



الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties

General Bylaws of Training in Postgraduate Programs



1439 AH

IN CASE OF ANY DISPUTE, ARABIC VERSION SHALL BE
REFERRED TO AND SHALL BE FINAL



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- This regulation was adopted by the Board of Trustees of Saudi Commission for Health Specialties at its third meeting for the year 1435 AH by Decree No. 31/A/35 date 23/11/1435 AH.
- This regulation was amended based on the Decree No. 2/A/2016 dated 23\10\2016 AD of Board of Trustees of the Saudi Commission.
- This regulation was amended based on the Decree of Saudi Commission Board of Trustees, dated 04th of Ramadhan 1438 AH.



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Article (1):

The following expressions in this Regulation shall have the meanings set forth below:

The Commission	The Saudi Commission for Health Specialties.
Executive Council for Education and Training	A board responsible for bylaws and implementation rules related to accreditation, training, and assessment in accordance with the Commission's rules and regulations adopted by the Board of Trustees.
Central Training Committee	A committee formed by heads of scientific councils on the purpose of general supervision and assurance of training quality.
Scientific Council	The scientific reference for a general specialization, which is accredited by the Executive Council of Education and Training; responsible for the scientific management of that specialty.
Scientific Committee	The scientific reference of sub-specialty, which is accredited by The Executive Council of Education and Training, responsible for the scientific management of that sub-specialty.

<p>Local Supervisory Committee</p>	<p>A committee consists of program directors of training centers and a member representing trainees. This committee reports to the Scientific Council, and is responsible for direct supervision of training in each region.</p>
<p>Training Committee in Training Center</p>	<p>The committee which supervises the training process in the department where training is taking place. Headed by program director, with membership representation of a number of the trainers from the department, in addition to trainees representative.</p>
<p>Academic Supervisory Committee in Training Center</p>	<p>The supervisory committee in each training center, chaired by training director in that center, or who is appointed on his/her behalf, membership of training programs directors approved by the Commission, and a member that represents the trainees.</p>
<p>Training Center</p>	<p>An eligible health facility accredited by the commission to participate in the training programs approved by the Commission. It is referred to as "the Center" in this Regulation.</p>
<p>Joint Training Center</p>	<p>A training center in which some of the training rotations are accredited. It also shall contribute with other training centers to form a training group in order to complete training requirements in a given program.</p>

Independent Training Center	A training center in which all the training rotations are accredited in a given program of the general Saudi Specialty.
Training Group	A number of accredited "Joint Training Centers" combined together to fulfill all the training requirements in a specific specialty
Training Program	A number of training activities and projects for a specialty that are accredited by the Executive Council of Education and Training.
Saudi Board Certificate	The highest professional certificate in general specialties awarded by the Commission.
Saudi Fellowship Certificate	The highest professional certificate in sub-specialties awarded by the Commission.
Program Director	A competent consultant supervising a given training program in a training center
Trainer	A health practitioner participating in the training process in one of the training programs approved by the Commission.
Trainee	The candidate who is accepted and enrolled in one of the training programs accredited by the Commission.
Training Year	A twelve-month training period, the beginning of which shall be determined by the Central Training Committee, including one month annual leave and one of the two Eids holidays.

Promotion	Trainee's promotion from his/her training year to the next year in the training program.
Capacity	The center capacity of trainees in all levels throughout the accreditation duration of the program.
Annual Acceptance Capacity	The allowed number of applicants to be accepted in the training program in each center in one year.
Academic Registration	The process of entering the trainee's data in the Commission records as a trainee in one of the programs.
Professional Registration	The process of entering the trainee's data in the Commission records as a health practitioner.
Notice of Acceptance	A letter issued by the Commission to a nominated trainee after matching process for admission in an accredited center.
Junior Level	Scientific Council shall determine the junior level of training by at least the second year of the program.
Senior Level	Scientific Council shall determine the senior level of training by at least the last year of the program.
Withdrawal	Withdrawal from the training program.
Pausing	Pausing training with an excuse for a temporary period not exceeding one year.
Postponement	Postponing training for a training year.

Termination of Registration	Trainee termination from the training program by the Commission.
General Specialty	The core specialty in a medical field or another health specialty.
Subspecialty	A specialty in a branch of the general specialty after obtaining qualification in the general specialty.
Professional Practice Council	A council concerned with the implementation resolutions and regulation related to classification and registration in accordance with the Commission's rules and regulations accredited by the Board of Trustees.
Disciplinary Actions	Penalties imposed on the trainee after been convicted to commit an offense that violates the training process or principles of professional practice.

Section (1):

Saudi Board Certificate in General Specialties.

Article (2):

Saudi Board Certificate Requirements in General Specialties .

Obtaining Saudi Board Certificate in general specialties requires the following:

- 1. Passing the part one specialty examination or whatever considered equivalent.**
- 2. Obtaining certificate of training completion from the program in accordance with the provisions of the bylaws stated in this document.**
- 3. Passing the written and clinical/practical final examination of the specialty.**

Article (3):

Saudi Fellowship Certificate Requirements in Subspecialties:

Obtaining a Saudi Fellowship Certificate in subspecialties requires the following,

- 1. Obtaining Saudi Bard Certificate in the general specialty or whatever considered equivalent.**
- 2. Obtaining certificate of training completion in the subspecialty in accordance with the provisions of the bylaws stated in this document.**
- 3. Passing the final written and clinical/practical examination of the program.**

Section (1):

Application Requirements for General Health Specialties Training Programs.

Article (4):

1. Obtaining a bachelor's degree in relevant health specialty from a Saudi university or whatever considered equivalent from recognized universities.
2. The applicant shall be medically fit according to the requirements of the profession applied for.
3. The applicant shall undertake to pay full training, examinations, and certificates fees.
4. The applicant shall be registered within the Saudi Commission for Health Specialties at the appropriate professional rank.
5. The applicant shall pass the Saudi Licensing examination of the profession if provided or examination held by the Commission or whatever considered equivalent.
6. The applicant shall follow the admission procedures in accordance with the implementation rules approved by the Executive Council for Education and Training in a timely manner.

Section (2):

Application Requirements for Health Subspecialties Training Programs.

Article (5):

- 1. Obtaining professional classification of senior registrar rank in the general specialty related to subspecialties, or passing the final written examination of the Saudi Specialty Certificate provided. The general specialty certificate shall be obtained before sitting for the final examination of the subspecialty.**
- 2. The applicant shall be medically fit according to the requirements of the profession applied for.**
- 3. The applicant shall provide an approval of his/her employer that the applicant can enroll in a full-time training in the subspecialty program for the entire training period.**
- 4. The applicant shall undertake to pay full training, examinations, and certificates fees.**

Article (6): General Rules.

1. Each trainee should renew his/her academic registration with the Commission at the commencement of each training year for the full period of program.
2. Each trainee should have a valid professional registration throughout the training period.
3. The trainee may not register with the Commission in more than one program at the same time.
4. The trainee shall undertake to abide by the rules and regulations of training and examinations issued by the Commission, the decisions issued by the Scientific Councils or Committees, the requirements adopted in the specialty curriculum, and the regulations of training center.
5. The trainee is obliged to pay the fees approved by the Commission on time.
6. The trainee should be fully and continuously committed to the training throughout the duration of the program.
7. During the period of the program, the trainee is prohibited from working outside the training centers accredited by the Commission for the Saudi Specialty/Fellowship Certificate Program.
8. The trainee should inform the Commission in case of a change has occurred on the sponsor reference and provide a copy of the new sponsorship letter.

Section(1): Promotion.

Article (7):

Annual promotion aims to evaluate the performance of the trainee in all training aspects (knowledge, skills, and attitudes) through a number of evaluation methods, to ensure that the trainee acquires the targeted competencies during the training year.

Article (8):

1. Trainee shall be entitled to be promoted from a training level to the following level provided that:
 - A. Eligibility criteria has been fulfilled.
 - B. Annual evaluation criteria shall be passed.
2. Trainee will be eligible for annual promotion, provided the following criteria has been fulfilled:
 - A. Annual academic registration procedures shall be completed.
 - B. Professional registration shall be valid.
 - C. Annual training tuition fees shall be paid.
 - D. Certificate of completion for the requirement of “Universal Topics”.

Section (2): Formative Assessment.

Article (9):

The annual criteria for formative assessment should encompass the three aspects of learning as the following:

Learning Aspects	Assessment Formats
Knowledge	<ul style="list-style-type: none">1- Structured oral Examination (SOE).2- International structured written examination of the specialty.3- Specific academic tasks.4- End-of-year written examination.
Skills	<ul style="list-style-type: none">1-Objective structured clinical Examination (OSCE).2- Research activity.3- Log book.4- Community activities.
Attitude *	<ul style="list-style-type: none">1- In-training evaluation reports (ITERS).

* Assessment tools here could include attitude aspects in addition to knowledge and skills.

Article (10): General Rules.

1. Each Scientific Council/Committee, based on the needs of the program, shall determine the assessment criteria for the program.
2. Assessment criteria shall be applied in accordance with the implementation rules approved by the Executive Council for Education and Training.

3. Scientific Councils/Committees may define assessment tools applied for each level (junior, senior).
4. Scientific Councils/Committees should approve their program “assessment criteria”, and any modification on the mechanism of the annual promotion decision-making, by the central training committee. Any changes need to be announced within 90 days from the commencement of each training year.
5. Annual promotion regulations and criteria shall apply to the programs of the Saudi Specialty and subspecialty Fellowship Certificates, diplomas, and agreements’ programs.
6. Annual promotion result shall be valid for the year in which it was made, and cannot be used for the following year (in case of non-promotion, pausing, freezing, or whatever considered equivalent).
7. The Trainee shall not be promoted from a level to higher level unless nine months of training has been successfully completed for a given academic year.
8. The Trainee may not be promoted from the junior level to the senior level of the program without successfully passing the part one specialty examination.
9. A trainee passing the part one specialty examination shall not be deemed automatically qualified for a promotion to the next level during the same training year without completing the other requirements of promotion.

Section (3): Training Period.

Article (11):

1. The maximum training period in a given program shall be twice the approved period of that program, including periods of pausing, postponement, or withdrawal. The period of training lost due to changing from specialty to another will be exempted.

2. The maximum period for junior level shall be twice the period for the same level as determined by the Scientific Council of the specialty.
3. Training period shall be determined according to the curriculum of each program.
4. The completion of the training shall be accomplished by the trainee fulfillment of the program requirements in accordance with the implementation rules approved by the Executive Council for Education and Training.



Article (12):

1. The trainee may spend a training period outside the training center with the approval of the Scientific council/committee for of the specialty in accordance with whatever serves the training process.
2. The trainee may request to be transferred during the training year from an accredited center/training group to another and vice versa in the same specialty and in accordance with the implementation rules approved by the Executive Council for Education and Training.
3. The trainee in the programs of Saudi General Specialties and Subspecialties may spend a training period/periods outside the Kingdom, not exceeding 50% of the program period, with the approval of the Scientific council/committee of the specialty/subspecialty.
4. The Scientific council/committee may transfer the trainee during the program from one training group to another in the same region or to another region in accordance with whatever serves the training process.
5. The trainee may transfer from one specialty to another provided that he/she is regular in the program to be transferred from in accordance with the implementation rules approved by the Executive Council for Education and Training.

7 Seventh Chapter

Training Postponement, Withdrawal, Pausing, and Leaves

Section (1):

Training Postponement, Withdrawal, and Pausing.

Article (13):

1. The trainee may postpone a training year one time during the program period.
2. The withdrawer may not enroll in any other specialty training programs for one academic year from the date of his withdrawal.
3. The trainee may pause the training with an excuse accepted by the authorized body.
4. The implementation rules approved by the Executive Council for Education and Training shall be applied to the trainee who postpone, withdraw, and pause the training.

Section (2): Leaves.

Article (14):

1. The trainee is granted an annual leave of four weeks in addition to one of the two Eid holidays.
2. The trainee may be granted a scientific leave (to attend a conference or scientific seminars in the same specialty or so) of no more than seven working days for a given training year.
3. Military doctors may enroll in military courses determined by their sponsor during the period of their enrollment in the programs of the Commission.
4. Pausing regulations are applied on maternity, sick, and other leaves.

Article (15):

- 1 The local supervision committee in each region shall directly supervise the training and follow up the implementation of the training program in the participating training centers in accordance with the implementation rules approved by the Executive Council for Education and Training.
- 2 Provided that this does not conflict with the functions and responsibilities of the training committee in the accredited centers mentioned in Article 13 of Chapter III, Part II of the General bylaws of the Accreditation of Training programs and Centers (Powers and Responsibilities).

Article (16):

The academic supervisory committee in the accredited center shall have the following privileges and responsibilities:

- A. Compliance with admission and registration procedures according to the admission mechanism approved by the Commission.
- B. Compliance with the training regulations approved in the General bylaws of training in postgraduate programs and the implementation rules approved by the Executive Council of Education and training.
- C. Supervising trainees the entire program period and submitting the annual reports of trainees to the Executive Training Administration in the Commission.
- D. Promoting trainees from one year to another year according to the annual promotion criteria approved according to the implementation rules approved by the Executive Council of Education and training.

- E. Submitting recommendations for cases of termination of registration to the scientific council/committee of the Commission for approval in accordance with the provisions of this bylaws (Article 18, Chapter I, Part X).
- F. Issuing certificates of training completion according to the form prepared by the Commission for those who successfully completed the training period according to the implementation rules approved by the Executive Council for Education and Training.
- G. The accredited training center should commit to receive trainees from other training groups to spend some training rotation whenever needed.

Article (17):

1. The specialty training committee in the training center shall look into the violations related to the trainee such as absence and neglect, in accordance with the implementation rules approved by the Executive Council for Education and Training, and impose one of the following disciplinary penalties,
 - A. Giving a written notice.
 - B. Giving a written warning.
 - C. Giving a final written warning and making the trainee under probation period.
 - D. Recommending retaking the training period for a period not exceeding twelve months during the entire program period
 - E. Recommending dismissal.
2. Recommendations (D and E) mentioned in Article (17) shall be approved by the specialty scientific council.
3. Disciplinary penalties can be applied without gradient approach.
4. Training violation committee shall look into the violations that are related to the behavior, honor, honesty, or ethics of practice. After reviewing the case, the Committee shall submit its recommendations to the Central Training Committee for the final resolution.

Section (1): Termination of Registration

Article (18):

The registration of trainee will be terminated in the set forth cases:

1. Failure to pass the annual assessment required for promotion for three consecutive years.
2. Exhaustion of the opportunities to pass the part one specialty examination as stated in the General Bylaws of Assessment.
3. Exceeding whichever is longer of either twice the minimum period of the junior level or the total period of the program.
4. Absence from training without an excuse (that deems acceptable) for thirty consecutive days or forty-five separate days during the entire training period.
5. Pausing training for more than twelve consecutive months or eighteen separate months during the entire training period.
6. Withdrawal from the program.
7. Not commencing training within one month after the end of the pausing or postponement period allowed by regulations.
8. Failure to comply with training rules and regulations of the specialty program or work regulations of the training center after receiving two written warnings or a final written warning.
9. Issuance of an adjudication stating that a trainee's professional practice and registration shall be terminated.

10. Suffering a disease that prevents from professional practice according to what is stated in the Law of Practicing for Healthcare Professions in the Kingdom of Saudi Arabia.

Section(2): Re-activation.

Article (19):

1. Scientific Council/Committee may submit a recommendation for trainee re-registration to the Central Training Committee to be approved in the same training program (with determining the appropriate level of resumption of training) after one year from the end of the year in which the registration was terminated, that was made for one of the reasons set forth:
 - A. Absence from training without excuse.
 - B. Pausing training.
 - C. Withdrawal from the program.
 - D. Not commencing training after pausing or postponement.

Article (20):

Scientific Council/Committee may submit a recommendation for trainee reregistration to the Central Training Committee to be approved and admitted in another training program (with determining the appropriate level of resumption of training) after one year from the end of the year in which the registration was terminated, that in case of termination was made for one of the reasons set forth:

- A. Absence from training without excuse.
- B. Pausing training.
- C. Withdrawal from the program.
- D. Not commencing training after pausing or postponement.

- E. Failure to pass the annual assessment required for promotion for three consecutive years.**
- F. Exhaustion of the opportunities to pass the part one specialty examination.**
- G. Exceeding whichever is longer of either twice the minimum period of the junior level or the planned total period of the program.**
- H. Failure to comply with training rules and regulations of the specialty program or work regulations of the training center after receiving two written warnings (Article 18, Point 8) or a final written warning.**

Section (1): Trainee Rights and Responsibilities

Article (21):

The trainee must have high morals and values and abide by all the laws in force in the Kingdom of Saudi Arabia, including the Commission's laws, regulations, and implementation rules issued by the Executive Council for Education and Training.

Section (2): Trainee's Right to Complain of Registration Termination

Article (22):

The trainee has the right to complain to the Secretary General against the resolution of registration termination that was imposed against him within thirty days of being notified of the resolution. The Secretary General is entitled to form a permanent or temporary committee to investigate the complaint and submit recommendations for the final resolution.

Section (3) :Trainee's Right to Object and Complain

Article (23):

If the violation occurred in the health facility (the training center) or if one of its staff was part of it, the trainee may submit his complaint to the training committee and academic affairs at the same facility.

If the violation occurred in an educational activity held by the Commission in its facilities, the trainee may submit his complaint to the Training Executive Administration in the Commission.



Article (24):

The Central Training Committee may grant an exception in trainees' cases, which have certain exceptional circumstances, from the articles relating to the postponement, withdrawal, and pausing (Article 13) and termination of registration (Article 18), except for conditions stated in (Point 9 and 10 of Article 18). This exception is granted for only one time and on the basis of what is submitted to The Central Training Committee by the executive director of training or the scientific council of specialty after studying and evaluating the trainee status from all aspects.