

## **Terms of Reference - Policy Committee**

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### **Role**

The policy committee at KIMS is a committee established by the Secretary General by an administrative decree (2/2015) to establish policies and procedures related to postgraduate training and examination. The committee report drafted policies to the Secretary General to be approved by the Scientific Council.

### **Responsibility and Authority**

The policy committee is responsible to the Secretary General and the Scientific Council. The Policy Committee is responsible for:

- Draft the policies and procedures for training programs.
- Review admission, training and examination policies of the training programs.
- Review the appeal policies for admission, in-training evaluation and examinations.
- Review policies on leaves and leave of absence.
- Establish the policies and procedure achieve and update it.

### **Composition of the Committee**

This committee will be comprised of representatives of KIMS educational Offices and program directors to represents the medical and surgical specialties as follows

#### Membership:

Accreditation and Quality Affairs, Director

Postgraduate Education, Director

Faculty Development, Director

Examination Office, Director

Administrative Affairs, Director

*Program Directors of the following programs:*

- Dentistry
- Obstetrics and Gynecology
- Pediatrics
- Internal Medicine
- General Surgery
- Urology

Resident Representative

***Chair***

**Term of Office**

The usual term of office of the chair for three years. The chair is appointed by the Secretary General. The usual term of office of members is three years

**Meetings**

The Policy Committee meetings will be conducted at least once a year and as needed. Quorum consists of a majority of the voting members of the committee (50% plus one). The chair shall only vote when the vote is conducted by secret ballot or when it is necessary to break a tie.