

# OMAN MEDICAL SPECIALTY BOARD



<b>Policy Title</b>	<b>Appeal Guidelines and Procedures</b>			
<b>Policy Number</b>	م ع خ ط - م ش م - س - ٨			
<b>Functional Field</b>	Trainee Education			
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Remediation for Poor Academic Performance Policy - Academic Performance Improvement Plan</li> <li>• Violations and Penalties</li> <li>• Termination</li> <li>• Trainee Performance Assessment</li> <li>• Compensation for Residency/Fellowship Missed and/or Incomplete Rotations</li> <li>• Compensation for Residency/Fellowship Failed Rotations</li> </ul>			
<b>Responsibility of</b>	Trainee Affairs Department			
<b>Status</b>	Approved	In-revision		Proposed
		Draft #		Draft #
<b>Approved By</b>	Board of Trustees			
<b>Effective Date</b>	29 September 2022			

<b>Revision History</b>			
<b>Number</b>	<b>Date</b>	<b>By</b>	<b>Main Changes</b>
Revision # 1			
Revision # 2			

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## 1. POLICY TITLE

Appeal Guidelines and Procedures

## 2. DEFINITIONS AND ABBREVIATIONS

Non

## 3. POLICY STATEMENT

OMSB recognizes the trainee's right to communicate his/her appeal to the Executive President as per the OMSB Training Bylaw without fear of discrimination or revenge exercised against him/her.

## 4. PURPOSE/ REASONS FOR POLICY

### 4.1. Reason for the Policy:

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

### 4.2. Purpose of the Policy:

This policy is aimed to provide an easy and fair pathway for the trainee to appeal and solve his/her problems. This policy provides information and guidelines to ensure that the trainee's complaints are communicated through the official methods within the specified periods of complaints procedures. The policy covers the following, but not limited to:

- Termination
- Not progressing to the following training level
- Work environment
- Training program or faculty
- Decisions taken for the trainee implementing the OMSB Training Bylaw.

At all circumstances, the trainee should provide evidence supporting his/her appeal.

## 5. SCOPE OF APPLICATION

This policy applies to all appeals filed by the trainees in all OMSB training programs, but it does not apply to the appeals related to examinations and their results.

## 6. THE UNIT RESPONSIBLE OF THE POLICY:

Trainee Affairs Department at OMSB, 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

Following the provisions of the OMSB Training Bylaw, the trainee may appeal against a final decision issued on him/her within 60 days of receiving the decision as follows:

1. The trainee must submit to the Executive President the appeal through the Customer Services Section and should be signed by the trainee or whom he/she authorizes. The appeal should be written in Arabic and should include a subject, trainee's information and his/her requests.
2. The Executive President may take a final decision on the appeal or forwards the appeal to a committee for discussion. In all circumstances, the appeal should be decided upon with a final decision within 30 days from the its submission date. If this period ends without response, the appeal shall be deemed rejected.
3. If the Executive President takes an immediate final decision, the Customer Services Section shall communicate this decision to the trainee and informs the Trainee Affairs Department.
4. If the Executive President forwards the appeal to a committee for discussion:
  - 4.1. The committee is formed by a decision of the Executive President to discuss the appeal, provided that the trainee's supervisor should not be a member. The committee may seek external support or invite other appropriate personnel to the meetings as necessary.
  - 4.2. The committee discusses the appeal and communicate its recommendations to the Executive President within 15 days of the committee formation date.
  - 4.3. The Executive President communicates the final decision to the Customer Services Section to inform the trainee and the Trainee Affairs Department before the end of the 30 days period.

## 9. RELATED POLICIES

- 9.1. Remediation for Poor Academic Performance Policy - Academic Performance Improvement Plan
- 9.2. Violations and Penalties
- 9.3. Termination
- 9.4. Trainee Performance Assessment
- 9.5. Compensation for Residency/Fellowship Missed and/or Incomplete Rotations
- 9.6. Compensation for Residency/Fellowship Failed Rotations

## 10. RESPONSIBILITY FOR IMPLEMENTATION

- 10.1. Trainee
- 10.2. Executive President
- 10.3. Appeal Committee
- 10.4. Customer Services Section
- 10.5. Trainee Affairs Department

## 11. ISSUING OFFICE

Executive President

## 12. REVIEW

The 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. Not submitting the appeal in the specified periods.
- 13.2. Delay in taking decisions for the appeals.

## 14. POLICY APPENDICES:

Non

## 15. POLICY INDEXING

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## 16. REFERENCES:

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