

 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY POLICY AND PROCEDURES		Institutional Policy
Classification: Agreements and Partnership	Title: Evaluation of Training Agreements	
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: 4	

1. Purpose

To establish clear guidelines for the evaluation, monitoring, and review of training agreements between the Residency Program at Imam Abdulrahman bin Faisal University (IAU) and external clinical training sites to ensure compliance with educational standards, accreditation requirements, and institutional goals.

2. Scope

This policy applies to all postgraduate (PG) residency programs under the administration of IAU, in accordance with the **General Standards of Accreditation for Residency Programs**, agreements with hospitals, clinical centers, and external institutions that provide training rotations or placements for residents.

3. Policy Statement

The Vice Deanship for Scientific Research and Innovation (VDSRI) at IAU is committed to ensuring that all training agreements are regularly evaluated to guarantee that training environments meet the required standards for postgraduate education, protect resident welfare, and fulfill accreditation obligations. Evaluation of agreements shall be systematic and collaborative, involving input from program leadership, residents, and external training sites.

4. Definitions

- 4.1 Training Agreement:** A formal contract between IAU and an external institution specifying roles, responsibilities, and conditions under which residency training activities occur at the external site.
- 4.2 External Training Site:** Any hospital, clinic, or healthcare institution outside of IAU that provides clinical training to IAU residents through a formal agreement.
- 4.3 Evaluation:** The systematic process of assessing the effectiveness, compliance, and educational quality of training agreements, including site performance, resident experiences, and outcomes.



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Institutional Policy

Classification: Agreements and Partnership	Title: Evaluation of Training Agreements
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: 4

4.4 **Accreditation Requirements:** Standards and criteria set forth by national accrediting bodies such as the Saudi Commission for Health Specialties (SCFHS) that must be adhered to by all residency training programs and sites.

5. Responsibilities

- 5.1 **Programs Administration Committee (PAC):** Oversees the approval and periodic review of training agreement evaluations and recommends actions based on findings.
- 5.2 **Vice Dean for Scientific Research and Innovation:** Implements this policy and ensures compliance across all PG programs.
- 5.3 **Program Directors:** Monitor training sites linked to their programs, collect feedback, and participate in site evaluations.
- 5.4 **Quality and Accreditation Unit:** Develops evaluation tools, collects data, analyzes findings, and reports results to PAC.
- 5.5 **Residents:** Provide structured feedback regarding the quality of external training experiences through approved evaluation mechanisms.
- 5.6 **External Training Sites:** Cooperate with evaluation processes and provide necessary data and access for institutional review.

6. Procedures

- 6.1 **Agreement records:** The Postgraduate (PG) Office must maintain a centralized, up-to-date digital inventory of all active training agreements, capturing essential elements such as site name, duration, scope of training, supervising faculty, and specific responsibilities, in alignment with CanRAC General Standards (Standard B – Administrative Structure).
- 6.2 **Evaluation Schedule:**
 - 6.2.1. Formal evaluation of each training agreement must occur at least once every 4 years or upon renewal.
 - 6.2.2. Ad hoc evaluations may be initiated due to resident feedback, significant changes in leadership or structure at the training site, or feedback from accrediting bodies.

 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY POLICY AND PROCEDURES		Institutional Policy
Classification: Agreements and Partnership	Title: Evaluation of Training Agreements	
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: 4	

6.3 Evaluation Components:

6.3.1 Resident feedback collected through validated surveys will assess supervision quality, case diversity, workload, professionalism, and supportiveness of the learning environment.

6.3.2 Site visits will be conducted by Program Directors or designated faculty and documented in structured reports covering infrastructure, teaching resources, and clinical opportunities.

6.3.3 Evaluation tools (e.g., compliance checklists) will align with **SCFHS and RCPSC accreditation standards** to ensure cross-compliance with national and international expectations.

6.4 Reporting:

6.4.1 Evaluation outcomes shall be summarized in a standardized report template, submitted to the Programs Administration Committee (PAC).

6.4.2 Reports must highlight site-specific strengths, deficiencies, opportunities for improvement, and any evidence of non-compliance.

6.4.3 PAC shall determine the outcome: agreement renewal, conditional renewal with corrective action, or termination of affiliation

6.5 Corrective Action:

6.5.1 Deficient training sites will receive formal written notice and will be required to submit a corrective action plan within 30 days.

6.5.2 If corrective measures are not implemented within the specified timeframe or are deemed insufficient, the training agreement may be suspended or discontinued to ensure resident safety and program quality.

6.6 Resident Safety:

6.6.1 Any allegations of resident mistreatment, unsafe clinical conditions, or violations of professionalism at external sites must be immediately escalated to the PG Office. Clinical placements may be suspended pending a thorough investigation. Findings must be reported to the PAC and external authorities if required.



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Institutional Policy

Classification: Agreements and Partnership	Title: Evaluation of Training Agreements
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: 4

6.7 Record Retention:

- 6.7.1 All evaluation documents and training agreement records will be securely archived by the Quality and Accreditation Unit for a **minimum of five (5) years**, or longer if mandated by national regulatory bodies.

7. Enforcement

7.1 Non-compliance with this policy will prompt administrative action. This includes the immediate suspension of resident placements at non-compliant sites and/or denial of future agreement renewals.

7.2 All residency programs and affiliated training institutions must comply fully with evaluation procedures as part of their accreditation and contractual obligations.

7.3 The Programs Administration Committee (PAC), with oversight from the Vice Dean for Scientific Research and Innovation, retains the authority to enforce corrective measures in response to violations of training site standards.

7.4 Annual compliance audits will be conducted to ensure consistent implementation and allow for continuous quality improvement of external rotations.



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Institutional Policy

Classification: Agreements and Partnership	Title: Evaluation of Training Agreements
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: 4

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