

**Amendment made during 2022 (Up to October 2022)
to the General Regulations and Guidelines for Trainers, Supervisors and
Examiners and these amendments will be included to the General Regulations
and Guidelines for Trainers, Supervisors and Examiners 2022**

Amendments	Date of Approval			
	Section	Board of Management	Senate	Council
Finalizing the marks before the Results Board meeting	Will be notified later	08.01.2022	26.01.2022	14.03.2022
Revision of accreditation of training units and trainers	Will be notified later	04.06.2022	29.06.2022	10.08.2022
Common Marking system (Five Point Scale) for marking of SEQ in examinations		02.04.2022	27.04.2022	08.06.2022
Appointment of pool of eligible examiners for upcoming examinations		02.04.2022	27.04.2022	

➤ **Finalizing the marks before the Results Board meeting**

“Examiners are required to submit the marks to the Senior Assistant Registrar/Assistant Registrar, Examinations in time to ensure that the Chief Examiner can finalize the marks 24 hours before the Results Board meeting”.

➤ **Revision of accreditation of training units and trainers**

Approved document is given below

REVISION OF ACCREDITATION OF TRAINING UNITS AND TRAINERS

The current system of accreditation is as follows:

- Training units are recommended for accreditation by the relevant BOS (either directly, based on need, or on request by a trainer, or as requested by a specialty board). A standard procedure is in place for this process (annex 1), which, in brief, involves the submission of an audit by the trainer which is reviewed by a panel appointed by the BOS, a site visit by the panel, and a recommendation by the BOS if the all these are acceptable.
- The recommendation of the BOS for accreditation of the unit is then approved by the BOM, and by the Senate. The date of Senate approval is considered the effective date of accreditation of the unit, and technically trainees cannot be allocated to a unit if Senate accreditation is not obtained.
- There is currently no system of accreditation of trainers, and only units are accredited. Trainers are defined as those with board certification for 3 years, in active service in the MoH or Universities established under the Universities Act No 16 of 1978 (i.e., ‘the Universities Act’).
- The specificity of the accreditation varies between disciplines, i.e., certain boards define the accreditation as specific for the stage (e.g., year) of training, and specify the number of trainees who can be accommodated at a given time, while others accredit the training centre for trainees of all levels, and/or do not define a number.
- For certain disciplines, there are designated training units, for others the training unit/centre maybe considered to be a hospital or institute, and the trainee is assigned to individual trainers. However, the current system of accreditation does not officially permit this.

Recommendations

- The BoS is primarily responsible for making recommendations on the accreditation of relevant units, with final accreditation by the Senate.
- Trainers will also be accredited formally, and a database of trainers will be maintained.
- All trainers **MUST** fulfil the criteria stipulated in the Ordinance and the General Regulations and Guidelines, namely:
 - Should have completed 3 years post Board Certification, and have completed 3 years of active service as a Board Certified Specialist in a relevant field.
 - In the case of those without Board Certification, should have completed 3 years post PhD, or 5 years post Masters or equivalent in a relevant field, and have completed either 3 years or 5 years, respectively, of active service after such qualification.
 - Those with lesser qualifications may be considered under exceptional circumstances, with the approval of the BoM, only where no other trainers are available, for a defined time period.
 - Should be in active service in the relevant field, in the Ministry of Health, other Ministry, or Universities established under the Universities Act, where applicable.
 - Those not in active service in the Ministry of Health, other Ministry, or Universities established under the Universities Act, may be considered under

exceptional circumstances, with the approval of the BoM, for a defined time period.

- Should have completed the trainer-training programme of the PGIM.
- An eligible trainer who is assigned a trainee will be designated that trainee's 'Supervisor'.
- Trainees may be allocated either to a training unit, or to a named trainer.
- For a trainee to be allocated for training:
 - The training unit / centre must be accredited, if applicable
 - The training unit / centre must have a suitably qualified trainer/s who can be assigned as a supervisor to the trainee
- A training unit/centre may be either a single clinical unit, a hospital or institute.
- Where the trainer concerned has a dedicated unit, the trainee will be assigned to the unit.
- Where an accredited unit has more than one trainer, the trainee will be supervised jointly by all the trainers.
- Where the trainer does not have a designated unit, the trainee will be allocated to a named trainer.
- The training capacity of a unit or trainer must be determined based on transparent criteria developed by the BoS.
- Remote supervision of trainees is not permitted, unless for exceptional reasons approved by the BOM
- Adopting a standard procedure for accreditation of units is impractical. Different levels of accreditation are proposed, for the following:
 - Main training centres
 - Long appointments
 - Short appointments
 - Brief training sessions
 - Training facility

Main training centres are where the primary pre-MD or post-MD training of a particular discipline takes place. Such centres require full accreditation in accordance with the prescribed process. (Annex 1)

- **Long appointments** are any appointments for a period of >3 months. When a BOS allocates a trainee for a long appointment to a discipline outside the board's main specialty (for example, an anaesthetic critical care trainee assigned to train in medicine) the BOS may accept the accreditation currently granted to the said unit as adequate, or may choose to reaccredit the unit in relation to their specialty. The training units allocated, and periods of training assigned for postgraduates of the requesting BOS will be determined by the BOS of the requested base specialty (e.g., in this case, medicine).
- **Short appointments**
Where the BOS allocates a trainee to a unit or a trainer for short appointments (<3 months):
 - If the said unit or trainer is already accredited for training in the same or another discipline, the BOS may accredit that unit or trainer directly.
 - If the said unit or trainer is not accredited, then the BOS may review the credentials of the trainer and facilities of the unit, and accredit the unit or

trainer using a simpler process, which includes a desk evaluation of the facilities available and the credentials of the trainer.

- **Brief training sessions**

For brief training sessions lasting less than 2 weeks, the BOS may accredit the unit directly, based on the credentials of the trainer and the facilities available in the unit.

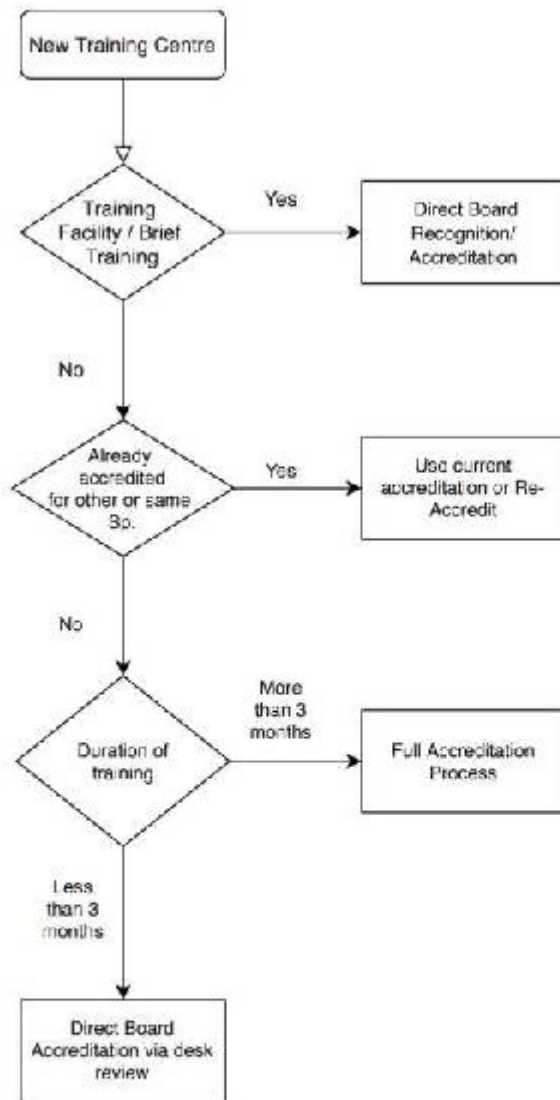
- **Training facilities**

Training facilities are units or institutions where a trainer who fulfils the criteria is not available, but the trainee would benefit from exposure to the unit or institution. These should be generally for brief appointments, and a process for ensuring that attendance and satisfactory completion of learning tasks must be implemented by the BOS. A primary trainer belonging to the discipline assigns trainees to such training facilities, and will be responsible for their supervision.

- The maximum number of trainees assigned to a unit at a given time, either for trainees belonging to the same discipline, and those assigned from other boards must be decided upon based on uniform criteria, determined by the relevant BOS. All accredited units must be offered for training, in their full capacity, and trainees should not be clustered in a few units. BOS may decide on minimum capacity and maximum capacity, and limit the number of vacancies allocated to this minimum capacity, if necessary, with justification.
- With regards to Ministry of Health units/ trainers, trainees can only be allocated to those holding consultant posts.
- With regards to university units,
 - Trainees will be assigned to the Chair Professor who will be the primary supervisor. The Chair Professor may assign another trainer as the primary supervisor, from among the senior professors, professors, associate professors, or senior lecturers in the department.
 - In the absence of a Chair Professor, a Senior Professor, Professor, Associate Professor or Senior Lecturer, in the order of seniority (as determined by the date of appointment to the said post), will be assigned as the primary supervisor
 - Only university academics of Senior Lecturer grade II or above, in active service in the unit, are eligible to be trainers. All such trainers in a department will be assigned as supervisors and be involved in training.
 - The primary supervisor and all other trainers in the department will sign the trainee off at the end of the appointment.
 - In the case of finer specialties within university units, allocation will be to the recognised trainer. The respective university unit/trainer should be separately

accredited for finer specialty training, applying the relevant process of accreditation.

- Accreditation of training units or trainers may be initiated by the BoS or by trainers/heads of units.
- Training units must be reaccredited every five years, or earlier if recommended by the BoS or the PGIM. The reaccreditation process may be the full accreditation process, or an abbreviated process determined by the BoS.
- When a trainer in a unit changes, trainees may be allocated to or continue to train in the unit, pending a progress review at 6 months and one year, provided the new consultant is eligible to be a trainer. If the 6 month or one year progress review is unsatisfactory, the trainee will be allocated to a different unit, as decided by the relevant BoS. If both reports are satisfactory, the accreditation of the unit will continue.
- When a trainer leaves a unit and is not immediately replaced by another trainer, allocation of the training unit and the supervisor for the trainee/s in that unit to complete the remainder of his / her training will be decided by the relevant BoS
- It is strongly advised that trainers inform their BoS well in advance, preferably before allocation, or at least 6 months ahead of proposed transfers out of their existing unit, resignation or retirement
- The BoS may derecognize training units or trainers if it is found that the training unit or trainer is not meeting training standards.
- Trainers who repeatedly refuse to accept trainees without valid reasons will be derecognized as trainers, on the recommendation of the BOS, and will be unable to serve on boards of study or examinations.



7 ACCREDITATION OF TRAINING UNITS/CENTRES

The PGIM requires that new training units/ centres should be accredited by a standard process in order to ensure quality of training.

- 7.1 The steps to be followed in the accreditation process for local Training Unit/Centre and the required documentation are laid out in this document.
 - 7.1.1 Applications should be made on the relevant form (**Annexure II**) which will be available from the Academic Branch of the PGIM.
 - 7.1.2 The application form should be completed by the consultant specialist in charge of the training unit/ centre and submitted to Director/ PGIM.
 - 7.1.3 The same procedure should be followed in the event that the relevant Board of Study/Specialty Board initiates the request for accreditation.
 - 7.1.4 The application should be supported by relevant documents indicated in the application form.
 - 7.1.5 The Director/ PGIM will forward the application to the relevant Board of Study/Specialty Board with observations.
 - 7.1.6 The Board of Study/ Specialty Board will check the application and supporting documents and nominate a team of 2-3 members to carry out a site inspection and submit a report to the Board of Study.
 - 7.1.7 The Board of Study/ Specialty Board should make its recommendations based on the
 - 7.1.7.1 CV of trainer (particularly period since Board Certification as a specialist).
 - 7.1.7.2 Audit of work load in training unit/ centre during the preceding year and facilities for trainees.
 - 7.1.7.3 Hospital/ institutional profile.
 - 7.1.7.4 Job descriptions for Registrars and Senior Registrars.
 - 7.1.7.5 Support form Hospital/ Institutional Director.
 - 7.1.7.6 Report on site inspection.
 - 7.1.8 The recommendation of the Board of Study/ Specialty Board should be submitted to the Director/ PGIM, who will then submitted it to the AAAEC.
 - 7.1.9 The AAAEC should submit its recommendation to the Board of Management.
 - 7.1.10 The Board of Management may approve accreditation pending Senate approval in order to minimize delays.

➤ **Common Marking system (Five Point Scale) for marking of SEQ in examinations**

Following changes are approved to Sections D and G of the Annexure IV on PGIM Policy on Setting and Marking of different Examination Components” of the General Regulations and Guidelines for Trainers, Supervisors and Examiners 2021.

Section D Item 2 to be amended as

“It is recommended that a close marking scheme using a rating scale (1 to 5) with anchoring descriptors is used in marking Long Essay and Structured Essay Questions (SEQ).”

Section D Item 3 to be deleted

Section D Item 5 to be amended as

“When questions are marked by two independent examiners, if there is a discrepancy of more than one point in the rating scale the marks should be reviewed by the two examiners concerned in the presence of the chief examiner, and the marks adjusted so that the discrepancy is not more than one point (Example: Examiner A - 2 ; Examiner B - 4 in a rating scale of 1-5 is not acceptable BUT Ex. A - 2 ; Ex. B -3 is acceptable) In the event that the two examiners cannot agree, a third examiner may be consulted.”

Section G to be deleted

➤ **Appointment of pool of eligible examiners for upcoming examinations**

The appointment of a pool of eligible examiners for upcoming examinations shall be made at the beginning of each year, in order to avoid undue delays that might occur when examiners are appointed.

The examiner lists for each examination must be separately ratified by the Board and the Senate.