



Classification	Table of Contents	
PROGRAMS ADMINISTRATION COMMITTEE	Composition	1
Approval Authority	Meetings	1
Dean College of Medicine	Documentation	1
Implementation Authority	Accountability	2
Vice Dean for Higher Studies & Scientific Research	Purpose	2
Effective Date	Approval Authority	3
March 10, 2017		
Latest Revision		
April 6, 2017		

Responsible for the overall planning, organization and supervision of the programs and its term of reference is the College of Medicine Faculty Board.

Composition of the Programs Administration Committee (PAC)

1. Vice Dean for Higher Studies & Scientific Research (chair the committee)
2. Program Directors
3. Representatives from hospitals and health institutes participating in the residency training programs
4. Two trainees, one will be elected by his/her colleagues and one appointed by the committee to ensure greater specialty representation

Meetings

- The committee will hold monthly meetings or as requested by the chairman of the committee
- Average 8 – 10 meeting per year
- 8:00 – 10:00 am, the third Thursday of each month, site, Faculty Meeting Room at KFHU, Alkhobar

Documentation

- Agenda & any relevant documentation will be pre-circulated to PAC members, prior to each meeting at least one week 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
- Minutes may be sent to the Dean's office & the office of Deanship of Higher Studies.



Accountability

- The committee will report to the *Faculty Board of the College of Medicine*.

Purpose

1. Responsible for the overall planning , organization and supervision of all residency training programs
2. Recommend to the Faculty Board amendments to the residency programs rules and regulations and if approved, follow up on implementation.
3. In consultation with the Dean of the College of Medicine, nominate a representative from the hospitals participating in training to become a member of the committee
4. Develop the general policies for the residency programs and follow up the policies implementation upon approval
5. Develop the regulations for acceptance in the programs and follow up their implementation
6. Recommend the title of new residency training programs (Arabic and English) to the College of Medicine Faculty Board
7. Review new residency programs and recommend approval to the College of Medicine Faculty Board
8. Recommend approval of newly introduced changes or modifications to residency programs
9. Request a committee comprised of experts from within and outside the university to evaluate the residency programs annually
10. Review and recommend/not recommend approval of examination results and awarding of residency certificate at the end of the program to the College of Medicine Faculty Board
11. Review and approve/not approve suggested external examiners
12. Review annual reports submitted by the various residency program committees and suggest appropriate action
13. Review all issues referred to it by the Dean of faculty Board and give recommendation
14. Ensure healthy educational environment devoid of harms and harassments with policies and established mechanisms to deal with such issues
15. Study all reports and internal reviews for each residency program and suggest a plan for follow up
16. Develop and Implement policies to ensure fairness in distribution of resources to support the residency training programs
17. Develop policies for Supervising the process of evaluation, acceptance and registration in the programs



18. Develop an appeal policy and process to reserves the right of appeal on all decisions concerning the training of residency programs and reserves the right of dismissal of the resident
19. Recommend rules that ensure appropriate and good supervision of the residents to safeguard the safety of both residents and patients
20. Supervise and enforce the Implementation of good clinical practice through:
 - a. Direct participation of the residency trainee in patients care
 - b. Ensuring the gradual increase in the competence of the residency trainee with time to attain independent patients' care
 - c. Ensure the presence and participation of the supervisor of the trainee
21. Develop and conduct annual faculty professional development programs in issues that concern residency training
22. Review reports of the safety committee that supervise the personal safety of residents and faculty

Approval Authority: Dean, College of Medicine Faculty Board

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