



جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Rules & Regulations  
Residency Training Programs  
College of Medicine, Imam Abdulrahman Bin Faisal  
University

2016 – 2017

## Content

### Definition of Terms

### Section 1: Objectives of Residency Training Programs

### Section 2: The Degree

### Section 3: Organization of Residency Training programs

Programs Administration Committee

Duties of Programs Administration Committee

Safety of Residents

Residency Training Committee

Duties of Residency Training Committee

### Section 4: Admission & Registration

Conditions for Acceptance in residency training program

Postponement

Withdrawal

Interruptions

Absentee

Warning, Notifications, Cancellation & Rejoining

Transfer

### Section 5: Accredited Hospitals

### Section 6: Examinations

### Section 7: Appeal

### Section 8: General Rules

### Definition of Terms

- a. **The year:** The length of each academic year is 52 weeks
- b. **Final Exam:** It is the final graduating exam which comprises four sections with specific points allocated for each residency program
- c. **The Program:** The program is the total period including all courses that the student must pass to be granted the University of Dammam Residency certificate
- d. **Continuity of Study:** This infers that the years of the study are continuous and there is no absence from work except for annual holidays
- e. **Holidays:** This is the period that the student absents him/herself from study. This period should not exceed four weeks per year and the timing of the holidays is determined by the department. All other holidays, such as medical leave or emergency time, is dealt with according to the rules and regulations of the Imam Abdulrahman Ben Faisal University.
- f. **Rotation:** This is the period during which the student conducts specific academic and clinical activities in his/her specialty according to the program's layout.
- g. **Hospitals and Centers:** They refer to all hospitals and medical centers that are affiliated to the University of Dammam and all others that have been accredited by the university for Residency Training.
- h. **Supervisor of the Programs (Senior Educational Officer):** The supervisor is represented by the Vice Dean for Higher Studies
- i. **Programs Administration Committee (Institutional Educational Committee):** The committee responsible for supervising all residency programs in the college. (Equivalent to Institutions Education Committee)
- j. **Program Director:** The Director is appointed by the Departmental Board and duties include direct academic and professional supervision of the residency program and residents and he/she will have all the resources that are required in running of the residency program.
- k. **Residency Program Committee:** The committee's duties include supporting the Program Director in planning and organizing the residency program. The committee is composed of a representative from each department participating in the training, in addition to the trainee. If there is more than one resident registered in the program, a resident representative is nominated/elected by the other residents to serve on the committee. In addition, a resident, in addition to the resident serving on the committee, may be appointed by the College Administration.

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

l. Foundation Committee

**m. Program Secretaries:** Staff whose duties include secretarial and clerical work.

**n. The Student:** The resident who is registered in Residency Training Program

**o. External Examiner:** An examiner who is not affiliated to the university and does not participate in teaching students at the university.

**p. Appeal:** It is an application to a higher authority for a decision to be reversed.

### Section 1

#### Objectives of Residency Training Programs

##### Article One

The objectives of the residency training programs are to:

1. Participate in production of innovative scientific knowledge in all medical fields through residency training programs
2. Enable outstanding graduates with MMBS degrees to complete their residency training in various medical fields locally.
3. Qualify a national workforce of physicians to the highest standards in various medical specialties.
4. Encourage outstanding medical staff to be in pace with the accelerated advances in medical science and technology and drive them to innovation, discovery and development of medical research.

### Section 2

#### The Degree

##### Article Two

The University Council awards the Certificate of Completion of residency training on the recommendation of the Departmental Board and Programs Administration Committee upon approval by both College of Medicine Faculty Board and Deanship of Higher Studies. (*Ministry Bylaws*)

Studies for residency training programs are through clinical rotations and academic courses with a minimum duration of four years including a research project.

Requirements for obtaining the residency training degree include:

1. Passing of all examinations
2. Obtaining the certificate that indicate the completion of the program

3. Passing the final examination of the program

### Section 3

#### Organization of the Residency Training Program

##### Article 3

##### Programs Administration Committee

A committee titled “Programs Administration Committee” will be established to supervise all residency programs and make policies and procedures that are applicable to all programs.

The Programs Administration Committee is composed of the following:

1. The directors of the residency programs
2. Representatives from hospitals and health institutes participating in the residency training programs
3. Two trainees, one will be elected by his/her colleagues and one appointed by the committee to ensure greater specialty representation

The committee will hold monthly meetings or as requested by the chairman of the committee. A Quorum is only achieved when two third of the members are present and decision is carried by a majority vote. When voting for or against are equal, the vote of the chairman of the committee will prevail.

Its duties include:

1. The Vice Dean for Higher Studies & Scientific Research will chair the committee
2. Responsible for the overall planning , organization and supervision of the programs and its term of reference is the College of Medicine Faculty Board
3. Develop the regulations for admission in the programs and follow up their implementation
4. 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
5. Develop the general policies for the residency programs and follow up the policies implementation upon approval
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

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

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. General supervision of work in Residency programs
16. Study all reports and internal reviews for each residency program and suggest a plan for follow up
17. Develop and Implement policies to ensure fairness in distribution of resources to support the residency training programs
18. Develop policies for Supervising the process of evaluation, acceptance and registration in the programs
19. 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
20. Recommend rules that ensure appropriate and good supervision of the residents to safeguard the safety of both residents and patients
21. 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
22. Develop and conduct annual faculty professional development programs in issues that concern residency training

### **Article 4**

#### **Safety of Residents**

The Safety Committee which is composed of competent specialized members that supervise the personal safety of residents and its duties include:

- a. Personal Safety which include:
  - Universally recognized hospital prevention measures and reporting policies related to infectious diseases are to be followed by both the resident and the health institute.
  - Provision of safety procedures
  - Ensure that residents' immunizations are up to date.
  - Ensure that resident are not required to work alone in an afterhours clinic
  - Ensure residents have the required skills to avoid needle-stick injuries to themselves and others by using the appropriate techniques and technical skills.
  - Residents have the emergency procedures to be followed if they feel or are threatened by a patient.

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

- Use the telephones provided in the hospital when contacting patients. Residents are not permitted to use their personal phone for this purpose.
  - Pregnant residents are responsible for having the appropriate knowledge to recognize any risk to themselves or their unborn child in the course of their training.
  - The on-call rooms and rest areas provided to residents are to be situated in a safe location within the hospital, designated as smoke-free areas, maintained to a high level of cleanliness, and provided with the following:
    - Secure locks on the doors
    - Highly clean
    - Smoke free
    - Fire alarms and smoke detectors
    - Adequate lighting to enable the residents to study or rest
- b. Psychological Safety which include:
- Residents are to be provided with a learning environment that is free from intimidation (i.e. bullying and coercion), harassment (i.e. persecution and provocation) and discrimination in any form. In addition, residents are to be informed of the procedures to address a perceived absence or lack of commitment to resident safety, intimidation, harassment or discrimination.
  - If a resident is unable to perform his duties as a result of a health issue (physical or psychological), the resident is granted a leave of absence and provided with the appropriate support. The resident will only return to his/her duties after an independent assessor has verified that the resident is able to conduct the required duties safely, including those related to on-call responsibilities.
- c. Professional Safety which include:
- Ensure that the resident has the right to report personal behavior of a staff that could jeopardize the safety of patients or those related to harassment, discrimination with the feeling of embarrassment or threat
  - Residents' complaints, specifically those related to safety, intimidation, harassment and discrimination are handled appropriately to ensure the anonymity of the resident, unless the resident specifically waives this right. The Program Director has the authority to make a decision on what information should be released, when it should be released, and to whom it should be released according to policy of Program Administration Committee.
  - Patient transportation provides an avenue for a valuable learning experience as part of a resident's training program. However, the Program Director is responsible for the following:
    - Define specific educational objectives to be met when a resident accompanies a patient who is being transported
    - Ensure the safety of the resident and the patient by providing residents with the appropriate training and awareness,

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

including having the required skills to avoid needle-stick injuries to themselves and the knowledge of emergency procedures to be followed if they feel or are threatened by a patient.

- Ensure that the resident has shown an acceptable level of competency commensurate with the requirements of the patient being transported

### Article 5

#### Residency Program Committee

Each department establishes a Residency Program Committee and appoints a director to chair the committee. The Residency Program Committee is composed as follows:

1. Programs Director (Chairman of the committee)
2. Two senior faculty members experienced in the specialty or subspecialty
3. Representative of any party participating in the training
4. The resident is a member of the committee. However, if there is more than one resident in the program, the residents will nominate one to represent all the residents in that program. If a consensus cannot be reached by the residents, the College of Medicine will appoint a representative to the committee.

The committee has direct supervision of the program and its duties include the following:

1. The Program Director will be empowered by the committee, and upon approval by the Programs administration Committee, to insure the proper running of the residency program
2. Overall supervision of all aspects of running the residency program
3. Conduct entrance examinations and interviews and insure that conditions for acceptance of an applicant have been met
4. Prepare a list of all applicants accepted into the programs
5. Follow up on all aspects of the residents' training including giving professional advice.
6. Coordinate with other hospitals and health institutes to receive residents into the program
7. Conduct self-studies to evaluate the residency program
8. Prepare periodic and annual reports about the residents
9. Suggest steps to develop and update the residency programs
10. Recommend to the Departmental Board the composition of the examination committee for approval
11. Prepare examinations and record the results in preparation for submission to the Programs Administration Committee
12. Nominate external examiners for approval
13. Conduct final examinations and record the results and submit to the Programs Administration Committee for review. The results will then be submitted to the concerned department in preparation for submission to the College of Medicine Faculty Board for approval and recommendation to award the residency certificate



## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

14. Provide solutions to obstacles that prevent the resident from gaining the required competency skills
15. Develop and implement procedures for complains and appeals, safety, resident evaluation and faculty evaluation
16. Provide information about all services that are available for all residents
17. Continuous review of available resources and effective use of these resources
18. Ensure the participation of adequate number of faculty and supervisors in the training of residents
19. Ensure the participation of residents in scientific research
20. Develop the sense of innovation and creativity
21. Implement personnel safety procedures for residents during travel, interview of patients and on calls in isolated areas

The committee will hold monthly meetings or as requested by the chairman of the committee. A Quorum is only achieved when two third of the members are present and decision is carried by a majority vote. When voting for or against is equal, the vote of the chairman of the committee will prevail.

The Vice Dean for Higher Studies & Scientific Research or his delegate will attend the meetings as an auditor and has no voting rights nor can he express an opinion

### Section 4

#### Article 6

##### Acceptance in the Program

The following lists the conditions to be met for acceptance into a program.

1. Applicant should meet all university requirements for acceptance
2. The applicant should hold an MBBS degree from an approved university with an average of Good (GPA of 3.5 and above)
3. The applicant should provide a certificate of completion of one year internship
4. A certificate from the applicant's recent employer should be submitted , which should indicate his performance level

#### Article 7

##### Admission & Registration

The College of Medicine Faculty Board suggests the numbers of applicants that can be accepted into each program according to the Residency Program Committee recommendations.

## Procedures

1. The acceptance in each program depends on the capacity of that program and the number of faculty members in the department
2. In coordination with Deanship of Higher Studies, the College will determine the dates and announcement of the dates of submission of applications and the dates for entrance examinations.
3. Applicants should complete the required applications and submit all required documents by the specified date
4. All applications will be received by the program Director who in turn will send the applications to the concerned Program Committees for review.
5. The Program Committee will review the applications, record examination results and submit the results to the Programs Administration Committee in preparation for submission to the College of Medicine Faculty Board.
6. The decision of the College of Medicine Faculty Board will be sent to the Deanship of Higher Studies within one week of approval by the College of Medicine Faculty Board. The Deanship of Higher Studies in turn will send the results to H.E. the President or his delegate for final approval.
7. The acceptance letter refers to the year of submission and cannot be postponed to the following year
8. All issues concerning admission to a residency program should be completed at least two months prior to commencement of the program

## Article 8

### Registration

The Deanship of Higher Studies registers residents in coordination with Deanship of Registration and Admission

## Article 9

### Postponement of acceptance (Commencement of Studies)

Upon recommendation by the Programs Administration Committee and approval of the Dean, it is allowed to postpone the acceptance of the applicant for no more than two semesters, this this period is not counted within the minimum required period for completion of the study.

1. Conditions and procedures for postponement of acceptance:
  - a. The student submits a request to the Program Committee to postpone his/her acceptance by the end of the second week of the academic year
  - b. Only one postponement is allowed
2. The student's acceptance will be rejected for that year and the student's request to join the program in the following year will be evaluated if the student presents a reason that is accepted by the program committee and approved by the College of Medicine Faculty Board

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

3. The Program Committee has the right to reexamine the student by requesting the student to retake the entrance exam and the interview or the Program Committee can excuse a previously successful student from this condition.

### Article 10

#### Postponement of a Rotation

The Programs Administration Committee has the right to allow the student to postpone a rotation upon his/her request and recommendation of the Program Committee.

#### Conditions for Postponement

1. The following are the conditions for postponement of rotation
  - a. The resident should apply for postponement of the rotation at least one month before the commencement of the rotation.
  - b. The Program Committee will evaluate the request and either approve or deny.
2. The Program Committee will determine how this time will be compensated for if the request for postponement was accompanied with an acceptable excuse.

### Article 11

#### Withdrawal

If the resident withdraws from the program upon his request and then request to rejoin the program, the conditions for a new application will be implemented.

#### Procedures for withdrawal

1. The resident submits a request for withdrawal to the Director of the Program at least one month before the date for withdrawal.
2. The Program Committee has the right to accept the rotations that the student completed prior to withdrawal if he/she decide to rejoin.

### Article 12

#### Interruptions

The resident will be considered absent from the program and his registration will be terminated in the following cases

1. If the student is accepted in the program and does not register in the specified time period
2. If the student is registered in a rotation and does not attend the training for that rotation

#### Procedures for Interruptions of Study

1. The Program Committee will inform the Programs Administration Committee of those students who have been accepted in the programs who have not registered within four weeks of commencement of study.

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

2. The Programs Administration Committee will inform the Dean of those students who have registered but have not attended the training within four weeks of commencement of study for submission to the faculty board.

### Article 13

#### Attendance

Students should have a regular attendance record and the student is answerable to the Program Director or the Director of the other program the student is attending. It is prohibited for a student to absent himself/herself from his/her duties without a valid reason that is accepted by the Program Committee. In the case of absenteeism with a valid excuse, the Program Committee organizes an appropriate avenue to compensate for the time the student was absent so that the student can compensate for the time he/she was absent

### Article 14

#### Warning Notifications, Cancellation and Rejoining

If the performance of the resident is not satisfactory, the Program Committee with approval of the Programs Administration Committee can suggest the following:

1. The resident can repeat part or all of a rotation
2. The student is barred from final exam and has to repeat the rotation

#### Procedures for Notifications

1. The Program Director will issue a written warning to a student in the following circumstances.
  - a) After the first unsuccessful taking of an exam
  - b) If the student exceeds the approved duration of the program by 25%
  - c) Absent for seven days without a valid excuse, whether those days are taken consecutively or not
2. The Vice Dean for Higher Studies & Scientific Research upon recommendation of the Program Committee will issue a second written warning to a student in the following circumstances.
  - a) After the second unsuccessful taking of an exam
  - b) If the student exceeds the approved duration of the course by 50%
  - c) Absent for 14 days without a valid excuse, whether those days are taken consecutively or not
  - d) The Program Committee will recommend to the Programs Administration Committee the termination of registration of the resident if the resident's performance does not improve
3. A resident's registration will be terminated if the resident plagiarizes or acts in a manner which is not compliant with the rules and regulations of the university

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

4. A resident's registration will be terminated if a resident exceeds twice the allowed duration for the completion of the program upon approval of the Programs Administration Committee and the faculty Board

### Article 15

#### Reregistration

A. In extreme conditions, a resident who has been terminated from the program can be reregistered if the discontinuation of his studies was due to Force Majeure. The College Faculty Board has the authority to make this decision.

#### Procedures for Reregistration

1. The Program Committee will determine the rotation(s) the resident should repeat for the year that his registration was terminated in
2. The duration that the resident spent in the program before termination is counted as part of the maximum period of completion of the program
3. The time that the resident absented him/herself from the program will not be counted as part of the duration of the program

### Article 16

#### Transfer from outside the University

A student can be transferred to the University from another university or an outside accredited institute upon recommendation of Departmental Faculty Board and the Programs Administration Committee and the Board of Deanship of Higher Studies if the following conditions are met.

1. The student has fulfilled all the required conditions for acceptance into the program the student is being transferred into and any additional conditions that the Program Committee deems necessary
2. The student has not been terminated from the program the student is currently in
3. The credit hours that the resident has completed in his present program will be counted as part of the program's credit hours if the following are observed:
  - a. The topics of the completed credit hours should be the same as the topic of the rotation that is taught in the program the resident transferring to
  - b. These credit hours should not exceed 30% of the total credit hours of the program the resident transferring to
  - c. Equation of the credit hours completed according to recommendation by Departmental Board and approval of the College of Medicine Faculty Board and the Deanship of Higher studies Board
4. The applicant should request the transfer during first month of the academic year
5. There is a vacant position in the program he is transferring to
6. The student should pass the entrance examination and interview. The Program Committee can waive this condition if the student was outstanding in his previous performance

## Rules, Regulations and Procedures for Postgraduate Studies College of Medicine

7. Only one transfer is allowed during the duration of one program
8. The time that the resident attended in his present program will be counted as part of the program's duration

### Procedures for Transfer

1. The student submits a request for transfer using the official transfer form obtained from the Deanship of Higher Studies website
2. The student attaches a transcript of the rotations that have been completed with a complete description of each rotation
3. The request will be referred to the Programs Administration Committee and then to the Concerned Program Committee
4. The concerned Program Committee will evaluate the request and all completed rotations and if the transfer is approved, the committee will determine the level to which the student will be transferred to

### Article 17

#### Transfer between various Specialties

The resident is allowed to transfer from one program specialty to another within the university upon approval by the both the present Program Committee and the Program Committee of the program the student is transferring to. The final approval is given by the Programs Administration Committee, taking into consideration Article 16. The student will be exempt from conditions 2 and 3 of Article 16.

## Section 5

### Accreditation of Hospitals as sites for Residency Training

#### Article 18

#### Accredited Hospitals

Residency training programs are conducted at the university and Saudi Commission for Health Specialties accredited hospitals and primary care clinics recommended by the Programs Administration Committee

Procedures for accrediting hospitals to be residency training sites

1. The Dean of the College of Medicine will appoint an ad hoc committee to evaluate unaccredited hospitals as potential sites of residency training
2. Upon approval, the committee recommend the signing of a contract with the hospital
3. The terms of reference of this committee are is determined by the type of the residency program

## Section 6

### Article 19

#### Examination Policy

The entrance examination and all other examinations will be conducted at Imam Abdulrahman Ben Faisal University; however, annual examinations and clinical examinations can be conducted in the accredited hospitals upon recommendation by the Programs Administration Committee.

#### Procedures for Evaluation

1. The Program Committee will prepare, supervise, conduct and record the results of the examinations. In addition, the committee will determine the number, dates, structure and topics of the examinations.
2. It is permitted to examiners from outside the university to participate in all types of evaluation according to the rules and regulations of the Imam Abdulrahman Ben Faisal University. The external examiners will be selected according to recommendations made by the Programs Administration Committee and approval by the College Faculty Board
3. Upon recommendation by the Program Committee and approval of the Programs Administration Committee the resident is allowed to join a rotation or sit an examination outside the university provided that it is related to the resident's program. The resident is required to submit proof that the activity is related to the resident's program.
4. The types of evaluation types are:
  - a. Continuous Assessment: This evaluation is based on a report submitted in an approved format by the Program Director to the Residency Program Committee at the end of each rotation.
  - b. Evaluation at the end of the Rotation: The distribution of marks and various sections of the exam are according to that which is stated in each program.
  - c. Annual Evaluation: The distribution of marks and various sections of the exam are according to that which is stated in each program.
5. The passing of the annual examination is compulsory for promotion from one level to the next
6. If a student fails an annual exam, the student has to repeat the year.
7. A resident will be promoted to the next level of training once he/she completes all requirements for promotion and upon recommendation by the program committee and departmental board and approval by the programs Administration Committee. n

## Section Seven

### Appeal Process

#### Article 20

#### Appeal

Residents have the right to appeal any decision made that they perceive as being unjust.

#### Course of Appeal

1. The resident should make the appeal to the Vice Dean for Higher Studies & Scientific Research within two-week period of the date that resident being informed of the decision. .
2. Appeal Notification should include the following:
  - a. The date of the decision that the appeal made against and the date the resident was informed of.
  - b. The issue of the decision that the appeal is made against and the reasons that appeal is based upon with relevant documentations
3. The Vice Dean for Higher Studies & Scientific Research will appoint an ad hoc committee to review the appeal. The committee should be composed of 3 -5 faculty members and a resident from a different program. During the appeal hearing, the resident has the right to have an advisor in attendance. However, the advisor does not participate in any way in presenting or discussing the appeal or in defense of the resident.
4. The committee's recommendation will be submitted to the College of Medicine Faculty Board within two weeks period to the date the committee made its recommendations. The decision of the College of Medicine Faculty Board is final.
5. During the appeal process the resident should carry out his/hers duties according to the recommendation of the Program Committee

## Section Eight

#### Article 21

#### Preference of Rules & Regulations

If an issue is not dealt with by this charter, the rules and regulations of the university will take preference.

Date of Approval - February 26, 2017  
Imam Abdulrahman Bin Faisal University