

Portfolio Submission Guidelines & Forms

(SCFHS-MS)

2018

Saudi Commission for Health Specialties

Residency Application

Principles and Guidelines

Appendix 1:

Portfolio Submission Guidelines

- Every applicant should use the electronic admission system to submit information about his/her academic achievements and any other significant activities **during his/her undergraduate studies and beyond**, with evidence/proof (e.g. Certificates, Diplomas, etc.) for each provided. **NB:** All evidence/proof submitted will be evaluated and marked accordingly.
- Any submission **lacking evidence/proof** will not be counted and will be marked as “zero”.
- Criteria and score distribution are both subjected to an annual review and possible modifications which will be announced accordingly.
- The Portfolio Evaluation decision is final, and any official appeal should be filed electronically over the Saudi Commission for Health Specialties (SCFHS) admission system as per the approved process.
- In case of an appeal, an administrative fee (300 SR) will be requested and a **single** re-evaluation will be performed by a different evaluator. Take note that the decision taken after the re-evaluation is **final**, with no further appeal allowed. The applicant will be awarded the highest score yielded from either evaluation.
- The electronic admission system will be available on the SCFHS website during the admission period which should be used to complete all the required attachments; **no hardcopy will be accepted.**
- Once the application is submitted electronically, **no further amendments** can be incorporated. No further **documents can be included, answers changed, or scores modified.**
- The electronic admission system will open and close at specific dates and **no** application will be accepted after **midnight of the closing date.**
- In each submission **only include one page** attachment, as only the **first page** (i.e. first activity) will be reviewed regardless of how many pages are included, except for the questions that require more than one page e. g. questions related to research activity in which multiple pages are allowed.
- All documents should be in either Arabic or English language. Any document in another language should be translated by **a professional translation** office into one of these two languages. Providing a translation after submitting the documents or a document in a language other than Arabic or English will **not** be considered.
- Applicants are encouraged to finish the application process at least a week before the submission deadline and prior to the peak utilization period when SCFHS website may be less accessible. SCFHS does not guarantee **the availability of the electronic admission system at all times.**

- All application documents will be deleted after **three months** of announcing final matching results. After this period, SCHFS is free of all liability and responsibility for anything related to the documents.

Evaluation Process

An evaluator will review an applicant's submission and evaluate it based on the following components:

1. City Preference (Awarded automatically for eligible applicants)

Q -1: Does the applicant first preference of specialty indicates a city other than the following? (2 points)

- Makkah AlMukaramah
- Almadinah Almonwarah
- Riyadh
- Jeddah
- Dammam (includes Alkhobar, and Dhahran)
- Abha (includes Khamees Mushait)

➤ **Description:**

- The applicant is **not** required to upload any documents for this item.
- Applicant will be automatically awarded by 2 points.
- The applicant will be able to visualize the awarded points during the application process.

2. Dean's List Award (Awarded automatically for eligible applicants)

Q -2: Is the applicant among the dean's list?

(2 points)

➤ **Description:**

- 2 points will be awarded **automatically** to the application.
- The list of awarded applicants will be submitted **directly** from the dean's office annually through a separate portal linked with SCFHS.
- The applicant is **not** required to upload any documents for this item.
- Dean's list award is an annual list that has the names of a **maximum of 5%** unique students within an educational institute.
- The criteria for enrolment on the list is set by each university/college.
- The applicant will be able to visualize this award during the application process.
- Any amendments to the list after submission by the dean's office will NOT be considered.
- Each list will only be considered for the application year that was issued for.
- If the list includes more than 5% of the total number of graduates, only the first 5% on the list will be considered.

- The dean's list will be accepted from the deans of colleges within Saudi Arabia only.

3. Research Activity

Q – 3: Have you participated in writing a research proposal or participated partially in a research activity in which you did not meet the criteria for authorship?

(2 points)

- NO
 YES Upload scanned evidence/proof

➤ **Submission Criteria:**

- Any research proposal submitted has to be **authenticated** by a research regulatory authority (Department, College, Hospital/Research Centre, etc.) with clear indication of **applicant name** as a contributor to the proposal.
- If a published paper has been submitted for this question, the same research article **CAN NOT** be used for question 4, however it can be used for question 5 if the applicant is the first author.
- If the applicant's name is mentioned in a published manuscript as a **collaborator or in the acknowledgment section**, he/she will receive the score for question **three** only.
- Highlighting the **applicant's name** in the document or proof submitted in this category is highly recommended.
- **Case reports** is not accepted under this question.

Q – 4: Were you able to publish a research article?

(2 points)

- NO
 YES Upload scanned evidence/proof

Q – 5: Are you the first author of a published research article?

(1 point)

- NO
 YES Upload scanned evidence/proof

➤ **Submission Criteria (Q - 4 & Q - 5)**

- The name of the applicant must be in the authorship section (author or co-author) in the published manuscript.
- Publication has to be in a **peer reviewed journal**.
- Publications in “**pay & get published**” journals that has **no peer review process** are **NOT** accepted, similarly, citation by **databases** (such as but not limited to: NISCAR, CROSSref, RESEARCHERID, GoogleScholar, arXiv.org, ResearchGate, ORCiD)

without citation in a peer reviewed journal are **NOT** accepted.

- Case report(s) can be accepted for Q 4 & 5.
- An email from the journal confirming that the article has been **accepted** for publication **can** be considered as “**publication**” if the **name of the author** and **the title of the manuscript** are included.
- An email from a journal stating the submission is under review or will be considered for publication after review/revision will **NOT** be accepted.
- Highlighting the applicant’s name in the document or proof submitted in this category is highly recommended.
- An **oral/poster presentation** at a conference will **NOT** be considered as a publication, even if the presentation was published in proceedings of the conference in an international indexed journal.

4. Health-Related Courses or Workshops

Q – 6 / Q – 7: Did you attend/participate in any health-related workshops/courses? e.g. ATLS¹, ACLS², PALS³, FDM⁴, FCCS⁵, APLS⁶, X-Ray reading, review course, Ultrasound courses, communication skills, ECG⁷ interpretation, BOSS⁸, ALSO⁹, etc. (2 points: 1 point for each question)

NO

YES Upload scanned evidence /proof

➤ Submission Criteria (Q - 6 & Q - 7)

- The aim of question 6 & 7 is to ensure applicant participation in **interactive** workshops/courses that address professional **skills**, thus attendance of conferences and symposia that only address didactic knowledge are not accepted for these questions.
- Workshops/courses will be **accepted only** if accredited by a **recognised professional society/body**.
- Workshops/courses that are mandatory by all healthcare professionals such as BLS¹⁰, CPR¹¹, First Aid or other equivalent courses are **NOT** accepted.
- Applicant with **postgraduate academic degree** (diploma, Master or PhD) that is authenticated by SCFHS, Ministry of education, or Saudi cultural bureau can be submitted for both questions (qualified applicant need to submit a copy of the same authenticated degree for each question separately).

¹ Advanced trauma life support

² Advanced cardiac life support

³ Paediatric advanced life support

⁴ Fundamental disaster management

⁵ Fundamental critical care support

⁶ Advanced paediatric life support

⁷ Electrocardiogram

⁸ Basic operative surgical skills

⁹ Advanced life support in obstetrics

¹⁰ Basic life support

¹¹ Cardio-Pulmonary Resuscitation

¹² United States Medical Licencing Examination

¹³ Medical Council of Canada Evaluating Examination

¹⁴ Membership of the Royal Colleges of Physicians

¹⁵ National Board Dental Examination



- **Entry exam certificates**, for example for USMLE¹², MCCEE¹³ or MRCP¹⁴, NBDE¹⁵ are **NOT** considered for evaluation purposes.
- Any approved SCFHS activity should include the SCFHS logo or a supporting document from the organising or hosting body.
- Applicants must submit a dated course/workshop certificate of completion/attendance
- Only receipt of **registration** is **NOT** accepted as a proof of completion/attendance.
- Workshop/course activity “Title” and role of “participation” must be very clearly written or described on the certificate.
- Language courses (e.g. IELTS¹, TOEFL²) are **NOT** considered.
- Activity proof/evidence with a date and no expiry mentioned will only be valid **for 5 years from issue date**.
- Workshops/course with **expiration date** on the proof/certificate must be **valid** at the time of submission.
- Undergraduate health related summer courses/clinical observership, can be equivalent to **one** course and should be of **four weeks** minimum duration.

5. Health Promotion (Awareness) Activities

Q – 8 / Q - 9: Did you actively participate in any health related voluntary social/community activities? (e.g. Breast cancer campaign, smoking cessation program, Hajj Health helpers, disease awareness day, health education media programs, humanitarian missions, etc.)

(2 points: 1 point for each question)

NO

YES

Upload scanned evidence /proof

➤ Submission Criteria (Q - 8 & Q - 9)

- The applicant should have actively participated in these activities. **Active participation** includes, taking a role as a **presenter, provider, instructor or organizer** but **NOT** as an attendee only.
- Activity has to be **health-related**, targeting the community’s needs.
- The target group should be the **general public**, and **NOT** healthcare providers or medical students.
- Health/Non-health related **memberships** (Honorary, Society, Social, Campaign, Community, Association) are **NOT** considered under this category.
- Letters from **for-profit, non-governmental bodies** are accepted; provided that they are **authenticated by the Saudi Chamber of Commerce**.
- Work-related activities or appointments are **NOT** accepted.
- Certificates for activities in schools/Clinics are only considered if provided by the **organizing body** e.g. medical school, hospital, professional association...etc. (certificate issued directly by schools and clinics are **not accepted**).

6. Conference/Symposium Presentation

Q – 10: Did you have an oral or poster presentation at a health-related conference/symposium/activity?

(1 point)

NO

YES

Upload scanned evidence /proof

➤ **Submission Criteria**

- **Oral presentations, podium presentations, moderated abstract sessions and poster presentations** are counted as **presentations**.
- Presentation in a national or international conferences or symposia are accepted.
- Any Conference/symposium included under this question (Question - 10) should have **CME hours** awarded and approved by either the SCFHS (national) and/or another International recognized accrediting body. Any approved SCFHS activity should include the SCFHS logo or a supporting document from the organising or hosting body.
- The applicant will be required to submit **certificate of participation** indicating the applicant role (e.g. presenter, participant, Contributor).
- If the **title** of the presentation is not included in the certificate, the applicant should provide an **additional evidence** of the applicant's role (e.g. acceptance email, letter from the organizing committee, abstract booklet ...etc.) in addition to the certificate of participation.

7. Clinical Experience

Q - 11: Have you had clinical experience in the specialty of your first preference?

(2 points)

NO

YES

Upload scanned evidence /proof

➤ **Submission Criteria:**

- Clinical Experience will be considered only if it is **SIX months** in duration, **continuous**, and limited to **two clinical settings**.
- Clinical experience has to be **post internship** (Any clinical experiences during the internship will not be considered).
- The “Clinical-Experience” **proof form** approved by SCFHS is the **only** accepted letter for this element (for a copy of this form see appendix-2).
- The form will state the nature of **your involvement, duration, speciality, hospital** and the **signing authority contact information**.



- For applicants of medicine specialties, clinical experience form need to be signed by **residency training program (RTP) director** within the **same specialty**.
- For applicants of dentistry, nursing, applied health sciences, and pharmacy specialties, a **general practice** is accepted with clinical experience form signed by a **program director or a head of department in an authorized body**.

8. Specialty Interest

Q – 12: Does the applicant portfolio indicate strong interest in the specialty selected as first preference? (2 points)

➤ **Description:**

- This question is going to be scored and answered by the referee (and not by the applicant).
- The applicant is **not** required to submit any documents for this question.
- Two points will be awarded for this question if the applicant's portfolio elements include a minimum of **FOUR** documents (which was submitted for any of the questions from 3 to 10) that indicate **strong interest** in the specialty selected as **first preference**.
- Documents that **did NOT** meet submission criteria stated under their portfolio element will NOT be counted for in this question.

9. Letter of Sponsorship

Q – 13: Does the applicant have a letter from a sponsor to join postgraduate training in the specialty of first preference?

(2 points)

NO

YES

Upload scanned evidence /proof

➤ **Submission Criteria:**

- **“Sponsorship-Proof” form approved by SCFHS is the only accepted letter for this element** (for a copy of this form see **appendix-3**).
- **Sponsorship proof** should indicate that the applicant has been offered a sponsorship for the **whole** period of training, for the **specialty of first preference**.
- Sponsorship proof form need to be **signed** by the **official authority of postgraduate training in the training centre** (as indicated in the form).
- Sponsorship proof form will be valid only for the **same academic year** of application.