

# OMAN MEDICAL SPECIALTY BOARD



<b>Policy Title</b>	<b>Issuing Completion of Training, Specialty and Fellowship Certificates</b>			
<b>Policy Number</b>	10			
<b>Version Number</b>	2			
<b>Functional Field</b>	Trainee Education			
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>Leaves during Residency/Fellowship Programs (Policy No.7)</li> <li>Assessment (under revision)</li> <li>Interruption from training in Residency/Fellowship Program (Policy No.3)</li> <li>Compensation for Residency/Fellowship Missed and/or Incomplete Rotations (Policy No.8)</li> <li>Compensation for Residency/Fellowship Failed Rotations (Policy No.9)</li> </ul>			
<b>Responsibility of</b>	Trainee Affairs Department			
<b>Status</b>	<input checked="" type="checkbox"/> Approved	In-revision		Proposed
		Draft #		Draft #
<b>Approved By</b>	Board of Trustees			
<b>Effective Date</b>	10 February 2022			

<b>Revision History</b>			
<b>Number</b>	<b>Date</b>	<b>By</b>	<b>Main Changes</b>
<b>Revision # 1</b>	24 January 2022	Dr. Asma Al Balushi	Amendment in completion of research requirements approved by Board of Trustee (No#3/2021) as part of the Completion of Training Certificate requirements.
<b>Revision # 2</b>			

<b>Contact Office</b>	Trainee Affairs Department
<b>E-mail Address</b>	tafus@omsb.org
<b>Phone Number</b>	2418-1018

## 1. POLICY TITLE

Issuing Completion of Training, Specialty and Fellowship Certificates

## 2. DEFINITIONS AND ABBREVIATIONS

None

## 3. POLICY STATEMENT

This policy provides the criteria for obtaining Completion of Training, Specialty and Fellowship Certificates

## 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 the criteria for obtaining the Completion of Training, Specialty and Fellowship Certificates and provide appropriate information, guidance and methodologies to ensure proper issuance of these certificates.

## 5. SCOPE OF APPLICATION

This policy applies to the trainees who complete their residency training, complete their residency training and pass their OMSB Part-II Specialty Examination, and the trainees who complete their fellowship training.

## 6. THE UNIT RESPONSIBLE FOR THE POLICY:

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

## 7. APPROVAL BODY

Board of Trustees

## 8. PROCEDURE

### 8.1 Completion of Training Certificate:

**8.1.1** The resident is eligible to receive completion of training certificate if he/she fulfills the following requirements:

- 8.1.1.1 Achieve Satisfactory Annual Evaluations.
- 8.1.1.2 Pass OMSB Part-I Specialty Examination or equivalent. \*
- 8.1.1.3 Complete Final In-Training Assessment Report (FITAR).
- 8.1.1.4 Complete the required resident development programs.
- 8.1.1.5 Provide evidence of at least one (1) research project. \*\*
- 8.1.1.6 Carry valid certifications in program specific mandatory courses.
- 8.1.1.7 Complete all other program-specific requirements.

Notes:

\* Programs that have OMSB Part-I Specialty Examination do not accept an equivalent examination. However, a trainee in other programs that do not have OMSB Part-I may apply to sit an equivalent exam given that it is approved by OMSB.

\*\*Part of the criteria of progressing to the final year is completing all research requirements as per OMSB processes.

### **8.1.2** Process for Issuing Completion of Training Certificate:

- 8.1.2.1 The Education Committee submits a recommendation to Trainee Affairs Follow-up Section regarding the residents who complete all the training requirements in the program.
- 8.1.2.2 The Section reviews the given recommendation.
- 8.1.2.3 The Section obtains Executive Board recommendation followed by approval of the Board of Trustees.
- 8.1.2.4 The process of issuing the completion of training certificate starts.

## 8.2 Specialty Certificate

**8.2.1** The resident is eligible to receive specialty certificate if he/she fulfills the following requirements:

8.2.1.1 Completion of Training Certificate

8.2.1.2 Pass OMSB Part-II Specialty Examination

**8.2.2** Process for Issuing Specialty Certificate:

8.2.2.1 The Education Committee submits a recommendation to Trainee Affairs Follow-up Section regarding the residents who passed OMSB Part-II Specialty Examination.

8.2.2.2 The Section reviews the given recommendation.

8.2.2.3 The Section obtains approval of the Board of Trustees.

8.2.2.4 The process of issuing the specialty certificate starts.

## 8.3 Fellowship Certificate

**8.3.1** The Fellow is eligible to receive Fellowship certificate if he/she fulfills the following requirements:

8.3.1.1 Completion of fellowship program requirements.

8.3.1.2 Pass the fellowship examination (if any).

**8.3.2** Process for Issuing Fellowship Certificate:

8.3.2.1 The Education Committee submits a recommendation to Trainee Affairs Follow-up Section regarding the fellows who complete fellowship program requirements and pass the fellowship examination (if any).

8.3.2.2 The Section reviews the given recommendation.

8.3.2.3 The Section obtains approval of the Board of Trustees.

8.3.2.4 The process of issuing the fellowship certificate starts.

## 9. RELATED POLICIES/GUIDELINES

9.1 Leaves during Residency/Fellowship Programs

9.2 Assessment

9.3 Interruption from Training in Residency/Fellowship Program

9.4 Compensation for Residency/Fellowship Missed and/or Incomplete Rotations

9.5 Compensation for Residency/Fellowship Failed Rotations

## 10. RESPONSIBILITY FOR IMPLEMENTATION

10.1 Education Committee

10.2 Trainee Affairs Department

10.3 Graduate Medical Education Department

## 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 Failure to complete graduation requirements

13.2 Delay in completion and submission of Final In-Training Assessment Report (FITAR)

## 14. POLICY APPENDICES

None

## 15. POLICY INDEXING

Policy No. 10

## 16. REFERENCES:

16.1 Royal Decree 31/2006 of Establishment of OMSB

16.2 OMSB Training bylaw