



Classification	Table of Contents	
ASSESSMENT COMMITTEE		
<b>Approval Authority</b>	<i>Composition</i>	1
Programs Administration Committee	<i>Meetings</i>	1
<b>Implementation Authority</b>	<i>Documentation</i>	1
Vice Dean for Higher Studies & Scientific Research	<i>Accountability</i>	2
<b>Effective Date</b>	<i>Purpose</i>	2
March 10, 2017	<i>Process</i>	2
<b>Latest Revision</b>	<i>Internal Review Survey Team</i>	3
April 6, 2017	<i>Approval Authority</i>	3

The Resident Assessment Committee (RAC) is a subcommittee of *the Programs Administration Committee* and its duty is to provide advice on residents assessment and on continuing professional development .

#### ***Composition of the Assessment Committee (AC)***

1. The Chair of the RAC shall be appointed from its membership and serve a 2-year term (renewable)
2. Program Directors (2-3)
3. \*Teaching faculty (Should have the knowledge and skills of Royal college Standards for assessment, clinical teaching & work based assessment )
4. One faculty with expertise in professional development and One faculty with expertise in work based assessment
5. One faculty with expertise in in-practice assessment
6. Two residents one annually appointed by the PAC and one elected by other residents

*\*At least one representative from Internal Medicine, Surgery, Pediatrics, and Obs & Gyn must be included and each of these members shall serve a term of 2 years (renewable).*

#### ***Meetings***

- The committee will hold a meeting twice a year or as requested by the chairman of the committee
- First week of January and May of each academic year, site: Faculty Meeting Room at KFHU, Alkhobar

#### ***Documentation***

- Agenda & any relevant documentation will be pre-circulated to RAC members, prior to each meeting at least one month before the scheduled meeting
- Minutes of the meeting will be taken by a committee member appointed by the committee and the signed original will be kept by the office of Vice Dean for Higher Studies & Scientific Research
- Minutes will be distributed to all committee members



- Copy of the minutes may be sent to the Dean's office

### ***Accountability***

- The committee will report to the ***Programs Administration Committee***.

### ***Purpose***

1. Develop policies and standards required for resident's assessment .
2. Provide insight on assessment policy and procedure.
3. Give advice to the Chairman of ***Programs Administration Committee***, on matters related to accreditation and quality of education
4. Oversee and approve the development of policy for credentials, examinations, workplace based assessment, and routes to certification, in tandem with its subcommittees as relevant; and
5. Oversee an appeal mechanism for decisions made by any of its subcommittees.
6. RAC has three subcommittees, Examination Committee, Committee on Work-Based assessment and the Credential Committee.

### ***Decision Taking***

Quorum consists of a majority of the voting members of the committee (i.e., 50% plus one) and decision is carried by majority voting.

***Approval Authority: Programs Administration Committee***

Date of Approval - April 6, 2017  
Imam Abdulrahman Bin Faisal University