



Guideline

Roles and Responsibilities of the Designated Institutional Official (DIO) and Program Directors

Introduction:

This guideline aims to clarify the roles and responsibilities of the Designated Institutional Official (DIO) and Program Directors, and to support the implementation of institutional and program accreditation visits in accordance with the bylaws and executive rules of the Saudi Commission for Health Specialties (SCFHS). The guideline contributes to enhancing work efficiency, ensuring the quality of training, and fulfilling the approved accreditation standards.

Designated Institutional Official (DIO):

The DIO is the individual authorized to sign on behalf of the healthcare institution in all matters related to academic and training affairs. The DIO oversees all training programs accredited by the Saudi Commission for Health Specialties (SCFHS) and ensures compliance with accreditation, training, and evaluation requirements in accordance with the Commission's bylaws, executive rules, and related directives.

Program Director:

The individual responsible for supervising the overall training process within the training program and ensuring that it is implemented in accordance with the program accreditation standards approved by the Saudi Commission for Health Specialties (SCFHS).

Guide Target Audience:

1. Designated Institutional Official (DIO).
2. Training Program Directors.

Services that the Designated Institutional Official (DIO) is eligible to apply for:

- New Institutional Accreditation.
- Institutional Re-Accreditation
- Adding a new Training Site to the Accredited training Center.
- Training Center Name Modification.
- Designated Institutional Official (DIO) Information Modification.
- Withdrawal of Institutional Accreditation upon the center's request.
- New Program Accreditation.
- Program Re-Accreditation.
- Training Unit Accreditation.
- Training Unit Re-Accreditation.
- Accredited Training Program Capacity Modification.
- Conversion from Shared Program Accreditation to Full Program Accreditation.
- Conversion from Full Program Accreditation to Shared Program Accreditation.
- Adding a new training site to the accredited training program.
- Accreditation of a training rotation to the accredited training program.
- Withdrawal of Program Accreditation upon the center's request.
- Payment of institutional and program accreditation fees shall be made in accordance with the Institutional and Program Accreditation Bylaws and their executive rules.

Roles and Responsibilities of the Designated Institutional Official (DIO):

- Supervising the overall training process in the training center and working to fulfill the requirements for institutional and program accreditation applications.
- Supervising trainees after joining educational and training programs, ensuring continuous evaluation, fulfillment of annual promotion requirements, and completion of training within accredited full programs offered by the training center.
- Approving the sequential ranking lists of candidates for the accredited full programs in the training center through the Matching System, in accordance with the established procedures.

- Utilizing all administrative, educational, and clinical resources available in the training center for the purpose of training in postgraduate healthcare programs accredited by the Saudi Commission for Health Specialties (SCFHS).
- Providing an appropriate educational environment for trainers and trainees based on the principles of health education to enable trainees to receive training that qualifies them for safe professional practice in their field of specialty.
- Supervising the preparation and submission of an annual report to the Saudi Commission for Health Specialties (SCFHS) on the activities and achievements of the Institutional Training Committee.
- Ensuring the implementation of the regulations, bylaws, and decisions issued by the Saudi Commission for Health Specialties (SCFHS) regarding the training process.
- Ensuring that an internal review of the training programs accredited by the Saudi Commission for Health Specialties (SCFHS) is conducted at least once during the accreditation period.
- Heading the meetings of the Institutional Training Committee and managing its activities and assigning one of the members to perform his duties in his absence.
- Approving the agendas of the Institutional Training Committee meetings in the training center and approving their minutes within fifteen working days from the date of issuance.
- Issuing decisions based on the recommendations of the Institutional Training Committee and submitting a copy to the Saudi Commission for Health Specialties (SCFHS) within fifteen working days from the date of issuance.
- Forming working teams from the members of the Institutional Training Committee or assigning one of its members to study topics or perform tasks related to the committee's functions.
- Designating an elected trainee representative as a member of the Institutional Training Committee.
- Working on adopting and implementing a program to support and care for trainees, activating their representation in training supervision committees, and providing appropriate guidance to them.
- Working on adopting and implementing a program to develop the skills of trainers and provide incentives for them.

- Working on activating, issuing, and implementing disciplinary procedures, while establishing an independent system that allows trainees to appeal the decisions issued against them in accordance with the established procedures.
- Supporting and promoting the use of the Training Tracking System approved by the Saudi Commission for Health Specialties (SCFHS) for trainee evaluation.
- Supporting the program directors at the center and standing with them in facing any challenges they may encounter.
- Holding periodic meetings with program directors involved in joint programs at the training center to monitor, support, and coordinate the training for those programs.
- Maintaining effective communication with the Associate Executive Director for the Training Sector to serve the overall interest of the training programs.
- Directly communicating with the DIOs at accredited training centers to coordinate exchange training rotations for trainees, manage procedures for changing training centers, assist in distributing trainees if accreditation is withdrawn from any training program affiliated with the training center, and handle other forms of joint training cooperation according to the established procedures, while keeping the Associate Executive Director for Training in the Training Sector informed of all coordination matters with other training centers.
- Submitting the annual report to the Saudi Commission for Health Specialties (SCFHS), including the progress of the training process at the training center, in accordance with the established procedures.
- Reviewing the Institutional and Program Accreditation Bylaws, the General Training Regulations for postgraduate programs, and the General Evaluation Regulations along with their executive rules.
- Adhering to the executive regulations, policies, procedures, decisions, and instructions related to accreditation, training, and evaluation issued by the SCFHS through its official website or authorized channels.
- Filling out the Institutional and Program Accreditation Visit form online and submitting it to the concerned administration at least 21 days prior to the scheduled visit date.
- Ensuring all participants' information (name, email, and mobile number) listed in the visit form is correct.
- Ensuring that all invitees listed in the accreditation visit form participate.

- Ensuring the training facilities and required documents are ready to meet accreditation standards during the on-site visit, being present to welcome the visit team, and providing an overview of the training center and its facilities.

The DIO shall ensure the following during virtual visits:

- Reviewing the guideline for the virtual institutional and program accreditation visit, along with the associated forms, and ensuring that all staff at the training center comply with its provisions.
- Downloading the virtual platform application used for the visit and ensuring that it is installed by all participants.
- Ensuring that participants are familiar with the virtual platform and have their video enabled at the start of the virtual tour to introduce themselves.
- Ensuring that all documents required to meet institutional and program accreditation standards are available during the virtual visit for display on the screen.
- Logging into the virtual platform at the scheduled time for the start of the visit.
- Enabling the video at the start of the virtual tour of the center to ensure the fulfillment of the institutional accreditation standards outlined in the criteria.
- Being present on the virtual platform, using the correct names registered with the SCFHS, and avoiding the use of aliases.
- Ensuring that the internet connection and devices used are fully operational throughout the virtual visit and adjusting audio and camera settings to ensure a smooth visit.

Roles and Responsibilities of Training Program Directors:

- The Program Director chairs the Program Training Committee, whose members represent all training sites affiliated with the program, including the elected trainee representative, and approves the committee's meeting minutes, which must be held at least four times a year and approved within fifteen working days.
- The Program Director, together with the Program Training Committee, supervises the overall training process within the training program and all its accredited sites, ensuring the fulfillment of the requirements for new or renewed program accreditation.

- Monitoring educational and training activities, ensuring continuous evaluation, annual promotion, and completion of training for trainees enrolled in the program.
- Collaborating with the Program Training Committee on the sequential ranking lists of candidates for the accredited full training program and submitting them to the Institutional Training Committee for approval.
- Maintaining effective communication with the DIO, the Head of Department, and other Program Directors whenever beneficial for the training process and trainees.
- Ensuring the implementation of the regulations, bylaws, and decisions issued by the Saudi Commission for Health Specialties (SCFHS) regarding the training process.
- Ensuring that an internal review of the accredited training program is conducted at least once during the accreditation period.
- Activating the use of the Training Tracking System approved by the Saudi Commission for Health Specialties (SCFHS) for trainee evaluation.

Program Accreditation Visit:

- Reviewing the guideline for the institutional and program accreditation visit and ensuring compliance with its requirements.
- Filling out the program accreditation visit form and submitting it to the concerned administration within no more than 21 days of the scheduled visit date.
- Ensuring that all participants' details (name, email, and mobile number) listed in the visit form are correct.
- Ensuring that all invitees listed in the visit form participate in the visit.
- Welcoming the visit team and introducing the training center along with its facilities.
- Providing the details of the training program members, including their roles and responsibilities.
- Presenting the training program, its implementation plan, and the follow-up and evaluation processes, while discussing performance indicators and the extent to which program objectives and outcomes are achieved.
- Ensuring that all documents required for the fulfillment of program accreditation standards are available during the visit and can be presented upon request.
- Ensuring that trainees and trainers adhere to the training program policies and are present during the visit.

- Responding to the visit team's inquiries and clarifying any observations related to the program's implementation.
- Receiving feedback and recommendations from the visit team and acting on them for improvement.

The Training Program Director shall ensure the following during virtual visits:

- Downloading the virtual platform application used for the visit and ensuring that all participants have it installed.
- Ensuring that all participants are familiar with the virtual platform and have their video turned on at the start of the virtual tour to introduce themselves.
- Logging into the virtual platform at the scheduled time for the start of the visit.
- Enabling the video at the start of the virtual tour to ensure the fulfillment of the program accreditation standards.
- Being present on the virtual platform, using the correct names registered with the authority, and refraining from using nicknames.

Procedure to Follow in Case of Connection Interruption During the Virtual Accreditation Visit:

- Rejoining the virtual platform using the same link provided for the visit.
- If unable to rejoin the virtual platform using the same link, immediately contact the accreditation specialist responsible for coordinating the visit via phone to inform them of the issue.

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- Ensuring availability for communication via phone, WhatsApp, or email to confirm the return to the virtual platform once the technical issue has been resolved by the accreditation specialist.

Institutional Accreditation Visit Agenda:

Time	Minutes	Agenda	Remarks
8:00 - 08:30	30	Meeting the Designated Institutional Official (DIO)	
8:30 - 09:15	45	Documents Review (Part 1)	
9:15 - 10:00	45	Meeting with the Program Directors	
10:00 - 10:45	45	Meeting with the Trainees	
10:45 - 11:30	45	Meeting with the Faculty Trainers	
11:30 - 12:15	45	Meeting with the Institution Medical Director and Department Heads	
12:15 - 13:00	45	Break	
13:00 - 13:45	45	Facility Tour	On-Call Rooms, Lounge, Training Classrooms, OPD, Wards, ER, OR, Lab, Radiology, Pharmacy
13:45 - 15:15	90	Documents Review (Part 2) Surveyors Closed Meeting & Preparing the Survey Report	
15:15 - 16:00	45	Exit De-Brief with the Designated Institutional Official	

Program Accreditation Visit Agenda:

Time	Minutes	Agenda	Remarks
8:00 - 09:00	60	Meeting the Program Director	
9:00 - 10:00	60	Documents Review (Part 1)	
10:00 - 11:00	60	Meeting with the Trainees	
11:00 - 11:40	40	Meeting with the Faculty Trainers	
11:40 - 12:15	35	Meeting with the Head of Department	
12:15 - 13:00	45	Break	
13:00- 13:45	45	Facility Tour	On-Call Rooms, Lounge, Training Classrooms, OPD, Wards, ER, OR, Lab, Radiology, Pharmacy
13:45 - 15:15	90	Documents Review (Part 2) Surveyors Closed Meeting & Preparing the Survey Report	
15:15 - 16:00	45	Exit De-Brief with the Program Director	

Preparations for Successful Management of the Institutional or Program Accreditation

Virtual Visit:

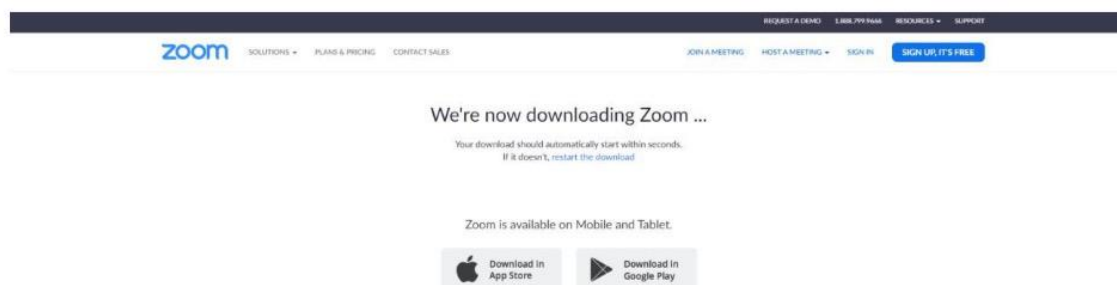
- Ensuring a stable internet connection throughout the visit to avoid any technical issues.
- Ensuring the device used to access the platform is fully charged and ready for the entire duration of the visit.
- Activating the mute feature for non-participants.
- Ensuring proper audio settings (using high-quality headphones).
- Activating the Raise Hand feature if participants wish to make a comment or ask a question during the visit.

Virtual Platform User Guide



1. Downloading the application via Google Play, App Store, or the company's website.

<https://zoom.us/support/download>



2. Clicking on the virtual platform link and entering the email address and password to start.

