

OMAN MEDICAL SPECIALTY BOARD



Policy Title	Academic Activities during Residency and Fellowship Programs		
Policy Number	OMSB-TAFU-P-9		
Functional Field	Trainee Education		
Related Policies	<ul style="list-style-type: none"> • Interruption from training in Residency/Fellowship Program • Leaves during Residency/Fellowship Programs Compensation for Residency/Fellowship Missed and/or Incomplete Rotations • Compensation for Residency/Fellowship Failed Rotations • Issuing Completion of Training, Specialty and Fellowship Certificates • Trainee Performance Assessment • Utilization of International Health Institutions as OMSB Participating Training Sites • Appeal Guidelines and Procedures 		
Responsibility of	Trainee Affairs Department		
Status	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> In-revision	<input type="checkbox"/> Proposed
	Draft #		Draft #
Approved By	Board of Trustees		
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Revision History			
Number	Date	By	Main Changes
Revision # 1			
Revision # 2			

Contact Office	Trainee Affairs Department
E-mail address	tafus@omsb.org
Phone Number	2418-1018

1. POLICY TITLE

Academic Activities during Residency and Fellowship Programs.

2. DEFINITIONS AND ABBREVIATIONS

Mandatory Academic Activity Abroad: a specific rotation required to be conducted by the trainee abroad as a part of the curriculum.

3. POLICY STATEMENT

This policy provides information and guidance to ensure proper and appropriate management for Academic Activities in Residency and Fellowship Programs.

4. PURPOSE/ REASONS FOR POLICY

4.1 Reasons of the Policy:

It is made to be a regulatory part to implement the OMSB Training Bylaw.

4.2 Purpose of the policy:

This policy aims to list all OMSB academic activities, and provides required information, guidance and methodologies to ensure proper management for the academic activities in Residency/Fellowship programs.

5. SCOPE OF APPLICATION

This policy applies to all trainees in OMSB Residency and Fellowship training programs.

6. THE UNIT RESPONSIBLE FOR THE POLICY:

Trainee Affairs Department, and it is responsible for developing, overseeing, reviewing and updating this policy. The concerned authority must be notified before any updates or changes are made to this policy.

7. APPROVAL BODY

Board of Trustees

8. PROCEDURES:

8.1 Mandatory Academic Activity Abroad:

For the trainee sent to complete a Mandatory Academic Activity Abroad, the following guidelines shall be applied:

- 8.1.1. The activity should be in the trainee's specialty area, and a complement for the training program curriculum.
- 8.1.2 Must have clear objectives, detailed content and specific outcomes.
- 8.1.3 Must be at an accredited institution that has an agreement (PLA) in place with OMSB.
- 8.1.4 Must be clearly incorporated in the master rotation of the trainee.
- 8.1.5 Must be clearly indicated in the approved program curriculum as mandatory. The activity will not be credited towards the trainee's training if it is not stated in the approved curriculum.
- 8.1.6 The trainee will not receive a Completion of Training Certificate without completing this activity.
- 8.1.7 Duration of this activity shall be specified by the Education Committee. Any change in the duration should be approved by OMSB.
- 8.1.8 The trainee should join the institution specified by OMSB for this activity and shall not change the place without OMSB approval. If the trainee fails to comply with this or does not complete the activity as documented by the reports sent by the institution, OMSB may suspend the activity and request the trainee to pay back the expenditures incurred by OMSB.
- 8.1.9 A valid reason is required from trainee who does not complete or interrupts the activity and must compensate for the incomplete mandatory rotation at his/her own expense.

8.2 Participating in an International Conference

- 8.2.1 OMSB may sponsor the trainee for two conferences throughout the duration of training where different research topics are presented, provided that the trainee shall present either of the following:
 - Oral Presentation (only first author attends)
 - Poster Presentation – abstract presentation /research manuscript– (only first author attends)
- 8.2.2 Conference presentation cannot be sponsored while a trainee is in an advanced training abroad.
- 8.2.3 Attending Conferences is a privilege and not mandatory during training.
- 8.2.4 The conference or conference organizers should be recognized by OMSB.
- 8.2.5 OMSB will sponsor conference attendance as stated in the approved application. Any subsequent changes to the activity, such as the

conference organizers, place, duration, etc. will be subject to OMSB approval.

8.2.6 Trainee who, without a valid reason, withdraws or does not attend the full duration of the conference after receiving approval from the authorities concerned must pay back all financial expenses provided by OMSB.

8.2.7 The trainee should include Oman Medical Specialty Board as the affiliated institution and to use the OMSB logo in the presentation/poster. Failure to do so might subject the trainee to pay back all financial expenses provided by OMSB for the activity.

8.2.8 Applications for OMSB sponsorship to present in conferences can be received throughout the year.

8.3 Process for Attending Mandatory Academic Activity Abroad and Participating in an International Conference:

8.3.1. The trainee submits the application of attending an academic activity to the Education Committee for approval. The application should be enclosed with the following:

- Acceptance letter
- The activity/conference details
- Research abstract, and the ethical approval of the Research and Innovation Committee (for applications of participating in an international conference abroad).

8.3.2 The Education Committee submits to the Trainee Affairs Department the application with the names of the trainees.

8.3.3 The Department updates the Education Committee about the decision.

8.3.4 If approved, the trainee shall submit the following documents:

- Acknowledgement Form for Attending Academic Activity
- Registration fees invoice
- Copy of the visa and invoice
- Medical insurance invoice

8.3.5 All documents shall be forwarded to the OMSB administrative units concerned to issue the Qarar.

8.3.6 After completion of the academic activity, the trainee shall be requested to submit the following:

- Certificate\evaluation form (OMSB form or the approved form utilized by the host institution).
- Passport exit and entry stamps of Oman
- Return from Academic Activity Form.

8.4 Elective Academic Activities inside or outside Oman:

8. 4.1 The trainee may attend self-sponsored elective academic activities (elective rotation, workshop, short course, conference or symposium) throughout the duration of training, provided that attending such activities shall not compromise the training.

8.4.2 A trainee cannot attend the same academic activity more than once throughout the duration of training.

8.4.3 The activity should be in the trainee's specialty area and should enhance the trainees training in the program.

8.4.4 The activity must have clear objectives, detailed contents, and specific outcomes.

8.4.5 The activity should be in institutions recognized by OMSB.

8.4.6 Elective Rotations:

8.4.6.1 The duration of the elective should not exceed one (1) block under normal circumstances. Longer durations must be approved by OMSB.

8.4.6.2 The elective must be a hands-on training and must be clearly incorporated in the master rotation of the trainee.

8.4.6.3 The trainee must be evaluated at the end of the rotation by the supervising faculty using OMSB forms or the institution's forms.

8.4.6.4 An agreement (PLA) must be in place between OMSB and the institution where the elective is undertaken to be counted as part of training requirements in the program.

8.4.6.5 Process for Attending an Elective Rotation:

8.4.6.5.1 The trainee must submit the application of attending elective rotation abroad to the Education Committee for approval two months prior to the rotation start-date. The application should be enclosed with:

- Acceptance letter
- Rotation detailed content

8.4.6.5.2 The Education Committee submits to the Trainee Affairs Department the application with the names of the trainees one month prior to the rotation start-date.

8.4.6.5.3 The Department updates the Education Committee about the decision.

8.4.6.5.4 After completion of the academic activity, the trainee must submit the following:

- Certificate\evaluation form (OMSB form or the approved form utilized by the host institution).
- Passport exit and entry stamps of Oman.
- Return from Academic Activity Form.

8.4.6.5.5 The trainee should also submit their feedback of the elective to the Graduate Medical Education Department within one month of completion of the elective rotation.

8.4.7 Workshops, Short Courses, Conferences or Symposiums:

8.4.7.1 The duration of the workshops, short courses, conferences or symposiums should not exceed one (1) week under normal circumstances. The trainee shall utilize the Academic Activity Leave to attend the activity.

8.4.7.2 Process for Attending Workshops, Short Courses, Conferences or Symposiums:

8.4.7.2.1 The trainee must submit to the Education Committee an application for attending the workshops, short courses, conferences or symposiums.

8.4.7.2.2 The Education Committee takes the decision.

8.4.7.2.3 After the Education Committee's approval, the trainee shall apply for Academic Activity Leave as per the process stipulated in the Leaves during Residency and Fellowship programs.

8.4.7.2.4 The trainee shall submit the required documents to the Education Committee after completing the activity.

9. RELATED POLICIES/GUDLINES

- 9.1 Interruption from training in Residency/Fellowship Program
- 9.2 Leaves during Residency/Fellowship Programs
- 9.3 Compensation for Residency/Fellowship Missed and/or Incomplete Rotations
- 9.4 Compensation for Residency/Fellowship Failed Rotations
- 9.5 Issuing Completion of Training, Specialty and Fellowship Certificates
- 9.6 Trainee Performance Assessment
- 9.7 Utilization of International Health Institutions as OMSB Participating Training Sites
- 9.8 Appeal Guidelines and Procedures

10. RESPONSIBILITY FOR IMPLEMENTATION

- 10.1 Education Committee
- 10.2 Trainee Affairs Department
- 10.3 Finance Affairs Department
- 10.4 Public Relations & International Cooperation Department
- 10.5 Program Administrators
- 10.6 Trainees

11. ISSUING OFFICE

Executive President

12. REVIEW

Executive Academic Committee will review this policy and make the necessary modifications and changes as deemed appropriate, no later than three (3) years from the date of the most recent version.

13. DIFFICULTIES/ CHALLENGES

- 13.1 Late submission of the applications to attend academic activities
- 13.2 Disability to do the activity abroad due to a pandemic

14. POLICY APPENDICES

- 14.1 OMSB Application Form for Academic Activity
- 14.2 Acknowledgement Form for Attending an Academic Activity
- 14.3 Return from Academic Activity Form

15. POLICY INDEXING

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16. REFERENCES:

- 16.1 Royal Decree 31/2006 of Promulgating the System of Oman Medical Specialty Board
- 16.2 OMSB Training Bylaw 13/2019