General Template for New Program Application

A- **Introduction**: -

General statement about the proposed program

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- 
- 

Mission of the program: -

- 
- 
- 

General goals: -

- 
- 
-

Specific goals for each period of training: -  (in months or years)  M □ Y □

- 
- 
-

Program objectives: -

Medical knowledge: -  Patient care: -

Interpersonal & communication skills: -

Professionalism: -  Practice based learning & improvement: -

System-based practice: -
8- **Requirements of the institutes of training**

(Must be approved by The Arab Board)

a) Number of institutes

b) Number of trainers

c) Program director:
   - Role: -
   - Qualifications: -
   - Experience: -

d) Program committees: (to supervise & evaluate)
   - -
   - -

e) Structure: -

f) Function: -

g) Facilities required:
   - -
   - Primary & secondary sites if applicable: -
   - -
   - Number of required personnel: -

<table>
<thead>
<tr>
<th>N:</th>
<th>Qualifications</th>
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<tr>
<td>Experience</td>
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- Ratio of trainers: Trainee
- Role & responsibilities of various Faculty & other personnel

- Personnel requirement: -
- -

2
h) Volume:
   - Required volume for training:
   -
   -
   Required variety
   -
   -
   Bench marking
   -
   -

i) Resources:
   - clinical, inpatient/outpatient
   -
   -
   Educational:
   - On Call:
   - Dietary requirements when applicable:

j) Teaching:
   - Methods: - (Clinical & Theoretical):
   - Plans for net-based teaching:
   - Self-study sessions:
   - Conferences & teaching rounds
   Evaluation method
   Teacher: -
   Trainees: -

C- Eligibility & selection criteria for training:

Arab Board / other approved qualifications” Specify

- Licensure
Training details & experience

Recommendations for current training centers / program directors

Registration with the Arab Board

**D- Application Process:**

Online / Written

- 

Documentation required

- 

Fees required

- 

Time table for training:

Number of years / semester

- 

Details on training program

- 

Rotation: Length and contents

**E- Evaluation of trainees:**

Supervising personnel

- 

Frequency of evaluation

- 

Methods and tools of evaluation

- 

Documentation of evaluation

- 

Aspects of competency evaluation to include:

Knowledge
Professionalism
Attitude to work
Team work
Adherence to ethical standard
Proficiency
Clinical skills
Practical skills
Case log

**F- Assessment of trainers:**

Methods and tools of assessment
-

360-degree evaluation
-

Frequency of evaluation
-

**G- CPD requirements**

Indicate type and frequency
-

Will this be part of evaluation?
-

**H- Research requirements**

Indicate type and frequency
-

Will this be part of evaluation?
-

**I- Vacation & Leave**

Entitlement
Educational leave

Arrangements for leave

**J- Examination process:**

Is examination required?

- 

Details of examination:

Format

Timing

Expected personnel & facility requirements

Number of examination centers

**K- Core Curriculum**

Detailed curriculum over the training period with specific objectives and including recommended learning resources

- 

**L- Qualification:**

Title of qualification