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Translated Version is to be used for Accreditation Purpose ONLY

Kuwait Institute for Medical Specialization (KIMS) Bylaws
(Update Feb. 2017)

Article 1:

For the purpose of this document the following terms are defined as below

The Institute:	Kuwait Institute for Medical Specializations shortly known as <i>KIMS</i>
The Council:	The Board of Trustee of KIMS
The Chair:	The Chair of Council of KIMS
The Secretary General:	The Secretary General of KIMS
Assistant Secretary General:	Assistant Secretary General for Technical & Administrative/Finance
The Specialty Council:	The Council of Medical Specialties of KIMS
The Scientific Council:	The Scientific Council of KIMS
Postgraduate Education:	Specialty Training Programs
The Faculty:	The Specialty Committee for the Specialty Established by a Ministerial Decree.
The Chair of Faculty:	The Chair of the Faculty (<i>e.g. Chair of Faculty of Surgery, Chair of Faculty of Medicine</i>)
Program Director:	The Chair of the Scientific Committee (<i>Postgraduate Training Committee or PGTC</i>) for Each Specialty or Subspecialty
Site Coordinators:	A Member of the PGTC Responsible for Residents in each Training Site.
Clinical Tutor:	A Member of the Training Program in Hospitals, Specialized Centers and Primary Care Centers Appointed by the Program Directors

The Chair of the Council

Article 2:

The Chair is the most responsible person for the legal and administrative decrees to achieve the organization mission, and therefore **will be responsible for**:

1. Chairing the Board of Trustees or the Council
2. Representing the organizations in relationship with other organization and justice system.
3. Issuing the internal and regulatory decrees based on the suggestion of the Secretary General
4. Issuing the administrative and the financial decrees for the Institute
5. Issuing all decrees related to hiring, promoting, transferring, dismissal of employee as well as determining their financial incentives based on the Civil Service Commission regulations.
6. Authorizing the Certificates of the Institute upon approval and signing of the Secretary General.
7. Delegating responsibilities to the Secretary General and his/her Assistance.

The Council (The Board of Trustees)

Article 3:

The Council or the Board of Trustee is established by a Ministerial Decree in consultation with the Secretary General.

Article 4:

The Council Meeting

- 4.1. The Council shall meet four times per year and as need upon the invitation by the chair. The invitation letter shall include the place and the date/time of the meeting. The invitation shall be sent to the members at least one week prior to the date of the meeting with the agenda and the supporting documents.
- 4.2. The Secretary General upon approval of the Chair will prepare the items of the agenda.
- 4.3. The meeting is considered valid if at least more than 50% of the council including the chair or the vice-chair attended.
- 4.4. The decision is made by majority of the vote (50% plus 1), if the ballots are equal the chair will have the preferential side.
- 4.5. Matters arising will only be discussed upon approval of the chair of the council.
- 4.6. The Secretary General will draft the meetings' minutes and follow the recommendations and decision of the council. The Secretary General will prepare the ministerial decrees of the **decision of the Council** to be issued by the Chair.

The Secretary General

Article 5:

The Secretary General will manage the Institute and will be responsible to facilitating the Amiri Decree of KIMS establishment, KIMS bylaws, and the decisions of the Council, the Council of Medical Specialties and the Scientific Council and therefore the Secretary General will;

1. Chairs the Council of the Medical Specialties and the Scientific Council of KIMS
2. Issues the administrative and financial decrees and circulars based on the Council decisions and recommendations.
3. Regulates the scholarship upon approval of the correspondent committees and in collaboration with related organizations.
4. Execute the Council, Council of Medical Specialties and the Scientific Council recommendations.
5. Overseas the chair of faculties, program directors, site coordinators, clinical tutors and chairs of examination committees and report on their performance to the Council.
6. Represents the institute upon delegation of the Chair in other organization.
7. Signs memorandum of understandings between institute and national and international organizations within the scope of the institute.
8. Prepares the annual budget for the Chair to be presented for the Council for approval
9. Prepares the annual report of the performance of the institute to be presented to the Chair and the Council.
10. Suggests areas for improvement to facilitate KIMS mission, vision and strategic directions.
11. Prepares the action plans for the scope of KIMS activities based on KIMS mission and vision.
12. Suggests appointment of the Assistant(s) Secretary General for the Chair to issue their appointment(s).
13. Establishes the technical, administrative and financial committees and assigns their terms and responsibilities.
14. Prepares the agenda items of the Council in consultation with the Chair, drafts the minutes, authorizes the minutes with the Chair on the next meeting of the Council.
15. Reports on issues raised by the Council to be further studied.
16. Suggests changes to the bylaws as needed to be approved by the council
17. Assumes all authorities approved in the Ministerial Decree 312/2009 within the scope of the institute
18. Issues the purchasing and signage of KIMS contracts based on the delegation of the Chair.
19. May delegates some responsibilities to his/her assistant(s) or directors of the institute.
20. Suggests the incentives system for the Chair for approval.

KIMS Committees

Article 6:

The Secretary General shall establish the following permanent committees:

6.1. The Policy Committee; with the following responsibilities:

- Drafts the policies and procedures for training programs, their implementation strategies and monitoring.
- Reviews admission, training and examination policies of the training programs.
- Reviews the appeal policies for admission, in-training evaluation and examinations.
- Reviews policies on leaves and leave of absence.
- Establishes the manual of policies and procedure and update it.

The committee will report drafted and updated policies to the Secretary General for approval by the Scientific Council.

6.2. The Accreditation Committee, with the following responsibilities

- Reviews applications for establishment of new training program and its fulfillment with international standards of accreditation.
- Reviews the current training programs (Internal Review) regularly.
- Collaborates with the national and international organization on issues related to accreditation.

The committee will report its recommendations to the Secretary General for approval by the Council.

6.3. The Credential of Training Committee, with the following responsibilities:

- Evaluates and credential the training of physician and dentists.
- Issues certificates of credential of training.

6.4. The Appeal Committee, with the following responsibilities

- Reviews request from program director for extension of remediation, probation and dismissal from the training program
- Reviews request from the physician in-training regarding admission, in-training evaluation and assessment, annual report, eligibility for examination and result of examination.

The committee will report its recommendations to the Secretary General for appropriate action(s).

The recommendation of the above committees will be active upon its approval of the Secretary General.

Assistant Secretary General

Article 7:

The Secretary General shall nominate **Assistant Secretary General for Technical Affairs** and **Assistant Secretary General for Administrative Affairs and Finance** for the Chair to issue their appointment decrees after approval of the Council.

7.1. **Assistant Secretary General for Technical Affairs** shall be responsible for the following directorates:

Scholarship Directorate – with the following responsibilities:

- Manages applications for scholarship of physician who aim to continue their specialty training according to the internal and external scholarship programs ensuring that the applications fulfill all conditions and required documents for scholarship.
- Coordinates and collaborates with the KIMS Specialty Faculties and other organizations to ensure that the training program for scholarship are accredited.
- Maintains and follows all signed collaborative agreement with training institutions for scholarship.
- Monitors the performance of physician while on scholarship.
- Establishes and maintains the records of physician and dentists on internal and external scholarship.
- Prepares regular reports (twice per year) for their activities and reports to the respected Assistant Secretary General.

Information Resources - with the following responsibilities:

- Overseas the central library at KIMS and maintains its supplies from books and periodic according to the needs of the training programs.
- Ensures the availability of supporting educational tools.
- Supervises the lecture and meeting rooms and ensure its equipped with modern equipment and facilities.
- Prepares and issues recommendations of meeting and workshops.
- Prepares and issues statistics and annual report of the institute.

Information Technology (IT) - with the following responsibilities:

- Develops and maintains the KIMS official site on the world-wide web and updates the site with the most recent information.
- Installs the information network according to the needs and functions of the institute.
- Supports KIMS employees with the IT services.
- Upgrades the networks, IT system and ensure its safety and privacy.
- Purchases of computers, printers and all related parts based on the needs of the institute and in collaboration with the purchasing committee.

International Agreements and Collaboration - with the following responsibilities:

- Reviews the request for international agreement from the Specialty Faculties and reports the Secretary General and the Council.
- Follows the international agreements signed and issues regular reporting and recommendations.
- Prepares the necessary communications with auditing bureau(s) based on the set dates.

Internship Program with the following responsibilities:

- Ensures registrations of all intern physician enrolled in the internship program
- Coordinates the assignments of enrolled intern physician in the internship program to different training sites.
- Monitors the performance of the intern physician and issues certificates of completion of the program.
- Conducts regular workshops in collaboration with the postgraduate education and scholarship office related to carrier planning.
- Maintains and secures the intern physician files and records.
- Issues regular and annual reporting to the Assistant Secretary General and the Scientific Council.

Continuous Education and Professional Development (CEPD) – with the following responsibilities:

- Monitors the CEPD programs conducted by the CEPD providers.
- Evaluates the CEPD programs and its compliance with the rules and regulations approved by the Council and credits its related activities.
- Coordinates with the CEPD coordinators in the Specialty Faculties at KIMS.
- Validates the CEPD certificates issued by the CEPD providers.
- Credits CEPD activities with credits system approved by the Council.
- Collaborates with the national, regional and international CEPD centers to improve the service provided.
- Accredits the CEPD providers nationally.
- Issues regular and annual reporting to the Assistant Secretary General and the Council.

7.2. Assistant Secretary General for Administrative Affairs and Finance and shall be responsible for the following directorates:**Administrative Affairs** – with the following responsibilities:

- Prepares appointment letters for general employment ranks except director of offices.
- Prepares the human resources plan of the institutes.
- Distributes the work among the administrative employee based on recommendation of the Secretary General.
- Organizes the leaves of the administrative employee based on the Civil Service Commission rules and regulations.
- Issues the annual appraisal reports of the employee for approval by the Secretary General.
- Maintains the employee files and maintains its confidentiality.

Finance – with the following responsibilities:

- Prepares the annual budget plan of the institute based on the Ministry of Health annual budget and reports to the Secretary General for approval by the Council.
- Ensures the availability of the requirements of the training programs for workshops based on the allocated annual budget.
- Estimates the cost of the agreements and any changes on the new / renewed agreement(s).

The Secretary General Executive Offices

Article 8:

The following **directorates** report directly to the Secretary General:

8.1. **General Secretariat Office** – represents the Secretary General office managers and secretaries.

8.2. **Public Relations Directorate** - with the following responsibilities:

- Provides the medias and news agencies the information related to the institutes.
- Responds to request from the national and international organization regarding information about the institute.
- Monitors and achieves the news related to the activities of the institute in different medias.
- Manages the visitors to KIMS including their travel arrangement, transportation, accommodation and their scheduled visits.
- Monitors and manage the physical facility of the institute.
- Overseas the contracted security and personnel of the institute.

8.3. **Accreditation and Quality Affairs Office** – with the following responsibilities:

- Recommends standards of accreditation and review process of the training programs and reports to the Secretary General and the Scientific Council.
- Establishes the standards of accreditation of new training program and specialties for approval by the accreditation committee of the institute.
- Establish the requirements of training sites, teaching units for the training programs.
- Establishes the indicator of quality performance of the program, directorates and the institute and report the results for the Scientific Council, the Council of Medical Specialties and the Council.
- Collaborates and establishes collaborative initiative with the national and international organizations related to accreditation of medical training.

8.4. **Postgraduate Education Office** - with the following responsibilities:

- Manages the postgraduate training programs at KIMS and execute the decisions of the Council and the Scientific Council.
- Manages issues related to the program directors, site coordinators and clinical tutors.
- Manages the admission process to postgraduate training programs and publishes the list of applicants successfully enrolled in each program.
- Prepares residents placements in the training sites (hospital, specialized centers and primary care centers).
- Manages the physician annual in-training reports in collaboration with the PGTC of each program.
- Executes the policies related to physician in-training evaluation, leaves, and leaves of absence.
- Issues certificate of completion of training to be sent to the Examination Office.
- Receives appeals related to admission, in-training evaluation, remediation, probation and dismissal from the program to be presented to the appeal committee.
- Maintains and secures the resident files and records.
- Supervises the in-training examination and report results to the Secretary General for approval
- Manages clinical tutor evaluation and prepare faculty annual reports to be submitted to the PGTC of each program and the Scientific Council.
- Follows the implementation of the accreditation and quality indicators established by the Office of Accreditation and Quality Affairs related to postgraduate training.
- Approves the workshops and symposia organized by the postgraduate training programs.
- Prepares the list of eligible candidates for the specialty certificates to be approved by the Secretary General.

- Issues the certificate of completion of training to be signed by the program director, chair of faculty and postgraduate education director.
- Issues the certificate of specialization to be signed by the Secretary General and the Chair.
- Issues to whom it may concerns letters related to postgraduate training.
- Maintains and secures graduates files and records.
- Issues regular and annual reporting to the Secretary General and the Scientific Council.

8.5. Examination Office – with the following responsibilities:

- Prepares the list of eligible candidate for the final certifying examination in collaboration with the PGE Office.
- Prepares the timeline of examination for specialties and subspecialties.
- Organizes the registration for examination and determined the time and sites of examination in coordination with the chair of examination committees.
- Overseas the examination committees and their meetings.
- Manages the chair and member of the examination committee, examiners, and invigilators.
- Ensures that examination committees fulfill the criteria for “chair of examination committee” and “examiner” based on the institute criteria.
- Prepares the list of external examiners for each specialty and prepares letters of invitation.
- Manages exam preparation and printing and ensure its security and confidentiality.
- Ensures compliance with confidentiality of all components of the exam by the chair, members and internal and external examiner in accordance with the signed confidentiality agreement and reports any breaches to the Secretary General for immediate action.
- Issues examination cards for candidates.
- Overseas the examination results for approval by the Secretary General.
- Receives appeals related to examination to be presented to the appeal committee.
- Issues regular and annual reporting to the Secretary General and the Scientific Council.

8.6. Faculty Development Office – with the following responsibilities:

- Prepares the annual faculty development activities for clinical tutors to ensure their competencies in postgraduate education.
- Educates clinical tutors on teaching methodology and administrative competencies related to program management.
- Educates program directors and their assistance on curriculum development and assessment.
- Issues regular and annual reporting to the Secretary General and the Scientific Council.

8.7. Promotion Office - with the following responsibilities:

- Receives the application for promotion from physician and dentist according to Civil Service Commission rules and regulations.
- Ensures applications and documents required are submitted.
- Coordinates with the Legal Affairs Office to ensure the legal recommendations are submitted.
- Coordinates with the Chairs of Specialty Faculties to ensure the technical recommendation are submitted.
- Receives appeals related to promotion to be presented to the appeal committee.

8.8. Legal Affairs Office - with the following responsibilities:

- Manages the proposed the administrative and ministerial decrees related to the Council and the Secretary General.
- Provides legal recommendations related to physician promotions.
- Conducts legal investigation for issues related to the institute.
- Provides legal opinions and recommendations to the Council and the Secretary General for issues related to the institute.

KIMS Executive Councils

Article 9:

The Council of Medical Specialties – is scientific advisory board of the institute and constitute of:

- | | |
|---|---------|
| - The Secretary General | Chair |
| - Three of Chair of Specialty Faculties at KIMS (by Rotation) | Members |
| - Three representative of Kuwait University as follows; | |
| - Kuwait University Assistant Director for Health Science Center,
Dean of Faculty of Medicine and Dean of Faculty of Dentistry | Members |
| - Chairs of Committees of KIMS | Members |

The Council of Medical Specialties will be responsible for:

1. Review the general policies related to specialty training and issues recommendation to the Council.
2. Review levels of training and its requirements.
3. Review the reports from the KIMS offices and issues recommendations to improve the medical education.
4. Review and issues recommendation as required by the Council.

Article 10:

The Specialty Council shall elect the vice-chair and the commissioner among its members.

Article 11:

The Specialty Council shall meet regularly (twice per year) and as need. The invitation will be sent by the chair. The minutes and the recommendation will be reported to the Council. The committee shall request the opinion of other experts as necessary.

KIMS Specialty Faculty

Article 12:

Each specialty shall have a permanent **Specialty Committee** also known as **Specialty Faculty** consists of:

- | | |
|--|-----------|
| 1. Chair of Specialty Faculty | Chair |
| 2. CEPD coordinator | Member |
| 3. Chair(s) of examination committee | Member(s) |
| 4. Chair(s) of postgraduate training committee
for each training program (Program director) | Member(s) |
| 5. Chair(s) of Departments of sites of training | Member(s) |

Article 13:

The Chair of the Specialty Faculty and Program Director(s) of the specialty and the subspecialty(ies) will be nominated by an established committee by the Chair in consultation with the Secretary General. The Chair of the Specialty Faculty and Program Director(s) will be appointed for five years. The Secretary General may appoint the interim Chair or Program Director until the nominated Chair or Program Director is appointed.

Article 14:

The appointed committee in *article 13* will review the applicant credentials and interview the candidates and recommend its nomination for the chair of the faculty and program director to the Secretary General for approval by the Council and issuing a ministerial decree.

Article 15:

The chair of faculty in his/her specialty will be responsible for the permanent committees in each faculty (promotion, examination, scholarship and postgraduate training) and the chair of faculty will chair both the promotion and scholarship committees and the program director will chair the postgraduate training committee. The chair of examination committee will be selected by the faculty. Each chair will nominate members of the committee to the Secretary General for approval. Each committee shall collaborate with the correspondent directorates at the institute.

Article 16:

The specialty faculty should meet regularly at least every 2 months and as needed upon invitation by the chair. There should be one meeting to report the admission to postgraduate training by the program director and another meeting to report the result of the examination by the chair of the examination committee. If a member is absent in three consecutive meetings or a total of four per year, he/she shall be considered resigned. The committee will report regularly to the Secretary General.

Article 17:

The promotion committee in the specialty faculties will be established as following;

- | | |
|---|--------|
| - Chair of Faculty | Chair |
| - Chair of specialty council | Member |
| - Program director | Member |
| - Nominated member by the faculty in the same specialty | Member |
| - Chair of department of the applicant | Member |

The committee shall meet regularly at least every 2 months (total of six meetings per year) and report its recommendations to the Secretary General.

Article 18:

The scholarship committee in the specialty faculties will be established as following;

- | | |
|--|--------|
| - Chair of Faculty | Chair |
| - Program director | Member |
| - 2 Nominated members by the faculty in the same specialty | Member |

The committee shall meet regularly at least every 2 months (total of six meetings per year) and report its recommendations to the Secretary General.

Article 19:

The chair of the faculty shall nominate the CEPD coordinator who is responsibility is to attend the CEPD council meeting at KIMS. If the CEPD coordinator is absent in three consecutive meetings or a total of four per year, he/she shall be considered resigned.

Article 20:

Each chair of committee in the specialty faculty should record their meeting minutes signed by attendees and reports

Article 21:

The chair of specialty faculty and the program director will continue their appointment only if they are employee or appointed at the Ministry of Health. The appointment will be revoked if they are no longer employee or appointed by the Ministry of Health or they are on long leaves.

Article 22:

The Chair of the Specialty Faculty will be responsible for:

- Chairs the Specialty Committee or its subcommittees except the PGTC and the examination committees.
- Nominates the acting chair while on leaves or absence.
- Sets the strategic plan for the related specialty and subspecialties.
- Supports the program director in his/her mission as PGTC chair.
- Facilitates the process of promotion and scholarship in collaboration with KIMS offices.
- Prepares the annual incentive list to members of the Specialty Committee.
- Informs the Secretary General of any change in the nomination of the chairs of the committees.
- Implements and executes the decisions and recommendations of the Scientific Council and the Council and collaborates with the KIMS offices.

Article 23:

The Program Director will be responsible for:

- Chairs the postgraduate training committee and/or its subcommittee(s) except the examination committee.
- Nominates the acting program director while on leaves or absence and inform the PGE office.
- Participates in the committee(s) and assignments delegated to him/her.
- Prepares the manual of training including the objective of the training, the curriculum in coordination and collaboration with the members of the PGTC.
- Approves the workshops for the training program.
- Implements and executes KIMS policies related to admission, in-training evaluation, leaves, leave of absence and supervision of residents.
- Collaborates with the chair of the Specialty Faculty and members of the PGTC.
- Monitors the evaluation of the clinical tutors and sites of training used in the program.
- Evaluates the resident in training in collaboration with the site coordinators and the clinical tutors as per the policy and inform the chair of the Specialty Faculty of resident performance at regular intervals.
- Prepares the remediation program for resident in difficulty and follows the progress report(s).
- Manages the in-training examinations for the specialty.
- Ensures resident professional and psychological safety and well-being.
- Manages the administrative duties related to the training program and assigned responsibilities by the Scientific Council and the Secretary General.
- Prepares the financial incentive list to members of the training program.
- Implements and executes the decisions and recommendations of the Scientific Council and the Council and collaborates with the KIMS offices.

Article 24:

The Chair of Examination Committee will be responsible for:

- Chairs the examination committee for the specialty.
- Manages and supervises the development of the national certifying board examination according to KIMS policies.

- Compliance with schedule of examination prepared by the examination committee.
- Nominates the members of the examination committee in approved by the Specialty Committee.
- Ensures the confidentiality of all components of the exam.
- Publish the list of exam results according to KIMS policies.
- Nominates the list of exam editors, examiners and invigilators according to the KIMS policies.
- Prepares the financial incentive list to members of examination committee, exam editors, examiners and invigilators.
- Implements and executes the decisions and recommendations of the Council and collaborates with the KIMS offices.

Article 25:

The site coordinator will be responsible for:

- Provides general orientation to the clinical service area including the physical space.
- Provides the resident the learning objectives of the rotation and provides an orientation of the resident expectation, duties and responsibilities.
- Assigns the rotating resident to monthly duty list in coordination with the head of the department.
- Ensures adequate teaching deliver to all rotating residents.
- Ensures that all educational activities agreed on by the program PGTC are conducted to the residents.
- Provides orientation to the safety measures including patient safety policies, occupational health and infection control measures related to the site.
- Ensures supervision by tutors is provided appropriate to the level of training.
- Discusses end of rotation evaluation with each resident.
- Demonstrate the physician competencies listed in the Tutor evaluation form and encourage the resident to provide anonymous feedback (Tutor Evaluation and Clinical Rotation Evaluation)

Article 26:

The clinical tutor will be responsible for:

- Provides the resident appropriate supervision according to the level of training to ensure that both patient safety and learning objectives of the program are met.
- Supports the resident to achieve their learning objective of the rotation including demonstrating and providing the knowledge, skills and attitude to achieve the goals and objectives.
- Provides a mid-rotation evaluation (verbally) and end of rotation evaluation (verbally and written) and inform the resident of any major concerns early.
- Provides safe learning environment free of intimidation and harassment.
- Demonstrate the physician competencies listed in the Tutor evaluation form and encourage the resident to provide anonymous feedback (Tutor Evaluation and Clinical Rotation Evaluation)

Article 27:

The Chair of the Specialty Faculty, Chairs of Committees, Programs Directors implement their duties accordingly without prejudicing the obligations of the terms of reference of others. The Secretary General reserves the right to report to the Chair shall any of the above dismiss their obligations.

Postgraduate Training Committee

Article 28:

Each program director establish the postgraduate training committee (PGTC) as follows:

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|----------------------------------|-----------|
| 1. Program Director | Chair |
| 2. Assistant Program Director(s) | Member(s) |
| 3. Site Coordinator(s) | Member(s) |
| 4. Resident(s) elected | Member(s) |

Article 29:

The PGCT committee mentioned article 28 will meet regularly at least every two (2) months and as needed. A member who fail to attend 3 consecutive meetings or 4 total meetings per year without specific reason shall be considered resigned. The PGTC should report to the Scientific Council and the Postgraduate Office regularly.

Article 30:

The Postgraduate training committee (PGTC) is established by a decree from the Secretary General. PGTC(s) is part of the Specialty Faculty of related specialty. The PGTC complies with the decision and recommendation of the Council, The Scientific Council and the Policy Committee with the following responsibilities:

- Develops the curriculum of training and ensures its implementation after approval by the Scientific Council.
- Nominates the list of clinical tutors for the specialty.
- Evaluate the performance of the clinical tutors and the sites of training for the specialty and reports recommendation to the Scientific Council.

The Scientific Council

Article 31:

The Scientific Council – is the Institutional Postgraduate Education Committee of KIMS and is established as follows:

- | | |
|--|------------|
| 1. The Secretary General | Chair |
| 2. Assistant Undersecretary of Technical Affairs | Vice-Chair |
| 3. The Postgraduate Education Office, Director | Charter |
| 4. CEPD, Director | Member |
| 5. Program Directors | Members |
| 6. Principle of Surgery, Coordinator | Member |
| 7. Basic Clinical Training, Coordinator | Member |
| 8. Resident(s) elected | Member(s) |

The Scientific Council will be responsible for:

- Establish the training plans for training.
- Establish the level of training and promotion of residents.
- Approves the training curriculum and training requirements.
- Approves the PGTC members for specialties.
- Approves the residents ITERs and FITERs.
- Establish the lists of clinical tutors of training.

Article 32:

The Scientific Council shall meet regularly, at least every three (3) months and as needed. The decision is made by the majority of the votes (50% of attendees plus 1). The meeting minutes shall be reported to the Council.

Article 33:

The Secretary General will establish scientific committees to be responsible for principle of surgery and basic clinical training, the committees will be responsible for;

- Establish the curriculum for surgical foundation and basic clinical training each.
- Coordinate with training programs their requirement and objectives of training for surgical foundation and basic clinical training.

Article 33:

The institute shall establish the purchasing committee to facilitate the institute contracts according to the Ministry of Finance and Central Tender Commission. The Secretary General shall sign the contracts within the scope of the institute.

Article 34:

The physician in the training programs at the institute shall follow policies and regulations of training related to leaves, and leave of absence.

Signed by:

Minister of Health