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Latest Revision		
April 6, 2017		

The Safety Committee (SC) is a subcommittee of *the Programs Administration Committee* and its duty is to ensure a safe environment for residents during their period of training.

Composition of the Internal Review Committee (SC)

1. The Chair of the SC shall be appointed from its membership and serve a 3-year term (renewable)
2. Program Directors (2-3)
3. *Teaching faculty (Should have the knowledge hospital safety procedures)
4. One residents which is annually appointed
5. Members from Hospital Safety Committee

Meetings

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

Documentation

- Agenda & any relevant documentation will be pre-circulated to SC 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. Ensure the provision of a safe working environment for residents whilst progressing through their training
2. Ensure both physical and psychological safety of residents
3. Ensure that residents must adhere to all safety policies and as necessary, they are responsible for reporting unsafe situations and safety concerns
4. Address all safety concerns promptly
5. Provide informative feedback to program committee and follow-up the implementation of recommendations of the safety reviews
6. Give advice to the Chairman of ***Programs Administration Committee***, on matters related to safety
7. Develop and maintain a process whereby safety activity reports, trends and innovative practices are identified, highlighted and reported to the ***Programs Administration Committee***

Process

Refer to the Safety Policy for the process.

Approval Authority: Programs Administration Committee

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