



Kuwait Institute for Medical Specialization Appeal Policy

Policy:

The committee shall review the following cases from:

I. Program Director and PGTC

- a. Any request for extension of remediation or remediation with probation for resident
- b. Any request for dismissal
- c. Any request for suspension due to professional misconduct, abstain from conflict-of-interest declaration or concern about patient safety

II. Resident and Fellow

- a. Admission to KIMS residency or fellowship postgraduate training program.
- b. Resident/fellow performance in the end of rotation evaluation 3.
Resident/fellow performance in the final version of the ITER or the FITER.
- c. Promotion to next level of residency training
- d. Eligibility to sit the part 1 or the final exam
- e. Final examination results
- f. 3rd trial of KIMS examination

Procedure

- The appeal committee shall review the case **no longer than 14 days from the submission of the request.**
- **The minutes** of the meeting will document the motion, brief description of the case and the final decision.
- **The decision** is made by the **majority of the vote**, only the decision is recorded but not the vote count.
- **A decision letter** will be issued on the date of the meeting including brief rationale of the decision.
- **The date of decision** letter is considered the **effective date** of the decision.

KIMS Policies and Procedures for Appeal for Postgraduate Training

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- **Pending the decision** of the appeal committee, the PGTC shall make the decision(s) and the action(s) necessary.
- **The written request for appeal** must include the following:
 1. An explanation of why the Resident disagrees with the rating
 2. Whether the grounds of the appeal are is with respect to accuracy of rating (substantive claim) or fairness of the evaluation process (procedural claim or claim of bias)
 3. Any relevant evidence or documents that the resident believes are relevant to the appeal.
- Where appropriate, after a resident has filed an appeal, the program director is encouraged to meet to **attempt a resolution** of the issues.
 1. **If resolution is achieved**, a signed form of agreement should be filed in the resident file.
 2. **If no resolution is achieved**, the program director and/or the resident should include that in the request to the committee
- The chair of committee will report the recommendation to the Secretary General for **approval, disapproval or revision**.

If approved, the Secretary General will inform the applicant of the decision via a letter.

If disapproved, the Secretary General will take the necessary action and inform the application of the action via a letter.

If revision is needed the recommendations and comments are sent to the committee for review.
- This policy should be read in conjunction with admission policy, intraining evaluation policy, and examination policy.

Procedure:

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I. The program director must submit a request to the appeal committee in the following cases;

I.a. A resident in difficulty who failed a remediation period initiated by the program director and approved by the PGTC of the specialty and the postgraduate education (PGE) office for possible remediation with probation.

- The program director should submit ***the extension of remediation or remediation with probation plan*** as per standard request form. The plan has to be approved by the PGTC
- The appeal committee will discuss the request for possible approval, disapproval or modification of the plan.
- **The recommendation of the committee is report to the Secretary General.**

I.b. A resident in difficult who failed a remediation with probation period designed by the program directors and approved by the PGTC, PGE Office and the appeal committee.

- The program director should submit the request for ***extension or dismissal*** from the program or any other action approved by the PGTC
- The appeal committee will discuss the request for possible approval, disapproval or modification of the plan.
- **The recommendation of the committee is report to the Secretary General.**

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I.c. A resident who was involved in professional misconduct, abstain from conflict of interest declaration or patient safety

- The program director should submit the request for **suspension from the program** approved by the PGTC
- The appeal committee will discuss the request for possible disapproval, approval with remediation with probation or dismissal from the program disapproval.
- **The recommendation of the committee is report to the Secretary General.**

II. The resident/fellow may submit an appeal in the following cases:

II.a. Admission to KIMS residency or fellowship postgraduate training program

- The applicant should submit a request of appeal **within 4 weeks (20 working days)** of the announcement of the result by the PGE Office.
- The request should be **submitted directly to the Postgraduate Education Office** with sufficient details.
- The appeal committee will request a **report from the admission committee** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.b. Performance evaluation of the scheduled clinical rotation (end of rotation evaluation)

- The resident/fellow in training should submit a request of appeal **within 2 weeks (10 working days)** of the request to sign the end of rotation evaluation

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- The request should be **submitted directly to the Program director** with sufficient details.
- The **program director** will discuss the request **PGTC**.
- If the decision of the PGTC is not satisfactory to the resident, the appeal committee will request a **report from the program director and the PGTC** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.c. Performance evaluation in the final version of the ITER or the FITER

- The resident/fellow in training should submit a request of appeal **within 4 weeks (20 working days)** of the request to sign of the ITER (annually) and the FITER (once per period of training)
- The request should be **submitted directly to the Postgraduate Education Office** with sufficient details.
- The appeal committee will request a **report from the program director and the PGTC** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.d. Promotion to next level of residency training

- The resident/fellow in training should submit a request of appeal **within 4 weeks (20 working days)** of the request to sign of the ITER (annually) and the FITER (once per period of training)
- The request should be **submitted directly to Postgraduate Education Office** with sufficient details.

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- The appeal committee will request a **report from the program director and the PGTC** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.e. Eligibility to sit the part 1 or the final exam

- The resident in training should submit a request of appeal **within 4 weeks (20 working days) prior to April 15th** of the request to sign of the ITER (annually) and the FITER (once per period of training)
- The request should be **submitted directly to the Office of Examination** with sufficient details.
- The appeal committee will request a **report from the program director and the PGTC** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.f. Final examination results

- The resident/fellow in training should submit a request of appeal **within 4 weeks (20 working days)** of the announcement of the result of the concerned specialty by the Office of Examination.
- The request should be **submitted directly to The Office of Examination** with sufficient details.

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- The appeal committee will request a **report from the Office of Examination and/or the Examination Committee** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

II.g. Last Trial of Examination

- The resident/fellow who had completed training and failed two trial of examination who wish to appeal for a third trial should submit a request of appeal starting from results of exam date until **4 weeks (20 working days) prior to announced deadline for exam registration** – by the Office of Examination (which usually start 1st week of May each year)
- The request should be **submitted directly to The Office of Examination** with sufficient details.
- The appeal committee will request a **report from the Office of Examination and/or the Examination Committee** of the concerned specialty prior to decision.
- **The recommendation of the committee is report to the Secretary General.**

Abbreviations:

PGTC –	Postgraduate Training Committee
ITER –	In-Training Evaluation Report
FITER –	Final In-Training Evaluation Report
PGE –	Postgraduate Education
KIMS –	Kuwait Institute for Medical Specializations

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Physician in Training whom

- Eligibility to sit part 1 or final examination
- Result of Examination
- 3rd trial of Examination

Resident submit request to the Appeal Committee via Office of Examination *with the following details:*

- An explanation of why the Resident disagrees with the decision
Whether the grounds of the appeal are with respect to
- accuracy of decision or fairness of the evaluation process

Appeal Committee Approve / Disapprove request or Request further action
The resident should be available to meet the committee on the day of discussion (if requested)

The Chair of the Committee will report the recommendation to the Secretary

Chair of Examination submit detailed report to the Appeal Committee after approval of the Examination Committee with the following document

- Action taken regarding decision of the appeal committee

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Physician in Training whom

- Failed remediation period by specialty training committee for probation OR
- Failed remediation with probation for dismissal from the program OR
- Professional misconduct for suspension or dismissal from the program

Program director submit detailed request to the Appeal Committee after approval at the PGTC meeting with the following document

1. Request for remediation with probation Or Request for dismissal Or Request for suspension
2. All resident rotation evaluation and ITERs
3. Minutes of PGTC with approval of the request

The Chair of the Committee will report the recommendation to the Secretary General

The program director should be available to meet the committee on the day of discussion

Program Director is informed of the decision of the Appeal Committee

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Physician in Training whom

- End of rotation evaluation
- In Training Evaluation Reports (ITER)
- Final in Training Evaluation Report (FITER)
- Promotion to next level of training

Resident submit request to the Appeal Committee via PGE Office with the following details:

- An explanation of why the Resident disagrees with the rating
- Whether the grounds of the appeal are is with respect to accuracy of rating or fairness of the evaluation process

*The Chair of the Committee will report th e recommendation to the Secretary General
The resident should be available to meet the committee on the day of discussion (if requested)*

Program Director & Resident is informed of the decision of the Appeal Committee

Program director submit detailed report to the Appeal Committee after approval at the PGTC meeting with the following document
- Action taken regarding decision of the appeal committee

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