

Article XIV **SUB-SPECIALTY**

Section 1 - Introduction

Vast of the prominent Graduates of KSU Fellowship Training Program molded their own and distinct identity in their chosen fields particularly in ORL specialty. These Graduates have gone a long way and have proven their worth and currently doing their respective shares in extending training to the would-be Fellows and holding a prestigious position to the different hospitals within and/or outside the Kingdom.

Section 2 - General Guidelines

1. The duration of the sub-specialty training is two (2) years, though, can
2. The Fellow will be under the close supervision of the ENT Unit in accordance to the sub-specialization applied for.
3. The performance of the Fellow will be evaluated every three (3) month throughout their entire training period.

Section 3 - Admission Criteria

To be admitted to a subspecialty program, a Candidate must:

- 1) Possess a certificate of the Saudi Board of Health Specialties, Fellowship or an equivalent and recognized degree.
- 2) Pass successfully the interview for the particular subspecialty
- 3) Provide two (2) Referees.
- 4) Provide a written permission form from the sponsoring Institution of the Candidate allowing him/her to participate on full time basis for the entire period of the program.

Section 4 - Rotation

1. Clinical and Intensive training period (OR, Clinic)
2. Research period
3. Elective period

Section 5 - Evaluation

1. The performance of the Fellow will be evaluated every three (3) months.
2. The Candidate will be assessed at the end of his/her training period.
3. The performance of the Fellow will be considered successful if the Candidate pass all the evaluations.

Section 6 - Other Sub-specialty Requirement(s)

Fellow is obliged to attend one (1) conference (National or International) per year and must provide a presentation in relation to the attended conference.

Section 7 - Fellow(s)' Job Description

- Title : FELLOW
- Department : Department of ORL
- Report to : Head of the ORL Department
- Academic : 1) Graduate of an approved School of Medicine
2) Board certification
- Experience : 1) Demonstrate clinical competency to work at a Fellow Level
2) Potential medical supervisory skills
3) Potential teaching skills
4) Demonstrate ability to promote good interpersonal relationships.

Terms of Employment:

- 1) KAUH
- 2) Otolaryngology Department, KSU

Surgical Exposure:

- Should be responsible for leading teamwork within the service.
- Review all data of admitted patient within service.
- Assure fitness of patient to go to Operating Room.
- Have chance for hands on surgical performance of advanced & complicated cases, within the respective Unit.
- Have the obligation to train Junior & Senior residents in the operating theater.

Functions :

a) General

- For supporting ORL administrative patient care policies and protocols
- For ensuring exemplary patient care is provided to those patients under his/her care.

- For working cooperatively with all the other Staff to ensure exemplary patient care
- Attends rounds promptly.

When absent for any reason:

- Ensures the notification and approval of the Leader of the Group and/or Department's Head in advance
- Ensures personally that arrangements are made for his/her service and teaching responsibilities to be covered by an appropriate Fellow.

b) Specific

- To help (with the Resident) in looking after critically ill patients
- Review, prepare and complete all the Medical Records of the patients.

c) Evaluation

- Assist in the evaluation of Residents, Medical Students and Interns

d) Teaching

- Participates in the teaching of Medical Students, Residents, Interns and Nurses.

e) Research

- Undertakes at least one (1) research project under the supervision of one of the Teaching Staff / Consultants on the same field of specialty.

f) Others

- Assumes responsibilities for the development and maintenance of own professional competency.

Section 8 - Principles Involved in the Scheduling of ORL SubSpecialty Fellow(s)

- 1) Teaching commitments must be protected
- 2) Rotations

- New Fellow (Trainees) should be paired with experienced Staff until their procedures have been certified.

3) Number of on-calls

- Fellow will be assigned on the 2nd on-call.

The number will depend on the Department's Protocol concerning this on-calls duties of the Doctors in the Department.

4) Holidays

- The Fellow is entitled to a four (4) weeks vacation during the entire duration of his training but subject to the approval of the Leader of his/her Group and in accordance to the Department's Protocols
- One (1) Eid Holiday.

Section 9 - Terminal Objectives for ORL Sub-specialty Fellow(s)

At the end of the program, the Trainee(s) will be able to:

- 1) Demonstrate competency of ORL procedures and skills in the use of technology.
- 2) Demonstrate the ability to assess the patients' conditions by:
 - a.) Appropriate history taking and physical examination
 - b) Selecting investigations
 - c) Interpreting investigation results
- 3) Manage clinical problems
- 4) Demonstrate effective communication skills
- 5) Demonstrate academic qualities pertaining to the sub-specialty
- 6) Demonstrate effective teaching of the Residents of the Combined Training Program and other health care providers.
- 7) Participate in research work of the Department.
- 8) Understand the relevant aspects of Staff management and administration pertaining to high intensity of work.

Section 10 - Fellow(s)' Admission Processing

Once the Committee and the Head of the ORL Department finalized the acceptance of the Fellow, whom pass all the needed requirements, this will be reaffirmed by the Department's Board on their meeting.

An endorsement letter then will be made by the Department basing on the resolution made for the acceptance addressed to the College of Medicine Dean of King Saud University for its final approval and consequently for its registration to their list of Candidates in the Subspecialty Program.

Apparently, the concern Candidate(s) will be informed on the status of his/her papers for him/her to furnish the University the needed requirements incidental to his acceptance.

Dead line for the submission of application will be 15th of March each year and the training will commence at the beginning of the academic year - 1 October (each year).