical rotational site. For clinical internship programmes, the following four (4) major clinical mandatory rotations should include the following clinical experience:

Clinical Experience in Medical Disciplines (Medicine/Paediatrics)

A medical rotation should be a mandatory component of the internship year. The HPCZ recommends that the medical rotation should be based on achievement of learning objectives within three learning areas; clinical management, communication and professionalism. These standards should be the basis for accreditation of all medical positions. The HPCZ recommends that the minimum not including annual leave. There should be:

- i. Opportunities to assess and contribute to the care of patients admitted to medical units. This should include taking a history, performing a physical examination, developing a

- management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision.
- ii. Clinical exposure to a range of common clinical conditions which are managed in medical units in Zambia.
 - iii. Clinical exposure to critically ill patients, either at presentation or as a result of deterioration during admission, which should include experience of assessing these patients and actively participating in their initial investigation and treatment.
 - iv. Opportunities to interpret investigations ordered as part of the management plan of patients admitted to medical units.
 - v. Opportunities to observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Junior Resident House Officer.
 - vi. Opportunities to develop skills in safe prescribing of medications, including fluids, blood and blood products.
 - vii. Opportunities to develop communication skills needed for safe delivery of care through interaction with peers (particularly through handover), supervisors, patients and their families, and other health care workers involved in inpatient and ambulatory care. This should include opportunities to develop skills in discussing poor outcomes and withdrawal of care.
 - viii. Opportunities to develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, including an appreciation of appropriate discharge destinations and follow up.
 - ix. Preparation of discharge summaries.
 - x. Opportunities to develop an understanding of resource allocation in medical units

Clinical Experience in Surgical Disciplines (Surgery/Obstetrics & Gynaecology)

A surgical rotation should be a mandatory component of the internship year. The HPCZ recommends that the surgical rotation should be based on achievement of learning objectives within three learning areas; clinical management, communication and professionalism. These standards should be the basis for accreditation of all surgical positions. There should be:

- i. Opportunities to assess and contribute to the care of patients admitted to surgical units. This should include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision.
- ii. Clinical exposure to all phases of care of a range of common surgical conditions, including preoperative evaluation, operative management and post-operative care. Interns should routinely attend operating theatre sessions during the surgical rotation.
- iii. Clinical exposure to critically ill surgical patients, either at presentation or as a result of deterioration during admission, which should include experience of assessing these patients and actively participating in their initial investigation and treatment.
- iv. Opportunities to interpret investigations ordered as part of the management plan of patients admitted to surgical units.
- v. Opportunities to observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Junior Resident House Officer.
- vi. Opportunities to develop skills in safe prescribing of medications, including fluids, blood and blood products.

- vii. Opportunities to develop communication skills needed for safe delivery of care through interaction with peers (particularly through handover), supervisors, patients and their families, and other health care workers involved in inpatient and ambulatory care. This should include opportunities to develop skills in discussing poor outcomes and withdrawal of care.
- viii. Opportunities to develop an appreciation of the interaction of inpatient surgical care with sub-acute, community and ambulatory care facilities, including an appreciation of appropriate discharge destinations and follow up.
- ix. Preparation of discharge summaries.
- x. Opportunities to develop an understanding of resource allocation in surgical units

Clinical Resources

These are resources required for the delivery of internship programme. They comprise financial resources, human resources, learning resources, information systems, records and infrastructure. Information systems should be secure and confidential.

Planning and budgeting

The Internship site shall have a five-year strategic plan in line with MOH strategic plan for training outlining its goals and objectives. The strategic plan should be costed.

Tutorial rooms

The internship site should have accessible facilities for tutorial sessions. Institutions should provide a minimum of 1 tutorial room. In instances where the site is offering more than one program, the site should provide a plan/timetable for the use of the room. The infrastructure should meet the public health regulations. The tutorial room should be well furnished with adequate chairs and tables.

Teaching Aids

The following teaching aids should be available for the tutorial room; a whiteboard, markers, Projector/LCD, and or flip chart.

Office (s) for Supervisors

The Internship Site should have dedicated office space for faculty staff. At least internship coordinator should have dedicated office space at the site either separate or shared. Offices should be equipped with chairs, table, computer, printer, scanner, copier, internet and lockable cabinet. Office space should meet public health regulations.

Library

The Internship Site should have a library facility and/ or access to soft copy/internet based libraries/ virtual library. The library should be well furnished with adequate chairs and tables and at least one computer. The Interns should have access to recommended and prescribed books as either hard or soft copy.

Information Technology Facilities and Equipment

The Interns and supervisors shall have access to broadband internet with WiFi connection as an added advantage.

Rotational Sites

The Internship Site should have a rotational sites for the Interns. Where the site does not have certain competencies within the hospital, they may plan to rotate Interns at a distant site where the competencies are offered. In the case were some rotational sites are outsourced, the internship site is required to enter into a formal MoU with the institution providing the rotational site.

Mandatory support services

An Internship Site shall have adequate clinical and paramedical services to support the training of a interns. The following services are mandatory for all intern programs:

Laboratory Services

An Internship Site should have a functional laboratory service. The laboratory should have the capacity to provide or arrange for the following tests:

- Multiple serological tests
- Haematology tests
- Clinical Chemistry
- Microscopy, culture and sensitivity
- Histopathology – *desirable (not mandatory)*
- PCR *desirable (not mandatory)*

Radiology Services

An Internship Site must have a functional radiology department. The radiology department should have the capacity to perform the following tests or arrangements to do at another site are in place:

- Ultrasound Scan
- Standard X-Ray Imaging
- Barium Studies - *desirable (not mandatory)*
- Mammography, CT Scan and MRI *-desirable (not mandatory)*

In-Patient Ward Services

An Internship Site shall have equipped inpatient wards for medical, surgical, obstetric, gynaecological and paediatric patients that meet the National Health Care Standard requirements.

Physiotherapy Services

An Internship Site shall have a functional and appropriately equipped physiotherapy department that meets national healthcare standards.

Outpatient Clinic

A training site shall have a well equipped outpatient clinics in line with national health care standards.

Theatre Services

A functional standard operating theatre is mandatory for clinical internship programmes. The operating theatre must be appropriately equipped in line with national health care standards requirements.

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Appendices

Appendix 1: Assessment tool



HEALTH PROFESSIONS COUNCIL OF ZAMBIA

Assessment Tool for Internship Programme

Basic information about the Internship site

Name of the Institution: _____

Postal Address: _____

Physical Address: _____

Name of the Contact Person: _____

Telephone Number: _____

Email Address: _____

List of Trainers for Key Rotational Areas (*refer to the curriculum*)

No	Name	Qualification	Rotational Area	Status (FT/PT)	Comment
1					
2					
3					
4					
5					
6					
7					
8					
8					
9					
10					

Scoring Criteria

Criteria	Scoring	Interpretation
Available & Complete	1	This means that the internship site being assessed has satisfied the requirement of the standard and has met the criteria
Available but Incomplete	0.5	This means that the information is incomplete and the institution has not satisfied the requirement of the standard
Not Available	0	This means that the internship site has no information and has completely failed the standard

Please note that for the institution to pass the assessment and be recommended for approval, it must score a 1 in all the sub-standards.

Standard 1: Institutional Setting

Goal	The Internship Site has developed Governance and leadership systems and complied with the legal requirements for Zambia			
Criteria	Means of verification	Score		
		1	0.5	0
1.1 The Internship site has been approved by the Health Professions Council of Zambia	1.1.1 The Internship site has a valid Internship site Approval certificate from Health Professions Council of Zambia			
1.2 Complied to all the Legal requirements (<i>Some may not be applicable for public institutions</i>)	1.2.1 The health facility is licensed by the Health Professions Council of Zambia as a health facility			
	1.2.2 All Internship outreach Rotational sites are licensed by the Health Professions Council of Zambia			
	1.2.3 Check for Certificates from PACRA-			
	1.2.4 Check for valid Fire Certificates from local authority			
	1.2.5 Check for valid Business Permit from local authority			
	1.2.6 Check for latest ZRA Tax Clearance			
1.3 The institution has outlined its clear governance, Supervision and Human Resource	1.3.1 institutions has a written vision and mission statement for the internship programme			
	1.3.2 Check for Organogram for the internship Programme			
1.4 The institution has an appointed head of Internship Site	1.4.1 Check for the availability of head of internship site's appointment letter			
	1.4.2 Check for the availability of head of internship site's Job Description			
	1.4.3 Check for the availability of head of internship site's curriculum vitae			
	1.4.4 Check for the evidence that head of internship site is qualified			
1.5 The institution has an appointed Internship Programme Coordinator	1.5.1 Check for the availability of internship coordinator's appointment letter			
	1.5.2 Check for the availability of internship coordinator's Job Description			
	1.5.3 Check for the availability of internship coordinator's curriculum vitae			
	1.5.4 Check for the evidence that internship coordinator's is qualified			
	1.5.5 Check that he internship coordinator's has a valid registration and practicing certificate from HPCZ as a specialist			
1.6 The institution has appointed Internship clinical Supervisors	1.6.1 Check for the availability of Clinical Supervisors' appointment letter			
	1.6.2 Check for the availability of Clinical Supervisors' Job Description			
	1.6.3 Check for the availability of Clinical Supervisors' curriculum vitae			
	1.6.4 Check for the evidence that Clinical Supervisors' is qualified			
	1.6.5 Check that he Clinical Supervisors' has a valid registration and practicing certificate from HPCZ as a specialist			
1.7 The Internship Coordinator or Human	1.7.1 Academic and professional qualification			
	1.7.2 Medical records			

Resource Officer keeps an updated file for each intern	1.7.3 Photocopy of NRC/Passport			
	1.7.4 Copies of transfer among rotational areas			
	1.7.5 Intern's Appointment letter			
	1.7.6 Intern's valid HPCZ provisional temporary registration certificate			
	1.7.7 Intern's valid HPCZ practicing certificate			
	1.7.8 Records of Disciplinary and awards (<i>Optional</i>)			
1.8The Internship site has established recommended Standing Committees that must include Internship Committee and Quality Improvement Committeee <i>(Note: the Council only permit internship committee to be intergrated into Senior Management Committee. In such case, there must be evidence that interns affair are being discussed in Senior Management Meeting)</i>	1.8.1 Check for establishment of the Internship Committee.			
	1.8.2 Check for quarterly minutes for the Internship Committee.			
	1.8.3 Check for evidence that internship Committee undertakes an ongoing review of the program to evaluate the quality of the educational experience			
	1.8.4 Check for evidence that Internship Committee undertakes an ongoing review of the available resources.			
	1.8.5 Check for establishment of the Quality Improvement Committee.			
	1.8.6 Check for minutes for the Quality Improvement Committee			
	1.8.7 Check for evidence that Quality Improvement Committee implements quality improvement interventions in line with the National Guidelines on Quality Improvement for Health Care Workers in Zambia.			
Total Score				
Comments and Recommendations; 1. 2.				

Standard 2: Intern Welfare

Goal	The institution has put in place clear systems for the wellbeing of interns while in training.			
Criteria	Means of verification	Score		
		1	0.5	0
2.1 The internship site has clear policies on intern wellbeing	2.1.1 Check for the availability of Policies and processes regarding hosting interns, managing internship education, intern’s welfare and safety admission policy and selection criteria document			
2.2 The number of Interns	2.2.1 Check the enrolment register and assess if the number of Interns per internship site appropriate for the capacity of Internship site.			
2.3 The internship site has made provisions for intern’s services	2.3.1 Check for availability of accessible accommodation facilities for interns			
	2.3.2 Check for availability of accessible Library services			
	2.3.3 Check for availability of accessible internet services			
	2.3.4 Check for availability of other services such as call room, boardroom that are required to be available to Interns as per their signed contracts.			
2.4 The internship site has availed all Interns with Code of Conduct as per ethical and employment contract requirement	2.4.1 Check if all Interns have been availed and oriented with disciplinary code for public service or as per employment contract			
	2.4.2 Check if all Interns have been availed with HPCZ Professional Code of ethics			
	2.4.3 Check if the developed procedures for handling disciplinary matters that includes Grievance procedure and appeal process is available at the site			
Total Score				
Comments and Recommendations; 1. 2.				

Standard 3. Clinical Supervision

Goal	The Internship site ensures that all intern supervisors employed are appropriately qualified and adequately supervised in order to protect the interns & assure patient safety			
Criteria	Means of Verification	Score		
		1	0.5	0
3.1 Internship site has developed a comprehensive staff establishment with all intern supervisors appropriately qualified	3.1.1 Check for documented internship programme staff establishment			
	3.1.2 Internship Site shall have adequate Intern clinical supervisors for all rotational sites			
	3.1.3 Check if all clinical supervisors are formally appointed by head of the internship site			
	3.1.4 Check if all clinical supervisors are qualified at a level of consultant. For clinical internship programmes, the following clinical expertise are mandatory a) Internal Medicine – Specialist b) Paediatrics – Specialist c) General Surgery – Specialist d) Gynaecology & Obstetrics – Specialist			
	3.1.5 Check if all clinical supervisors are trained in medical education			
3.1.6 Check if the internship Coordinator is full time and has formal appointment.				
3.1.7 Check if the clinical supervisors are full time and have formal appointments.				
3.1.8 Check for the valid annual practicing certificate for clinical supervisors				
3.2 Internship site has a Continuing Professional Development (CPD) plan	3.2.1 Check for the availability of CPD Plans for the clinical supervisors			
	3.2.2 Check that the CPD Plans for the clinical supervisors are being implemented as planned.			
3.3 Clinical experience and Competencies				
3.3.1 Internship site has developed guidelines that guide the faculty on the procedures for trainee assessment & examinations	3.3.1.1 Check for documented procedures that guide the trainers and examiners on procedures for trainee assessment and examinations			
	3.3.1.2 Check for evidence of compliance to the assessment and examination procedures outlined in the curriculum and relevant examination body rules			
	3.3.1.3 Check for availability of Interns logbooks for all rotational areas.			
	2.3.1.4 Check for evidence/plans of component of Interns feedback for all rotational sites			
	2.3.1.5 Check for the evidence/plans of evaluation report being submitted to the Council annually			
3.3.2 Internship site has a clear rotational plan for interns	3.3.2.1 Check for the availability of a rotational plan and schedule <i>For Clinical internship programme, review the plan for the following:</i>			
	3.3.2.2 Check that rotational in medicine is not less than 3 months excluding annual leave days			
	3.3.2.3 Check that rotational in paediatrics is not less than 3 months excluding annual leave days			
	3.3.2.4 Check that rotational in general surgery is not less than 6 months excluding annual leave days			
	3.3.2.5 Check that rotational in gynaecology and obstetrics is not less than 6 months excluding annual leave days			
3.3.3 Clinical competencies	Check that the for evidence that the interns are covering all required clinical experiences in the rotational sites in line with the respective curriculum. For Clinical internship programmes,review evidence that the interns have covered the following areas;			
3.3.3.1 Interns rotating in intenal	3.3.3.1.1 Check that interns are given opportunity to assess patients admitted to medical units			

<p>medicine & paediatrics rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This should include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision.</p>	3.3.3.1.2 Check that interns have Clinical exposure to a range of common clinical conditions			
	3.3.3.1.3 Check that interns have Clinical exposure to critically ill patients			
	3.3.3.1.4 Check that interns are being given opportunities to interpret investigations			
	3.3.3.1.5 Check that interns Opportunities to observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Junior Resident House Officer.			
	3.3.3.1.6 Check that interns are being given opportunities to develop skills in safe prescribing of medicines, fluids, & blood products			
	3.3.3.1.7 Check that interns are being given opportunities to develop communication skills needed for safe delivery of care through interaction with peers (handover), supervisors, patients, their families, and other health care workers involved in inpatient and ambulatory care. This include opportunities to develop skills in discussing poor outcomes and withdrawal of care.			
	3.3.3.1.8 Check that interns are being given opportunities to develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).			
	3.3.3.1.9 Check that interns are being given opportunities to prepare discharge summaries.			
	3.3.3.1.10 Check that interns are being given opportunities to develop an understanding of resource allocation in medical units			
	<p>3.3.3.2 Interns rotating in general surgery & gynaecology & obstetrics rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This should include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision.</p>	3.3.3.2.1 Check that interns are given opportunity to assess patients admitted to surgical units		
3.3.3.2.2 Check that interns have Clinical exposure to all phases of care of a range of common surgical conditions				
3.3.3.2.3 Check that interns have Clinical exposure to critically ill surgical patients				
3.3.3.2.4 Check that interns are being given opportunities to interpret investigations				
3.3.3.2.5 Check that interns Opportunities to observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Junior Resident House Officer.				
3.3.3.2.6 Check that interns are being given opportunities to develop skills in safe prescribing of medicines, fluids, & blood products				
3.3.3.2.7 Check that interns are being given opportunities to develop communication skills needed for safe delivery of care through interaction with peers (handover), supervisors, patients, their families, and other health care workers involved in inpatient and ambulatory care. This include opportunities to develop skills in discussing poor outcomes and withdrawal of care.				
3.3.3.2.8 Check that interns are being given opportunities to develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).				
3.3.3.2.9 Check that interns are being given opportunities to prepare discharge summaries.				
3.3.3.2.10 Check that interns are being given opportunities to develop an understanding of resource allocation in surgical units				
Total Score				
Comments and Recommendations;				
1.				
2.				

Standard 4: Clinical Resources

Goal	The new Internship Site has developed budgets, financial forecasts and secured financial commitments to support the first five years of operations			
Criteria	Means of verification	Score		
		1	0.5	0
4.1 The site has copy of costed five-year internship program strategic plan.	4.1.1 Check availability of the five-year internship programme strategic plan			
	4.1.2 Check for costing of the strategic plan			
4.2 The Internship Site has at least one accessible and furnished tutorial room	4.2.1 Check availability of at least one accessible tutorial room			
	4.2.2 Check for cross ventilation			
	4.2.3 Check for adequate lighting both natural and artificial			
	4.2.4 Check availability of proper drainage & sewerage system			
	4.2.5 Check for availability of chairs and tables			
4.3 The Internship Site has adequate teaching aids in the tutorial room	4.3.1 Check for availability of markers			
	4.3.2 Check for availability of at least one functional projector			
	4.3.3 Check for availability of whiteboard or flip chart			
4.4 The Internship site shall have office space for faculty staff. At least the program coordinator have dedicated separate or shared office space.	4.4.1 Check for availability of at least one office dedicated to Head trainer and or coordinator			
	4.4.2 Check availability of chair and table			
	4.4.3 Check for availability of computer and internet			
	4.4.4 Check for availability of printer, scanner, copier			
	4.4.5 Check for lockable cabinet			
	4.4.6 Check for cross ventilation			
	4.4.7 Check for the availability of proper drainage and sewerage system			
4.5 The Interns and staff have access to physical and internet based or soft copy/ virtual library. The physical library can accommodate at least 25% of the Interns.	4.5.1 Check for availability of 1 library with adequate space			
	4.5.2 Check for cross ventilation			
	4.5.3 Check for adequate lighting			
	4.5.4 Check for the availability of proper drainage and sewerage system			
	4.5.5 Check for availability of adequate chairs and tables			
	4.5.6 Check for the availability of at least 1 copy of recommended book			
	4.5.7 Check for availability of at least one computer			
	4.5.8 Check for availability of broadband internet in library			
	4.5.9 Check for availability of internet based/virtual/ soft copy library			
4.6 The Internship site has ICT infrastructure.	4.6.1 Check for availability of at least one computer in library and in faculty office space			
	4.6.2 Check for availability of broadband internet that is accessible to both Interns and faculty staff			
4.7 The Internship site has rotation plan for specific competences.	4.7.1 Check for availability of curriculum			
	4.7.2 Check for availability of rotation plan			
4.8	Clinical support services for clinical internship programmes			
4.8.1 The Internship Site has well equipped medical laboratory that is able to perform all essential standard tests for level 2 hospitals.	4.8.1.1 Check if the laboratory has the capacity to perform more than one type of serological tests			
	4.8.1.2 Check if the laboratory has functional Haematology analyser			
	4.8.1.3 Check if the laboratory has functional biochemistry analyser/machine			
	4.8.1.4 Check if the laboratory has a functional microscope			

	4.8.1.5 Check if laboratory microbiology incubator			
	4.8.1.6 Check if the laboratory has blood culture bottles, swabs, culture media			
	4.8.1.7 Check if the laboratory has sensitivity discs for at least penicillin, cephalosporin, quinolones, aminoglycosides and azoles			
	4.8.1.8 Check if the laboratory has facilities for PCR (HIV PCR and gene expert are mandatory).			
	4.8.1.9 Check if lab/blood bank is able to prepare and store platelet concentrates, cryoprecipitate and FFP			
	4.8.1.10 Check for if the laboratory has histopathologist or there are arrangements in place with another institution			
4.8.2 The Internship Site has well-equipped radiology department and or provides essential radiological services.	4.8.2.1 Check if site is able to perform Ultrasound Scan			
	4.8.2.2 Check if site is able to perform Standard X-Ray Imaging			
	4.8.2.3 Check if site is able to perform Barium Studies- Optional			
	4.8.2.4 Check if site offers <i>Mammography, CT Scan and MRI services or there are arrangements for these tests</i>			
4.8.3 Internship Site has equipped inpatients wards that meet national healthcare standards.	4.8.3.1 Site has medical ward(s) that meet health standards			
	4.8.3.2 Site has surgical ward(s) that meet health standards			
	4.8.3.3 Site has pediatric ward(s) that meet health standards			
	4.8.3.4 Site has maternity ward that meet health standards			
	4.8.3.5 Site has gynaecology ward that meet health standards			
	4.8.3.7 Site has high dependency unit (s)/ICU(s) with functional ventilators			
	4.8.3.8 Site has emergency department with triage system in place			
	4.8.3.9 Call time table (s) available			
4.8.4 Internship Site has a functional and appropriately equipped physiotherapy department that meets national health care standards and public health regulations.	4.8.4.1 Check for availability of physiotherapy room/ department			
	4.8.4.2 Check if facility provides passive physiotherapy exercises			
	4.8.4.3 Check if site offers active physiotherapy exercises			
	4.8.4.4 Room (s) has adequate ventilation			
	4.8.4.5 department has screens (either mounted or movable)			
	4.8.4.6 Roof does not leak and floor does not have cracks			
	4.8.4.7 Room has adequate light			
	5.8.4.8 Department has qualified staff			
4.8.5 The Internship site has well equipped outpateint clinic in line with national health care standards.	4.8.5.1 The site has a outpatient clinic that meets public health building regulations			
	4.8.5.2 The consultation rooms have chair and table for doctor			
	4.8.5.3 The consultation rooms have chair for patient			
	4.8.5.4 The consultation rooms have a BP machine			
	4.8.5.5 The consultation rooms have a stethoscope			
	4.8.5.6 The consultation rooms have a thermometer			
	4.8.5.7 The consultation rooms have a diagnostic set			
	4.8.5.8 The consultation rooms have a set emergency trolley			
	4.8.5.9 The consultation rooms have an examination bed			
	4.8.5.10 The consultation rooms have a drip stand			
	4.8.5.11 The consultation rooms have a suction machine			
	4.8.5.12 The consultation rooms have lockable doors and/or screen			
	4.8.5.13 The consultation rooms have windows that are non transparent or have curtains			
	4.8.5.14 The consultation rooms have adequate ventilation			
	4.8.5.15 The ceiling/roof for consultation rooms not leaking and no cracks on the floor			

4.9 The Internship site has a functional and appropriately equipped surgical operating theatre that meets national health care standards requirements.	4.9.1 Theatre available			
	4.9.2 Theatre for clean cases separate from theatre for dirty cases			
	4.9.3 Appropriate scrubbing area available			
	4.9.4 Each theatre space has anaesthetic machine			
	4.9.5 Theatre table available for each theatre space			
	4.9.6 Theatre light available for each table			
	4.9.7 Appropriate operating surgical instrument sets available			
	4.9.8 Suction machine available per theatre			
	4.9.9 Oxygen source available per theatre			
	4.9.10 Set emergence trolley available in each theatre			
	4.9.11 Theatre book available and columns completed			
Comments and Recommendations;				
1.				
2.				

Summary of the Scores

S/N	Standard	Applicable standard Score	Score Attained
1	Approval and Governance		
2	Intern Welfare		
3	Clinical Supervision		
4	Clinical Resources		
Total			

Summary of major findings and recommendations

S/N	Major Findings	Recommendations
1		
2		
3		
4		
5		

Inspection Team

S/N	Name	Institutions	Date	Signature
1				
2				
3				
4				
5				

1 Institution representation

S/N	Name	Position	Date	Signature
1				
2				
3				

2 Institution Date Stamp

Appendix 2: Application for Approval of Internship Programme



THE HEALTH PROFESSIONS COUNCIL OF ZAMBIA

The Health Professions Act, 2009

(Act No. 24 of 2009)

The Health Professions (General) Regulations, 2012

APPLICATION FOR APPROVAL OF AN INTERNSHIP PROGRAMME			
Information Required	Information Provided	✓	
PART A (PARTICULARS OF THE INTERNSHIP SITE)			
1	(a) Name of the Training Institution		
	(b) Name of Faculty (e.g. College of Physician, Surgeons etc.)		
	(c) Nationality (Zambian/Non- Zambian)		
	(d) Ownership (Private/ Public)		
	(e) Physical Address		
	(f) Postal Address		
	(g) District		
	(h) Province		
	(i) Phone No.		
	(j) Email		
	(k) Fax No.		
2	PART B (PARTICULARS OF THE INTERNSHIP PROGRAMME)		
	(a) Name of the Internship Programme		
	(b) Level of the Training Programme		
	(c) Duration of the Internship Programme		

	(d) Curriculum for the Training Programme		
PART C (PARTICULARS OF THE HEAD OF THE INTERNSHIP SITE)			
	(a) Name		
	(b) Profession		
	(c) Nationality		
	(d) NRC		
	(e) HPCZ Reg No.		
	(f) Residential Address		
	(g) Phone No		
	(h) Email Address		
	(i) Appointment letter		
	(j) Curriculum Vitae		
PART C (PARTICULARS OF THE INTERNSHIP COORDINATOR)			
	(a) Name of the Coordinator		
	(b) Profession of the Coordinator		
	(c) Nationality		
	(d) NRC		
	(e) HPCZ Reg No.		
	(f) Residential Address		
	(g) Phone No		
	(h) Email Address		
	(vi) Appointment letter for the Coordinator		
	(vii) Curriculum Vitae of the Coordinator		
PART C (STAFF ESTABLISHMENT AND FACULTY)			
(a)	No. of Teaching staff on the establishment		
(b)	No of the Teaching Staff Available		
(c)	No. Teaching staff on full time		
(d)	No. of Teaching Staff on Part Time		

PART D (BOARD OF DIRECTORS)					
No.	Name	Nationality	NRC No.	% of Shares	
(a)					
(b)					
(c)					
(d)					
(e)					
(f)					
PART E (ATTACHMENTS)					
4	Tick the copies of the documents that have been attached to the application	Photocopy of hospital licence from HPCZ for the training institution			
		Photocopy of facility licence from HPCZ for the outreach rotational sites where applicable			
		Photocopy of National Registration Card(s) or Passport(s) of Teaching Staff			
		Copies of registration and practicing certificates for all teaching staff who are health practitioners			
		MOU with outreach rotational sites where applicable			
		Copies of registration and practicing certificates for all the consultants			
		copy of proof of ownership of premises or if premises are leased, copy of tenancy agreement			
		Appointment letters for all the teaching staff			
		Contracts for all the teaching staff			
		Valid Practicing certificates for teaching staff who are health practitioners			

I do solemnly declare that the information provided in this form is correct and true

Applicant's signature Designation Date

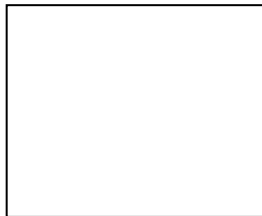
FOR OFFICIAL USE ONLY

Accounts Department

Payment Received by: _____
Name Officer Designation Signature Date

Date Received _____ Amount Received _____

STAMP



Receipt No: _____

.....
Receiving of Application

Application Received by: _____
Name Officer Designation Signature Date

.....



DETAILED INFORMATION ON THE TEACHING STAFF

No	Name	Qualification	Intern Rotational Area or Department	HPCZ Reg No	Status FT/PT