



**FELLOWSHIP PROGRAMME
IN PATHOLOGY**

[POLICIES]

**Department of Pathology
Postgraduate Training Programs,
Medical Education Center
College of Medicine**

**The approved final revisions by
The Residency Training Committee &
The Departmental Board**

Jointly by :-

**King Khalid University Hospital
King Faisal Special Hospital & Research Center
Riyadh Armed Forces Hospital
And
King Fahad National Guard Hospital**

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KSU Fellowship Program in Pathology, Postgraduate Training Programs,**

**Department of Pathology, College of Medicine
Academic Year 1428 – 1429 (2007 – 2008)**

1. INTRODUCTION

The Department of Pathology at the College of Medicine, King Khalid University Hospital, King Saud University; the Department of Pathology & Laboratory Medicine at the King Faisal Specialist Hospital & Research Centre; the Department of Pathology, Riyadh Armed Forces Hospital and the Department of Pathology, King Fahad National Guard Hospital have initiated a joint collaborative postgraduate training programme in Pathology. The four institutions have agreed to offer a high quality postgraduate education for residents. The resources available in these four institutions with regard to staff, equipment and specimens will be utilized for the training programme. Other institutions approved by the Residency Training Committee can be utilized for training.

The programme is intended to provide well trained Specialized Pathologists for the large number of medical laboratories in hospitals and clinics throughout the Kingdom. A committee with representatives from each of the 4 subspecialties namely Histopathology, Haematology, Medical Biochemistry and Medical Microbiology will supervise the overall implementation of the programme.

The training programme is structured to provide a good balance of the technical and theoretical aspects of pathology and the interpretative skills, investigation and management inherent in the modern practice of laboratory medicine.

A certificate entitled “Fellowship in Pathology” with specialization in one of the above mentioned disciplines will be awarded by King Saud University to those

residents who have successfully completed the programme that requires a period of 5 years full time postgraduate training and education.

2. OBJECTIVES

2.1 General Objectives

The Pathologists' knowledge of the causes, natural history and manifestations of disease in terms of altered anatomy, biochemistry, physiology and immunology is the basis for his or her important role in the diagnosis and prevention of diseases. The pathologist is involved in the evaluation of specimens, and is concerned with the production and assessment of data used in the diagnosis and management of diseases. He or she is involved with clinical colleagues in interpreting the results of laboratory investigations and correlating these results with the clinical courses of the patients.

To fulfill this broad role, the Pathologist must have an adequate back-ground of basic science and clinical medicine, and he or she needs extensive knowledge of, and technical ability in, laboratory methods. To be effective, the Pathologist must also possess management and communication skills, and should develop and maintain a scientific inquisitiveness about pathologic processes.

Hence, the fundamental objectives of the pathology Fellowship programme are to provide training and guidance which will allow the resident to acquire the knowledge and develop the skill needed to practice as a Pathologist assisting with patient care through the use of laboratory investigation and data interpretation.

2.2 Specific Objectives

The Pathology Fellowship Programme places the following expectations on the resident:

2.2.1 An understanding of the basis of pathologic processes.

2.2.2 Knowledge about the technical, mechanical aspects and management of various pathology laboratories.

- 2.2.3 Investigative skills needed to interpret laboratory data and to make clinico-pathological correlation as they apply to the patients.
- 2.2.4 Ability to communicate so as to effectively share expertise, particularly with regard to assistance with the diagnosis, management and prognosis of patient illness.
- 2.2.5 Involvement in the education of other residents, physicians and allied health professionals.
- 2.2.6 Fulfill the need for specialized pathologists in the various laboratory medicine disciplines.

3. ADMISSION REQUIREMENTS

- 3.1 Applicants are expected to fulfill the requirements stated in the rules and regulations of King Saud University Fellowships in Medical Fields.
- 3.2 The applicant must be holding a Bachelor Degree in Medicine and Surgery.
- 3.3 Applicants must have completed satisfactorily one year of rotating clinical appointments (internship).
- 3.4 Applicants are required to attend an interview and a selection examination.
- 3.5 Each applicant should secure a letter of approval from his sponsor/employer that he/she will be a full time resident all through the course of his/her training in this programme.
- 3.6 **M. Sc. Holders:**
 - 3.6.1 Residents who have satisfactorily completed the first year of the M. Sc. in Pathology of King Saud University (KSU) may apply for admission in the Residency Programme. if accepted, they will be credited with one year of this five- year programme.

- 3.6.2** Residents who obtained M.Sc. in Pathology from King Saud University and wish to join the Fellowship Programme in Pathology should meet the admission requirements mentioned above. If accepted, the study period in their programme shall be as outlined in 4.9. below.

4. TRAINING PROGRAMME

- 4.1** Unless otherwise stated, residents in this Programme shall abide by the rules and regulations of the fellowship of King Saud University in Medical Fields.
- 4.2** The Programme will require successful completion of 5 years
- 4.3** The aim of the Programme is to train residents in order to qualify as specialized pathologists.
- 4.4** Candidates from the beginning of the first year of the programme will be assigned to his / her subspeciality of Pathology (Anatomical Pathology, Medical Microbiology, Haematology and Clinical Biochemistry). They will also attend lectures of the basic course in pathology.
- 4.5** Candidates in this Program will choose one discipline during the admission selection examination. They will spend as a whole five years in that particular discipline, according to the detailed training schedule for each discipline as shown in this book. He will also attend the first year general basic course.
- 4.6** At all time the candidate will be under the supervision of a qualified pathologist. Regular supervisor's report will be provided to the Director of the programme by end of each rotation.
- 4.7** Candidates will rotate between the laboratories of the participating institutions according to schedules worked out by the Fellowship Training Committee.

4.8 During the training, students will be required to present cases, seminars and share in the clinico-pathological activities pertaining to various fields in pathology.

4.9 M. Sc. in Pathology:

In addition to the above-mentioned guidelines (3.6.1 and 3.6.2), students holding M. Sc. in Pathology from KSU shall be treated as follows:

4.9.1. Residents who want to continue in the same speciality as that of the second year of his/her M. Sc. in Pathology would need 3 more years of training in this five years programme.

4.9.2. Residents who want to take a different speciality from that of the M. Sc. would need 4 more years of training in the chosen discipline.

5. VACATIONS, EMERGENCY LEAVE, MATERNITY LEAVE

All residents, demonstrators and expatriate physicians who are admitted to any Residency Training Programme should abide by the general policy, rules and regulations of the King Saud University Fellowship Training Programmes.

5.1. Vacations

All residents are entitled to one month vacation plus 5 days holiday for each Eid.

5.1.2. The vacation should be approved by the discipline coordinator, Programme Director and the Head of the Department.

5.2. Emergency Leave

Any emergency leave will be deducted from the vacation. Emergency Leave should follow the same approval procedure.

5.3. Sick Leave.

Any sick leave incurred by the resident shall be also deducted from the vacation. Sick leave should be submitted officially.

5.4 Maternity Leave.

A resident may apply for maternity leave. However, the resident will not be allowed to take her exams unless she fulfills the total number of days required for the programme completion. Thus the resident has to compensate for the number of days of absence in her maternity leave.

5.5. Forms Completion.

A duly accomplished leave form should be filled up as following:

1. The form should be signed by the Discipline Coordinator, Programme Director and the Department Chairman.
2. A copy should be sent to the Postgraduate Centre.
3. A copy should be sent to the Personnel Director of KKUH.

6. INTERRUPTION OF TRAINING.

A resident may apply for interruption of training, however, the maximum period of interruption should not be more than one year over the training period.

The following procedures should be followed;

- 6.1. Interruption can only be made for specific reasons which do not include period of training abroad to fulfill training requirement of another programme.
- 6.2. An official letter addressed to the Coordinator of the Programme stating the specific dates of absence and return to the programme.
- 6.3. Application should be approved by the Department Residency Training Committee.
- 6.4. The department forwards the application of interruption of training to the Director of the Residency Training Programmes.
- 6.5. The Director of the residency Training Programmes forwards the application to the Residency Board for consideration.
- 6.6. The Programme Director will then inform the resident concerned officially of any decision taken by the Residency Board.
- 6.7. Failure of the resident to return to the programme on the date specified in his application would result in dismissal from the programme.
- 6.8. Extension of training interruption may be obtained by writing to the Programme Director prior to the date of application. Approval of extension will then follow the same procedures number 1-7.

7. PERIOD OF ELECTIVE.

The following are the procedures for the period of elective.

- 7.1. Residency Programs should make provision for an elective period during the senior residency training (final year).
- 7.2. The elective period is subject to the approval of the Residency Training Committee in accordance with the needs of the program and the performance of the resident.

- 7.3. The elective period aims to encourage senior residents to pursue advanced training, subspeciality training and to improve their skills and their knowledge.
- 7.4. The department will decide about areas of deficiency which the resident may need to study in other institutions locally or abroad.
- 7.5. It is expected from the resident to consult the program Director well-in advance, rather than just inform about intention to travel abroad for training. This signifies that electives should be approved by the Director of the program & The Chairman of the Department before any arrangements are taken.
- 7.6. The resident should be aware that the program is only responsible for training within the Kingdom on a full-time basis during the whole program period. No periods of absence are allowed more than that specified in the University Regulations for the fellowship programs.
- 7.7. Any resident to fulfill the requirements to travel abroad for training periods will observe that:
 - 7.7.1. He should be a senior resident (R4 or R5).
 - 7.7.2. The program should specify an elective period during the 4th or 5th year.
 - 7.7.3. The location for training should be acceptable to the discipline Coordinator, the Programme Director & The Chairman of the Department.
 - 7.7.4. The theme for training should be validated by the Residency Training Committee.
 - 7.7.5. The training authorities abroad should be willing to make a final evaluation of the resident after completion of his/her training and give a feed back to the local program authorities.

8. CLINICAL ATTACHMENT.

The following are procedures for doctors who applying for clinical attachment.

- 8.1. The applicant must write a letter to the Chairman of the Department stating his intentions for clinical attachment specifying the period of training.
- 8.2. The Residency Training Committee (RTC) of the programme concerned must approved and discuss the application for clinical attachments.
- 8.3. After approval of the RTC, the matters have to be forwarded to the Director of the Residency training Programmes.
- 8.4. The Residency Board will then be informed of any clinical attachment, approved by the Director of the Residency Training Programmes.

9. EVALUATION

- 9.1 Examinations will follow the rules and regulations of King Saud University Fellowships in Medical Fields.
- 9.2. Residents will be evaluated regularly at the end of each year.

10. EXAMINATIONS:

10.1 Dates of examinations for all disciplines at all levels of the program.

10.1.1 **R1 Examination** * 1st part will be held on the last Monday of January every year, unless otherwise announced.

* 2nd part will be held on the last Monday of June every year, unless otherwise announced.

10.1.2 **R2 & R4 Examination**

- The exam will be on last Monday of October every year. Unless otherwise advertised and announced.

10.1.3 **R3 & R5 Examination**

- **WRITTEN EXAM:** (Unless otherwise announced):

R3 will be on the last Monday of October every year.

R5 will be on the 2nd Monday of November every year.

- **Practical, Oral and Clinical (if applicable):** will be held within one month of the written exam. This period of one month can be extended according to the availability of the external examiners. Such period should by no means exceeds 3 months. R3 residents will be exposed to oral examination on the same day as R5.

10.2 **The details and regulations of the Annual Examination in the various subspecialties of Pathology at various levels of the Programme from R1 – R5.**

10.2.1. **R1 Exam**

The R1 written exam will carry 70% of the total marks and 30% will be assigned for the professional evaluation during the residents' rotations.

10.2.2 **The R2 and R4 examinations will be assessed as following:**

- 10.2.2. A. Continuous Assessment 30%
- 10.2.2. B Final Examination 70%

10.2.3 The continuous assessment should involve the evaluation of the practical training, seminars, tutorials, journal clubs, case discussion / presentation as well as attendance and punctuality besides the attendance and participation in relevant extra-curricular specialty activities.

10.2.4. **R3 Examination:** at the end of the 3rd year of the programme and will consist of the following:

- 10.2.4.A Written Examination (40% of the total marks).
 - Essay
 - MCQs
- 10.2.4.B Practical Examination (40% of the total marks).
- 10.2.4.C Oral Examination (20% of the total marks).

10.2.5 **R5 Examination:** at the end of the fifth year of the programme and will consist of the following:

- 10.2.5.A Written Examination (40% of the total marks).
Two essay type papers (each for 3 hours)

- 10.2.5.B. Practical Examination (40% of the total marks).
- 10.2.5.C. Oral Examination (20% of Clinical Examination (If applicable) the total marks)
- 10.2.6. The candidates have to pass with a score of not less than 60% in each part of the examination. But the resident has to score a total of 70% in the whole examination in order to be considered as pass.
- 10.2.7. Grading of residents ought to be either fail or pass. Pass means that the resident has satisfied the examiners. A pass can then be translated as 70% marks as the University regulations.
- 10.2.8. The examiners panel in each subspeciality should meet prior to the examination to decide on the format of the examination as well as the marking system and evaluation within the above mentioned regulations.
- 10.2.9. A small research project ought to be carried out during the training in the 4th or 5th year. This will help the resident to be familiar with research. The residents should have that research project completed preferably by the end of the R4 but will not be permitted to sit for the R5 final exam unless they complete their projects.
- 10.2.10. A log book is designed, by every subspeciality Training Committee, for every resident to have. The items in this book will have to be ticked out by the candidate with the help of his immediate training supervisor to keep a record of his/her training and professional activities. (The Australian Royal College of Pathology's check list has been used as a guide).

11. DISCIPLINE OF RESIDENTS AND PROGRAMME DISMISSAL

- 11.1. All the general rules and regulations of the King Saud University Fellowship Programme should be adhered to in disciplining of residents.
- 11.2. Implementation of these general rules and regulations is the responsibility of the Residency Training Committee of the Programme.
- 11.3. All disciplinary actions have to be provisionally approved by the Director of Residency Training Programmes at the time of inception.
- 11.4. The Residency Board has to approve any disciplinary action taken against any resident.

12. STANDARD PROCEDURE AND RELATIONSHIP WITH THE DEANSHIP OF ADMISSION AND REGISTRATIONS.

12.A Registration of Residents:

- 12.A.1. All Departments should provide an official letter regarding the exact date of joining of residents in the programme. This joining report should be provided not later than 2 weeks after the start of training.
- 12.A.2 All residents are required to fill up the Graduate application form and complete the requirements at the first day of training which will then be forwarded to the Deanship of Admissions and Registrations.
- 12.A.3. The Deanship of Admissions and Registrations provide the student registration numbers. These student numbers should be used in any communication pertaining to the residents. (e.g.

communication between Departments, Residency Board and others).

12.B Continuous Communication with the Deanship of Admissions and Registrations.

The Deanship of Admissions and Registrations has to be notified and informed of the following:

- 12.B.1. Temporary interruption of training specifying the dates.
- 12.B.2. Withdrawal of residents from the programme.
- 12.B.3. Annual results of exams specifying if the resident has been promoted to the next level of training or not.
- 12.B.4. Final results and completion of training of residents. Such results should also be forwarded through the Department Board to the College Board and to the University Board for the issuance of the original graduation certificate.

13. RECORD REQUIREMENT OF EACH INDIVIDUAL RESIDENT.

A complete resident's file should consist of :

- 13.1. Complete application form for the programme concerned, copies of the graduate application form, copies of all other requirements earlier stated and a joining report.
- 13.2. End of year evaluations of resident. Such evaluations should also be forwarded to the sponsor of the candidate.
- 13.3. Results of end of years exams.

For further information, please contact:

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P.O. Box 2925
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Telephone Number 467-1551/1564/1556/2459

OR

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