



## DEPARTMENTAL POLICIES & PROCEDURES

**Department Name:** Post-Graduate Education – Deanship of Post-Graduate Education

**Region:** all MNGHA Regions

**Subject:** Trainees Eligibility, Selection and Admission To Postgraduate Training Programs

**Original Date:** 2<sup>nd</sup> of July 2002

**Revised Date:** 4<sup>th</sup> Revision, 3 February 2019, 5<sup>th</sup> Revision, 21 February 2023

**Reference:** 9667-05

**Replacement:** Resident Recruitment Process (MEDEDU 0002)

**Applicable - Employees / Departments:** Postgraduate medical and allied health staff involved in the academic & clinical training in all MNGHA facilities.

**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

This DPP is to identify the policies and procedures that govern the admission to postgraduate and allied health training programs at Ministry of National Guard Health Affairs (MNGHA).

### 2. APPLICABILITY

This DPP applies to PGE and all relevant departments and personnel in relevant regions involved in the process of postgraduate medical and allied health training admission.

### 3. RELATED REFERENCES

- 3.1. SCFHS General Bylaw for Postgraduate Training, 2019
- 3.2. SCFHS Executive regulation for Training, 2018.
- 3.3. APP 1429-20: NGHA Identification System.
- 3.4. APP 1422-08: Local Recruitment Process.
- 3.5. APP 1427-14: Employee Orientation Guide.



## 4. DEFINITIONS

4.1. **MNGHA** refers to the Ministry of National Guard Health Affairs

4.1. **PGE** refers to the Post Graduate Education department that include:

4.1.1. Postgraduate Medical Education supervising the Medical Residency and Fellowship training programs conducted in the relevant MNG-HA region.

4.1.2. Postgraduate Allied Health Department supervising the Allied Health training programs conducted in the relevant MNG-HA region.

4.2. **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.

4.3. **Post Graduate Trainee (PGT)** includes medical residents and fellows registered with the Post Graduate Medical Education Department, including Allied Health Diploma (AHD) trainees, and Allied Health Residency (AHR) Trainees who are registered with the Postgraduate Allied Health Training Management.

4.4. **SCFHS** refers to the Saudi Commission for Health Specialties.

## 5. POLICY

5.1 PGE is the responsible department for the admission of PGT in its relevant region.

5.2 Applicant should submit documents through the official gate of admission (**Saudi Commission Matching System**). The required institutional documents to submitted to PGE are:

5.2.1 Saudi Commission for Health Specialties (SCFHS) Acceptance letter.

5.2.2 Sponsorship letter (if sponsored from outside MNGHA).

5.2.2.1 If Sponsored by MNGHA, then the training agreement is limited to the training period as mentioned in the appointment.

5.2.2.1.1 The training agreement might be ended by the MNGHA if the trainee complete the training requirements before the end of the training agreement. The training agreement might be ended by the MNGHA if the trainee did not comply with the institutional policies and standards.

5.2.2.1.2 Release Letter/No Objection Letter to join the training program from department Chairman through Executive Director of Medical Services/Operation Services in the region addressed to PGE “if applicant is occupying a line under one of the MNG-HA departments”.

5.2.3 Fit for the profession:

5.2.3.1 Medical checkup will be done by pre-employment health clinic and as per local recruitment process policy (APP: 1422-08).

5.2.4 Saudi ID.

- 5.2.5 Saudi Board certificate or equivalent (for medical fellowship training program applicants).
- 5.2.6 Bachelor Degree (minimum GPA of 3.5 out of 5 & Above for Diploma & Residency Programs).
- 5.2.7 Academic Transcript.
- 5.2.8 Internship Certificate.
- 5.2.9 Updated CV.
- 5.2.10 Completed application form (**Appendix A for Diploma, Residency & fellowship**).
- 5.2.11 Valid BLS Certificate.
- 5.2.12 Minimum of 3 recommendation letters.
- 5.2.13 Three personal photographs.
- 5.2.14 Maximum age to join the diploma & residency (40 years old) for fellowship (50 years old).
- 5.2.15 Valid Medical Malpractice Insurance (for Medical Residents and Fellows).
- 5.2.16 Saudi Licensure Examination (SLE- for residency & Diploma training programs applicants).
- 5.2.17 Institution for Healthcare Improvement Open School online course (for medical residency applicants).
- 5.2.18 Valid SCFHS registration
- 5.2.19 Any further SCFHS requirements for admission.
- 5.2.20 Any additional institutional requirements.

5.3 PD should conduct the interview with applicants in the department in coordination with PGE, and then should submit the interview result to PGE through the **Saudi Commission Matching System**.

5.4 Conditional acceptance will be issued by PGE for initially accepted candidates.

5.5 PGE will issue final acceptance upon final approval of the candidate package.

5.6 PD should send the annual rotation schedule to PGE in or before the first week of the training year.

5.7 Approved candidate must complete any further requirements at any time requested by PGE that include but not limited to:

- 5.7.1 Set for orientation before they start training.
- 5.7.2 Sign the privileging form before they start training.
- 5.7.3 Sign a copy of the code of conduct.

5.8 PGT can transfer from a training center to MNGHA with following conditions:

- 5.8.1 No objection Letter from SCFHS to transfer.
- 5.8.2 No objection letter from current Program Director/ Postgraduate Education to transfer.
- 5.8.3 No objection letter from the sponsor.
- 5.8.4 Letter from the applicant addressed to PGE, MNGHA providing justifications for transfer.
- 5.8.5 Submission of all requirements mentioned in article 5.2.

## 6. PROCEDURES:

### 6.1. Preparation of the admission announcement:

6.1.1. PGE should prepare the content of the announcement:

- 6.1.1.1. PGE should review the capacity of every training program as approved by SCFHS in the program accreditation letter to ensure the capacity in matching system meets the capacity mentioned in the accreditation.



6.1.1.2. PGE should inform all program about the SCFHS admission timeline.

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## **6.2. Application:**

6.2.1. Date of opening admission will be announced as per the SCFHS timeline.

6.2.2. Applicants should submit their documents through official gate of submission (**Saudi Commission Matching System**).

6.2.3. Saudi MNGHA internal applicants/staff should submit the documents stated above in article 5.2, providing “**No Objection Letter to Join the Training Program**” from their respective department to join the training program under their current occupied MSR line.

## **6.3. Department interview:**

6.3.1. Applicants will be informed by PD about the interview date, time, and location.

6.3.2. PD must send the results of the interview to PGE after completion of the interview and during the allocated time by the SCFHS matching system

6.3.3. PD should submit the interview selection form (**Appendix B for Diploma & Residency, and Appendix C for fellowship**) for all applicants invited to the interview.

6.3.4. PD should submit the interview assessment form (**Appendix D for residency & Diploma applicants & Appendix E for fellowship**) to PGE for accepted candidates

6.3.5. The interview results must be provided in ranked order based on the assessment form for accepted candidates.

6.3.6. PD and the department personnel should consider the interview results as confidential, and no information should be disclosed.

## **6.4. PGE review:**

6.4.1. PGE should review the interview result received from PDs through SCFHS matching system. If there is no concern, PGE will approve the interview result in the SCFHS matching system.

6.4.2. Once SCFHS release the final matching results, PGE will initiate conditional acceptance to the matched candidate..

6.4.2.1. **Conditional acceptance:** PGE will issue conditional acceptance for matched candidate requiring to submit the documents stated above in article 5.2.

## **6.5. Admission approval:**

6.5.1. PGE will forward applications that meet the admission requirements for final approval.

6.5.2. PGE will issue final acceptance letter for final approved candidates.

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6.5.3. PGE should send a copy of the admission packages of MNGHA Sponsored applicants to the relevant recruitment department.

6.5.3.1. For current MNGHA staff who were accepted to join the program (mentioned in article No. 6.2.3), PGE will:

6.5.3.1.1. Not send the current MNGHA staff who was accepted to the pre-employment clinic, as the candidate will join the program under his MSR line.

6.5.3.1.2. Send a copy of the admission packages to HR/Payroll Services for information.

6.5.3.1.3. Will send to badging Office for the badge position retitling to be consistent with the training position title and training level.

## **6.6. Start training:**

6.6.1. PD must submit to the PGE the annual rotation schedule (**Appendix F**) of the program trainees minimum in or before the first week of training year.

6.6.2. Approved candidates must visit PGE on or before the first day of the training year in order to complete any additional required documents which include but not limited to:

**6.6.2.1.** Submission of the “SCFHS annual registration form” signed by both accepted candidate and PD as applicable

**6.6.2.1.1.** PGE will not sign the annual registration form for “rotating trainees”. It should be filled by the main training center of the rotating.

**6.6.2.2.** Sign and receive the Privileges form.

**6.6.2.3.** Sign and receive the Code of Conduct form.

6.6.3. PGE should coordinate with Staff Support Department and other related departments in order to schedule an orientation for all new trainees.

6.6.4. Accepted candidate must complete the orientation before start training.

6.6.5. After completion of the Hospital General Orientation, accepted candidates should submit the orientation checklist and other requirements to PGE.

6.6.6. Upon receiving of completed orientation checklist, accepted candidates will receive badge.

**6.6.6.1.** Accepted candidates are not allowed to start training or to perform any activity in the department without a badge.

6.6.7. After badge issuance, accepted candidates should provide copy of their badge to PGE.

6.6.8. All PDs need to set "program specific orientation" for accepted candidates and submit it to PGE.

**7. RESPONSIBILITY:**

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

**8. APPROVALS:**

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Date 12/4/2023