

Date effective: Feb. 8, 2019

FOREIGN STUDENTS GUIDELINE

- 1- Foreign students are individuals planning to spend time at CBH for a purpose related to their studies in international universities.
- 2- CBH only accepts medical and nursing foreign students.
- 3- Medical or nursing foreign students can be accepted according to the following criteria:
 - 3rd year of study
 - Good English language knowledge. Arabic language is a plus.
- 4- Medical or nursing foreign students can come to CBH for a period not less than 1 month (30 days).
- 5- A new medical/nursing foreign student:
 - Has to send his/her curriculum vitae and possibly some references to the Human Resources (HR) Officer who in turn will communicate with the Medical Director and Nursing Director.
 - If accepted, the student should send a personal picture of themselves and the exact duration of their stay before booking the ticket. The HR Officer will contact the insurance in order to set everything in order. At the same time, the student should provide evidence that he/she has Hepatitis B titer immunization. After that he/she can come to CBH. The hospital will provide the gown/uniform, the badge and the insurance against working accidents in CBH premises.
 - On the first day of CBH service, the medical foreign student has to sign the Confidentiality form prepared by the HR Officer.
 - At the end of the experience, the Medical or Nursing Director shall evaluate the medical/nursing foreign student and keep the evaluation in a dedicated file/folder.
- 6- An internal process has to be followed before the arrival of the foreign student. The Medical or Nursing Director has to inform:
 - HR Officer who is in charge to prepare the badge and the medical insurance.
 - A gown will be prepared by the Laundry Manager.
- 7- Medical foreign students have to abide to the daily duty assigned by the Medical Director or direct nursing manager.

- 8- Foreign students have to follow CBH policies and regulations, in particular, infection control policies, confidentiality, code of ethics, and computer and internet use policy.
- 9- Nursing foreign students have to follow nursing students' guidelines.
- 10- Foreign medical and nursing students can have free breakfast and if they want to have lunch at CBH internal cafeteria they have to pay for it (*see Guidelines for Meals at CBH Internal Cafeteria*). They can use the external cafeteria bringing food on their own or buying something there.

Approved by



Issa Bandak - CEO