



National Institute for Health Specialties Medical Internship Program Accreditation Rubrics

GENERAL INFORMATION					
1 Institution Information					
Entity name					
City					
Date					
Requirement	Status			Evidence	Comments
	Met	P. Met	Not Met		
DOMAIN 1: GOVERNANCE					
Component 1.1. Governance Structures					
1.1.1. The program is sponsored by an institution accredited by or in compliance with NIHS standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.1.2. A primary clinical site is designated by the sponsoring institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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1.1.3	Program Director (PD) appointed according to criteria and allowed the required Full-time Equivalent (FTE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.1.4	Associate Program Director (APD) appointed according to criteria and allowed the required FTE. <i>(if applicable in compliance with NIHS program size requirements)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.1.5	Clinical Competency Committee (CCC) constituted according to criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.1.6	Program Evaluation Committee (PEC) constituted according to criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 1.2. Governance Relationships						
1.2.1.	Effective relationship of the PD/APD with the Designated Institutional Official (D.I.O) or equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.2.	Program Letter of Agreement (PLAs) with participating sites in compliance with the NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.3.	Effective relationship among participating sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 1.3. Governance Processes						
1.3.1.	Policies and procedures for internship in place and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3.2.	Existing financial plan and budgeting for the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.3.3.	Functioning information system for the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL ASSESSMENT OF DOMAIN 1:						

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DOMAIN 2: TRAINING PROGRAM

Component 2.1. Program Organization

2.1.1.	The sponsoring institution and its participating sites provide care in all major clinical specialties in accordance with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.2.	Availability of optional rotations (electives) for interns in accordance with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.3.	The program monitors clinical rotations across all participating sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.4.	Availability of healthy and safe learning and working environment in accordance with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.5.	The curriculum is structured, and rotation specified according to NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.6.	The program integrates the following competencies into the curriculum: professionalism, patient care, medical knowledge, practice-based learning, communication skills, and systems-based practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.7.	The program runs didactic sessions for interns in accordance with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.8.	The program demonstrates evidence of scholarly activities with adequate resources deployed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Component 2.2. Training Resources

2.2.1.	Availability of adequate educational resources for the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2.2.	Aadequate number and variety of patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2.3.	Availability of resources for scholarly activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2.4.	Caring and motivating learning environment emphasizing collaboration and teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Component 2.3. Intern Evaluation						
2.3.1.	Intern assessment system in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.2.	Interns assessed after each rotation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.3.	Formative assessment follows stipulated criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.4.	Summative assessment system in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.5.	Summative assessment follows stipulated criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL ASSESSMENT OF DOMAIN 2						
DOMAIN 3: INTERNS						
Component 3.1. Recruitment and Deployment						
3.1.1.	Interns are appointed according to educational capacity and in line with the NIHS eligibility criteria.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.2.	Existence of 4 or more interns per year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.3.	Existence of transparent deployment system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.4.	Procedure for transfer of interns in place and in line with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.5.	Induction process for interns in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.6.	Changes in interns' complement are notified to NIHS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 3.2. Competency Acquisition						

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3.2.1.	Interns' supervision follows stipulations in the NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.2.	Rotations are structured with sufficient length to provide a quality educational experience for interns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.3.	Equitable exposure to training experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.4.	Blend of supervised patient care responsibilities, clinical teaching, and didactic educational events for interns is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.5.	Interns with difficulties properly coached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 3.3. Training Procedures						
3.3.1.	Procedures for intern promotion in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.2.	Existing procedures for compliance and duty hours according to NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.3.	Procedures for on-call arrangements in place and according to NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.4.	Existence of structured hand-over processes to facilitate both continuity of care and patient safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3.5.	The program is in compliance with NIHS requirements for maximum clinical work, night float, and free time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 3.4. Intern Support and Growth						
3.4.1.	Adequate access to learning resources and reference materials for interns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4.2.	Adequate access for resources and technical support for scholarly activities for interns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4.3.	Procedures for intern representation and voice in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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3.4.4.	Presence of other learners e.g., residents is supportive and does not compromise interns' education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4.5.	Policies and procedures for intern well-being, counselling, and support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4.6.	Secure procedures for complaints and grievances in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL ASSESSMENT OF DOMAIN 3						
DOMAIN 4: FACULTY AND ADMINISTRATIVE STAFF						
Component 4.1. Scope and Recruitment						
4.1.1.	Right mix of the training team (faculty) observed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.2.	Existing process for faculty eligibility and selection in line with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.3.	Procedure for role assignment and induction in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.4.	Faculty numbers in line with the ratios stipulated by the NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.5.	Core faculty adequate in number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.6.	Program coordinator appointed and allowed adequate time for administrative duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.7.	Existence of program administration personnel according to needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 4.2. Support and Growth of Training Team						

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4.2.1.	Provision for time, space, and resources to support the role of faculty and administration staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2.2.	Procedures for faculty and staff safety and concern raising in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2.3.	Existing faculty development program and compliance with scholarly activities in accordance with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2.4.	Fair treatment and appeal process in place for faculty and administrative staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 4.3. Performance Management of Training Team						
4.3.1.	Performance evaluation and appraisal for faculty and staff in place in line with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.2.	Procedures for faculty role balance in relation to education and service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.3.3.	Faculty members demonstrate commitment and devote sufficient time for interns' education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL ASSESSMENT OF DOMAIN 4						
DOMAIN 5: PROGRAM EVALUATION/QUALITY, AND PATIENT SAFETY						
Component 5.1. Program Evaluation						
5.1.1.	Policy and procedures for program evaluation in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.2.	Annual program evaluation conducted in line with NIHS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.3.	The annual program evaluation report is discussed with faculty and interns and shared with the D.I.O. or equivalence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.4.	The PEC is functional with regular meetings and output.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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5.1.5.	Program evaluation results are used for improvement of interns' education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 5.2. Quality Improvement						
5.2.1.	System for internal quality improvement in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2.2.	Documentation and reporting system in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2.3.	Interns receive training and experience in quality improvement processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2.4.	Interns and faculty are involved in quality improvement activities and reporting including access to data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Component 5.3. Patient Safety						
5.3.1.	The program follows the institutional patient safety policy and system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.2.	The program provides formal educational activities that promote patient safety-related goals, tools, and techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.3.	Interns are involved in reporting patient safety events including disclosure of adverse events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OVERALL ASSESSMENT OF DOMAIN 5						
Overall Assessment of All Domains:						

POSITION	NAME	SIGNATURE	DATE
<i>Program Director</i>			
<i>Designated Institutional Official/ or Equivalent</i>			

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