

OMAN MEDICAL SPECIALTY BOARD



ADMISSION AND REGISTRATION SECTION

Policy Title	Transfer between Residency Programs and from Residency to General Foundation Program		
Policy Number	2		
Functional Field	Trainee Education		
Related Policies	Application and Registration for Training in OMSB Residency/Fellowship Program (Policy No.1)		
Responsibility of	Trainee Affairs Department		
Status	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> In-revision	<input type="checkbox"/> Proposed
	Draft #		Draft # 1
Approved By	Board of Trustees		
Effective Date	14 November 2021		

Revision History			
Number	Date	By	Main Changes
Revision # 1			
Revision # 2			

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1. POLICY TITLE

Transfer between Residency Programs and from Residency to General Foundation Program

2. DEFINITIONS AND ABBREVIATIONS

2.1 Trainee: A medical doctor registered in one of the training programs.

2.2 ARS: Admission and Registration Section

3. POLICY STATEMENT

3.1 This policy provides information and guidelines for:

3.1.1 Transfer from a residency program to another.

3.1.2 Transfer from a residency program to General Foundation Program.

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 and to cope with the ACGME-I Institutional Requirements.

4.2 Purpose of the policy:

It is aimed for explaining the transfer processes between residency programs and from a residency program to General Foundation Program.

5. SCOPE OF APPLICATION

This policy applies to all trainees enrolled in residency programs at OMSB.

6. THE UNIT RESPONSIBLE OF THE POLICY:

Trainees 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

8.1 Transfer from a residency program to another:

- 8.1.1 The trainee may request to transfer, as per OMSB rules and regulations, from one residency program to another only once and during the first two (2) academic years of being registered in the previous program.
- 8.1.2 The applicant must complete and submit to ARS the transfer request form signed by his/her workplace and/or sponsor at least four (4) months prior the end-date of the academic year.
- 8.1.3 ARS refers the request to the current Education Committee for opinion and recommendation, and to the Counselling and Guidance Section.
- 8.1.4 ARS refers the request to the new residency program for opinion and recommendation
- 8.1.5 The Education Committee of the residency program that a trainee is transferred to may recommend counting any of the previous blocks if they meet the requirements of the new residency program.
- 8.1.6 The trainee should remain in the current residency program until a final decision of transfer made by the new Education Committee.
- 8.1.7 Transfer to the new training program should be after completing the current academic year.

8.2 Transfer from Residency Program to General Foundation Program (GFP):

- 8.2.1 The trainee may request to transfer from residency program to GFP only during the first two (2) academic years whether on his own or due to reasons considered acceptable by the Education Committee.
- 8.2.2 The applicant must complete and submit to ARS the transfer request form signed by his/her workplace and/or sponsor.
- 8.2.3 ARS refers the request to the current Residency Education Committee for opinion and recommendation, and to the Counselling and Guidance Section.
- 8.2.4 ARS refers the request to the GFP Education Committee for review and opinion.
- 8.2.5 The GFP Education Committee may recommend counting for the applicant any of the previous residency blocks if they meet the GFP requirements.
- 8.2.6 The trainee should remain in the current residency program until the final decision is made by the GFP Program.

9. RELATED POLICIES

9.1 Application and Registration for Training in OMSB Residency/Fellowship Program

10. RESPONSIBILITY FOR IMPLEMENTATION

10.1 Trainee Affairs Department

10.2 Residency Education Committee

10.3 GFP Education Committee

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

Failure to adhere to the transfer request steps

14. POLICY APPENDICES:

14.1 Transfer from Residency Program to Another Form

14.2 Transfer from Residency Program to GFP Form

15. POLICY INDEXING:

Policy No. 2

16. REFERENCES:

16.1 Royal Decree 31/2006 of Establishment of OMSB

16.2 OMSB Training bylaw

16.3 ACGME-I Institutional Requirements