جامعة الإمام عبدالرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY **POLICY AND PROCEDURES**		**Institutional Policy**
Classification: Program Support and Resources	**Title: Allocation of resources for residency programs**	
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation	
Effective Date: April, 2025	**Supersedes:** New	
Latest Revision: New	**Code:**	
Review Date: April, 2027	**No. of Pages:** 9	

1. Purpose

1.1 This policy establishes a framework for the equitable allocation and management of resources for all residency (postgraduate medical training) programs at Imam Abdulrahman bin Faisal University (IAU) and its affiliated King Fahd Hospital of the University (KFHU). It aims to ensure that each program is supported with sufficient financial, human, physical, and support resources to maintain high-quality training in alignment with IAU's regulations.

1.2 The policy underpins IAU's commitment to provide adequate institutional support so that residency programs can meet educational objectives and accreditation requirements.

2. Scope

2.1 This policy applies to all residency and fellowship programs conducted under IAU's College of Medicine and affiliated teaching KFUH. It encompasses all departments, committees, and personnel involved in postgraduate medical education at IAU.

2.2 The provisions cover resource allocation for faculty and teaching staff, clinical and educational facilities, equipment and technology, financial support, administrative services, and support systems that directly or indirectly impact resident training.

3. Policy Statement

3.1 Institutional Commitment: IAU and KFUH shall ensure that each residency program is provided with adequate resources in all major categories including financial, human, physical infrastructure, equipment, administrative, and support systems necessary for effective training and patient safety. All programs must have the support needed to meet internal quality standards and external accreditation.

3.2 Equitable Allocation: Resource allocation across programs will be guided by fairness, transparency, and need. The institution will maintain an effective process to identify the specific resource needs of each program and advocate for their equitable fulfillment.

3.3 Quality and Capacity: The number of trainees admitted to each program shall not exceed

	Institutional Policy

POLICY AND PROCEDURES

Classification: Program Support and Resources	**Title:** Allocation of resources for residency programs
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	**Supersedes:** New
Latest Revision: New	**Code:**
Review Date: April, 2027	**No. of Pages:** 9

the training capacity that available resources can support. The University will consider available faculty, clinical load, and facilities in determining program capacity, admitting only the number of residents that can be adequately trained with the current resources and supervisors.

3.4 Alignment with Standards: The allocation and utilization of resources must align with IAU's "Regulations and Procedures for Medical Fellowships" and relevant RCPSC International standards. Written guidelines and mechanisms will be in place to support program leadership in managing resources, with flexibility to account for each program's size and complexity.

3.5 Comprehensive Support: Beyond core educational resources, the institution is committed to providing supportive services that enhance resident well-being and scholarly development. This includes access to wellness resources, library and information services, research support, and other auxiliary services necessary for a positive learning environment. All resources will be provided in a manner that upholds a safe, respectful, and effective learning environment.

4. Definitions

4.1 Residency Program: A graduate medical education training program (including specialty residencies and clinical fellowships) under IAU.

4.2 Institution: Refers collectively to Imam Abdulrahman Bin Faisal University and its affiliated King Fahd Hospital of the University.

4.3 Program Administration Committee (PAC): The central committee that oversees all residency programs. It is chaired by the Vice Dean for Scientific Research and innovation (VDSRI) and is responsible for governance, policy implementation, and resource oversight across programs.

4.4 Vice Dean for Scientific Research and innovation: The academic leader accountable for postgraduate training at IAU.

4.5 Program Director: The faculty member responsible for directing a specific

Classification: Program Support and Resources	**Title: Allocation of resources for residency programs**
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	**Supersedes:** New
Latest Revision: New	**Code:**
Review Date: April, 2027	**No. of Pages:** 9

residency/fellowship program.

4.6 Resources: For the purposes of this policy, resources include:

    a. Financial Resources: Funding and budget support for residency programs

    b. Human Resources: Faculty, clinical supervisors, and support staff involved in training and supervising residents.

    c. Physical Infrastructure: Facilities required for training, including clinical wards, outpatient clinics, operating rooms, lecture halls, simulation centers, on-call rooms, and other learning spaces.

    d. Equipment and Technology: Medical equipment, diagnostic tools, and simulation technology used in clinical education, as well as IT resources such as computers, e-learning platforms, and videoconferencing capabilities.

    e. Administrative Support: includes program coordination, scheduling systems, record-keeping, and information technology support.

    f. Support Systems: Services that support resident education and well-being, such as library access (online databases, journals, and study space), academic advising, wellness and mental health services.

5. Responsibilities

5.1 University Leadership (University Council and Senior Administration): The higher governing bodies of IAU are responsible for allocating sufficient institutional funding and support to residency programs. They approve overall trainee capacity and budget based on recommendations from academic committees, considering available resources and societal needs. University leadership ensures that resource allocation aligns with the University's strategic goals and accreditation commitments, and that any expansion of programs is matched with appropriate resource support.

5.2 Affiliated Hospital Administration (KFUH Management): The hospital administration must provide and maintain the clinical infrastructure necessary for training. This includes ensuring adequate clinical space, patient caseload, and medical equipment for residents'

	Institutional Policy
جامعة الإمام عبدالرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY **POLICY AND PROCEDURES**	

Classification: Program Support and Resources	Title: **Allocation of resources for residency programs**
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	**Supersedes:** New
Latest Revision: New	**Code:**
Review Date: April, 2027	**No. of Pages: 9**

rotations, as well as amenities such as safe on-call rooms and rest areas for residents on duty. Hospital leadership is responsible for integrating residency program needs into hospital operations and for collaborating with the University on resource matters.

5.3 Vice President for Scientific Research and Innovation: Advocates for the resources and support needed for all residency programs and works with the University leadership to secure funding, faculty positions, and facilities for programs.

5.4 The Vice Dean for Scientific Research and Innovation: Ensures that institutional policies are implemented and that any resource deficiencies identified are brought to the attention of the University Council or relevant authority for action.

5.5 Programs Administration Committee (PAC): This committee, under the leadership of the VDSRI, oversees resource allocation and usage across programs. It has the responsibility to regularly review each program's resources, identify gaps, and make recommendations to address those needs. If a program lacks critical resources, the committee will advocate for additional support or reallocate resources to maintain training quality.

5.6 Program Directors and Department Chairs: Each Program Director, in coordination with their department chair, is responsible for day-to-day management of the program's resources. They must monitor the adequacy of faculty coverage, clinic space, on-call facilities, and educational materials for their residents. Program Directors should promptly report any resource shortcomings to the Vice Dean for Scientific Research and Innovation or the PAC.

5.7 Administrative Support Staff (Program Coordinators): Program coordinators and other administrative staff are responsible for carrying out the logistics of resource utilization – such as scheduling residents in available training sites, managing educational resources (e.g. simulation lab bookings), and maintaining records.

6. Procedures

6.1 Resource Needs Assessment: On an annual basis each residency program shall conduct a review of its resource needs and capacity. Program Directors will compile a report

		Institutional Policy
جامعة الإمام عبدالرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY **POLICY AND PROCEDURES**		
Classification: Program Support and Resources	**Title: Allocation of resources for residency programs**	
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation	
Effective Date: April, 2025	**Supersedes:** New	
Latest Revision: New	**Code:**	
Review Date: April, 2027	**No. of Pages:** 9	

detailing the adequacy of current resources in all categories (faculty numbers, funding, facilities, equipment, support services) and any gaps or additional needs for the upcoming training year. These reports are submitted to the PAC for review. The PAC will evaluate the needs across all programs to prioritize resource requests and ensure they align with institutional goals and accreditation standards.

6.2 Planning and Budgeting: IAU's academic leadership, in coordination with KFUH management, will integrate residency program needs into the annual budgeting and planning cycle. Financial resources are allocated to each program in a manner proportional to its size and specific requirements. This includes teaching activities, and other operational costs. The budgeting process also accounts for shared resources (e.g. library subscriptions, IT systems, simulation center) that serve multiple programs.

6.3 Human Resources Deployment: Faculty and support staff assignments are planned to match program needs. Departments, in consultation with Program Directors, ensure that an adequate number of qualified faculty members and clinical supervisors are available to teach and supervise residents. Faculty-to-trainee ratios should be sufficient to provide close supervision and mentorship without overburdening any single faculty member. If new programs are introduced or existing programs expanded, the University will recruit or designate additional faculty positions as necessary. Similarly, program administrative support (e.g., coordinators) will be adjusted based on program size.

6.4 Physical Facilities and Equipment Provision: The University and hospital shall coordinate to provide appropriate physical infrastructure for training. KFUH will maintain necessary clinical training spaces (wards, clinics, operating rooms, labs) to accommodate residents without compromising patient care. Adequate on-call rooms must be provided for residents on overnight duty, offering safe, quiet, and private sleeping arrangements. The University ensures that educational spaces such as classrooms, conference rooms, and simulation laboratories are available and equipped for teaching sessions and skills training. Essential clinical equipment and simulation tools required for training (e.g., ultrasound machines, mannequins for simulation) must be accessible and kept in good

	Institutional Policy
جامعة الإمام عبدالرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY **POLICY AND PROCEDURES**	

Classification: Program Support and Resources	**Title: Allocation of resources for residency programs**
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	**Supersedes:** New
Latest Revision: New	**Code:**
Review Date: April, 2027	**No. of Pages:** 9

working condition. Any deficits in equipment are to be reported by Program Directors, and the PAC will work with hospital administration or the University to procure or upgrade equipment as needed to meet training requirements.

6.5 Technology and IT Support: Residents and faculty will have access to modern information technology resources to enhance learning. The institution provides access to videoconferencing and e-learning platforms to facilitate didactic teaching. Simulation facilities are supported by trained staff to assist in skills sessions and scenario-based training. Furthermore, the University's IT department will ensure that electronic medical record systems, evaluation software, and other digital tools used in residency education are available and supported. Reliable internet access and computers should be provided in key areas (clinic workrooms, call rooms, classrooms) to enable literature searches and learning at the point of care.

6.6 Library and Scholarly Support: All residents and faculty will have full access to IAU's medical library resources, including on-site library facilities and extensive online databases and journals. The University library system shall provide the necessary academic materials and research literature to support the educational and scholarly activities of the programs. In addition, residency programs shall have access to central support for research and other scholarly endeavors (e.g., assistance with research ethics approval, statistical support, funding for conference presentations) as appropriate. The institution encourages and supports resident research by providing these resources and, when needed, dedicated time or funding for scholarly projects.

6.7 Wellness and Support Services: The institution maintains support systems to promote resident wellness, safety, and professional development. A confidential wellness program or support service is available to all residents, providing access to counseling, mental health services, or stress management resources. IAU and KFHU will collaborate to ensure residents have 24/7 access to healthcare services if needed. Mechanisms for residents to seek help (for fatigue, burnout, or personal difficulties) are publicized, and utilization of these support systems is encouraged without fear of stigma. Additionally, the University's

 جامعة الإمام عبدالرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY **POLICY AND PROCEDURES**		**Institutional Policy**
Classification: Program Support and Resources	**Title: Allocation of resources for residency programs**	
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation	
Effective Date: April, 2025	**Supersedes:** New	
Latest Revision: New	**Code:**	
Review Date: April, 2027	**No. of Pages:** 9	

policies on duty hours and fatigue management are enforced with resources such as rest facilities if a resident is too fatigued to drive.

6.8 Monitoring and Continuous Improvement: The PAC will monitor resource adequacy on an ongoing basis. This includes reviewing any survey findings related to resources and feedback from residents regarding resource issues is taken into account. If deficiencies are identified the committee will formulate an action plan. Minor issues may be resolved through internal adjustments such as reallocating an existing resource, whereas significant shortfalls are escalated to University and hospital leadership with recommendations for remediation. All actions and decisions regarding resource allocation are documented. The committee also ensures that affiliation agreements with external training sites include provisions for necessary resources (faculty supervision, facilities, call rooms, etc.) and that these are honored throughout the training period. Periodic re-evaluation of training sites and resources is conducted to maintain compliance with standards, and the policy itself will be reviewed at regular intervals to incorporate feedback and evolving accreditation requirements.

7. Enforcement

7.1 This policy is enforced under the authority of the Vice Dean for Scientific Research and Innovation and the Programs Administration Committee. All departments participating in residency training are expected to comply with the policy provisions.

7.2 The Programs Administration Committee shall report annually to the College Dean on the status of resources for residency programs, including any deficiencies and corrective actions taken. Persistent failure to provide required resources for a program may result in interventions such as suspension of new trainee intake into that program until deficiencies are resolved, or other remedial measures as per university governance.

7.3 Program accreditation reviews will serve as a mechanism to enforce resource standards: any non-compliance must be addressed by the Institution in a timely manner. The Vice Dean for Scientific Research and Innovation is responsible for ensuring that action plans

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

Classification: Program Support and Resources	Title: Allocation of resources for residency programs
Approval Authority: Programs Administration Committee (PAC)	**Implementation Authority:** Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	**Supersedes:** New
Latest Revision: New	**Code:**
Review Date: April, 2027	**No. of Pages: 9**

in response to findings are implemented.

7.4 All faculty and staff in leadership roles (e.g., department chairs, program directors) are accountable for adhering to this policy. Failure to follow the guidelines may be addressed through administrative review and could impact leadership appointments or program status.

7.5 The University may conduct internal audits or quality reviews to verify that resources are being allocated and used as intended. Any misuse of funds or resources designated for residency programs will be investigated in accordance with university regulations and could lead to disciplinary action.

7.6 This policy becomes effective upon approval by the appropriate authority and is to be disseminated to all stakeholders in postgraduate medical education. Compliance with the policy will help ensure that residency programs at IAU continue to operate at the highest standards of excellence.

Sources:

- IAU Regulations for Fellowship Programs (2017).
- Royal College of Physicians and Surgeons of Canada, General Standards for International Institutions (2021).

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Classification: Program Support and Resources	Title: Allocation of resources for residency programs
Approval Authority: Programs Administration Committee (PAC)	Implementation Authority: Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	Supersedes: New
Latest Revision: New	Code:
Review Date: April, 2027	No. of Pages: 9

Prepared by: Dr. Radwa Bakr Director of quality and Accreditation Unit	Date Signed: 6 July 2025
Reviewed by: Dr. Ghada Al Yousif Vice Dean for Quality and Development	Date Signed: 6 July 2025
Approved by: Dr. Dalal A. Bubshait Vice Dean for Scientific Research and Innovation	Date Signed: 9 July 2025
Approved by: Dr. Bassam H. Awary Dean for College of Medicine	Date Signed: 10 July 2025