

 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY POLICY AND PROCEDURES		Institutional Policy
Classification:	Title: Development and dissemination of policies governing the residency programs	
Approval Authority: Programs Administration Committee (PAC)	Implementation Authority: Vice Dean for Scientific Research and innovation	
Effective Date: April, 2025	Supersedes: New	
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1. Purpose

- 1.1 This policy establishes a structured, collaborative, and transparent process for developing, reviewing, approving, and disseminating institutional policies that govern residency and fellowship programs at Imam Abdulrahman bin Faisal University (IAU).
- 1.2 The policy ensures that all stakeholders are informed, policies are accessible, and processes are in line with institutional regulations and accreditation standards.

2. Scope

- 2.1 This policy applies to all postgraduate medical education programs, including residency and clinical fellowship programs offered by IAU.
- 2.2 It governs the processes related to the development, maintenance, review, and dissemination of all policies, procedures, and guidelines that affect PG trainees, faculty, administrators, and clinical supervisors.
- 2.3 It includes policies developed centrally by the Programs Administration Committee (PAC), as well as those initiated at the department or program level, provided they have institutional impact.

3. Policy Statement

- 3.1 The College of Medicine - IAU is committed to maintaining high-quality, transparent, and accountable policy governance for the residency and fellowship programs.
- 3.2 The PAC shall oversee a regularized process for initiating, reviewing, approving, and communicating policies, ensuring consistency with university regulations and accreditation criteria.
- 3.3 All policies must undergo stakeholder consultation, formal approval by the College Council, and structured dissemination through multiple platforms.
- 3.4 Policies must be reviewed at minimum every two years and updated when needed to reflect evolving standards, institutional priorities, or feedback.



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4. Definitions

- 4.1 Policy: A formal, approved statement guiding actions and decisions in residency education, affecting trainees, faculty, or program operations.
- 4.2 Programs Administration Committee: The institutional body responsible for overseeing postgraduate medical education programs, chaired by the Vice Dean for Scientific Research and Innovation.
- 4.3 College Council (or Faculty Board): The higher academic body within the College of Medicine responsible for approving postgraduate medical education policies.
- 4.4 Stakeholders: Residents, fellows, program directors, faculty members, administrative staff, and external training site representatives.
- 4.5 Biennial Review: Formal reassessment of each policy every two years.
- 4.6 Dissemination: The act of distributing and making policies accessible through email and physical display.

5. Responsibilities

5.1 PAC Committee:

- Initiates policy development based on identified needs.
- Forms subgroups to draft or revise policies.
- Coordinates stakeholder consultation and integrates feedback.
- Ensuring policies align with accreditation and institutional standards.

5.2 Vice Dean for Scientific Research and Innovation:

- Provides oversight, ensures process integrity, and endorses policies for college council submission.
- Resolves disputes or conflicting stakeholder views during development.

5.3 College Council:

- Reviews and formally approves policies recommended by the PAC.
- It has the authority to return drafts for revision or suspend outdated policies.

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5.4 Program Directors and Department Chairs:

- Offer expert input during consultation.
- Ensure local implementation and compliance.
- Promote awareness among trainees and faculty.

5.5 Administrative Support Staff:

- Maintain accurate records of policy drafts, approvals, and dissemination history.
- Support digital and physical distribution of finalized policies.

5.6 Trainee Representatives:

- Provide input on how proposed policies may affect the resident/fellow experience.
- Relay feedback from the trainee body to the PAC.

6. Procedures

6.1 Policy Initiation:

- Any postgraduate medical education stakeholder may identify the need for a new policy or revision.
- Proposals must be submitted in writing to the PAC and supported by rationale.
- Common triggers include accreditation feedback, stakeholder complaints, or operational gaps.

6.2 Drafting and Review:

- The PAC assigns authorship to a designated member, subcommittee, or task force.
- The draft must follow the university's official format and include purpose, scope, definitions, procedures, and enforcement.
- Drafts must reference accreditation standards, IAU bylaws, and best practices from equivalent institutions where relevant.

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6.3 Stakeholder Consultation:

- Drafts are circulated to program directors, administrative leads, trainees, and site representatives.
- Feedback is solicited through written responses, meetings, or structured forums.

6.4 Finalization and Approval:

- Feedback is reviewed and integrated by the drafting group.
- A final version is submitted to the PAC for discussion and endorsement.
- Once endorsed, the Vice Dean presents the policy to the College Council for final approval.
- Approval date and next review date are documented on the policy header.

6.5 Dissemination:

- Digital dissemination includes posting on the website of the Vice Deanship for Scientific Research and Innovation and emailing faculty, residents, and administrators.
- Physical dissemination involves printing copies or summaries for display on noticeboards in departments and administrative offices.
- Program Directors are expected to discuss policy changes during orientation sessions and academic meetings.

6.6 Biennial Review:

- Every policy must undergo a formal review no later than two years after its approval date.
- The PAC or assigned subcommittee evaluates whether the policy is still current, functional, and aligned with regulations.
- If only editorial updates are needed, these may be made and recorded with the existing review cycle.
- Substantive changes trigger re-initiation of the full consultation and approval process.

6.7 Documentation and Recordkeeping:

- The Office of the Vice Dean for Scientific research and Innovation maintains a

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centralized policy archive.

- Archived versions must include date of the last review and a statement indicating whether they are current, outdated, or superseded.
- Review and dissemination logs are retained for accreditation evidence.

7. Enforcement

- 7.1 Compliance with this policy is mandatory for all postgraduate programs under IAU.
- 7.2 Programs must not implement residency policies without appropriate review and approval.
- 7.3 Unauthorized policy dissemination may lead to administrative correction or audit
- 7.4 Disputes regarding policy content or interpretation should be escalated to the VDSRI

Sources:

- Imam Abdulrahman Bin Faisal University. Regulations and Procedures for Medical Fellowships, 2017.
- RCPSC General Standards for International Institutions with Residency Programs, 2021.

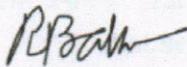
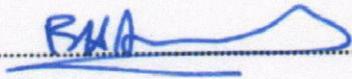


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