



## RESIDENCY TRAINING PROGRAMS

### Resident File Policy

Classification	Table of Contents	
Resident Training	Scope	1
<b>Approval Authority</b>		
Programs Administration Committee (PAC)		
<b>Implementation Authority</b>		
Vice Dean for Higher Studies & Scientific Research		
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April 6, 2017		
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### 1 Scope

- 1.1 This policy applies to all residents in all Residency Training Programs. The following constitute the guidelines in regards to files of residents:
- 1.1.1 A resident has access to all of his/her personal files.
  - 1.1.2 The program director has access to all of the residents' personal files.
  - 1.1.3 The resident has the right to insert written comments into any document.
  - 1.1.4 The resident has the right to be provided with a copy of any such personal material.
  - 1.1.5 The program director has the obligation to inform the resident of any reports which may cause the resident to be placed on remediation or probation. The resident then has the opportunity to reply in writing and/or institute a grievance.
  - 1.1.6 Copies of any document which may result in, or arise from, disciplinary action must be provided immediately to the resident concerned and entered into his/her file.
  - 1.1.7 Reasonable access of the resident to his/her file is necessary, and in general this is considered to be a maximum of 24 hours after request.
  - 1.1.8 There is no requirement for anyone to witness a resident while they are examining their file.
  - 1.1.9 A resident's file must not be removed from the department, but does not necessarily have to remain within the same room in which it is stored when the resident is examining it.
  - 1.1.10 A resident must not remove anything from their file.
  - 1.1.11 A resident's file must not be destroyed, but instead be stored in order that queries may be answered.

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