

Rules & Regulation for Training in Oman Medical Specialty Board

General Principles :-

- Article (11)** : The resident must adhere to this bylaws as well as the training rules and regulations issued by the OMSB, the Scientific Committee of the specialty, and the training center in which the Resident receives his/her training. The resident is strictly prohibited from working in the private sector during his/her training program.
- Article (12)** : OMSB shall decide the necessary training period for each training program. If the resident does not complete his/her training within the period approved, he/she may be granted an additional period of no longer than two years.
- Article (13)** : OMSB may send the Resident abroad for training for a period of no longer than two years. This period can be extended to one additional year, if necessary.

Admission to the training programs :-

- Article (12)** : Requirements for acceptance in the training programs of the specialty:-
1. The Resident must be a holder of a Bachelors Degree in Medicine & Surgery or equivalent from a recognized university.
 2. The Resident must have completed a year of internship.
 3. The Resident must be medically fit for the training.
 4. The Resident must provide three letters of recommendation from three consultants with whom he/she has worked confirming his/her ability and capability of training.

5. The Resident must submit a letter of approval from his/her sponsor confirming their permission to release him/her to join training program of the specialty on a full time basis.
6. The Resident must pass the interview.

After the approval of OMSB, the Scientific Committees may add other conditions, oral or written exams, or tests for admission. The residents are selected as per OMSB rules & regulations and available slots.

Registration with the OMSB :-

- Article (15)** : The names of the residents accepted for admission in one of the training programs, together with their “Release Qarars”, shall be sent to OMSB. Registration must be completed no later than one month prior to the beginning of the training year.
- Article (16)** : All residents who are enrolled in one of the OMSB Medical Specialty Training Program and who wish to continue their training must register with the OMSB at the beginning of each training year. A resident is not permitted to register in more than one training program of the OMSB at a time.
- Article (17)** : The resident or his/her sponsor shall undertake to pay the annual training fees prescribed by the OMSB.

Evaluation & Completion of Training :-

- Article (18)** : The resident must be evaluated by his/her consultant monthly using the approved evaluation form and the reports about Residents shall be sent to the Program Director every month. These reports should then be submitted to the Specific Scientific Committees which will send them to the Training Affairs Department at OMSB to be kept in the Residents’ file.
- Article (19)** : The resident must complete at least 3/4 of the assigned training period for it to be considered valid.

- Article (20)** : The resident must spend equal training periods when rotating among the accredited training centers.
- Article (21)** : The Program Director must prepare a report showing the progress of the resident every six months and at the end of the academic year. The Program Director must use the approved evaluation form for this purpose provided that the report has to be signed by the resident which is then presented to the Scientific Committee for approval, and submission to the OMSB and the Resident's Sponsor.
- Article (22)** : The Scientific Committees shall conduct annual examinations for the evaluation of the residents. The results of these examinations shall be part of the Residents' evaluation process for promotion purposes.
- Article (23)** : A resident's promotion from one level to the next one (e.g. from the first year to the second year) is based on the average of the periodical assessment reports which represents 50%, and the end of year examination for training programs which represents 50%. However, the resident must get a general average of no less than 60% for each part.
- Article (24)** : Completion of training of the resident is based on the Scientific Committee's recommendation for completion of training approved by the Executive Board. The recommendation should be based on the resident's periodical evaluation reports, the result of his/her end of year examination, and the completion of the log book in the health specialties which requires so.

Transfer to another Specialty :-

- Article (25)** : The Resident is allowed to transfer from one specialty to another if the following conditions are fulfilled:
1. The approval of the Scientific Committee of the specialty in which the Resident is registered.

2. The approval of the Scientific Committee of the specialty to which the resident wishes to transfer and the fulfillment of admission conditions for the specialty.
3. The approval of the sponsor.
4. The approval of the Executive Board.
5. Transfer applications shall be submitted at least four months prior to the end of the training year. All transfers shall take place at the beginning of the training year only. Thus, the resident is required to complete his/ her current training year before he/she can transfer to another specialty at the beginning of the training year.

The Scientific Committee, to which the resident has transferred, must recommend counting the previous training period the resident has taken, if possible, and must also specify the level at which the resident shall start. The recommendation should be sent to the Board for approval.

OMSB Certificates & Examinations :-

Article (26) : OMSB examinations will be as follows:

A. End of Each Training Year Examination

1. One examination will be conducted at the end of every training year.
2. The written examination consists of one hundred MCQ questions at least. The Scientific Committees may add other examinations as well.

B. Part I Examination for the Specialty Certificate

1. This examination shall be held before the final examination provided that the Scientific Committee shall specify the year in which this exam must be held.
2. The written examination shall be MCQ questions.

3. The resident who fails the exam may repeat it within six months after the approval of the Scientific Committee. In any case, the resident is not permitted to sit for this exam for more than 3 times. If the resident does not succeed the third attempt, he/she will be terminated unless, in exceptional cases, a fourth attempt is granted by the Board of Trustees.
4. The passing mark is 60% or above.
5. The Resident will not be promoted from one level to another unless he/she passes Part I examination or equivalent.

C. The Final Examination for the Specialty Certificate

1. This examination will be conducted after a successful completion of the training program of the specialty for the period approved, and passing all end of training year examinations as well as part I examination.
2. Obtaining a completion of training certificate from the OMSB.
3. The examination is held at the final year of the training period. The resident who fails the exam may repeat it within six months after the approval of the Scientific Committee. The resident is not allowed to sit for this exam for more than three times. In case the resident does not succeed in the third attempt, he/she may be granted, in exceptional cases, a fourth attempt by the Board of Trustees.
4. The examination may consist of written and oral parts, OSCE, and short clinical cases.
5. The passing score is 70%. However, if the percentage of the candidates passing the examination is less than 70%, the passing score can be gradually lowered by one mark aiming at achieving 70% passing rate or reaching a percentage of 65%, whichever comes first. Under NO Circumstances, the score can be reduced below 65%.

Article(27) : The Scientific Committee may change the format and the passing score of the examinations after the approval of the Executive Board.

Article (28) : The OMSB shall issue the Oman Medical Board Specialty Certificate following the completion of the training program and passing the final examination.

Vacations :-

- Article (29)** : The resident shall be entitled to an annual leave of 30 days in addition to a maximum of 10 days in lieu of Eid holidays, official holidays and emergency leaves if the resident is required to work during these holidays and leaves.
- Article (30)** : The training period shall be extended for an equivalent period to compensate for sick leave, maternity leave and exceptional "emergency" leaves before the resident is awarded a certificate of completion of training if the leave exceeds seven days.
- Article (31)** : Annual leave which is not utilized within the year shall not be transferred to the following year.
- Article (32)** : The resident may be granted a leave for scientific purposes (attending scientific conferences and seminars, specialty examinations ...etc) not exceeding 10 days in each training year provided that he/she presents the proof for having attended the activity.

Interruption & Withdrawal from the Training Program:-

- Article (33)** : A resident may interrupt the training program on the occasion of death of spouse, parents, or children, illness of Resident, spouse, or children if needed, or any other reason accepted by the Scientific Committee and the OMSB. The resident; however, should provide supporting documents for any case of interruption.
- Article (34)** : If the resident interrupts the training with valid excuse for a period of less than 3 months, the training period prior to the interruption will be counted provided that he/she must compensate for the period of interruption with an equivalent period during his/her training. Interruption of less than 3 months is allowed only twice throughout the whole training program.
- Article (35)** : If the resident interrupts the training with a valid excuse for a period between three and twelve consecutive months, he/she will be permitted to rejoin the training at the same level at the beginning of the following training year after the interruption provided that the interruption between three to twelve consecutive months must not occur more than once throughout the whole training period.

Article (36) : If the resident interrupts the training for a period exceeding twelve consecutive months, his/her file will be closed and he/she will not be permitted to rejoin the training program unless he/she is re-assessed by the Scientific Committee of the specialty to specify the appropriate level, and obtain the approval of OMSB for his/her re-admission.

Article (37) : If the resident has a valid excuse, he may withdraw from the training program provided that the consent of his/her Scientific Committee, sponsor and the OMSB has been obtained. However, the resident may not withdraw until the end of the training year. The resident is prohibited from joining any other training program for a period of one year starting from the active date of his/her withdrawal.

Canceling Registration :-

Article (38) : The Resident's registration is cancelled in the following circumstances:

1. If the resident does not succeed in the overall annual evaluation (the periodical evaluation together with the End of Training Year Examination) for two consecutive years in the training program.
2. If the resident fails to pass after exhausting the chances for entering Part I Exam or the Final Examination according to the rules and regulations of examinations.
3. If the resident exceeds two years in addition to the minimum training period for any training program.
4. If the resident interrupts the training without a valid excuse acceptable by the Scientific Committees for a period of 30 consecutive days or 45 separate days during the entire period of training.
5. If the resident withdraws during the training program.

6. If the resident does not abide by the rules and regulations of the training program, or the OMSB bylaws after being warned (see Article 40-3) and does not improve during the training period.
 7. If the resident has been convicted of an offence violating the public honor or the professional ethics unless he/she is proved innocent.
- Article (39) :** The registration of a Resident is cancelled upon a decision from the Executive Board based on the recommendation of the Scientific Committee. The resident; however, has the right to appeal against a decision of termination to the Executive President within 30 days from his/her receiving a written notification of the decision. The OMSB will study his/her appeal and send him/her a reply within 15 days from the date of the resident submitting the appeal. If the resident does not receive a reply, then his/her appeal is rejected.

Violations :-

- Article (39) :** The Scientific Committee will look into the violations related to the training such as absence, neglect and academic attainment, or related to morals, behavior, ethics or professional conduct. After the violation is proved, the Committee is authorized to recommend the following:
1. A written reprimand
 2. A warning letter
 3. The final warning letter in addition to placing the resident under probation for a period to be specified by the Scientific Committee.
 4. Termination and closure of resident's file

The recommendations should be submitted with a detailed report on the case of the violation to the Executive Board to take the appropriate decision. The Resident's sponsor will be informed about the decision.

Regulations for Evaluation and Promotion in OMSB **Postgraduate Training Programs**

1. GENERAL PRINCIPLES

- 1.1 Each training program will have written learning objectives, and the Residents will be provided with these objectives upon entering the program.
- 1.2 The evaluation process is based on these training objectives.
- 1.3 The Program Director ensures that Residents are familiar with the rules and regulations governing evaluation and promotion.
- 1.4 The evaluations are confidential documents. Access should be restricted to the OMSB Scientific Committees and the Resident.

2. THE EVALUATION PROCESS

- 2.1 At the completion of each rotation, the Resident should be given feedback.
- 2.2 The evaluation at the end of each rotation is made by the Supervisor/Consultant responsible for the Resident during that rotation. If more than one member is involved in the supervision of a Resident during a rotation, the information will be summarized by one person, and the global evaluation represents a consensus opinion.
- 2.3 Ongoing verbal feedback is important for all residents, and is of particular importance to residents experiencing difficulty. Supervisors will make every effort to provide such feedback.

- 2.4 The Resident bears responsibility for ensuring that the evaluations are completed in a timely fashion, and that he/she has received feedback.
- 2.5 Successful completion of a rotation is defined as obtaining a SATISFACTORY global assessment.
- 2.6 An UNSATISFACTORY or BORDERLINE global assessment on any evaluation is not considered a passing grade.
- 2.7 A Resident with an UNSATISFACTORY or BORDERLINE global evaluation for any rotation must be notified immediately.
- 2.8 An INCOMPLETE rotation should be completed, the duration of which is determined by the Scientific Committee.
- 2.9 After 6 months of training, a PROGRESS REPORT is prepared by the Scientific Committee for each Resident and will be submitted to the OMSB. This evaluation represents a summary of the resident's performance over the preceding 6-month period.
- 2.10 After 12 months of training (or at the end of the academic year) a summative evaluation is prepared by the Scientific Committee for each Resident. This END OF ACADEMIC YEAR report represents a summary of the Resident's progress and overall performance during the academic year. The resident must sign the 6-month evaluation as well as the end of the year evaluation.

3. PROMOTION

3.1 Specific Promotion Regulations:

3.1.a Promotion of a Resident to the next academic level occurs if all rotation periods during the year have been completed with SATISFACTORY or higher global evaluations.

3.1.b During the academic year, an UNSATISFACTORY in one rotation period, with SATISFACTORY completion of all

others, requires the Resident to REPEAT a rotation of the same duration.

- 3.1.c During the academic year, a BORDERLINE evaluation in one rotation period with SATISFACTORY completion of all others may require a REPEAT rotation. This is left to the discretion of the Scientific Committee.
- 3.1.d A REPEAT rotation should be undertaken before promotion to the subsequent academic year.
- 3.1.e When it is recognized that a Resident is in academic difficulty, the Scientific Committee will identify the areas of weakness, and will attempt to support and assist the Resident in addressing those weaknesses.
- 3.1.f REPEAT rotations, whenever possible, could be undertaken in a different hospital/setting.
- 3.1.g An UNSATISFACTORY or BORDERLINE evaluation in a REPEAT rotation period will require that a Resident be placed on PROBATION.
- 3.1.h During the academic year, an UNSATISFACTORY and/or BORDERLINE evaluation in two rotation periods, will require the Resident to be placed on PROBATION as per probation guidelines.

3.2 Probation:

- 3.2.a A resident will be placed on PROBATION for any of the following reasons:
 - i) UNSATISFACTORY or BORDERLINE in a REPEAT rotation period
 - ii) UNSATISFACTORY and/or BORDERLINE in two rotation periods in one academic year.
 - iii) Upon recommendation by the Scientific Committee.

- 3.2.b The duration of the Probationary Period for academic or non academic reasons will be 6 months.
- 3.2.c The terms of the Probationary Period must be outlined in writing to the Resident, with copies to the OMSB.
- 3.2.d During the Probationary Period, efforts will be made to assist the Resident in addressing areas of weakness.
- 3.2.e The Probationary Period will include clinical experiences that are appropriate for the resident's level of training. A written evaluation will be provided at the end of each period to the OMSB.
- 3.2.f UNSATISFACTORY or BORDERLINE evaluations during the Probationary Period will require the Scientific Committee to refer the case to the Executive Board.
- 3.2.g A Resident may be placed on PROBATION on only one occasion during postgraduate training. If, during a subsequent academic year, a Resident meets the criteria for PROBATION for the second time, the Scientific Committee will refer the case to the Executive Board.
- 3.2.h Successful completion of a Probationary Period requires SATISFACTORY global evaluations on all rotations.
- 3.2.i The decision to place a resident on PROBATION should be made by the Scientific Committee.
- 3.2.j The decision placing the Resident on PROBATION should be conveyed to the Resident by the Chairman/Program Director of the Scientific Committee in person and in writing within a week of the Scientific Committee meeting held for the purpose.

4. RECONSIDERATION OF A ROTATION EVALUATION

4.1 A resident who does not agree with a rotation evaluation, he/she should discuss that evaluation with the Supervisor/Consultant who wrote it. The supervisor will review the evaluation, speaking with others if indicated, and then has two choices:

4.1.a The Supervisor/Consultant may revise the evaluation and the "revised" evaluation becomes the official one, or

4.1.b The Supervisor/Consultant may choose not to alter the evaluation believing it is fair and accurate.

4.2 If a resident wishes a formal reconsideration of a rotation evaluation, this request must be submitted in writing to the Program Director within 28 days and the Scientific Committee will meet with the concerned Resident to consider the case.

4.2.a The Specialty Scientific Committee has several options:

- i. the evaluation can remain unchanged;
- ii an Unsatisfactory or Borderline Global Evaluation can be changed to Satisfactory;

4.2.b Minutes of the meeting should be kept and the decision should be conveyed as soon as possible to the Resident in person, and in writing. The minutes and all written communication should be sent to the OMSB office.