

OMAN MEDICAL SPECIALTY BOARD



ADMISSION AND REGISTRATION SECTION

Policy Title	Withdrawal from Residency/Fellowship		
Policy Number	4		
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

Withdrawal of Residents and Fellows

2. DEFINITIONS AND ABBREVIATIONS

- 2.1 Withdrawal: Leaving a training program permanently as requested solely by the trainee.
- 2.2 Trainee: A medical doctor registered in one (1) of the training programs.
- 2.3 ARS: Admission and Registration Section at Trainee Affairs Department.

3. POLICY STATEMENT

This policy aims to present the required steps to the trainee who wishes to withdraw from a training program in OMSB

4. PURPOSE/ REASONS FOR POLICY

4.1 Reason 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 is aimed for:

- 4.2.1 The trainee finds necessary information and guidelines before withdrawal.
- 4.2.2 Adhere to the withdrawal steps.

5. SCOPE OF APPLICATION

This policy applies to all trainees registered in OMSB training programs.

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 A trainee wishing to withdraw from a program must submit a completed "Trainee Withdrawal Form from Residency/Fellowship Program" with initial approval from the workplace / the sponsor (if applicable) to ARS.
- 8.2 ARS refers the request to the Education Committee for their opinion and recommendation, and to the Counseling and Guidance Section.
- 8.3 Upon the approval of the EC, the ARS will work the process and inform the trainee.
- 8.4 The trainee shall continue in training until the final decision is issued by the Executive President in no more than sixty (60) days from date of submitting the withdrawal request.
- 8.5 The trainee must pay all fees approved by the Board of Trustees, complete and submit the "Clearance Form" and any other requirements to ARS at least seven (7) days prior the effective date of his/her withdrawal.
- 8.6 A letter from the Executive President Office will be sent to the workplace/ sponsor (if applicable) to inform about the decision of the trainee's withdrawal.

9. RELATED POLICIES

Application and Registration for Training in OMSB Residency/ Fellowship Program

10. RESPONSIBILITY FOR IMPLEMENTATION

- 10.1 Trainee Affairs Department
- 10.2 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 withdrawal request steps

14. POLICY APPENDICES:

Trainee Withdrawal Form from Residency/Fellowship Program

15. POLICY INDEXING

Policy No. 4

16. REFERENCES:

- 16.1 ROYAL DECREE 31/2006 OF ESTABLISHMENT OF OMSB
- 16.2 OMSB TRAINING BYLAW