



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Department of Post-Graduate Education

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Subject: Disciplinary Action For Postgraduate Trainees Policies and Procedures

Original Date: 1 Feb. 2005

Revised Date: 15 August 2022

Reference: 9667-12

Replaces Number: ACAF-01-06 Version 3
& No. 9665-03

Targeted Employees / Departments: postgraduate trainees, Program Directors and all staff involved in the training for residency and fellowship training programs.

Disclaimer: This DPP should be in alignment with all currently existing approved Administrative Policy & Procedures (APPs). In incidents where there is contradiction between this DPP and any approved APP, the DPP will be void and the APP will be applied.

1. STATEMENT OF PURPOSE

- 1.1 This APP is to set out the procedure for taking disciplinary action against a PGT in a Saudi Commission training program, together with the appeal process.

2. APPLICABILITY

- 2.1. This DPP applies to all postgraduate training programs and all Post-Graduate Trainees registered with the Department of Post-Graduate Education at the Ministry of National Guard Health Affairs (MNGHA) in all regions.

3. RELATED REFERENCE

- 3.1. Executive Regulations for Training, Termination and Re-Enrollment, Saudi Commission for Health Specialties, (1439H).
- 3.2. APP: 1422- 04, Postgraduate Medical Education.
- 3.3. DPP: 9667-08, Post-Graduate Trainee Appeal Mechanism

4. DEFINITIONS

- 4.1. **MNGHA** is an acronym for Ministry of National Guard- Health Affairs.
- 4.2. **SCFHS** – Saudi Commission for Health Specialties.
- 4.2.1. **PGE** refers to the Post Graduate Education department that includes:
- 4.2.2. Postgraduate Medical Education supervising the Medical Residency and Fellowship training programs conducted in the relevant MNGHA region.
- 4.2.2.1. Postgraduate Allied Health Department supervising the Allied Health training programs conducted in the relevant MNGHA region.
- 4.3. **Post Graduate Medical Trainee (PGT)** refers to postgraduate medical residents and fellows registered with the Post Graduate Medical Education Department, and refer to Allied Health Diploma (AHD) trainees, and Allied Health Residency (AHR) Trainees who are registered with the Postgraduate Allied Health Training Management
- 4.4. **DIO**: refers to the Designated Institutional Officer who is usually the Associate Dean/or Director of Postgraduate Education as applicable in the Training center.
- 4.5. **PD** is an acronym for Program Director who can be defined as *“the consultant/ supervisor who supervises the training process and trainees for specialization in the training center in accordance with the rules and regulations applicable in the SCFHS”* with taking in consideration the institution policies and procedures.
- 4.6. **ITC** refers to Institutional Training Committee responsible to oversee all postgraduate training programs conducted at MNGHA and chaired by the DIO in the relevant MNGHA region.

5. POLICY

- 5.1. It is the responsibility of the Postgraduate Training Program Director and the Department Chairman to determine that the PGT performs their duties in a manner consistent with department expectations and according to the regulations of the training program. PGTs are expected to conform to departmental, hospital and SCFHS's policy concerning patient care, training interpersonal relationships, legal and ethical conduct.
- 5.2. Problems concerning unsatisfactory performance will be thoroughly discussed by the Training Program Committee before any disciplinary action is considered (APP: 1422-04 , Postgraduate Medical Training)
- 5.3. PGT who fail to meet the expected standards during their training may be subject to disciplinary action and/or dismissal. The severity of the offense will be determined by the Training Program Committee (TPC)
- 5.3.1. The recommendation should be sent to the Institutional Tanning Committee (ITC) for review, approval and implementation.

5.4. PGT who fail to meet the criteria for promotion will not be promoted to the next level and will repeat his/her year of training at the same level.

5.5. PGT will be terminated in the following cases:

- 5.5.1. If the total annual evaluation (the periodical evaluation together with the training Year Final Exam) does not qualify success for three consecutive years.
- 5.5.2. If the trainee fails to pass after consuming the chances for entering the Preliminary Exam (Part 1) or the Final Exam of Specialty according to the rules and regulations of Examination for the Saudi Council of Health Specialties
- 5.5.3. If the trainee exceeds twice the minimum period for the preliminary or overall period designated for the Training Program.
- 5.5.4. If the trainee is absent from training program without a reasonable justification accepted by the Training Regional Supervisory Committee for a period of 30 consecutive days or 45 separate days during the whole training period, he/she shall be terminated.
- 5.5.5. If the trainee is absent from the training program for a period exceeding twelve consecutive months or eighteen separate months during the entire training period.
- 5.5.6. If the trainee withdraws from Training Program.
- 5.5.7. If he/she does not abide by the rules and regulation of the specialty training program or the regulation of the training center after receiving two warnings or a final warning letter during the training period as per SCFHS regulation.
- 5.5.8. If the trainee has been convicted with a violation of public morals or health profession work ethics during the training period.

5.6. PGE should notify SCFHS for any major disciplinary action given to PGT.

6. PROCEDURES

- 6.1. If it is determined an inappropriate action, gross negligence or incompetency has taken place, the PGT should be counseled. Records of all disciplinary action must be kept in the PGT's file at PGE including counseling records. File notes should be signed by both the Chairman and the PD. There is no need to submit a Disciplinary Action Form at this stage.
- 6.2. If further incidents occur, the PGT should be immediately counseled by the Chairman and PD. Full documented evidence of the incident must be kept in the PGT Department file, copied to PGE. An "Attention" letters should be sent to the PGT detailing the incident. The PGT should sign a copy acknowledging receipt. The Disciplinary Action Form (Appendix A) should be completed by the PD and sent to the ITC through the PGE office.
- 6.3. If a further incident occurs, this same procedure should be followed, issuing a 2nd warning letter. The PGT should sign a copy of the letter to acknowledge receipt. Copies of evidence and warning letter should be forwarded to PGE. The Disciplinary Action Form (Appendix A) should be completed by the PD and sent to the ITC through the PGE office.

- 6.4. If the PGT continues the same, a counseling meeting should be held in conjunction with the Office of PGME, after which a second and final Warning Letter will be sent. The PGT should sign a copy of the letter to acknowledge receipt. Copies of evidence and warning letter should be forwarded to PGE office.
- 6.4.1. If the PGT refuse to receive and sign the copy of acknowledge of receive the warning letters in above articles (6.2 & 6.3 & 6.4), then a copy will be sent to the PGT email, and will be considered as delivered and received.
- 6.5. Should the same continue to occur after the 2nd and final warning letter has been issued, the Chairman and PD should recommend disciplinary action i.e.
- 4.5.1 Suspension
- 4.5.2 Dismissal
- 6.6. Same recommendation to suspend or dismiss a PGT from the program will be prepared by the Department Chairman and PD and forwarded to the PGE. This will in turn be forwarded to ITC.
- 6.7. The decision to suspend or dismiss a PGT shall be taken by the ITC on the recommendation of the Department Chairman and PD. This decision will be forwarded to the Dean of Postgraduate Education, Vice President, KSAU-HS, and President, KSAU-HS & CEO of MNGHA, for ratification and legal processing as necessary.
- 6.8. The Department will submit the following information to the PGE prior to the end of each academic year.
- 6.8.1. Performance evaluations from each rotation.
- 6.8.2. Comprehensive evaluation by the Department Education Committee.
- 6.8.3. Results of the annual examination, and any other in-house examinations.
- 6.8.4. Attendance records at educational and departmental activities.
- 6.8.5. Absence records indicating not more than 40 days have been taken in the year.
- 6.9. The PD will review the documentation and make recommendations concerning the promotion of each PGT the ITC will receive copies of the recommendation.
- 6.10. The ITC will approve the promotion of PGT to the next level.
- 6.11. The PD will recommend the trainee not be promoted to the next level, the ITC will approve non-promotion of PGT to the next level If any of the following promotion criteria have not been met:
- 6.11.1. Satisfactory completion of rotation objectives as defined in the specialty curriculum.
- 6.11.2. A minimum of 75% attendance at departmental teaching sessions.
- 6.11.3. Displaying the knowledge, clinical skills and professional attitude and skills at the level expected in the rotation year.
- 6.11.4. Passing the Saudi Commission end of year Examination.
- 6.11.5. Satisfactory compliance with the regulations of the training program and Saudi Commission concerning absence.
- 6.12. When disciplinary action is taken, the PGT is entitled to appeal as follows:

- 6.12.1. Within fifteen working days of notification of the disciplinary action, the PGT must submit a written appeal to the DIO or designee. The DIO or designee will take further action as deemed appropriate in accordance with the policies of MNGHA and KSAU-HS.

7. RESPONSIBILITY

It is the responsibility of PGE and all relevant departments and personnel involved in the process of the training to postgraduate training programs in MNGHA to implement the provisions of this DPP.

8. APPROVALS

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