

OMAN MEDICAL SPECIALTY BOARD



Policy Title	Selecting Trainees' Representative			
Policy Number	OMSB-TAFU-P-10			
Functional Field	Trainee Education			
Related Policies	<ul style="list-style-type: none"> • Trainee Performance Assessment • Appeal Guidelines and Procedures 			
Responsibility of	Trainee Affairs Department			
Status	<input checked="" type="checkbox"/> Approved	In-revision		Proposed
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Approved By	Board of Trustees			
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Revision History			
Number	Date	By	Main Changes
Revision # 1			
Revision # 2			

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1. POLICY TITLE

Selecting Trainees' Representative

2. DEFINITIONS AND ABBREVIATIONS

2.1. Trainees' Representative: a trainee elected in each training program by his/her peers, and after the approval of the Education Committee, who undertakes the duties stated in this policy.

3. POLICY STATEMENT

This policy sets criteria for selecting trainees' representative and states his/her responsibilities and duties.

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 explain the selection criteria of trainees' representative and to state their responsibilities and duties due to the significance of such criteria in supporting Education Committees for managing the training programs.

5. SCOPE OF APPLICATION

This policy applies to all trainees elected as representatives for their peers in their 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. Selection:

Before the beginning of an academic year and after the Education Committee approval, trainees of each training program elect one or more representatives to oversee their peers as per the guidelines determined by the Education Committee and in liaison with the program director.

8.2. Number:

The number of trainee representatives determined in each training program is dependent on the total number of trainees, and it is as indicted in the following table:

Total Number of Trainees	Up to 20	21 - 60	More than 60
Number of trainees' representatives	1	2	3

Cases that do not fall into the categories stated in the above table may be looked into in liaison with the program director.

8.3.Training Level:

The Representative should be at a senior training level (R3 or above).

8.4.Term Duration:

One academic year, renewable only once with the same process of selection.

8.5.Candidacy Criteria:

The candidate should be outstanding in the following areas:

- Academic Performance
- Professionalism
- Accountability
- Participating actively in the academic activities of the training program.
- Leadership skills.

8.6.Trainees' Representative Responsibilities:

The trainees' representative is a focal point between trainees and the education committee. He/she is responsible for administering the trainee affairs in coordination with the program director for the following tasks:

8.6.1.Prepare the master rotation plan for trainees and make the necessary modifications during the academic year.

8.6.2.Manage on-call schedule and clinical training.

8.6.3.Manage trainees' leaves as per the applied/followed policies.

8.6.4.Schedule and coordinate of the educational activities and ensure that trainees are aware of their responsibilities in these activities.

8.6.5.Assist the program director and the faculty in the orientation program for the new batches of trainees.

8.6.6.Attend the routine meetings with the program director.

8.6.7.Communicate constantly with trainees through meetings or electronic/paper correspondence, and coordinate their routine meetings with the program director.

8.6.8.Prepare for the accreditation visits.

8.6.9.Active involvement with the rest of trainees in filling the accreditation surveys.

8.6.10.Encourage and coordinate trainees to attend the required meetings or represent them in such meetings.

8.6.11.Participate in the interviews and assessment of the new candidates of the training program.

8.6.12.Inform the program director about the important issues of trainees.

8.6.13.If the trainees' representative is unable to do his/her duties due to annual leave, sick leave, or scheduled educational or administrative commitments, he/she should endorse an acting representative and inform the program director.

The education committee may reduce the duties and responsibilities of the trainees' representative to ensure that his/her academic and supervisory responsibilities are fully met without compromising the curriculum.

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8.7.Meetings:

8.7.1.The trainees' representative should attend all of the following meetings:

- Education Committee meetings
- Meetings and gatherings of trainees.
- Meetings of trainees' representatives with the Executive President.

8.7.2.The trainees' representative should maintain confidentiality of all information discussed during Education Committee and subcommittee meetings.

8.7.3.The trainees' representative is exempted from attending the Education Committee meetings if his/her attendance results in a conflict of interest.

8.7.4.In programs that have more than one trainee representative, the representatives may rotate their attendance to the Education Committee meetings by prior agreement between them, provided that it is sufficient for one of them to attend the meeting. Trainees' representative is exempted from attending the meetings of the sub-committees, and the Education Committee should assign a trainee representative to attend the sub-committees' meetings based on the Education Committee's discretion.

8.8.Request of the trainees' representative to be released from the position:

8.8.1.The release request should be submitted to the program director at least 4 weeks prior to the effective date.

8.8.2.Alternative trainees' representative should be elected within 4 weeks from submitting the release request.

8.8.3.The trainees' representative should do his/her responsibilities until the effective date of release.

8.8.4.The released trainees' representative should endorse all of his/her responsibilities to the new representative.

8.8.5.Trainee Affairs Follow-up Section should be informed of the new representative and the term of his/her appointment as soon as possible.

8.9.Release of the trainees' representative by the education committee:

8.9.1.The trainees' representative may be released in any or both of the following circumstances:

- He/she does not fulfill his/her responsibilities and duties.
- He/she does not maintain the qualities that qualified him/her for the position.

8.9.2.If proven with sufficient evidence that any of the scenarios of (8.9.1) occur, the Education Committee shall submit to the Trainee Affairs Follow-up Section a recommendation (with supporting evidence) of releasing the trainees' representative. The Section shall refer the issue to the Executive Academic Committee (EAC) for discussion and decision. During this period, the Education Committee may assign an appropriate alternative trainees' representative.

8.9.3.The EAC decision may be appealed to the Executive President within 10 days of receiving the decision. If the appeal is rejected, the trainees shall elect a new representative as per the specified process.

8.9.4.The name of the new representative and the term of his/her appointment must be sent to the Trainee Affairs Follow-up Section.

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9. RELATED POLICIES/GUIDELINES

9.1.Trainee Performance Assessment

9.2.Appeal Guidelines and Procedures

10. RESPONSIBILITY FOR IMPLEMENTATION

10.1.Education Committee

10.2.Trainees

10.3.Trainee Affairs Department

11. ISSUING OFFICE

Executive President

12. REVIEW

The Executive Academic Committee is responsible for reviewing and modifying this policy as deemed appropriate, no later than three (3) years from the date of the most recent version.

13. DIFFICULTIES/CHALLENGES:

13.1.Delay in electing trainees' representative

13.2.failure to comply with the candidacy criteria

14. POLICY APPENDICES:

14.1.Ministerial Decision (4/2015) of OMSB Incentives

15. POLICY INDEXING:

OMSB-TAFU-P-10

16. REFERENCES:

16.1.Royal Decree 31/2006 of Promulgating the System of Oman Medical Specialty Board

16.2.OMSB Training Bylaw 13/2019