



# GUIDELINES FOR APPROVAL OF INTERNSHIP PROGRAMMES FOR HEALTH PRACTITIONERS

Regulating Professional Conduct of Health Practitioners, Health  
Facilities and Health Training Programmes to Quality Healthcare  
Service Provision for the wellbeing of the Public is our Prime

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## Foreword

Internship training is a legal requirement that allows a practitioner to acquire critical practical skills that cannot be acquired within the precinct of a lecture room. During university training, an individual will acquire scientific knowledge and skills from various avenues. Internship training then provides a platform for the intern to apply the skills learnt in a practical sense under the supervision of a specialist practitioner who is both a mentor and a coach. Indeed, the attitude of the intern during this period will determine the level of knowledge and skills acquired and subsequently bring out a well-grounded and competent practitioner.

The Health Professions Council of Zambia (HPCZ) requires a standardised log book for each internship programme for purposes of standardising internship training with a particular emphasis on core competencies and skills to be acquired during this period. The report of the assessment is useful feedback to HPCZ, which determines whether or not an intern qualifies for full registration as a Medical Doctor, Medical Licentiate, Dental Surgeon, pharmacist, Optometrist, Emergency Care Officer or Clinical Anaesthetist.

HPCZ has developed guidelines that protect the rights of interns and patients during training. The Health Professions Act No 24 of 2009 of the Laws of Zambia considers internship as an integral aspect of professional development for medical doctors, dental surgeons, pharmacists, medical licentiates, and clinical anaesthetists and lays down the framework for internship training in Zambia as a mandatory requirement prior to full registration for practitioners who are required to undergo this process.

These internship training guidelines outline what the HPCZ considers to be important areas that must be covered to ensure that adequate knowledge and skills have been acquired. They were developed and compiled by a team of experienced experts, teachers and other key stakeholders in various fields of health. The Council is optimistic that these standards will improve internship training and improve the skills of interns in various fields of care. On behalf of the Council, I wish all users of these guidelines an exciting and fruitful time during the internship training period.



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## Definition of Terms

<b>Advanced Paramedics-Anaesthetist Interns</b>	Is a graduate with an advanced diploma in clinical anaesthesia or equivalent that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia
<b>Approval:</b>	The process by which the Council formally recognizes and certifies an internship training programme to be offered at an internship site.
<b>Clinical Supervisor</b>	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 (MSc) or Master of Medicine (MMED) Level or a fellowship qualification.
<b>Clinical Anesthetist Intern</b>	Is a graduate with a bachelor of science in clinical anaesthesia or equivalent that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia
<b>Council:</b>	Refers to the ‘Health Professions Council of Zambia’
<b>Curriculum:</b>	The planned interaction of learners with instructional content, materials, resources and processes for evaluating the attainment of educational objectives
<b>Emergency Care Interns</b>	Is a graduate with a Diploma/Bachelor’s Degree in Emergency Medical Care or its equivalent that is undergoing practical supervised training and mentorship in an approved internship site
<b>Health Practitioner</b>	Has the meaning assigned in the Health Professions Act No. 24 of 2009 of the Laws of Zambia
<b>Health Professional</b>	A person 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.
<b>Health Professions Act:</b>	Health Professions Act No 24 of 2009 of the Laws of Zambia
<b>Intern</b>	A health practitioner on provisional or temporary registration undertaking practical supervised training in an approved internship programme at an approved internship site.
<b>Internship Rotation Site</b>	This is site or unit where an intern is requirement to undergo specific supervised practice for a specified period
<b>Internship Site</b>	This is Health Facility approved to provide one or more Internship Training Programmes
<b>Internship Programme</b>	The educational and training process of strengthening knowledge, skills and attitudes to a high level of an intern in a particular health profession.
<b>Internship Programme Cordinator</b>	This is a person responsible for managing, designing, developing, and conducting an internship training program
<b>Junior Resident Dental Surgeons</b>	Is a graduate with a Bachelor of Dental Surgery or its equivalent that is undergoing practical supervised training and mentorship in an approved internship site



<b>Junior Resident Medical Doctor</b>	Is a Medicine graduate that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia
<b>Licensure Exam</b>	Means examination set and conducted by the Council or approved training institution to assess the eligibility of an applicant for registration as a health practitioner
<b>Medical Licentiate Intern</b>	Is a graduate with a bachelor of science in clinical medicine or its equivalent that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia
<b>Optometry Intern</b>	Is a graduate with a Bachelor of Science in Optometry or its equivalent that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia
<b>Minimum Requirements:</b>	A set of standards that a defined internship site should satisfy before approval
<b>Pharmacy Intern</b>	Is a graduate with a bachelor of Pharmacy or its equivalent that is undergoing practical supervised training and mentorship in a health institution, recognized by the Health Professions Council of Zambia

## List of Abbreviations & Acronyms

BDS	Bachelor of Dental Surgery
B-Pharm	Bachelor of Pharmacy
CHAZ	Churches Health Association of Zambia
CPD	Continuing Professional Development
CT	Computed Tomography
DEC	Drug Enforcement Commission
ICU	Intensive Care Unit
GRZ	Government of the Republic of Zambia
HDU	High Dependence Unit
HIV	Human Immuno-deficiency Virus
HPCZ	Health Professions Council of Zambia
ICT	Information Communication and Technology
MBCbB	Bachelor of Medicine and Bachelor of Surgery ( <i>Latin: Medicinae Baccalaureus, Chirurgiae Baccalaureus</i> )
MCH	Maternal Child Health
MDent	Master of Dentistry
MMED	Master of Medicine
MoH	Ministry of Health
MRI	Magnetic Resonance Imaging
MSc	Master of Science
MVA	Manual Vacuum Aspiration
NGO	Non-Governmental Organization
NRC	National Registration Card
OTC	Over-the-Counter
PCR	Polymerase Chain Reaction
TMJ	Temporol Mandibular Joint
WHO	World Health Organisation
ZAMRA	Zambia Medicines Regulatory Authority

## Executive Summary

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

The third 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 second edition, which was tailored to Junior Resident Medical Officer, the third Edition Internship Guidelines include the following:

- Junior Resident Medical Officer
- Junior Resident Dental Surgeon
- Medical Licentiate Intern
- Pharmacy Interns
- Dental Intern
- Emergency Care Interns
- Optometry Interns
- Clinical Anaesthetists Interns
- Advanced Paramedics- Anaesthetist Interns

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 improve the delivery of training programmes.

# **1 Introduction**

Internship is a prescribed period of employment during which graduates work under supervision to fulfill full registration requirements. During this period, the graduates have an opportunity to consolidate their knowledge, skills and attitudes to enable them be competent practitioners. In order to achieve this, Internship Training Sites must create robust leadership and government system to effectively manage internship programme.

## **1.1 Internship Goals**

The interns shall be able to;

1. Consolidate their knowledge, skills and attitudes to enable them to be competent health practitioners.
2. Acquire knowledge of commonly used drugs and diagnostic devices and their rational use, be conversant with the National Essential Drugs List and know the legal framework within which lie the scope of practice and the related application.
3. Utilize the current Ministry of Health, World Health Organisation (WHO) and similar approved standard treatment guidelines/protocols for optimal patient management

## **1.2 The Role of the Health Professions Council of Zambia in Internship Training**

1. The Health Professions Council of Zambia (HPCZ) 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:
  - a) Registration of health practitioners and regulation of their professional conduct
  - b) Licensing of health facilities and accreditation of health care services provided by health facilities
  - c) Recognition and approval of Curricula and Internship Programmes for health practitioners
  - d) Conduct Licensure Examination for Health Practitioners
2. In executing its mandate with regard to this core function of regulating the practice of health practitioners under the Act, HPCZ shall continue to:
  - a) Approve new Internship Training Sites
  - b) Assist the intern to attain full potential during internship
  - c) Provide the necessary guidance to the intern
  - d) Liaise with employers and supervisors of the intern to ensure that he or she has an enabling work environment.
  - e) Supervise the process of internship through visits to the internship training sites
  - f) Ensure that the required standards at all internship training sites are maintained.
  - g) Verify completion of internship training and register those successful on full registration.
  - h) Strengthen its policies and systems
  - i) Undertake periodic monitoring and evaluation of Internship Programmes
  - j) Update the database of Internship Programmes

### **1.3 Users of the guidelines**

These guidelines are intended to provide direction on the execution of the internship training programme. It ensures standardization of internship training in various institutions at different levels of health care in the country. They are intended for use as a reference document by:

- 1 Internship training sites
- 2 Intern supervisors
- 3 Intern coordinators
- 4 Designated persons in charge of the internship training sites
- 5 The Ministry of Health
- 6 Other stakeholders in the governance of interns.

## **2 Standard 1: Internship Training Approval and Governance Systems**

Internship training sites shall develop systems for Governance framework that shall include the following;

1. Legal Compliance
2. Governance, Human Resource and Supervision systems
3. Programme Coordination
4. Efficiency through Devolution of powers to standing Committees

### **2.1 Legal Compliance**

The Internship training Site shall be a legally established institution under the relevant laws with appropriate company, Organisation (Including Non-Governmental Organisation -NGO) or Society registration. The Government of the Republic of Zambia (GRZ) Institutions run mainly by the Ministry of Health (MoH) are required to provide evidence of being appropriately gazetted. The private Internship training site shall have all the necessary documents for performing business in Zambia including valid business permit, fire certification, current Tax clearance certification and business registration certificate

#### **2.1.1 Internship Training Site Approval**

The Internship Site shall be a licenced health facility with a valid licence from HPCZ at a level of a Class A Facility. The following shall be the procedure for approval of Internship site:

- a) Filled in application form accompanied by proof of Payment
- b) HPCZ 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 off the Council that shall review the application and recommend to the Council for approval.
- c) HPCZ shall, where the internship programme is approved, issue a Certificate of Approval of Internship site.
- d) The approval certificate for Internship Certificate shall be displayed conspicuously at the internship site.
- e) The approval certificate for internship Certificate shall be renewed annually.

#### **2.1.2 Internship Rotation Status**

Internship Training Sites shall ensure that Internship rotation sites are Licensed by the appropriate body as may be required under the Law. The sites are detailed under each profession as follows;

- a) **Junior Resident Medical Officer:** The rotation sites for Junior Resident Medical Officers shall be as follows;
  - i. Internal Medicine
  - ii. General Surgery
  - iii. Obstetrics and Gynaecology
  - iv. Paediatric and Child Health
  - v. Anaesthesia and Critical Care- Optional

- b) Medical Licentiate Interns:** The rotation sites for Medical Licentiate Interns shall be;
- i. Internal Medicine
  - ii. General Surgery
  - iii. Obstetrics and Gynaecology
  - iv. Paediatric and Child Health
- c) Clinical Anaesthetist Interns:** The rotation sites for Clinical Anaesthetist Interns and Advanced Paramedic Anaesthesia Interns shall be;
- i. Operating Theatre (Emergency and elective)- Remote sedation to be undertaken during this rotation
  - ii. Intensive Care Unit
  - iii. Emergency Department
- d) Emergency Care Interns:** The rotation sites for Emergency Care Interns shall be;
- i. Patient evacuation Services
  - ii. Accidents and Emergency Department
  - iii. Road Traffic Accident Response Centre
  - iv. Obstetrics and Gynaecology
  - v. Anaesthesia and Critical Care
- e) Junior Resident Dental Surgeons:** The rotation sites for Junior Resident Dental Surgeons shall be as follows;
- i. Dental Department
  - ii. Oral and Maxillofacial Surgery
  - iii. Hospital Emergency Medicine
- f) Pharmacy Interns:** The rotation sites for Pharmacy Interns shall be as follows (These are too many, probably scale down to one's preference in line with their set career progression);
- i. Hospital Pharmacy
  - ii. Community pharmacies (Retail Pharmacy);
  - iii. Pharmaceutical Compounding of extemporaneous preparations (Pharmaceutical Industries or Hospital Compounding unit)
  - iv. Relevant Regulatory authorities like, Zambia Medicine Regulatory Authority (ZAMRA), HPCZ, Drug Enforcement Commission (DEC) or Continuing Professional Development (CPD) Certification in medicine Regulation.
  - v. Training institutions (Health Related Programmes);
  - vi. Drug distributions centres like Medical Stores, Churches Health Association of Zambia (CHAZ), wholesale dealers etc;
  - vii. Pharmaceutical Public Health that Includes District Pharmacy and Maternal Child Health (MCH) Services)
- g) Clinical Anaesthetist and Advanced Paramedical- Anaesthesia Interns:** The rotation sites for Clinical Anaesthetist Intern shall be as follows;
- i. Emergency and Elective Operating Theatres (Remote Site sedation Like Medical Imaging services, Manual Vacuum Aspiration (MVA) or Endoscopy units shall be undertaken during this rotation)
  - ii. Emergency Department

iii. Intensive Care Unit

- h) **Optometry:** The rotation sites for optometry interns;
- i. General Ophthalmic Clinic
  - ii. Ocular Diagnostics and Investigations
  - iii. Optometry Department and Low Vision Services
  - iv. General Outpatient Department

## **2.2 Governance, Supervision and Human Resource systems**

The Internship Training Site shall develop governance and Human resource systems that will support Internship Training. This shall include, strategic plan, operational statements, organogram and staff establishment.

### **2.2.1 Internship program strategic plan**

The Internship Training Site shall develop a detailed costed five-year internship programme strategic plan or three-year action plan. The plan should also cover quality improvement programmes that the site intends to undertake during the lifespan of the strategic/action plan.

### **2.2.2 Internship Training values, mission and vision statements**

The internship training Site should be built on strong values and principles. The site shall ensure that values, vision & mission statement and scope of services are documented and displayed.

### **2.2.3 Organisational Structure**

Interns are a valuable component of human resource for health and like all health professionals, they provide health services to clients. Further, training interns requires human capital that includes leadership, coordinators and supervisors/ trainers. The institution shall develop an organisational structure for all the internship programmes which shall be displayed. The Structure shall be informing a staff establishment appropriate for the scope of services that shall cover; staff projections, internship leadership, coordination, supervision and support services as follows.

1. Staff Establishment for Medical Intern Programme
  - a. Internship Programme Coordinator
  - b. Supervisor – Internal Medicine
  - c. Supervisor – General Surgery
  - d. Supervisor – Paediatrics and Child Health
  - e. Supervisor – Obstetrics and Gynaecology
  - f. Supervisor - Critical Care/ Emergency Medicine
  - g. Junior Resident Medical Doctors
  
2. Staff Establishment for Medical Licentiate Intern Programme
  - a. Internship Programme Coordinator
  - b. Supervisor – Internal Medicine



- c. Supervisor – General Surgery
  - d. Supervisor – Paediatrics and Child Health
  - e. Supervisor – Obstetrics and Gynaecology
  - f. Medical Licentiate Interns
3. Staff Establishment for Dental Intern Programme
- a. Internship Programme Coordinator
  - b. Supervisor – Dental Department
  - c. Supervisor- maxillofacial and Oral Health surgery
  - d. Supervisor – Conservative Dentistry
  - e. Supervisor- prosthetics dentistry
  - f. Supervisor – Orthodontics and Paediatric dentistry
  - g. Supervisor – Periodontology
  - h. Supervisor- Hospital Emergency Department
  - i. Junior Resident Dental Surgeons
4. Staff Establishment for Pharmacy Intern Programme
- a. Internship Programme Coordinator
  - b. Supervisor - Hospital Pharmacy
  - c. Supervisor - Community pharmacies (Retail Pharmacy);
  - d. Supervisor - Pharmaceutical Compounding of extemporaneous preparations (Pharmaceutical Industries or Hospital Compounding unit) – ***Can be the same person as supervisor for Hospital or Community Pharmacy***
  - e. Supervisor - Relevant Regulatory authorities like, ZAMRA, HPCZ or CPD Certification in medicine Regulation)
  - f. Supervisor - Training institutions (Health Related Programmes);
  - g. Supervisor - Drug distributions centres like Medical Stores, CHAZ, wholesale dealers etc);
  - h. Supervisor Pharmaceutical Public Health -Include District Pharmacy/MCH units
  - i. Pharmacy Interns
5. Staff Establishment for Clinical Anaesthetist Intern Programme
- a. Internship Programme Coordinator
  - b. Supervisor – Emergency and Elective Theatres
  - c. Supervisor – Intensive Care Unit
  - d. Supervisor – Emergency Department
  - e. Clinical Anaesthetist Interns
6. Staff Establishment for Emergency Care Intern Programme
- a. Internship Programme Coordinator
  - b. Supervisor - Patient Evacuation Services
  - c. Supervisor - Accidents and Emergency Services
  - d. Supervisor - Road Traffic Accident Response Centre
  - e. Supervisor - Obstetrics & Gynaecology
  - f. Supervisor - Anaesthesia & Critical care

- g. Emergency Care Interns
7. Staff Establishment for Optometry Intern Programme
    - a. Internship Programme Coordinator
    - b. Supervisor – General Ophthalmic Clinic
    - c. Supervisor – Ocular Diagnostics and Investigations
    - d. Supervisor – Optometry Department and Low Vision Services
    - e. Supervisor – General Outpatient Department Patient clerkship and therapeutics
    - f. Optometry -Interns

### **2.3 Role of Designated Internship Training Site Superintendent**

The Internship Training Site depending on the ownership type may be headed by a chief executive officer, a director, a medical director, a medical superintendent or any other title as may be deemed appropriate by the institution itself. This designated in-charge is responsible for:

1. Overall coordination, management and provision of resources to facilitate the internship programme
2. Ensuring smooth communication with HPCZ and with the interns and ensuring smooth handing over processes when necessary
3. Provide institutional contacts and maintain open communication channels at all times
4. Receive and provide official communication for the institution and disseminate the information to the necessary persons
5. Maintain an institutional internship file where all written communication to the interns shall be kept and future reference can be made as and when necessary.
6. Update at all times administrative changes that may impact on the implementation of the internship programme
7. Apply to HPCZ for consideration of the institution as an internship site OR to adjust the capacity of an already approved internship site
8. Communicate with HPCZ and other relevant bodies concerning the internship programme
9. Recognise the interns' experiencing challenges and notify the Council in a timely fashion
10. Chair the internship Committee Meeting
11. Appoint Internship Programme Coordinators, Supervisors and Interns

The Institution shall keep records of the evidence of responsibility designation of the head of internship, training site, job description and correspondence with HPCZ.

### **2.4 Internship Programme Coordination**

While the Head of Internship Training Site is ultimately responsible for the internship program. He /she shall be assisted by Internship Coordinators. The following shall be the qualification, roles and documents required to be kept for the internship programme coordinators.

### 2.4.1 Qualification of Internship Coordinator

Internship Coordinators shall be experts in the relevant field with a higher qualification than the interns they shall be coordinating. They shall be approachable and must be able to relate well with interns. Specific requirements for internship coordinators for each of the programmes shall be as follows:

1. **Medical Internship Programme Coordinator:** The medical intern coordinator shall be a Specialist Medical Doctor duly registered to practice in Zambia and working at the internship training site on a full-time basis.
2. **The Medical Licentiate Internship Programme Coordinator:** The Coordinator for the Medical Licentiate intern shall be a specialist medical licentiate practitioner duly registered to practice in Zambia and working at the internship training site on a full-time basis. Where there is no specialist medical licentiate practitioner, the coordinator for Junior Resident Medical Officer shall coordinate the medical licentiate internship programme.
3. **Dental Internship Programme Coordinator:** The dental intern coordinator shall be a Specialist Dental Surgeon duly registered to practice in Zambia and working at the internship training site on a full-time basis. A holder of a Bachelor of Dental Surgery (BDS) or its equivalent duly registered to practice in Zambia and working at the internship site with five (5) years' experience post internship is acceptable.

**Pharmacy Internship Programme Coordinator:** The pharmacy intern coordinator shall be a Specialist Pharmacist or equivalent with certification as a preceptor that is recognised by the HPCZ and duly registered to practice in Zambia and working at the internship training site on a full-time basis. A holder of Bachelor of Pharmacy (B-Pharm) or equivalent with certification as a preceptor by the Pharmaceutical Society of Zambia or equivalent with five (5) years' experience post full registration and duly registered to practice in Zambia and working at the internship training site on a full-time basis is acceptable.

4. **Clinical Anaesthetist Intern Programme Coordinator:** The Clinical Anaesthetist intern coordinator shall be a Specialist Anaesthesiologist or equivalent duly registered to practice in Zambia and working at the internship training site on a full-time basis.
5. **Emergency Care Intern Programme Coordinator:** The Emergency Care intern coordinator shall be a Medical Doctor with experience in emergency care or Specialist Emergency Care Physician duly registered to practice in Zambia and working at the internship training site on a full-time basis.
6. **Optometry Intern Programme Coordinator:** The optometry intern coordinator shall be a Specialist Optometrist duly registered to practice in Zambia and working at the internship training site on a full-time basis. Where there is no specialist optometrist, an optometrist with Bachelor of Science in Optometry with two (2) years' experience post internship is acceptable.

## 2.4.2 Roles of Internship Coordinator

1. To maintain intern Progression Records
2. To create Internship Rotation schedules and manages transfers between rotation sites
3. To update Management on matters administrative issues touching on interns, intern supervisors or departments within the institution that hinder implementation of the programme
4. Ensure the interns comply with ethics in the health profession as required by statutory laws
5. Ensure there is appropriate orientation for the interns upon reporting to the internship site
6. Organize minutes of monthly progress meetings with interns and their supervisors
7. Ensure the objective and fair assessment of the intern. Further ensure that interns are evaluated and internship log books filled appropriately during and at the end of each rotation.
8. Identify exceptional interns for recognition or award
9. Participate in disciplinary proceedings for interns
10. Secretariat to Internship Committee

## 2.4.3 Documents for the Internship Coordinator

The internship training site shall maintain the file for the coordinator with the following documents:

1. Coordinator's appointment letter
2. Internship coordinator's Job Description
3. Coordinator's curriculum vitae
4. Internship coordinator's academic and professional qualification
5. Valid registration and practicing certificate from HPCZ and or other relevant bodies
6. Valid immigration documents/work permits for non-Zambians

## 2.5 Internship Rotation Sites Supervisors

The head of hospital (internship site) shall formally designate appropriately qualified person to supervise interns in each clinical or placement area. Where possible, the person heading the department or placement area shall be considered first for appointment to supervise interns.

### 2.5.1 Qualification of Internship Supervisors

Internship Supervisors/ Mentors shall be experts in the relevant field with a higher qualification than the interns they shall be supervising and be approachable and able to relate well with interns. Specific requirements for internship supervisors/mentors for each of the programmes shall be as follows:

1. **Medical Internship Programme Supervisors:** The medical intern rotation site supervisors shall be a Specialist Medical Doctor dully registered to practice in Zambia and working at each of the internship rotation site on a full-time basis with the following specific qualifications:
  - a) Supervisor – Internal Medicine: *Bachelor of Medicine and Bachelor of Surgery*

- (MBChB) with Master of Medicine (MMed) in Internal Medicine or equivalent*
- b) Supervisor – General Surgery: *MBChB with MMed in General Surgery or equivalent*
  - c) Supervisor – Paediatrics and Child Health: *MBChB with MMed in Paediatrics & Child Health or equivalent*
  - d) Supervisor – Obstetrics and Gynaecology: *MBChB with MMed in Obstetrics & Gynaecology or equivalent*
  - e) Supervisor – Anaesthesia: *MBChB with MMed in Anaesthesiology or equivalent*
2. **Medical Licentiate Internship Programme Supervisors:** The medical Licentiate intern rotation site supervisors shall be a Specialist Medical Doctor dully registered to practice in Zambia and working at each of the internship rotation site on a full-time basis with the following specific qualifications:
- f) Supervisor – Internal Medicine: *MBChB with MMed in Internal Medicine or equivalent*
  - g) Supervisor – General Surgery: *MBChB with MMed in General Surgery or equivalent*
  - h) Supervisor – Paediatrics and Child Health: *MBChB with MMed in Paediatrics & Child Health or equivalent*
  - i) Supervisor – Obstetrics and Gynaecology: *MBChB with MMed in Obstetrics & Gynaecology or equivalent*
3. **Dental Internship Programme Supervisors:** The dental intern rotation site supervisors shall be a Specialist Dental Surgeon dully registered to practice in Zambia and working at each of the internship rotation site on a full-time basis with the following specific qualifications:
- a) Supervisor – Oral *BDS with Masters of Dentistry (Mdent) in Oral and maxillofacial surgery or* A holder of a Bachelor in Dental Surgery or its equivalent duly registered to practice in Zambia and working at the internship site with two (2) years’ experience post internship is acceptable
  - b) Supervisor- Maxillofacial surgery: *BDS with Mdent in Oral and maxillofacial surgery or equivalent*
  - c) Supervisor – Conservative (Restorative) Dentistry: *BDS with Mdent in Restorative dentistry or its equivalent.* A holder of a Bachelor in Dental Surgery or its equivalent duly registered to practice in Zambia and working at the internship site with two (2) years’ experience post internship is acceptable
  - d) Supervisor- prosthetics dentistry: *BDS with Masters of Science (MSc) in prosthetics dentistry or equivalent or* A holder of a Bachelor in Dental Surgery or its equivalent duly registered to practice in Zambia and working at the internship site with two (2) years’ experience post internship is acceptable
  - e) Supervisor – Orthodontics and Paediatric dentistry: *BDS with Mdent in Orthodontics and Paediatric dentistry or equivalent or* A holder of a Bachelor in Dental Surgery or its equivalent duly registered to practice in Zambia and working at the internship site with two (2) years’ experience post internship is acceptable
  - f) Supervisor – Periodontology: *BDS with Mdent in Periodontology or equivalent*
  - a) Supervisor- Hospital Emergency Department- *MBCHB with MMed in Emergency Medicine or equivalent*

4. **Pharmacy Internship Programme Supervisor:** The pharmacy intern rotation site supervisors shall be a Specialist Pharmacist dully registered to practice in Zambia and working at each of the internship rotation site on a full-time basis with the following specific qualifications:
- a) Supervisor – Hospital Pharmacy: ***B-Pharm with Masters of Clinical Pharmacy or any specialty applicable to hospital setting with certification as a preceptor*** that is recognised by the HPCZ and duly registered to practice in Zambia. ***B-Pharm with minimum of two (years) experience post full registration with certification as a preceptor*** that is recognised by the HPCZ and duly registered to practice in Zambia ***is acceptable***
  - b) Supervisor – Community pharmacies (Retail Pharmacy): ***B-Pharm with Masters of Clinical Pharmacy or any specialty applicable to hospital setting with certification as a preceptor*** that is recognised by the HPCZ and duly registered to practice in Zambia. ***B-Pharm with minimum of two (years) experience post full registration with certification as a preceptor*** that is recognised by the HPCZ and duly registered to practice in Zambia ***is acceptable***
  - c) Supervisor – Industrial Pharmacy Pharmaceutical Compounding of extemporaneous preparations (Pharmaceutical Industries or Hospital Compounding unit) – ***Can have same qualification as supervisor for Hospital or Community Pharmacy***
  - d) Supervisor – Pharmacy Regulatory Body- Regulatory like ZAMRA, HPCZ, DEC or CPD Certification in medicine Regulation: ***Bachelor in health related sciences or Law or its equivalence with minimum of two (years) experience in regulation***
  - e) Supervisor - Training institutions ***Bachelor in health-related sciences with minimum of two (years) experience in training***
  - f) Supervisor - Drug distributions centres: ***B-Pharm with Masters of Supply Chain Management. B-Pharm with minimum of two (years) experience in medicine distribution post full registration is acceptable***
  - g) Pharmaceutical Public Health (Include District Pharmacy/MCH activities): Pharmacist in charge of the District Pharmacy
5. **Clinical Anaesthetist Intern Programme Supervisors:** The Clinical Anaesthetist intern rotation site supervisor shall be an anaesthesiologist dully registered to practice in Zambia and working at the internship training centre on a full-time basis with the following specific qualifications:
- a) Supervisor – Emergency and Elective Theatres: ***MBCHB with MMed in Anaesthesiology or equivalent***
  - b) Supervisor – Intensive Care Unit: ***MBCHB with MMed in Anaesthesiology or equivalent***
  - c) Supervisor – Emergency Department: ***MBCHB with MMed in Emergency Medicine or equivalent***
  - d) Supervisor – Remote Site sedation: ***MBCHB with MMed in Anaesthesiology or equivalent***

6. **Emergency Care Intern Programme Supervisor:** The emergency care intern rotation site supervisor shall be an expert in emergency medicine or an Emergency Care Officer with minimum of five (5) years' experience and dully registered to practice in Zambia and working at the internship training centre on a full-time with the following specific qualifications:
- Supervisor - Emergency & Elective Theatre: MBCHB with MMed in Anaesthesiology or its equivalent
  - Supervisor - Intensive Care Unit MBCHB with MMed in Anesthesiology or its equivalent
  - Supervisor - Emergency Department MBCHB with an MMed in Emergency Medicine or its equivalent
  - Supervisor - Remote Side Sedation: MBCHB with MMed in Anesthesiology or its equivalent  
ervisor - Intrahospital Emergency services
7. **Optometry Intern Programme Supervisor:** The optometry intern rotation site supervisor shall be expert in optometry and/or Ophthalmology dully registered to practice in Zambia and working at the internship training site on a full-time basis. The qualification of the supervisor for internship rotation areas shall be a *specialist in Ophthalmology or Optometry or its equivalent*. A holder of a Bachelor in Optometry or its equivalent duly registered to practice in Zambia and working at the internship site with two (2) years' experience post internship is acceptable. The specific spuvison requirement are detailed as follows:
- Supervisor - General Ophthalmic Clinic: Ophthamologist
  - Supervisor - Diagnostics & Investigations: Ophthamologist
  - Supervisor - Optometry and Low Vison: Specialist Optometrist or equivalent or an optometrist with BSc with Minimum of two (2) years' experience post internship or equivalent
  - Supervisor - General Outpatient Department Physician or Medical Doctor with Five years experience

### 2.5.2 Roles of Internship Supervisors

The supervisor shall be responsible for the overall supervision of the interns in that rotational or placement unit or department and shall;

- Maintain intern Progression Records for the rotation site
- Update Internship Coordinator regularly on intern progress
- Update Management and Internship Coordinator on matters administrative issues touching on interns, intern supervisors or departments within the institution that hinder implementation of the programme
- Ensure the interns comply with ethics in the health profession as required by statutory laws
- Ensure there is appropriate orientation for the interns upon reporting to the rotation site
- Organize minutes monthly progress meetings with interns
- Ensure objective and fair assessment of the intern. Further ensure that interns are evaluated and internship log books filled appropriately during and at the end of each rotation.
- Identify and recommend to management or internship coordinator exceptional interns for recognition or award
- Participate in disciplinary proceedings for interns

### **2.5.3 Documents for the Internship rotation supervisor**

The internship training site shall maintain the file for the internship rotation supervisor with the following documents:

1. Rotation Supervisor's appointment letter
2. Rotation Supervisor's Job Description
3. Rotation Supervisor's curriculum vitae
4. Rotation Supervisor's academic and professional qualification
5. Rotation Supervisor's Valid registration and practicing certificate from HPCZ and or other relevant bodies
6. Rotation Supervisor's Valid immigration documents/ work permits for non-Zambians

### **2.6 CPD plan**

Internship Training Centre shall develop a CPD Plan for its employees including internship programme coordinators, clinical supervisors and Interns alike. The plan shall involve both in-house trainings and external training in collaboration with government and other national and international CPD Providers. The CPD plan should be guided by disease burden, emerging trends and National Health priorities and feed into the HPCZ renewal requirements for Annual Practicing Certificates for Health Practitioners. The Internship siste shall seek authorization of all CPD programmes to be offered to interns each preceeding year together with the application for renewal of the internship siste approval certificate.

### **2.7 Interns**

#### **2.7.1 Responsibilities of an intern**

Interns' responsibilities include the following: -

1. Clerking patients where applicable
2. Performing relevant investigations
3. Guiding patients and relatives with regards to diagnosis, treatment and follow-up.
4. Documenting and regularly updating patients' notes
5. Writing accurate and informative case summaries.
6. Appropriate handing over of patients
7. Presenting cases concisely, coherently and competently during ward rounds, grand rounds or any other appropriate fora.
8. Participating in the development and implementation of community health programmes under supervision
9. Reporting to and consulting with the intern supervisor
10. Participating in continuing professional development activities
11. Maintaining professional demeanour and conduct
12. Participating in the activities of the relevant committees in the rotation sites
13. Performing any other relevant duties assigned by the supervisor



## **2.7.2 Systems for maintaining interns' records**

The Internship Coordinator and Human Resource Officer will be keeping updated files for each intern. The Human resource shall be responsible for keeping human resource files for all interns in line with labour laws that include the following documents:

1. Academic and professional qualification
2. Medical records
3. Photocopy of National Registration Card Number (NRC)/Passport
4. Valid Immigration documents/work permit for non-Zambians
5. Interns' appointment letter
6. Interns' valid HPCZ registration certificate
7. Interns' valid HPCZ practicing certificate
8. Records of Disciplinary and awards (Optional)

The Internship coordinator shall keep records of the interns' clinical progressions through the various internship systems and may include the following;

1. Copies of transfer among rotational areas
2. Interns' appointment letter
3. Interns' Job Description as per template
4. Academic and professional qualification
5. Photocopy of NRC/Passport
6. Interns' valid HPCZ registration certificate
7. Interns' valid HPCZ practicing certificate
8. Records of Disciplinary and awards (Optional)

## **2.8 Establishment of Standing Committees**

It is expected that the training institution should establish various committees to discuss various issues relating to running of the internship programme. The Internship site can have several committees; however, the internship committee and quality improvement committee are mandatory.

### **2.8.1 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 regularly, at least quarterly, and keep minutes that reflect the activity of the committee. The Internship Committee shall undertake an ongoing review of the program to evaluate the quality of the clinical experience and to review the resources available.

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

### **2.8.2 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.

### 3 Standard 2: Intern's Welfare

#### 3.1 Intern wellbeing Policies

This section details the policies and processes that Internship Training site has put in place regarding hosting interns, managing internship education, intern's welfare and safety, admission policy and selection criteria. The policies and processes are documented below.

##### 3.1.1 Intern admission policy and selection criteria

1. **Intern Admission Policy:** The Internship Training sites should develop Admission/Recruitment and Selection Policy. HPCZ recommends that the policy should outline the following:
  - a) **Policy Objective:** The policy should outline a clear objective
  - b) **Policy Purpose:** The policy should outline a clear purpose
  - c) **Approach:** The policy should outline a clear approach
  - d) **Process:** The policy should outline a clear recruitment process that may include but not limited to:
    - i. Confirmation of Vacancy
    - ii. Preparation and review of job requirements
    - iii. Advertising
    - iv. Shortlisting
    - v. Interviews
    - vi. Selection
    - vii. Offering
    - viii. Contract Signing
2. **Intern Selection Criteria:** Interns shall be selected based on the guidance given in the Internship Training Site recruitment and selection policy. Notwithstanding what is in the policy, the intern selection should be done with fairness, justice, transparency and meticulousness.
3. **Intern Posting:** Interns in the public internship sites are mostly selected centrally while the private sector mostly employs locally. Once recruited or posted, interns shall present the following documents to the designated officer in charge of the facility upon reporting to the internship training centre:
  - a) A posting letter from the Ministry of Health or internship offer whichever is applicable
  - b) Provisional or Temporary Registration Certificate from HPCZ
  - c) Valid Annual Practicing Certificate from HPCZ
  - d) Medical records
  - e) Photocopy of NRC/Passport
  - f) Valid Immigration documents/ work permit for non-Zambians
  - g) Academic and professional qualification

4. **Intern Induction:** Internship training Site shall undertake induction of interns before placement to their rotation sites including on the rotation schedule and required assessments. The interns are posted/placed to the various rotation sites based on the rotation schedule.
5. **Volunteering:** The internship site should establish a transparent policy regarding Health Practitioners seeking voluntary internships. However, it is essential for the site to ensure that these engagements are well-documented and comply with labor laws to avoid conflicts. The internship site is obligated to maintain records for volunteering interns, as outlined in these guidelines, on par with the records for any other intern.

### 3.1.2 Policies and processes regarding hosting interns

These are measures taken to ensure that interns settle in an internship training site effectively, comfortable and safe during the internship year to facilitate adequate learning environment. These shall include:

1. **Salaries:** The salaries for interns shall be processed and paid in line with the Labour laws and Terms and Condition of Service (where applicable).
2. **Conditions of Service:** The conditions of Services existing at each Internship Training site shall also apply to interns and shall be in line with the labour laws
3. **Orientation:** Each Internship Training site shall have a structured orientation program which must include:
  - a) Interface meetings with Internship Training site leadership, coordinator, supervisors and heads of department
  - b) Orientation within various departments and rotation sites
  - c) An overview of internship guidelines and the Internship Training site rules
  - d) Scope of duties within each rotation
  - e) Election of intern's representative
4. **Mentorship:** The Internship Training Site shall have an effective mentorship with clearly outlined supervision system. Mentors and supervisors shall be appointed amongst the relevant experts in each Department. Each intern shall be assigned a mentor for the duration of the internship training as required.
5. **Work hours:** The workload shall be adequate to ensure that the interns are exposed to common conditions present at the site. However, interns shall be accorded adequate rest in between their work schedules to ensure they remain safe in practice. Where applicable, all interns shall be given appropriate resting time following an overnight call as per the Terms and Condition of Service.

6. **Health and Occupational Safety:** All the internship rotation sites shall ensure that interns have:
- a) Necessary occupational and work place safety including Vaccinations and post exposure management
  - b) Guidance and counselling available for those with social and economic challenges

### 3.1.3 Internship Outcome and Evaluation

The outcome of the evaluation of the intern may be:

1. **Satisfactory:** the intern is permitted to progress to the next rotation or quarter
2. **Unsatisfactory:**
  - a) **An extension:** An extension of the rotation/quarter in part or in full is recommended. The extension must be completed successfully prior to progressing to the next rotation/quarter
  - b) **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 HPCZ for further action.

### 3.1.4 Managing internship education Outcomes

1. **Successful completion of internship:** An intern is deemed to have successfully completed internship after having satisfactorily completed all the prescribed requirements of the training. The Medical director/superintendent/Internship site in charge shall then recommend the intern for registration by signing the internship completion certificate.
2. **Failure to Complete the Internship Successfully:** An intern is deemed to have failed to complete internship if they do not meet the prescribed requirements and hence have unsatisfactory evaluations as described above. Some of the conditions that may contribute to unsuccessful completion include:
  - a) **Professional incompetence:** which includes: -
    - i. Demonstration of inadequate knowledge in the basic foundations of the science of their respective profession
    - ii. Inability to learn and sharpen skills necessary for the practice of their profession
    - iii. Failure to undertake the key procedures as prescribed in the log book.
  - b) **Professional Negligence and General misconduct** including:
    - i. Negligence in management of patients
    - ii. Inappropriate relationship with patients
    - iii. Abuse of patient confidentiality and trust
    - iv. Lack of a sense of responsibility
    - v. Inappropriate dressing
    - vi. Lack of respect for patients, public and /or colleagues
    - vii. Indiscipline such as absence from duty without good cause and/or lateness to work
    - viii. Intoxication at work

c) **Substance abuse**

The interns are subject to the rules of employment/attachment with the relevant authorities under which they work. They will be subject to the usual disciplinary measures applicable in the institution.

**3. Transfer of Interns:**

- a) **Transfer authority:** Transfer of interns between one internship training site and another, shall only be done with the approval of HPCZ.
- b) **Obligation:** It is the obligation of the intern who needs the transfer to write to HPCZ, requesting for the transfer. Internship Training sites shall assist the intern with the necessary support documents that the intern may require in their request.
- c) **Effecting Transfer:** Internship Training sites shall accept the transfer as effected once HPCZ grants the approval by way of receipt of a release or approval letter and shall proceed to release the intern and/or alter contract obligations accordingly.
- d) **Transfer Documents:** Internship Training sites shall give the student copies of duly earned credits for the rotation sites they had successfully completed to facilitate continuity of internship learning. Internship Training sites will retain copies of the outgoing intern's progress in their file for reference. Where an Internship Training site is receiving an intern from another internship site, it shall ensure that the intern comes with a formal release letter from HPCZ and progress report from the transferring internship site. Further, an Internship Training site should request that HPCZ issues a new internship annual practicing certificate, reflecting the new site.
- e) **Annual Practicing Certificate:** The annual Practicing certificate shall depict the name of the internship site.

**3.2 Intern Enrolment Projections**

The number of Interns per internship site shall depend on the capacity of a specific Internship site, based on the following factors; Staffing levels of trainers and educators as well as the capacity of rotational site. Interns shall be assigned a supervisor for each placement in their rotational areas.

**3.3 Intern services**

**3.3.1 Accommodation**

The interns may be accommodated or paid housing allowance in line with the labour Laws and Terms and Conditions as the internship training site may determine from time to time.

**3.3.2 Library Services**

Internship training site should provide reference books at the Mini Library (where applicable). Interns as employees of internship training site should have access to resource centres that the institution subscribes to.

### **3.3.3 Internet Services**

Internship training site should provide high speed internet in all relevant areas to facilitate communication and access to resource centres. The intern's induction should include institution Information Communication and Technology (ICT) policy in order to facilitate appropriate use of the ICT infrastructure.

### **3.3.4 Call Room/Board Room**

Internship training site should have adequate intern welfare that includes adequate call rooms for the scope service and boardroom.

## **3.4 Interns Code of Conduct**

### **3.4.1 Disciplinary Code of conduct**

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

### **3.4.2 Professional Code of Ethics**

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

## 4 Standard 3. Clinical Supervision

The Internship Training Site shall ensure that all intern supervisors employed are appropriately qualified and adequately supervised in order to protect the interns & assure patient safety

### 4.1 Supervisor systems

The Internship Training Site shall have systems for ensuring adequate supervision of mentors and support staff that include:

1. That all supervisors and support staff annually set individual work plans in line with job description, action and strategic plans.
2. That all supervisors & support staff are annually appraised against set individual work plans
3. Interns must be supervised at all times regardless of which shift or 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.
4. The head of internship site is responsible for ensuring that appropriate level of supervision is provided. For interns, both levels 1 and 2 supervisions must be provided by a practitioner who has full registration with the HPCZ (i.e. **not** provisional or temporary).
5. 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.

### 4.2 Clinical experience and Competencies

Internship Training Site should develop guidelines that guide the faculty on the procedures for trainee assessment & examinations as follows:

#### 4.2.1 Assessment and examinations Guide for supervisors

1. HPCZ requires that internship sites have put in place procedures that guide the clinical supervisors on procedures for trainee assessment and examinations.
2. Internship Training Site shall be continuously evaluating interns in the period of internship. This shall be done as follows:
  - a) Continuous evaluation of the log book procedures shall be done by signing of the log book daily
  - b) Monthly evaluation of overall progress of the intern in knowledge, skills, professional conduct, and communication skills which shall be signed in the log book
  - c) Verification of compliance with the rotation/ quarter requirements. This shall be documented and duly signed by the intern, the immediate supervisor and the intern coordinator in the log book.
  - d) Overall evaluation of the performance of the intern in the rotation/ quarter. This shall be done by the immediate supervisor, the intern coordinator and the medical director/ superintendent.



#### 4.2.2 Compliance to requirement on assessment & examination

Supervisors will be evaluated on their abilities to comply with the guidelines for assessment and examination procedures as outlined in 4.2.1 above and in the curriculum, institution guidelines and relevant body rules.

#### 4.2.3 Log books

Internship Training Site will ensure availability of Interns log books for all rotational areas. The log books are as per sample in Appendix 3.

#### 4.2.4 Intern Feedback & Communication

All communication to an intern, following an assessment resulting in failure to successfully complete internship, shall be communicated to the intern in writing, outlining the reasons for the failure. The communication shall include the recommendations made by the assessing team. This may include extension of the rotation, or referral back to HPCZ. A copy of the communication shall be filed with the designated institution in-charge at all times for future reference.

#### 4.2.5 Internship site has a clear rotational plan for interns/junior residents

##### 1. Medical Internship Rotation Programme duration

- a) Every medical intern shall be required to undergo an internship training program for a period of not less than Twelve (12). The rotation durations in each rotation site are outlined as follows:

S/n	Rotation Site	Duration
1	Internal Medicine	3 months
2	General Surgery	3 months
3	Paediatrics and Child Health	3 months
4	Obstetrics and Gynaecology	3 months
5	Anaesthesia and Critical Care (Optional)	Two weeks as highlighted in b) below

- b) There shall be a reduction of one week from and surgery and internal medicine to accommodate rotation in Anaesthesia and emergency department.

##### 2. Medical Licentiate Internship Rotation Programme duration

- a) Medical Licentiates intern shall be required to undergo an internship training program for a period of not less than twelve (12) months for pre-service and not less than eighteen (18) months for direct entry, inclusive of leave. The rotations are outlined as follows:
- b) The duration a Pre-Service Medical Licentiate Intern shall take in each of the rotation site is as follows:

S/n	Rotation Site	Duration
1	Internal Medicine	2½ months
2	General Surgery	3½ months
3	Paediatrics and Child Health	2½ months
4	Obstetrics and Gynaecology	3½ months

- c) The Council has phased out the direct entry programme for clinical medical licenciates. The duration **Direct Entry** medical licenciate Intern who are currently in training shall take in each of the rotation site is as follows:

S/n	Rotation Site	Duration
1	Internal Medicine	4 months
2	General Surgery	5 months
3	Paediatrics and Child Health	5 months
4	Obstetrics and Gynaecology	4 months

### 3. Dental Internship Rotation Programme duration

- a) Every dental intern shall be required to undergo an internship training programme for a period of twelve months (12), exclusive of leave.
- b) The duration a Dental Intern shall take in each of the rotation sites is as follows:

S/n	Rotation Site	Duration
1	Dental Department	8 months
2	Oral and Maxillofacial Surgery	3 months
3	Hospital Emergency Medicine	1 months

### 4. Pharmacy Internship Rotation Programme duration

- a) Every Pharmacy intern shall be required to undergo an internship training programme for a period of twelve months (12), exclusive of leave.
- b) The duration of Pharmacy Intern in each of the rotation site is as follows:

S/n	Rotation Site	Duration
1	Hospital Pharmacy	Six (6) months
2	Community pharmacies (Retail Pharmacy);	Three (3) months
3	Industrial Pharmacy/Compounding unit- <i>where there is no industry, this experience Can be done in the hospital or community pharmacy</i>	One (1) month
4	Regulatory Pharmacy like, ZAMRA, HPCZ or DEC - <i>where the intern is unable to do internship in regulatory site, a CPD Certification in medicine Regulation is acceptable</i>	1/2 month
5	Training institutions	1/2 month
6	Medicine distribution centre	1/2 month
7	Pharmaceutical Public Health (Include MCH activities)	1/2 month

## 5. Clinical Anaesthetist Internship Rotation Programme duration

- a) Clinical anaesthetist intern shall be required to undergo an internship training program for a period of not less than twelve (12) months for in-service and not less than twenty-four (24) months for direct entry. The rotations are outlined as follows:
- b) The duration In-Service Clinical anaesthetist Interns shall take in each of the rotation site, is as follows:

S/n	Rotation Site	Duration
1	Operating Theatre (Emergency and elective) – Remote sedation to be undertaken during this rotation	Eight (8) months
2	Intensive Care Unit	Three (3) months
3	Emergency Department	One (1) month

- c) The Council has phased out the direct entry programme for clinical anaesthetist. The duration a **Direct Entry** Clinical anaesthetist Intern who are currently in training shall take in each of the rotation site is as follows:

S/n	Rotation Site	Duration
1	Operating Theatre (Emergency and elective) – Remote sedation to be undertaken during this rotation	Sixteen (16) months
2	Intensive Care Unit	Six (6) months
3	Emergency Department	Two (2) months

- d) A practitioner who had done advanced diplom in clinical anaesthesia, underwent internship with two years post internship experience who has upgraded to the bachelors degree programme shall be excepted from mandatory internship.

## 6. Advanced Paramedic Anaesthetist Internship Rotation Programme duration

- a) An **Advanced Paramedic Anaesthetist** intern shall be required to undergo an internship training program for a period of not less than twelve (12) months. The rotations are outlined as follows:
- b) The duration an In-Service Clinical anaesthetist Interns shall take in each of the rotation site, is as follows:

S/n	Rotation Site	Duration
1	Operating Theatre (Emergency and elective) – Remote sedation to be undertaken during this rotation	Eight (8) months
2	Intensive Care Unit	Three (3) months
3	Emergency Department	One (1) month

## 7. Emergency Care Internship Rotation Programme duration

- a) An **Emergency Care** Intern shall be required to undergo an internship training program for a period of not less than twelve (12) months. The rotations are outlined as follows:
- b) The duration a In-Service Emergency Care Interns shall take in each of the rotation site, is as follows:

S/n	Rotation Site	Duration
1	Patient evacuation Services	Three (3) months
2	Accidents and Emergency Department	Two (2) months
3	Road Traffic Accident Response Centre	Three (3) months
4	Obstetrics and Gynaecology	Two (2) months
5	Anaesthesia and Critical Care	Two (2) months

## 8. Optometry Internship Rotation Programme duration

- a) An Optometry Intern shall be required to undergo an internship training program for a period of not less than twelve (12) months for direct entry and one (1). For in-service The rotations are outlined as follows:
- b) The duration a Optometry Interns shall take in each of the rotation site, is as follows:

S/n	Rotation Site	Duration
1	General Ophthalmic Clinic	Three (3) months
2	Ocular Diagnostics and Investigations	One (1) month
3	Optometry Department and Low Vision Services	Seven (7) months
4	General Outpatient Department	One (1) month

- c) The In- service intern shall rotate in General Outpatient Department for one (1) month internship.

### 4.3 Clinical competencies

Internship Training site shall ensure that interns are covering all required clinical experiences in the rotational sites in line with the respective curriculum. The key competencies are detailed in the section below as provided by HPCZ;

#### 4.3.1 Junior Resident Medical Officer

##### 1. Internal Medicine:

Internship Training Sites will ensure that Interns rotating in internal medicine rotational areas are given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in medical units:

- a) Assessing patients admitted to medical units
- b) Clinical exposure to a range of common clinical conditions
- c) Clinical exposure to critically ill Patients
- d) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competency Reference Manual for Medical Doctor
- e) Develop skills in safe prescribing of medicines, fluids, & blood products
- f) 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 includes opportunities to develop skills in discussing poor outcomes and withdrawal of care
- g) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up)
- h) Prepare discharge summaries
- i) Develop an understanding of resource allocation in medical units

## **2. Paediatrics and Child Health Services:**

Internship Training Sites will ensure that Interns rotating in Pediatrics and Child Health Services rotational areas are given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our Pediatrics and child health services/units:

- a) Assessing patients admitted to Pediatric and child health units
- b) Clinical exposure to a range of common clinical conditions
- c) Clinical exposure to critically ill Patients
- j) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competency Reference Manual for Medical Doctor
- d) develop skills in safe prescribing of medicines, fluids, & blood products
- e) 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 includes opportunities to develop skills in discussing poor outcomes and withdrawal of care
- f) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up)
- g) Prepare discharge summaries
- h) Develop an understanding of resource allocation in Pediatric and child health units

## **3. General Surgery services:**

Internship Training Sites will ensure that Interns rotating in surgery rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our surgical services/units:

- a) Assess patients admitted to surgical units
- b) Have Clinical exposure to all phases of care of a range of common surgical conditions

- c) Have Clinical exposure to critically ill surgical patients
- d) Interpret investigations
- e) Observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Medical Doctors.
- f) Develop skills in safe prescribing of medicines, fluids, & blood products
- g) 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 shall include opportunities to develop skills in discussing poor outcomes and withdrawal of care.
- h) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).
- i) Prepare discharge summaries.
- j) Develop an understanding of resource allocation in surgical units

#### **4. Gynaecology and obstetrics:**

Internship Training Centers will ensure that Interns rotating in Gynecology and obstetrics rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our Gynecology and obstetrics services/units:

- a) Assess patients admitted to Gynaecology and obstetrics units
- b) have Clinical exposure to all phases of care of a range of common Gynaecology and obstetrics conditions
- c) Have Clinical exposure to critically ill Gynaecology and obstetrics patients
- d) Interpret investigations
- e) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competency Reference Manual for medical doctors.
- f) Develop skills in safe prescribing of medicines, fluids, & blood products
- g) 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 shall include opportunities to develop skills in discussing poor outcomes and withdrawal of care.
- h) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).
- i) Prepare discharge summaries.
- j) Develop an understanding of resource allocation in Gynaecology and obstetrics units

#### **5. Anaesthesiology**

- a. Knowledge and understanding of basic anaesthesia
- b. Knowledge and understanding of cardiopulmonary resuscitation
- c. Recognition of factors playing a role in perioperative risks
- d. Preoperative evaluation of a patient
- e. Preparation of theatre for anaesthesia
- f. Administrative functions; consent, record keeping and post operative instruction
- g. Basic skills in the administration of regional and general anaesthesia
- h. Basics of airway management including the causes and management of hypoxia

### **4.3.2 Medicine Licentiate Interns**

#### **1. Internal Medicine:**

Internship Training Sites will ensure that Interns rotating in internal medicine rotational areas are given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in medical units:

- a) Assessing patients admitted to medical units
- b) Clinical exposure to a range of common clinical conditions
- c) Clinical exposure to critically ill Patients
- d) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competency Reference Manual for Medical Licentiate
- e) Develop skills in safe prescribing of medicines, fluids, & blood products
- f) 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 includes opportunities to develop skills in discussing poor outcomes
- g) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up)
- h) Prepare discharge summaries
- i) Develop an understanding of resource allocation in medical units

#### **2. Paediatrics and Child Health Services:**

Internship Training Sites will ensure that Interns rotating in Pediatrics and Child Health Services rotational areas are given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our Pediatrics and child health services/units:

- a) Assessing patients admitted to paediatric and child health units
- b) Clinical exposure to a range of common clinical conditions
- c) Clinical exposure to critically ill Patients
- d) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competence Reference Manual for Medical Licentiates
- e) Develop skills in safe prescribing of medicines, fluids, & blood products
- f) 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 includes opportunities to develop skills in discussing poor outcomes
- g) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up)
- h) Prepare discharge summaries
- i) Develop an understanding of resource allocation in paediatric and child health units

### **3. General Surgery services:**

Internship Training Sites will ensure that Interns rotating in surgery rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our surgical services/units:

- a) Assess patients admitted to surgical units
- b) Have Clinical exposure to all phases of care of a range of common surgical conditions
- c) Have Clinical exposure to critically ill surgical patients
- d) Interpret investigations
- e) Observe and perform a range of procedural skills, as outlined in the HPCZ Core Competency Reference Manual for Medical Licenciate.
- f) Develop skills in safe prescribing of medicines, fluids, & blood products
- g) 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 shall include opportunities to develop skills in discussing poor outcomes.
- h) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).
- i) Prepare discharge summaries.
- j) Develop an understanding of resource allocation in surgical units

### **4. Gynaecology and obstetrics:**

Internship Training Centers will ensure that Interns rotating in Gynecology and obstetrics rotational areas given opportunity to fully assess, investigate and contribute to the treatment/care of patients. This shall include taking a history, performing a physical examination, developing a management plan, ordering investigations, making referrals and monitoring progress, all under appropriate supervision. The following are the key competencies that interns will be given an opportunity to develop as they rotate in our Gynecology and obstetrics services/units:

- a) Assess patients admitted to Gynaecology and obstetrics units
- b) Have Clinical exposure to all phases of care of a range of common Gynaecology and obstetrics conditions
- c) Have Clinical exposure to critically ill Gynaecology and obstetrics patients
- d) Interpret investigations
- e) Observe and perform a range of procedural skills, as outlined in the HPCZ HPCZ Core Competency Reference Manual for Medical Licenciate.
- f) Develop skills in safe prescribing of medicines, fluids, & blood products
- g) 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 shall include opportunities to develop skills in discussing poor outcomes.
- h) Develop an appreciation of the interaction of inpatient medicine with sub-acute, community and ambulatory care facilities, (including discharge destinations and follow up).
- i) Prepare discharge summaries.
- j) Develop an understanding of resource allocation in Gynaecology and obstetrics units



### 4.3.3 Junior Resident Dental Surgeons

Internship Training Centers will ensure that Junior Resident Dental Surgeons doing internship or supervised practice at their distinguished health facilities are given an opportunity to develop appropriate skills and competencies in accordance with dental scope of practice as follows:

- a. Treat mandibular and maxillofacial fractures by closed reduction and assist in open reduction
- b. Treatment of simple cysts, observe and assist in repair of cleft lip and clefts of the hard and soft palate
- c. Surgical management of tumours of the jaws and related structures
- d. Inpatient care
- e. Participate in operating theatre routine
- f. Participate in dental, multidisciplinary and grand ward rounds
- g. Osteotomies, major pre-prosthetic surgery, grafting procedures, flaps and reconstructive surgery
- h. Management of oral-facial pain
- i. Manage complex facial infections e.g. Ludwig's angina, necrotizing fasciitis

In addition to the above broad guidelines, the following are specific objectives in particular disciplines:

#### 1. Oral & Maxillofacial Surgery Including Oral Medicine / Oral Pathology

##### a. Minor Oral Surgery

To become proficient in the following by performing the minimum number of procedures stipulated in the log book:

- i. Dental extractions with forceps and elevators
- ii. Surgical removal of teeth and roots after raising flaps
- iii. Minor surgical procedures including dressing dry sockets, removal of epulis, apicectomies, splinting mobile teeth, closure of oral -antral fistulae and draining abscesses.
- iv. Removal of sutures, wires, drains and dressing packs.
- v. Manage Temporomandibular Joint (TMJ) disorders.
- vi. Minor pre-prosthetic surgical procedures

##### b. Major Oral Surgery

The intern shall observe, assist and carry out the following procedures under supervision:

- i. Treatment of mandibular and maxillofacial fractures by closed reduction and assist in open reduction
- ii. Treat simple cysts, observe and assist in repair of cleft lip and clefts of the hard and soft palate
- iii. Surgical management of tumours of the jaws and related structures
- iv. Inpatient care
- v. Participate in operating theatre routine
- vi. Participate in dental, multidisciplinary and grand ward rounds

- vii. Osteotomies, major pre-prosthetic surgery, grafting procedures, flaps and reconstructive surgery
- viii. Manage oral-facial pain
- ix. Manage of complex facial infections e.g. Ludwig's angina, necrotizing fasciitis

**c. Oral Medicine/Oral Pathology**

- i. Management of dental/oral diseases in patients with medical conditions.
- ii. Prevention, diagnosis and management of common oral conditions, including aphthous ulcer, lichen planus, pemphigoid, oral manifestation of HIV and other medical conditions

**2. Conservative and Prosthetics Dentistry**

**ii. Conservative Dentistry and Crown & Bridge**

To become proficient in the following by performing the minimum number of procedures stipulated in the log book:

- a. Diagnosis, treatment planning and management of carious, malformed, traumatized and discoloured teeth among others
- b. Restoration of teeth with composite, compomers, glass ionomer cements among other restorative materials
- c. Endodontic therapy in anterior and posterior teeth
- d. Restoration of teeth using crown and bridge

**iii. Prosthetics**

To become proficient in the following by performing the minimum number of procedures stipulated in the log book:

- a. Diagnose, and treat partially dentate and edentulous patients
- b. Provision of partial and complete dentures
- c. Immediate dentures, denture repairs and reline

**C. Orthodontics & Paediatric Dentistry**

**i. Orthodontics**

To become proficient in the following by performing the minimum number of procedures stipulated in the log book: a)

- a. Orthodontics case assessment; design, construction, delivery, follow up and activation of orthodontic appliances
- b. Space maintainers
- c. Functional appliances

**ii. Paediatric Dentistry**

To become proficient in the following by performing the minimum number of procedures in patients under seventeen (17) years of age as stipulated in the log book:

- a. Diagnosis, treatment planning and management of dental diseases in children and adolescents
- b. Behaviour management and dietary counselling in children and adolescents.

## **D. Periodontology**

To become proficient in the following by performing the minimum number of procedures stipulated in the log book:

- i. Diagnosis, treatment planning, treatment & follow up of periodontal diseases and conditions
- ii. Splinting of periodontal involved teeth
- iii. Oral health education

## **E. Emergency Medicine**

To become proficient in the following by performing the minimum number of procedures stipulated in the log book:

- i. Be able to clerk, investigate and present patients in the emergency room
- ii. Be able to prepare patients undergoing various surgical adequately procedures
- iii. Be able to follow up with the patients after surgery till discharge and be able to write a proper discharge summary
- iv. Attend and participate/present in all weekly departmental.
- v. In addition to the above, at the end of the rotation, one is expected to have participated in the following procedures:

### **4.3.4 Pharmacy Interns**

Internship Training sites will ensure that pharmacy Interns doing internship or supervised practice at our distinguished health facilities are given an opportunity to develop appropriate skills and competencies in accordance with pharmacy scope of practice as follows:

- a. Apply the knowledge, skills and attitudes gained in the provision of patient-oriented health care delivery services;
- b. Optimise the welfare and safety of patients in all activities
- c. Apply legal and ethical principles in his/her daily professional activities;
- d. Demonstrate a holistic approach and accept responsibility for professional actions;
- e. Participate in research;
- f. Engage with patients and other members of the healthcare team in health promotion and prevention of diseases with particular emphasis on the Zambian situation;
- g. Participate in the national strategies on reduction of burden of disease through rational use of medicines;
- h. Apply the principles of pharmaceutical care with the aims of achieving the intended therapeutic outcomes for the health and quality of life of a patient;
- i. Plan and manage his/her own program in terms of workflow and tasks;
- j. Apply knowledge of over-the-counter (OTC) products and maintain the same diligence as required with dispensing of prescribed medicines;
- k. Manage personnel and work as part of a team, both within the institution and with other members of the healthcare team;
- l. Apply principles of inventory management and reporting;

#### **4.3.5 Clinical Anesthetist Interns**

Internship Training Sites will ensure that clinical anesthetist Interns doing internship or supervised practice at our distinguished health facilities are given an opportunity to develop appropriate skills and competencies in accordance with clinical anesthetist scope of practice as follows:

- a. To be able to comprehensively pre-assess patients with medical conditions that influence anaesthesia
- b. To be able to comprehensively pre-operatively, intra-operatively and post-operatively manage a patient
- c. To be able to prepare theatre for anaesthesia including drug and equipment preparation
- d. To perform advanced anaesthesia techniques where appropriate
- e. Provide adequate pain relief
- f. To Perform primary and secondary assessment of critically ill patients and admit them to critical care units as appropriate
- g. Perform advanced airway management procedures and appropriately prescribe mechanical ventilation
- h. To perform advanced life support including central venous access in critically ill patients
- i. To plan and deliver Teaching appropriate to the level of the audience
- j. To be able to work as part of the multidisciplinary team
- k. To be able to show leadership and management skills

#### **4.3.6 Advanced Paramedics- Anesthetist Interns**

Internship Training Sites will ensure that Advanced Paramedic-Anesthetist Interns doing internship or supervised practice at our distinguished health facilities are given an opportunity to develop appropriate skills and competencies in accordance with clinical anesthetist scope of practice as follows:

- a) To be able to pre-assess patients with medical conditions that influence anaesthesia
- b) To be able to comprehensively pre-operatively, intra-operatively and post-operatively manage a patient
- c) To be able to prepare theatre for anaesthesia including drug and equipment preparation
- d) To perform basic anaesthesia techniques
- e) Provide adequate pain relief
- f) To Perform primary assessment of critically ill patients and admit according to critical care unit criteria
- g) Perform advanced airway management procedures and basic mechanical ventilation
- h) To perform advanced life support including central venous access in critically ill patients
- i) Manage personnel and work as part of the multidisciplinary team

#### 4.3.7 Emergency Care Officers

HPCZ requirements that an Emergency Care Interns rotating in rotational areas is given opportunity to fully assess, safely retrieve patients and contribute to the pre-hospital treatment/ care of patients. This should include taking a history, performing a physical examination, developing a management plan, making referrals and monitoring progress, all under appropriate supervision. Internship Training Centers have put in place measures to ensure that:

1. Interns are given opportunities to Manage and transport patients to appropriate levels of care
2. Interns to be given opportunities to demonstrate ability to safely retrieve patients from light motor vehicle accidents and work with other emergency specialists at an incident scene
3. Interns to be given opportunities to demonstrate initial scene management and Triage at a Multiple Casualty Incident
4. Interns to be given opportunities to demonstrate abilities to obtain a thorough medical history within their scope
5. Interns to be given opportunities to develop and carry out patient management plans within their scope
6. Interns to be given an opportunity to counsel and educate patients and their families using sustainable therapeutic and ethically sound relationship with patients
7. Interns to be given an opportunity to competently perform medical and surgical procedures considered essential in the area of practice within their scope of practice
8. Interns to be given an opportunity to demonstrate caring and respectful behaviours when interacting with patients and their families within their scope of practice
9. Interns to be given an opportunity to provide health care services and education aimed at maintaining health and preventing health problems within their scope of practice
10. Interns to be given an opportunity to professional hand-over of the patient to the receiving team within their scope of practice
11. Interns' opportunities to observe and perform a range of procedural skills, as outlined in the HPCZ Internship Procedure Framework for Emergency Care Officers.
12. Interns to be given opportunities to develop an understanding of funding sources, payment systems that provide coverage for patient care, cost-effective health care and resource allocation that does not compromise quality of care in pre-hospital emergency care services
13. Interns to be given opportunities to apply medical information technology and clinical data systems to provide and support effective and efficient patient care while adhere to ethical, legal and regulatory requirements of the profession.

The log book acts as a means of verification.

### 4.3.8 Optometry Interns

Internship Training Sites will ensure that optometry Interns doing internship or supervised practice at our distinguished health facilities are given an opportunity to develop appropriate skills and competencies in accordance with optometry scope of practice as follows:

1. Patient clerkship and therapeutics:
  - a. Conduct a relevant history taking in all specific subject areas, including systems review.
  - b. Conduct an examination of the ocular adnexa, the anterior and posterior segments, and associated systems, and interpret the findings thereof.
  - c. Ability to use diagnostic therapeutics in clinical practices
  - d. Manages common ocular diseases, and identifies those that need referral, and refers as soon as possible
  - e. Describes and applies Optometric management modalities for certain ocular diseases
2. Specialised Clinics e.g. Glaucoma, Cornea, Retina twelve (12) weeks
  - a. Perform and interpret some of the specialised ophthalmic investigations and interpret the findings thereof
  - b. Conduct clinical assessment and management of conditions in specialised clinics.
3. Optical dispensing:
  - a. Select the most appropriate ophthalmic lens for different patient's needs.
  - b. Give advice on the appropriate frame for different refractive error needs.
  - c. Edge and fit the lens into a frame.
  - d. Troubleshoot, adjust and deliver the spectacles.
4. Contact lens fitting:
  - a. Conduct clinical assessment for contact lens prescription
  - b. Conduct aftercare services for contact lens wearers
  - c. Conduct assessment and management of contact lens related complications
5. Refraction services:
  - a. Diagnose refractive errors and binocular vision anomalies, and performs retinoscopy for the diagnosis of refractive error
  - b. Differentiates the common refractive errors, ocular and systemic related ocular disease presentations
  - c. Prescribes spectacles and other vision assistive devices
6. Ophthalmic diagnostics:
  - a. Formulate a plan and perform ophthalmic investigations for various ocular conditions, and interpret the findings thereof, and demonstrate understanding of the processes involved in making a differential diagnosis
7. Low vision : Four (4) weeks
  - a. Conduct low vision assessment with low vision aids
  - b. Prescribe low vision aids to low vision patients
  - c. Conducts vision rehabilitation

8. Outreach camps
  - a. Plan for and conduct community and school eye health activities including refractive error services
  - b. Conduct community diagnosis and community based management of common conditions
  - c. Conduct community education on community based eye disease preventive and control measures and promote community participation.

## 5 Standard 4: Clinical Resources

Internship Training Site has developed budgets, financial forecasts and secured financial commitments to support the internship programme for the first five years of operations

### 5.1 Tutorial room

Internship Training Site has well-furnished tutorial room which meets the Public Health Act , Building regulation in terms of ventilation, lighting and drainage.

### 5.2 Teaching aids

Internship Training Site has adequate teaching aids which includes markers, functional projectors, white board and flip chart.

### 5.3 Office space for faculty staff

Internship Training Site has prioritized office space equipped with chairs, tables, computers with printers and internet. The offices are also equipped with scanners copiers and meet the Public Health Act in terms of building regulations.

### 5.4 Library

Internship Training Site facilities already has both physical and internet-based library which interns will have access to. The library has book hardcopy resources or also e-copies resources.

### 5.5 Rotation Plan

Internship Training Site has rotation plan for specific competences as outlined in the log book attached as appendix 2.

### 5.6 Specific Rotation Sites and support services

Internship Training site will ensure that 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

#### 5.6.1 Specific requirements for Junior Resident Medical Officer

- a) **Medical laboratory:** An Internship Site should have a functional laboratory service. The laboratory should have the capacity to provide or arrange for the following tests:
  - i. Multiple serological tests
  - ii. Haematology tests
  - iii. Clinical Chemistry
  - iv. Microscopy, culture and sensitivity
  - v. Histopathology – desirable (not mandatory)
  - vi. PCR desirable (not mandatory)
- b) **Medical Imaging and Radiological Department:** A 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:

- i. Ultrasound Scan
  - ii. Standard X-Ray Imaging
  - iii. Barium Studies - desirable (not mandatory)
  - iv. Mammography, CT scan and MRI -desirable (not mandatory)
- c) **In-Patient Admission Wards:** Internship Training Centre shall have well equipped inpatient wards that meet national healthcare standards adequate to cover medical, surgical, paediatrics Obstetrics and Gynaecology ward,
- d) **Intensive Care Unit (ICU):** Internship Training Centre shall have a well-equipped ICU and High Dependency Unit (HDU) and emergency department with triage system in place.
- e) **Physiotherapy department:** Internship Training Centre shall have a functional and appropriately equipped physiotherapy department that meets national health care standards and public health regulations
- f) **Outpatient clinic department:** Internship Training Centre shall have well equipped outpatient clinic in line with national health care standards
- g) **Operating theatre department:** Internship Training Centre shall have 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.
- h) **Pharmacy department:** Internship Training Centre shall have a well-stocked and appropriately equipped pharmacy that meets national health care standards requirements

### 5.6.2 Specific requirements for Medical Licentiate Interns

All the services listed in 5.6.1 under medical intern

### 5.6.3 Specific Service requirements for Junior Resident Dental Surgeons

- a) **Dental Clinic:** Internship Training Centre shall have a well-stocked and appropriately equipped dental clinic with the following dental specialties
- i. Oral surgery
  - ii. maxillofacial surgery – Can be a separate site outside the host internship site
  - iii. Conservative dentistry
  - iv. Prosthetics dentistry
  - v. Orthodontics and Paediatrics dentistry
  - vi. Periodontology:
  - vii. Hospital Emergency Department
- b) **Other services:** All the services listed in 5.6.1 under medical intern

### 5.6.4 Specific Service requirements for Pharmacy Interns

- a) **Other services:** All the services listed in 5.6.1 under medical intern
- b) **Community (Retail) Pharmacy Rotation Site:** Internship Training Centre should have a memorandum of understanding with a dully licenced Retail Pharmacy.
- c) **Distribution Centre or Wholesale Pharmacy Rotation Site:** Internship Training Centre should have a memorandum of understanding with a dully licenced wholesale Pharmacy
- d) **Pharmacy Industry Rotation Site or compounding unit:** Internship Training Centre should have a memorandum of understanding with a dully licenced Retail Pharmacy with the compounding being done inhouse.
- e) **Pharmaceutical Public Health:** Internship Training Centre should have a memorandum of understanding with the District Health Offices
- f) **Pharmacy Regulatory Rotation Site:** Internship Training Centre should have a memorandum of understanding with a medicine related regulatory body.

#### 5.6.5 Specific Service requirements for Clinical Anaesthetist Internship training

All the services listed in 5.6.1 under medical intern

#### 5.6.6 Specific Service requirements for Emergency Care Interns

- a) **Ambulance services:** Internship Training Centre has well equipped road-based Ambulance services. Air and water-based ambulance services desirable but not mandatory.
- b) **Rescue Vehicle Services:** Internship Training Centre in shall have a well-equipped rescue vehicle service licenced by HPCZ.
- c) **Planned patient transport services:** Internship Training Centre shall have a well-equipped planned patient transport service
- d) **Other services:** All the services listed in 5.6.1 under medical intern

#### 5.6.7 Specific Service requirements for Optometry Internal

- a) **Eye Clinic :** Internship Training Centre shall have a well-equipped eye clinic
- b) **Optical Clinic:** Internship Training Centre shall have a well-equipped eye clinic

## 6 References

HPCZ (2020) **National Health Care Standards**, HPCZ, Lusaka

HPCZ (2018) **Guidelines for Approval of Internship Sites**, HPCZ, Lusaka

Medical Practitioners and Dentist Council of Zambia (2019) *National Guidelines and Log Book for Medical Officer Interns*. Nairobi

Medical Practitioners and Dentist Council of Zambia (2019) *National Guidelines for Internship Training of Medical and Dental Officer Interns*. Nairobi

Ministry of Health (2019) **Performance Improvement and Quality Assurance Strategy 2019 – 2021**,



# HEALTH PROFESSIONS COUNCIL OF ZAMBIA

## Assessment Tool for Internship Programme 3.0

## 1 Basic information about the Internship site

### 1.1 Details of the Internship Site

Name of Internship Site	
Health Facility Class	
Physical Address	
District	
Province	
Postal Address where applicable	
Email Address	
Ownership Type	

### 1.2 Details of the Head of the Internship Site

Name	
Profession	
Official Position	
Phone Number	
Email Address	

### 1.3 Details of Internship Programme Coordinators

Programme	Description	
Junior Resident Medical Officerhip	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Medical Licentiate Internship	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Junior Resident Dental Surgeonship	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Pharmacy Internship	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Clinical Anaesthetist Internship	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Optometry Internship	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	
Emergency Care	Name	
	Profession	
	Qualification	
	Phone Number	
	Email Address	

## 1.4 Details of Internship Programme Supervision

Programme	Rotation Area	Supervisor name	Qualification	Employment Status	Professional Registration	Practising Certificate	Comment
Junior Resident Medical Officer Internship	Internal Medicine						
	General Surgery						
	Obstetrics & Gynaecology						
	Paediatrics & Child Health						
	Anaesthesia & Critical Care						
Medical Licentiate Internship	Internal Medicine						
	General Surgery						
	Obstetrics & Gynaecology						
	Paediatrics & Child Health						
Junior Resident Dental Surgeon	Dental Clinic						
	Maxillofacial Clinic						
	Periodontology						
Pharmacy Internship	Hospital Pharmacy						
	Community pharmacies						
	Pharmaceutical Compounding Pharmaceutical Industries or Hospital Compounding unit						
	Relevant Regulatory authorities (Zambia Medicine Regulatory Authority, Health Professions Council of Zambia, Drug Enforcement Commission or CPD Certification in medicine Regulation)						
	Training institutions (Health Related Programmes)						
	Drug distributions centres (e.g Medical Stores, CHAZ, wholesale dealers etc)						
	Pharmaceutical Public Health (Include District Pharmacy/MCH Sites)						
Clinical Anaesthetist Internship	Operating Theatre- To include Remote Site Sedation						
	Emergency Department						
	Intensive Care Unit						
Optometry Internship	General Ophthalmic Clinic						
	Optometry and Low Vision						
	Diagnostics & Investigations						
	General Outpatient Department						
Emergency Care	Patient Evacuation Services						
	Accidents and Emergency Services						
	Road Traffic Accident Response Centre						
	Obstetrics & Gynaecology						
	Anaesthesia & Critical care						
Support Services	Human Resource						
	Hospital Administration						

## 2 Standard 1: Internship Approval and Governance System

### 2.1 Internship Approval

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score	
Legal Compliance	Check that the internship site is legally established under relevant Laws i.e. PACRA company registration, Society registration, NGO registration or government Institution Gazette	10		
	Check for valid Fire Certificates from the local authority	5		
	Check for a valid Business Permit from the local authority	5		
	Check for the latest ZRA Tax Clearance	5		
Internship Approval	Check that the Internship Site is a validly Licensed Health Facility of Class A	20		
	Check that the Internship Site is validly Approved as an internship site for all the indicated internship sites. <i>At initial Inspection, has paid appropriate approval fees</i>	20		
Rotation Site	Check that the site has all the rotation sites as required. Where the internship does not have some required rotation sites in-house, check that the site has entered into a valid Memorandum of Understanding (MOU) with the external rotation sites. Where required under any law, check that the External Site is appropriately licensed	0		
	Junior Resident Medical Officer Internship	Internal Medicine	2	
		General Surgery	2	
		Obstetrics & Gynaecology	2	
		Paediatrics & Child Health	2	
		Anaesthesia & Critical care - Optional	2	
	Medical Licentiate Internship	Internal Medicine	2	
		General Surgery	2	
		Obstetrics & Gynaecology	2	
		Paediatrics & Child Health	2	
	Junior Resident Dental Internship	Oral Surgery	2	
		Maxillofacial	2	
		Restorative Dentistry	2	
		Prosthetics	2	
		Orthodontics & Paediatrics	2	
		Periodontology	2	
	Pharmacy Internship	Hospital Pharmacy	2	
		Community pharmacies (Retail Pharmacy)	2	
		Pharmaceutical Compounding of extemporaneous preparations (Pharmaceutical Industries or Hospital Compounding unit)	2	
		Relevant Regulatory authorities (Zambia Medicine Regulatory Authority, Health Professions Council of Zambia, Drug Enforcement Commission or CPD Certification in medicine Regulation)	2	
		Training institutions (Health Related Programmes)	2	
		Drug distributions centres (e.g Medical Stores, CHAZ, wholesale dealers etc)	2	
		Pharmaceutical Public Health (Include District Pharmacy/MCH Sites)	2	
	Clinical Advance Paramedical Anaesthetist Internship &	Emergency & Elective Operating Theatre	2	
		Emergency Department	2	
		Intensive Care Unit	2	
		Remote Site Sedation	2	
	Optometrist Internship	PatieGeneral Ophthalmic Clinic	2	
		Optometry and Low Vison	2	
		Diagnostics & Investigations	2	
		General Outpatient Department	2	
	Emergency Care Medicine	Patient Evacuation Services	2	
Accidents and Emmergency Services		2		
Road Traffic Accident Response Centre		2		
Obstetrics & Gynaecology		2		
Anaesthesia & Critical care		2		
Establishment of Committees	Check for standing commttees on site	3		
	<ul style="list-style-type: none"> <li>• Internship Committee</li> <li>• Qulaity Improvement Committee</li> </ul>	2		
<b>Total Weight/Score</b>		<b>140</b>	<b>0</b>	
<b>Comment</b>				

## 2.2 Internship Governance

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Strategic direction	Check that the facility has developed 3 years cost strategic/ action plans that outline institution activities and progressive plans	10	
	Check that the facility has documented and displayed a vision statement	2	
	Check that the facility has documented and displayed a mission statement	2	
	Check that the facility has documented and displayed scope of services	2	
	Check for the availability records of minutes for regular management meetings	2	
Organisation Structures	Check availability of displayed organization structure	6	
	Check that the organization structure informs the staff establishment shall cover, staff projections internship leadership, coordination/supervision (for all indicated programmes) and support	10	
Head of Internship	Check availability of Head of Internship Site's job description on file	2	
	Check availability of Head of Internship Site's CV on file	2	
	Check availability of his or her valid registration & annual practicing certificate	2	
Interns Documents kept by HRO	Check availability of Interns' appointment letter on file	2	
	Check availability of Interns' medical records letter on file	2	
	Check availability of Interns' Professional Qualification on file	2	
	Check availability of Interns' job description on file	2	
	Check availability of valid immigration/work permit for non-Zambia	2	
	Check availability of valid NRC/Passport for non-Zambia	2	
	Check availability of Disciplinary records/awards were applicable	2	
	Check availability of interns' valid registration & annual practicing certificate	2	
Interns Documents kept by Intern Coordinator	Check availability of Interns' appointment letter on file	2	
	Check availability of Intern's Copies of transfer among rotational areas	2	
	Check availability of Interns' Professional Qualification on file	2	
	Check availability of Interns' job description on file	2	
	Check availability of valid NRC/Passport for non-Zambia	2	
	Check availability of Disciplinary records/awards were applicable	2	
Continuing Professional Registration	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.	2	
	Check that the sites submits to HPCZ the CPD plan for Interns Annually	3	
Committees	Check that the internship site has an active Internship Committee that coordinates the planning, organisation, and supervision of the program, meeting quarterly and keeping detailed minutes. <b>Integration of the committee into senior management is acceptable.</b>	5	
	Verify the availability of an active Quality Assurance Committee at the internship site, ensuring regular quarterly meetings with documented minutes	5	
<b>Total Weight/Score</b>		<b>85</b>	<b>0</b>
<b>Comment</b>			



### 2.3 Staff Requirements (Junior Resident Medical Officer Internship)

Sub-Standard	Assessment criteria		Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5			
Coordinator Qualification	Check availability of Coordinators appointment letter on file		1	
	Check that the coordinator has MMed or equivalent with valid registration		5	
	Check availability of Coordinators CV on file		1	
	Check availability of Coordinators job description on file		1	
	Check availability of Coordinators 'valid registration & annual practicing certificate		5	
Supervisors – Check that the	Internal Medicine	MMed Internal Medicine or equivalent with valid registration	5	
	General Surgery	MMed General Surgery or equivalent with valid registration	5	
	Obstetric & Gynaecology	MMed OBGY or equivalent with valid specialist registration	5	
	Paediatrics & Child Health	MMed Paediatrics or equivalent with valid specialist registration	5	
	Anaesthesia & Critical Care	MMed Anaesthesia or equivalent with valid specialist registration	5	
Supervisors Documents	Check availability of Supervisors' appointment letter on file		1	
	Check availability of Supervisors' CV on file		1	
	Check availability of Supervisors' job description on file		1	
	Check availability of Supervisors' valid registration & annual practicing certificate		5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file		1	
	Check availability of rotation site transfer records		5	
	Check availability of Disciplinary records/awards were applicable		1	
	Check availability of interns' valid registration & annual practicing certificate		5	
CPD	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.		2	
<b>Total Weight/Score</b>			<b>64</b>	<b>0</b>
<b>Comment</b>				

### 2.4 Staff Requirements (Junior Resident Dental Surgeonship)

Sub-Standard	Assessment criteria		Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5			
Coordinator Qualification	Check availability of Coordinators appointment letter on file		1	
	Check that the coordinator has M-Dent or equivalent. BDS or its equivalent with & 5 years' experience post internship is acceptable		5	
	Check availability of Coordinators CV on file		1	
	Check availability of Coordinators job description on file		1	
	Check availability of Coordinators 'valid registration & annual practicing certificate		5	
Supervisors – Check that the	Supervisor -Dental Clinic Full-time with valid APC	M-Dent Oral & Maxillofacial or equivalent. BDS or its equivalent with 2 years' experience post internship is acceptable	5	
	Supervisor-Maxillofacial– Full time with valid APC	M-Dent Oral & Maxillofacial	5	
	Supervisor -Hospital Emergency Department	Specialist Medical Doctor or equivalent. MBChB or its equivalent with 2 years' experience post internship is acceptable	5	
Supervisors Documents	Check availability of Supervisors' appointment letter on file		1	
	Check availability of Supervisors' CV on file		1	
	Check availability of Supervisors' job description on file		1	
	Check availability of Supervisors' valid registration & annual practicing certificate		5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file		1	
	Check availability of rotation site transfer records		5	
	Check availability of Disciplinary records/awards were applicable		1	
	Check availability of interns' valid registration & annual practicing certificate		5	
CPD	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.		2	
<b>Total Weight/Score</b>			<b>64</b>	<b>0</b>
<b>Comment</b>				

## 2.5 Staff Requirements (Pharmacy Internship)

Sub-Standard	Assessment criteria		Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5			
Coordinator Qualification	Check availability of Coordinators appointment letter on file		1	
	Check that the coordinator is a specialist pharmacist with HPCZ recognised preceptor certification. B-PHARM or its equivalent with HPCZ recognised preceptor certification & 5 years' experience post internship is acceptable		5	
	Check availability of Coordinators CV on file		1	
	Check availability of Coordinators job description on file		1	
	Check availability of Coordinators 'valid registration & annual practicing certificate		5	
Supervisors	Hospital Pharmacy	Masters of Clinical Pharmacy or equivalent with HPCZ recognised preceptor certification. B-PHARM or its equivalent with HPCZ recognised preceptor certification & 2 years' experience post internship is acceptable	5	
	Community pharmacies (Retail Pharmacy);	Masters of Clinical Pharmacy or equivalent with HPCZ recognised preceptor certification. B-PHARM or its equivalent with HPCZ recognised preceptor certification & 2 years' experience post internship is acceptable	5	
	Pharmaceutical Compounding of Pharmaceutical Industries	Masters of Clinical Pharmacy or equivalent with HPCZ recognised preceptor certification. B-PHARM or its equivalent with HPCZ recognised preceptor certification & 2 years' experience post internship is acceptable		
	Relevant Regulatory authorities	Bachelor in Health Sciences or Law with 2 years' experience in regulation	5	
	Training institutions (Health)	Bachelor in Health Sciences with 2 years' experience in training	5	
	Drug distributions centres	Bachelor of BPharm with Masters of supply chain Management. BPharm with a minimum of two (2) year of s experience in medicine distribution post internship	5	
	Pharmaceutical Public Health (District Pharmacy/MCH)	Pharmacist in charge of district pharmacy.	5	
Supervisors Documents	Check availability of Supervisors' appointment letter on file		1	
	Check availability of Supervisors' CV on file		1	
	Check availability of Supervisors' job description on file		1	
	Check availability of Supervisors' valid registration & annual practicing certificate		5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file		1	
	Check availability of rotation site transfer records		5	
	Check availability of Disciplinary records/awards were applicable		1	
	Check availability of interns' valid registration & annual practicing certificate		5	
CPD	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.		2	
<b>Total Weight/Score</b>			<b>64</b>	<b>0</b>
<b>Comment</b>				

## 2.6 Staff Requirements (Medical Licenciates Internship)

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Coordinator Qualification	Check availability of Coordinators appointment letter on file	1	
	Check that the coordinator has MMed or equivalent with valid registration	5	
	Check availability of Coordinators CV on file	1	
	Check availability of Coordinators job description on file	1	
	Check availability of Coordinators 'valid registration & annual practicing certificate	5	
Supervisors – Check that the	Internal Medicine	MMed Internal Medicine or equivalent with valid registration	5
	General Surgery	MMed General Surgery or equivalent with valid registration	5
	Obstetric & Gynaecology	MMed OBGY or equivalent with valid specialist registration	5
	Paediatrics & Child Health	MMed Paediatrics or equivalent with valid specialist registration	5
	Anaesthesia & Critical Care	MMed Anaesthesia or equivalent with valid specialist registration	5
Supervisors Documents	Check availability of Supervisors' appointment letter on file	1	
	Check availability of Supervisors' CV on file	1	
	Check availability of Supervisors' job description on file	1	
	Check availability of Supervisors' valid registration & annual practicing certificate	5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file	1	
	Check availability of rotation site transfer records	5	
	Check availability of Disciplinary records/awards were applicable	1	
	Check availability of interns' valid registration & annual practicing certificate	5	
CPD	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

## 2.7 Staff Requirements (Emergency Care Internship)

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Coordinator Qualification	Check availability of Coordinators appointment letter on file	1	
	Check that the coordinator is a Specialist Emergency Care Physician or Medical Doctor with five (5) years' experience post internship and dully registered to practice in Zambia and working at an internship site on full time basis	5	
	Check availability of Coordinators CV on file	1	
	Check availability of Coordinators job description on file	1	
	Check availability of Coordinators 'valid registration & annual practicing certificate	5	
Supervisors	Patient Evacuation Services	Check that all the supervisors are Specialist Emergency Care Physician or an emergency Care Officer with Minimum of five (5) years' experience	5
	Accidents and Emmergency Services		5
	Road Traffic Accident Response		5
	Obstetrics & Gynaecology	MMed OBGY or equivalent with valid specialist registration	5
	Anaesthesia & Critical care	MBCHB with MMed in Anaesthesiology or its equivalent	5
Supervisors Documents	Check availability of Supervisors' appointment letter on file	1	
	Check availability of Supervisors' CV on file	1	
	Check availability of Supervisors' job description on file	1	
	Check availability of Supervisors' valid registration & annual practicing certificate	5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file	1	
	Check availability of rotation site transfer records	5	
	Check availability of Disciplinary records/awards were applicable	1	
	Check availability of interns' valid registration & annual practicing certificate	5	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

## 2.8 Staff Requirements (Clinical and Advanced Paramedical Anaesthetist Internship)

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Coordinator Qualification	Check availability of Coordinators appointment letter on file	1	
	Check that the coordinator is a specialist anaesthesiologist or its equivalent dully registered to practice in Zambia and working at an internship site on full time basis	5	
	Check availability of Coordinators CV on file	1	
	Check availability of Coordinators job description on file	1	
	Check availability of Coordinators 'valid registration & annual practicing certificate	5	
Supervisors	Emergency & Elective Theatre	MBCHB with MMed in Anaesthesiology or its equivalent	5
	Intensive Care Unit	MBCHB with MMed in Anesthesiology or its equivalent	5
	Emergency Department	MBCHB with an MMed in Emergency Medicine or its equivalent	5
	Remote Side Sedation- <i>Optional</i>	MBCHB with MMed in Anesthesiology or its equivalent	5
Supervisors Documents	Check availability of Supervisors' appointment letter on file	1	
	Check availability of Supervisors' CV on file	1	
	Check availability of Supervisors' job description on file	1	
	Check availability of Supervisors' valid registration & annual practicing certificate	5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file	1	
	Check availability of rotation site transfer records	5	
	Check availability of Disciplinary records/awards were applicable	1	
	Check availability of interns' valid registration & annual practicing certificate	5	
Contuining Professional Registration	Check availability of CPD Plans for coordinator and supervisors and evidence of implementation.	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

## 2.9 Staff Requirements (Optometry Internship)

Sub-Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Coordinator Qualification	Check availability of Coordinators appointment letter on file	1	
	Check that the coordinator is a Specialist Optometrist or Ophthalmologist dully registered to practice in Zambia and working at an internship site on full time basis	5	
	Check availability of Coordinators CV on file	1	
	Check availability of Coordinators job description on file	1	
	Check availability of Coordinators 'valid registration & annual practicing certificate	5	
Supervisors	General Ophthalmic Clinic	Ophthamologist	5
	Diagnostics & Investigations	Ophthamologist	5
	Optometry and Low Vison	Specialist Optometrist or equivalent or an optometrist with BSc with Minimum of five (5) years' experience post internship or equivalent	5
	General Outpatient Department	Physician or Medical Doctor with Five years experience	5
Supervisors Documents	Check availability of Supervisors' appointment letter on file	1	
	Check availability of Supervisors' CV on file	1	
	Check availability of Supervisors' job description on file	1	
	Check availability of Supervisors' valid registration & annual practicing certificate	5	
Interns Documents kept by coordinator	Check availability of Interns' job description on file	1	
	Check availability of rotation site transfer records	5	
	Check availability of Disciplinary records/awards were applicable	1	
	Check availability of interns' valid registration & annual practicing certificate	5	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 3 Standard 2: Interns Welfare

#### 3.1 Intern wellbeing Policies

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Intern admission policy & selection criteria	Check that the internship site has developed policies and processes for admision and selection of intenrs	5	
	Check that the internship site has developed policies and processes for handling volonteer interns	2	
Enrollment capacity	Check that the number of Interns for the internship site is has been defined and that it is reasonably appropriate for the capacity of a Internship site in terms staffing levels of trainers and educators as well as the facilitiea in the rotational site	2	
Policies and processes for hosting interns	Cecheck that the site has policies and processes regarding hosting interns that covers salaries, condition of services,, working hours and health and saferty of interns	2	
	Check that the site has a clear programme for orientation of interns	2	
	Check that the site has a well-defined mentorship program for interns that clearly outlines the reporting and supervision system	5	
Intern Evaluation	Check that the internship site has a clear established evaluation system for interns at each rotation site, with defined criteria for passing, considerations for repeating or extending rotations, and recommendations for declaring interns as either untrainable or unfit for internship continuation	5	
	Check that the internship site complies with the internship progression requirements as outlines in standard 2.	5	
	Check that the internship site complies with the internship transfer requirements as outlines in standard 2 were applicale	5	
<b>Total Weight/Score</b>		<b>33</b>	<b>0</b>
<b>Comment</b>			

#### 3.2 Intern services

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Mini-Library	Check that the internship site has reference books. A mini-library is desirable	2	
Internet Services	Check for availability of accessible internet services	2	
Call room	Check for availability of call room	2	
Boardroom	Check for availability of accessible board room	2	
Other Services	Check for availability of other services as may be required to be available to Interns as per their signed contracts.	2	
<b>Total Weight/Score</b>		<b>10</b>	<b>0</b>
<b>Comment</b>			

#### 3.3 Ethical conduct and Discipline

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Disciplinary Code	Check if all Interns have been availed and oriented with disciplinary code for public service or as per employment contract	4	
HPCZ code of ethics	Check if all Interns have been availed with HPCZ Professional Code of ethics	5	
Grivance procedure	Check if the developed procedures for handling disciplinary matters that includes Grievance procedure and appeal process is available at the site	5	
<b>Total Weight/Score</b>		<b>9</b>	<b>0</b>
<b>Comment</b>			

## 4 Standard 3: Clinical Supervision

### 4.1 Junior Resident Medical Officerhip Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ-approved log books	2	
	Check availability of rotation schedule for the Junior Resident Medical Officer with coordinator	2	
Internal Medicine	Check for evidence of adherence to three (3) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
General Surgery	Check for evidence of adherence to three (3) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Obstetrics & Gynaecology	Check for evidence of adherence to three (3) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Paediatrics & Child Health	Check for evidence of adherence to three (3) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
Anaesthesia and Critical Care- <i>Optional</i>	Check for evidence of adherence to two (2) weeks of rotation were applicable of which one week each deducted from the rotations in internal medicine and surgery	1	
	Check for evidence of daily signing of log books	1	
	Check evidence of monthly evaluation of log books	1	
	Check evidence of overall evaluation of interns at the end of the rotation	1	
<b>Total Weight/Score</b>		<b>45</b>	<b>0</b>
<b>Comment</b>			

### 4.2 Junior Resident Dental Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ approved log books	2	
	Check availability of rotation schedule for the Junior Resident Dental Surgeons with coordinator	2	
Dental Clinic	Check for evidence of adherence to eight (8) months of rotation for all Junior Resident Dental Surgeons	2	
	Check for evidence of daily signing of log books- Oral Surgery	2	
	Check for evidence of daily signing of log books- Restorative Dentistry	2	
	Check for evidence of daily signing of log books- Prosthetics	2	
	Check for evidence of daily signing of log books- Orthodontics & Paediatric Dentistry	2	
	Check for evidence of daily signing of log books- Periodontology	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Maxillofacial Clinic	Check for evidence of adherence to three (3) months of rotation for all Junior Resident Dental Surgeons	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Hospital Emergency Medicine	Check for evidence of adherence to one (1) month weeks of rotation for all Junior Resident Dental Surgeons	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 4.3 Pharmacy Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ approved log books	2	
	Check availability of rotation schedule for the pharmacy interns with coordinator	2	
Hospital Pharmacy	Check for evidence of adherence to six (6) months of rotation for locally trained	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Community pharmacies (Retail Pharmacy)	Check for evidence of adherence to three (3) months of rotation for locally trained	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Industrial Pharmacy/Compounding unit	Check for evidence of adherence to one (1) month of rotation for locally trained	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Regulatory Pharmacy	Check for evidence of adherence to half (1/2) month of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Training institutions	Check for evidence of adherence to half (1/2) month of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Drug distributions centres	Check for evidence of adherence to half (1/2) month of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
Pharmaceutical Public Health (Include DHO/MCH activities)	Check evidence of overall evaluation of interns at the end of the rotation	2	
	Check for evidence of adherence to half (1/2) month of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 4.4 Medical Licentiate Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ-approved log books	2	
	Check availability of rotation schedule for the medical licentiate interns with coordinator	2	
Internal Medicine	Check for evidence of adherence to two and half 2 1/2 months of rotation for pre-service	2	
	Check for evidence of adherence to four (4) months of rotation for direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
General Surgery	Check for evidence of adherence to three and half 3 1/2 months of rotation for pre-service	2	
	Check for evidence of adherence to five (5) months of rotation for direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Obstetrics & Gynaecology	Check for evidence of adherence to three and half 3 1/2 months of rotation for pre-service	2	
	Check for evidence of adherence to five (5) months of rotation for direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
Paediatrics & Child Health	Check evidence of overall evaluation of interns at the end of the rotation	2	
	Check for evidence of adherence to two and half 2 1/2 months of rotation for pre-service	2	
	Check for evidence of adherence to four (4) months of rotation for direct entry	2	
	Check for evidence of daily signing of log books	2	
Paediatrics & Child Health	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
	Check for evidence of adherence to two and half 2 1/2 months of rotation for pre-service	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

#### 4.5 Clinical Anaesthetis Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ-approved log books	2	
	Check availability of rotation schedule for the Clinical Anaesthetics interns with coordinator	2	
Elective and Emergency Theatres	Check for evidence of adherence to eight (8) months of rotation for the in-service	2	
	Check for evidence of adherence to sixteen (16) months of rotation for the direct entry	2	
	Check that practioners who had done advanced clinical diploma in clinical anaesthesia and had undergone internship with two years post internship experience, and had now obtained a Bcahelor in Clinical Anaesthesia or equivalent are being exempted from the manadotory internship requirements	2	
	Check for evidence of daily signing of log books – Operating theatre	2	
	Check for evidence of daily signing of log books – Remote site sedation	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Intensive Care Unit	Check for evidence of adherence to three (3) months of rotation for the in-service	2	
	Check for evidence of adherence to six (6) months of rotation for the direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Emergency Department	Check for evidence of adherence to one (1) month of rotation for the in-service	2	
	Check for evidence of adherence to two (2) months of rotation for the direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

#### 4.6 Advanced Paramedic, Anaesthetist Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ-approved log books	2	
	Check availability of rotation schedule for the Clinical Anaesthetics interns with coordinator	2	
Elective and Emergency Theatres	Check for evidence of adherence to eight (8) months of rotation	2	
	Check for evidence of daily signing of log books – Operating theatre	2	
	Check for evidence of daily signing of log books – Remote site sedation	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Intensive Care Unit	Check for evidence of adherence to three (3) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
Emergency Department	Check evidence of overall evaluation of interns at the end of the rotation	2	
	Check for evidence of adherence to one (1) month of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			



#### 4.7 Emergency Care Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ-approved log books	2	
	Check availability of rotation schedule for the emergency care interns with coordinator	2	
Medical Evacuation Service	Check for evidence of adherence to three (3) months rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Accidents and Emergency services	Check for evidence of adherence to two (2) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Road Traffic Accident Response Centre	Check for evidence of adherence to two (2) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Anaesthesia and Critical Care	Check for evidence of adherence to two (2) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Obstetrics and Gynaecology	Check for evidence of adherence to two (2) months of rotation	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

#### 4.8 Optometry Internship Supervision

Sub- Standard	Assessment criteria	Weight	Score
	Where weight is greater than 1 partial=1, where weight is 1, partial=0.5		
Log books and Rotation schedule	Check that all interns have HPCZ approved log books	2	
	Check availability of rotation schedule for the Junior Resident Dental Surgeons with coordinator	2	
General Ophthalmic Clinic	Check for evidence of adherence to three (3) months rotation for the direct entry	2	
	Check for evidence of daily signing of log books- for general ophthalmic clinics	2	
	Check for evidence of daily signing of log books- Specialised Ophthalmology services	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Diagnostics and Investigations	Check for evidence of adherence to one (1) month of rotation for the direct entry	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
	Check evidence of overall evaluation of interns at the end of the rotation	2	
Optometry and Low Vision	Check for evidence of adherence to seven (7) months rotation for the direct entry	2	
	Check for evidence of daily signing of log books- low vision care service	2	
	Check for evidence of daily signing of log books- Contact lenses	2	
	Check for evidence of daily signing of log books- Optical dispensary services	2	
	Check evidence of monthly evaluation of log books	2	
General Outpatient Department	Check evidence of overall evaluation of interns at the end of the rotation	2	
	Check for evidence of adherence to one (1) month of rotation for the direct entry	2	
	Check for evidence of adherence to one (1) month of rotation for inservice	2	
	Check for evidence of daily signing of log books	2	
	Check evidence of monthly evaluation of log books	2	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

## 5 Standard 4: Clinical Resources

### 5.1 Tutorial and office space

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Tutorial room	Check availability of at least one accessible tutorial room	1	
	Check for cross ventilation	1	
	Check for adequate lighting both natural and artificial	1	
	Check availability of proper drainage & sewerage system	1	
	Check for availability of chairs and tables	1	
Tutorial Room	Check for availability of markers	1	
	Check for the availability of at least one functional projector	1	
Teaching aids	Check for the availability of a whiteboard or flip chart	1	
Faculty Office Space	Check for the availability of at least one office dedicated to the coordinator. Office space for supervisors is desirable but not mandatory	1	
	Medical and Medical Licentiate Internship	1	
	Junior Resident Dental Surgeonship	1	
	Pharmacy Internship	1	
	Optometry Internship	1	
	Emergency Care Internship	1	
	Clinical Anesthetist and Advanced Paramedic Intenrship	1	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 5.2 Laboratory Services

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Serological Tests	Check if the laboratory has the capacity to perform more than one type of serological test	5	
Haematology	Check if the laboratory can perform essential Hematology services	5	
Clinical Chemistry	Check if the laboratory can perform essential clinical chemistry services	5	
microbiology and parasitology	Check if the laboratory can perform essential microbiology and parasitology tests including microscopy, culture and sensitivity tests	5	
Histopathology Tests	Check if the laboratory can perform histopathological tests. <b><i>This service can be outsourced</i></b>	5	
Molecular Biology	Check if the laboratory can perform a wide range of PCR tests. <b><i>This service can be outsourced</i></b>	5	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 5.3 Medical Imaging and Radiology Services

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Ultrasound Scan	Check if the site performs ultrasound scans	5	
X-Imaging Services	Check if the site performs X-ray Imaging Services	5	
	Check if the facility performs Barium Studies	5	
Other Imaging Services	Check if the site offers <i>Mammography, CT scan and MRI services or if there are arrangements for these tests</i>	5	
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

### 5.4 Other Clinical Services

Sub- Standard	Assessment criteria Where weight is greater than 1 partial=1, where weight is 1, partial=0.5	Weight	Score
Admission Wards	Check that the site has well-equipped medical ward(s) that meet the national health standards requirements		
	Check that the site has well-equipped surgical ward(s) that meet the national health standards requirements		
	Check that the site has well-equipped obstetrics and gynaecology ward(s) that meet the national health standards requirements		
	Check that the site has well-equipped paediatric ward(s) that meet the national health standards requirements		
Critical Care Services	Check that the site has a well-equipped Intensive Care Unit (ICU) that meets the national health standards requirements		
	Check that the site has a well-equipped High Dependent Unit (HDU) that meets the national health standards requirements		
Theatre Services	Check that the site has a well-equipped standard operating theatre that meets the national health standards requirements		
Outpatient Services	Check that the site has well-equipped outpatient department with adequate treatment and consultation rooms that meets the national health standards requirements		
	Check that the outpatient department has a well-equipped emergency unit that meets the national health standards requirements		
Physiotherapy services	Check that the site has a well-equipped physiotherapy department that meets the national health standards requirements		
Pharmacy Services	Check that the site has a well-equipped and stocked Pharmacy department that meets the national health standards requirements		
	Check that the pharmacy has a medicine compounding section that meets the national health standards requirements		
<b>Total Weight/Score</b>		<b>64</b>	<b>0</b>
<b>Comment</b>			

## 5.5 Summary

### 5.5.1 Summary of scoring and grading

#### a) Score Grading Criteria

- i. Stage 1 (0-49 %) – Failed
- ii. Stage 2 (50-84 %) – **Conditional** Service Activation/Continuation
- iii. Stage 3 (85-99%) – Service Activation/ Continuation
- iv. Stage 4 (100 %) – Centre of excellence

#### b) Score Grading for each Section

Section No.	Standard Description	Achieved Score	Applicable Scores	Percent (%)	Stage	Stage Description
1. Section 1: Internship Approval & Governance	1.1 Internship Approval					
	1.2 Internship Governance					
	1.3 Staff Requirement – Junior Resident Medical Doctor Internship					
	1.4 Staff Requirement – Junior Resident Dental surgeons Internship					
	1.5 Staff Requirement – Pharmacy Internship					
	1.6 Staff Requirement –Medical Licentiate Internship					
	1.7 Staff Requirement – Clinical and Advanced Paramedical Anaesthesia Internship					
	1.8 Staff Requirement – Emergency Care Internship					
	1.9 Staff Requirement – Optometry Internship					
2 Section 2: Intern Welfare	Intern wellbeing policies					
	Intern Services					
	Ethical conduct and Discipline					
3 Section 3: Clinical Supervision	3.1 Junior Resident Medical Internship Supervision					
	3.2 Junior Resident Dental Surgeons Internship Supervision					
	3.3 Pharmacy Internship Supervision					
	3.4 Medical Licentiate Internship Supervision					
	3.5 Clinical Anaesthesia Internship Supervision					
	3.6 Advance Paramedic Anaesthesia Internship Supervision					
	3.7 Emergency Care Internship Supervision					
	3.8 Optometry Internship Supervision					
4 Section 4: Clinical Resources Services	5.1 Tutorial and Office Space					
	5.2 Laboratory Services					
	5.3 Medical Imaging and Radiology Services					
	5.4 Other Clinical services					
<b>Overall score/grading</b>						

## 5.5.2 Summary of Findings and Recommendations

Section No.	Standard Description	Achieved Score	Applicable Scores
1 Section 1: Internship Approval & Governance	1.1 Internship Approval		
	1.2 Internship Governance		
	1.3 Staff Requirement – Junior Resident Medical Doctor Internship		
	1.4 Staff Requirement – Junior Resident Dental surgeons Internship		
	1.5 Staff Requirement – Pharmacy Internship		
	1.6 Staff Requirement – Medical Licentiate Internship		
	1.7 Staff Requirement – Clinical and Advanced Paramedical Anaesthesia Internship		
	1.8 Staff Requirement – Emergency Care Internship		
	1.9 Staff Requirement – Optometry Internship		
2 Section 2: Intern Welfare	Intern wellbeing policies		
	Intern Services		
	Ethical conduct and Discipline		
3 Section 3: Clinical Supervision	3.1 Junior Resident Medical Internship Supervision		
	3.2 Medical Licentiate Internship Supervision		
	3.3 Junior Resident Dental Surgeon Internship Supervision		
	3.4 Pharmacy Internship Supervision		
	3.5 Clinical Anaesthesia Internship Supervision		
	3.6 Advance Paramedic Anaesthesia Internship Supervision		
	3.7 Emergency Care Internship Supervision		
	3.8 Optometry Internship Supervision		
4 Section 4: Clinical Resources Services	4.1 Tutorial and Office Space		
	4.2 Laboratory Services		
	4.3 Medical Imaging and Radiology Services		
	4.4 Other Clinical services		
<b>Overall score/grading</b>			

### 5.5.3 Scope of services

(Tick what doesn't apply)

No.	Programme	Tick
1.	Junior Resident Medical Doctor Internship Programme	
2.	Medical Licenciate Internship Programme	
3.	Junior Resident Dental Surgeon Internship Programme	
4.	Pharmacy Internship Programme	
5.	Clinical Anaethetist Internship Programme	
6.	Advanced Paramedical Internship Programme	
7.	Emmergency Care Internship Programme	
8.	Optometry Internship Programme	

### 5.5.4 Conclusion

### 5.5.5 Inspection Team

S/n	Name	Role	Date	Signature
1				
2				
3				

### 5.5.6 Internship Site Representative

S/n	Name	Position	Date	Signature
1				
2				
3				

### 5.5.7 Internship Official Stamp (where available)

## 6 Appendix 2: HPCZ Internship Rotation Form

### 6.1 Appendix 2.1: Junior Resident Medical Doctors Internship Rotation Form



#### HEALTH PROFESSIONS COUNCIL OF ZAMBIA

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 Ndola Office: Plot No. 26 Kenya Road North Rise  
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 Email: [info@hpcz.org.zm](mailto:info@hpcz.org.zm) Website: [www.hpcz.org.zm](http://www.hpcz.org.zm)

#### JUNIOR RESIDENT MEDICAL DOCTORS INTERNSHIP ROTATION FORM

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

#### 1. Details of Internship Rotations:

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Internal Medicine	_____	_____	_____	_____
General Surgery	_____	_____	_____	_____
Obstetrics and Gynaecology	_____	_____	_____	_____
Paediatrics & Child Health	_____	_____	_____	_____
Anaesthesia & Critical Care	_____	_____	_____	_____

#### 2. Comments on the performance and conduct of the intern:

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

**6.2 Appendix 2.2: Junior Resident Dental Surgeons Internship Rotation Form**



**HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

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**JUNIOR RESIDENT DENTAL SURGEONS INTERNSHIP ROTATION FORM**

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

**1. Details of Internship Rotations:**

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Dental Clinic	_____	_____	_____	_____
Maxillofacial Clinic	_____	_____	_____	_____
Hospital Emergency Department	_____	_____	_____	_____

**2. Comments on the performance and conduct of the intern:**

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP



**6.3 Appendix 2.3: Medical Licentiates Internship Rotation Form**



**HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

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 Email: [info@hpcz.org.zm](mailto:info@hpcz.org.zm) Website: [www.hpcz.org.zm](http://www.hpcz.org.zm)

**MEDICAL LICENCIATES INTERNSHIP ROTATION FORM**

**To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence**

**1. Details of Internship Rotations:**

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Internal Medicine	_____	_____	_____	_____
General Surgery	_____	_____	_____	_____
Obstetrics and Gynaecology	_____	_____	_____	_____
Paediatrics & Child Health	_____	_____	_____	_____

**2. Comments on the performance and conduct of the intern:**

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

**6.4 Appendix 2.4: Clinical Anaethetist and Advance Paramedical, Anaethetist Internship Rotation Form**



**HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

Head Office: Plot No. 6640, Mberere Road, Olympia  
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 Email: [info@hpcz.org.zm](mailto:info@hpcz.org.zm) Website: [www.hpcz.org.zm](http://www.hpcz.org.zm)

**CLINICAL ANAETHETIST AND ADVANCE PARAMEDICAL, ANAETHETIST INTERNSHIP ROTATION FORM**

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

- 1.
2. **Details of Internship Rotations:**

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Theatre <i>(Include Remote Sedation)</i>	_____	_____	_____	_____
Intensive Care Unit	_____	_____	_____	_____
Emergency Department	_____	_____	_____	_____

**3. Comments on the performance and conduct of the intern:**

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

## 6.5 Appendix 2.5: Pharmacist Internship Rotation Form



### HEALTH PROFESSIONS COUNCIL OF ZAMBIA

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 Livingstone Office: No. 82 John Hunt Way, Off Airport Road  
 P.O BOX 32554 Lusaka 10101, Zambia. [Tel:+260 211 236241](tel:+260211236241) Fax: +260 211 239317  
 Email: [info@hpcz.org.zm](mailto:info@hpcz.org.zm) Website: [www.hpcz.org.zm](http://www.hpcz.org.zm)

### PHARMACIST INTERNSHIP ROTATION FORM

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

#### 1. Details of Internship Rotations:

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Hospital Pharmacist	_____	_____	_____	_____
Community Pharmacist	_____	_____	_____	_____
Pharmaceutical Industry/Compounding	_____	_____	_____	_____
Regulatory/Drug Distribution	_____	_____	_____	_____
Wholesale Dealers	_____	_____	_____	_____
Pharmaceutical Public Health	_____	_____	_____	_____
Training Institutions	_____	_____	_____	_____

#### 2. Comments on the performance and conduct of the intern:

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 .....  
 .....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

**6.6 Appendix 2.6: Optometrist Internship Rotation Form**



**HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

Head Office: Plot No. 6640, Mberere Road, Olympia  
 Kasama Office: Plot 1182, Lunzua Road, Central Town  
 Ndola Office: Plot No. 26 Kenya Road North Rise  
 Livingstone Office: No. 82 John Hunt Way, Off Airport Road  
 P.O BOX 32554 Lusaka 10101, Zambia. [Tel:+260 211 236241](tel:+260211236241) Fax: +260 211 239317  
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**OPTOMETRIST INTERNSHIP ROTATION FORM**

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

**1. Details of Internship Rotations:**

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
General Ophthalmic Clinic	_____	_____	_____	_____
Optometry and Low Vision	_____	_____	_____	_____
Diagnostics & Investigations	_____	_____	_____	_____
General Outpatient Department	_____	_____	_____	_____

**2. Comments on the performance and conduct of the intern:**

.....  
 I

declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 .....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

**6.7 Appendix 2.7: Emergency Care Internship Rotation Form**



**HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

Head Office: Plot No. 6640, Mberere Road, Olympia  
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**EMERGENCY CARE INTERNSHIP ROTATION FORM**

To be completed by approved supervisors and personal in charge of the internship site recognised by the Council and returned to the Council in Confidence

**1. Details of Internship Rotations:**

Rotation Area	Duration		Supervisor	
	From	To	Name	Signature
Patient Evacuation Services	_____	_____	_____	_____
Accidents & Emergency	_____	_____	_____	_____
Obstetrics and Gynaecology	_____	_____	_____	_____
RTA Response Centre	_____	_____	_____	_____
Anaesthesia & Critical Care	_____	_____	_____	_____

**2. Comments on the performance and conduct of the intern:**

.....  
 .....

I declare that the information given above is true and accurate to the best of my knowledge and I RECOMMEND/DO NOT RECOMMEND the applicant for full registration.

.....  
 FULL NAMES OF HEAD OF INTERNSHIP HOSPITAL      SIGNATURE      DATE STAMP

## **7 Appendix 3: Internship Log Books Form**

1. Appendix 3.1: Log Books – Junior Resident Medical Officer
2. Appendix 3.2: Log Books – Medical Licentiate Interns
3. Appendix 3.3: Log Books – Junior Resident Dental Surgeons
4. Appendix 3.4: Log Books – Pharmacy Interns
5. Appendix 3.5: Log Books – Clinical Anaesthetist Interns
6. Appendix 3.6: Log Books – Advanced Paramedic Anaesthetist Interns
7. Appendix 3.1: Log Books – Emergency Care Interns
8. Appendix 3.1: Log Books – Optometry Interns