المعهد الوطني للتخصصات الصحية National Institue for Health Specialities



Guideline for Providing Evidence in NIHS Program Accreditation Services

Version 1

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About the National Institute for Health Specialties

The National Institute for Health Specialties (NIHS) was established by Cabinet Decree No. 28 of 2014. It serves as a national institution responsible for leading, regulating, and organizing professional development for the health workforce, with a particular focus on specialty training.

Mandate and Key Functions

The NIHS is authorized to accredit hospitals and health institutions to host specialty programs that lead to postgraduate qualifications. Its primary functions include:

- **Setting Standards**: Establish standards for specialty health programs and accreditation criteria for institutions and programs.
- Institutional Evaluation: Evaluate and approve healthcare institutions for delivering specialty training.
- Accreditation: Accredit hospitals, medical centers, and specialty programs.
- **Curriculum Approval**: Approve specialty training curriculums in the UAE.
- **Program Approval**: Approve residency and fellowship programs.
- **Examinations**: Conduct specialized professional examinations adhering to international standards.
- **Certification**: Issue certificates for higher health specialties (board and fellowship).
- **Continuing Education**: Approve standards for continuing medical education and continuing professional development programs in health specialties.
- Admission Standards: Develop admission standards and conduct admission exams for specialty training programs.
- **National Registry**: Establish a national registry for all health specialties and qualifications within the country.

The NIHS is dedicated to developing a highly qualified health workforce capable of supporting the health system and promoting health and wellbeing.





For more information about the *Guidelines for Evidence in the NIHS Program Accreditation Services, please* contact:

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ABBREVIATIONS

TERM	DEFINITION
NIHS	National Institute for Health Specialties
DIO	Designated Institutional Official
PD	Program Director
APD	Associate Program Director
ССС	Clinical Competency Committee
PEC	Program Evaluation Committee
GMEC	Graduate Medical Education Committee
FTE	Full Time Equivalent
PLA	Program Letter of Agreement
APE	Annual Program Evaluation Report

Introduction

The National Institute for Health Specialties (NIHS) produces this document as part of its role in accrediting residency and fellowship training programs. According to Cabinet Decree No. 28 of 2014, the NIHS is mandated to accredit hospitals and health institutions to host specialty programs leading to postgraduate qualifications. This document is designed to assist institutions and programs in preparing their accreditation applications and gathering the necessary information and documentation for accreditation.

Purpose

This document serves as a guide for institutions and programs seeking accreditation from the NIHS. It outlines the necessary evidence to be included with the accreditation application to ensure adherence to NIHS accreditation standards.

How to Use This Document

This document serves two primary purposes:

1. **For Sponsoring Institutions**: It aids institutions in seeking accreditation for their residency and fellowship programs. Institutions can reference this document to understand the evidence required for program accreditation submission to NIHS.

2. For NIHS Accreditation Apparatus and Surveyors: It serves as a benchmark for evaluating program accreditation applications, guiding surveyors during site visits, and informing accreditation decisions.

Structure of Program Accreditation Requirements

The NIHS Program Accreditation Requirements are organized into a hierarchy of domains, components, and requirements. The domains, which represent the main pillars of residency and fellowship training, are composed of several components that represent subsets or functions within each domain. These components are further detailed into specific requirements that programs must fulfill to achieve accreditation for specialty or subspecialty training purposes.

Below is the list of requirements along with the evidence guidelines:



Domain 1: Institution

Accreditation Requirements	Evidence guidelines
1.1. The program is sponsored by a National Institute for Health Specialties (NIHS) accredited sponsoring institution.	 Valid NIHS institutional accreditation certificate copy.
1.2. A valid program letter of agreement (PLA) exists with each participating site.	 Provide copies of valid PLA exists with each participating sites <i>PLAs should be</i>: Valid for 5 years period. Approved by the designated institutional official (DIO). Specify the duration and content of the educational experience. State the policies and procedures that will govern resident education during the assignment. Identify the faculty members who will assume educational and supervisory responsibility for residents. Specify the responsibilities for teaching, supervision, and formal evaluation of residents Signed by both authorized official persons.
1.3. The program has a mechanism to monitor the clinical learning and working environment at each participating site.	 Names of faculty members designated by the program director as site directors, responsible for resident education at their respective sites in collaboration with the program director. Copy of end-of-rotation filled by faculty at the participating site.
1.4. The program has a policies and procedures manual including eligibility and selection of fellows, duty hours, education and work environment, supervision, and evaluation.	 Copy of the residency/fellowship policies and procedures manual including: eligibility and selection of residents/fellow's policy. duty hours policy. education and work environment policy. supervision policy. evaluation policy.

Domain 2: Program Personnel and Resources

Component 1: Program Director (PD)

Accreditation Requirements	Evidence guidelines
2.1.1. The PD has an active consultant	 Copy of PD active consultant license.
license.	
2.1.2. The PD has qualification(s) or	 Copy of PD CV.
competency in medical education.	 Fill in the PD profile in REDCap.
2.1.3. The PD has at least 3 years'	 Copy of PD CV.
experience in residency training/	 Experience/reference letters.
management.	
2.1.4. The SI provides the PD with	 Copy of PD appointment letter with
adequate protected time for program	allocated FTE signed by DIO/equivalent
administration 0.5 full-time equivalent	Note: FTE requirements must align with
(FTE).	NIHS specialty program requirements.
2.1.5. The PD actively participates in the	 GMEC Membership List.
Graduate Medical Education Committee	 GMEC meeting minutes.
(GMEC).	
2.1.6. PD appoints a designee to ensure	 Copy of the designee appointment
the seamless continuation of work,	letter for covering the PD role during
specifically to carry out duties in their	their absence.
absence.	

Component 2: Associate Program Director (APD)

Accreditation Requirements	Evidence guidelines
2.2.1 The program has appointed (an) APD(s) (if applicable)	 APDs appointment letter signed by DIO/ equivalent. Detailed description of the APDs' duties and responsibilities for program administration, emphasizing the expected workload within allocated protected time.
2.2.2 The APD actively participates in program administration and educational activities.	 APDs' meeting attendance records. Records of involvement in program committees. Documentation of educational session facilitation. Membership lists and meeting minutes for relevant committees.

2.2.3 The SI provides the		 Appointment letter specifying associate
program director with	adequate	program director's protected time (0.3
protected time for	program	FTE).
administration (0.3 FTE).		 Documentation breaking down time
		allocation for program administration.
		 FTE requirements aligned with NIHS
		specialty program requirements.
		 Complete APD profile in REDCap.

Component 3: Faculty

Accreditation Requirements	Evidence guidelines
2.3.1 Physician faculty hold a specialist or consultant license in their specialty/subspecialty.	 Copy of all faculty valid licenses.
 2.3.2 The PD has designated core faculty members who have a significant role in resident education and supervision. 2.3.3 The PD has designated subspecialty education coordinators (SEC) in all the following specialties/subspecialties. 	 Provide up-to-date faculty list including core and non-core faculty members Fill in the faculty profiles in REDCap. List of designated subspecialty education coordinators (SEC) per institution and per rotation. Copies of appointment letters or official documentation designating individuals as subspecialty education coordinators in the specified specialties/ subspecialties.
2.3.4 The SI provides core faculty members with adequate protected time for resident education (0.2 FTE).	 Appointment letters or contracts for core faculty specifying protected time for resident education (0.2 FTE). Documentation of time allocation for resident education duties. Records showing adherence to protected time for resident education activities.
2.3.5 The ratio of core faculty to residents is a minimum of 1:6.	 Rosters listing all core faculty members and residents currently enrolled in the program, indicating the total number of each Note: The ratio of core faculty to residents is tailored to each specialty. Refer to the

	specialty program requirements for further
	details.
2.3.6 The ratio of all faculty to residents is	 Rosters listing all faculty members (core
a minimum of 1:1.	and non-core) and residents currently
	enrolled in the program, indicating the
	total number of each
2.3.7 Faculty members regularly	 Teaching schedules detailing faculty
participate in organized educational and	involvement, topics covered, dates, and
teaching activities.	duration of sessions.
	 Attendance records from educational
	sessions, such as lectures, seminars,
	grand rounds, or journal clubs, showing
	faculty participation.
2.3.8 Faculty members regularly attend	 List of faculty development activities.
faculty development activities.	 Documentation of faculty attendance at
	development workshops, seminars, or
	training sessions.
	 Certificates or proof of participation in
	faculty development programs.
	 Logs tracking faculty participation in ongoing development activities
	ongoing development activities.Individual faculty professional
	5 1
	development plans outlining attended activities.
2.3.9 Faculty are evaluated at least	 Completed evaluation reports for each
annually by the PD.	faculty member, signed and dated by
	the PD.
	 Feedback forms or surveys used in the
	evaluation process.
	 Minutes from evaluation meetings
	between the PD and faculty members.
	 Copies of the criteria or standards used
	for evaluating faculty performance.

Component 4: Program Coordinator

Accreditation Requirements	Evidence guidelines
2.4.1. The program has a dedicated	 Program coordinator appointment
program coordinator.	letter.

2.4.2. The SI provides the program coordinator with adequate time and	 Program coordinator' appointment letter specifying role and time
support to perform the administrative	commitment.
duties of the program.	 Work schedule showing dedicated time
	for administrative responsibilities.
	 Records of additional support staff or
	resources available to assist the
	program coordinator.
	 Institutional policies or guidelines
	detailing support and time allocation for
	program coordinators.
	 Surveys or feedback from the program
	coordinator on the adequacy of time
	and support provided.

Component 5: Resources

Accreditation Requirements	Evidence guidelines
2.5.1. The following clinical services are available in the sponsoring institution or the participating site(s).2.5.2. The patient population served is	 List of available resources as required for each specialty/subspecialty. This will also be assessed during the facility tour. Statistical reports detailing the
diverse with a variety of clinical problems.	 demographic characteristics of the patient population. Clinical Case Logs. Institutional reports highlighting patient population diversity and clinical issues addressed.
2.5.3. Allied healthcare services are available (including social workers, case managers, dieticians, physiotherapists, etc.) to assist in patient care.	 Lists of allied healthcare professionals employed, including social workers, case managers, dieticians, physiotherapists, etc. Documentation of patient referrals and interactions with allied healthcare services.
2.5.4. Consultation from other clinical services is available in a timely manner.	 Records showing requests for consultations and the response times. Examples of patient records demonstrating timely consultations from other clinical services (on site).
2.5.5. Adequate clinical and teaching space is available including meeting rooms, classrooms, examination rooms, computers, visual and other educational aids, and office space for educational staff.	 Lists detailing the available equipment and educational aids, including computers, visual aids, and teaching materials.
2.5.6. The program has a mechanism to monitor the number of other learners (including medical students, interns, residents from other programs), to ensure it does not interfere with the program's residents' learning experience	 Policy/mechanism to monitor the number of other learners

Domain 3: Resident Appointment

Accreditation Requirements	Evidence guidelines
3.1 There is a minimum number of	 Complete residents/fellows' profiles in
residents/fellows in each year of the	REDCap.
program.	 List of active residents/fellows.
3.2 There is a minimum number of	 List of active residents/fellows per
residents/fellows enrolled in the	program.
program, at all times.	
3.3 Eligibility and selection of residents	 Copy of residents'/fellows' eligibility and
as per NIHS criteria.	selection criteria policy.
3.4 Program orientation process for	 Residents/fellows orientation program/
new residents available including but not	schedule.
limited to policies, work structure,	 Attendance tracking sheet.
curriculum, wellbeing, physician	
impairment, fatigue and sleep	
deprivation, etc.	

Domain 4: Educational Program

Component 1: Curriculum

Accreditation Requirements	Evidence guidelines
4.1.1. The program has written	 Residency/fellowship curriculum
competency-based goals and objectives	manual encompassing the six core
for each rotation.	competencies for each rotation.
4.1.2. The goals and objectives are	 Screen shots from the system are used
available for all residents/fellows and	to exchange information with
faculty members.	residents/fellows.
	 Copy of emails exchanging information
	with residents/fellows.
4.1.3. Didactic activities take place	 Schedule of residents'/fellows' didactic
regularly.	activities, including the names of faculty
	assigned to cover each session.
	 Sample attendance sheets.
	 Examples of presentations or any
	materials used.
4.1.4. The following didactic sessions take	 Schedule of residents'/fellows' didactic
place at least monthly.	activities, including the names of faculty
A. Grand rounds.	assigned to cover each session.
B. Case-based discussions.	 Sample attendance sheets.

C.	Multidisciplinary meetings/conferences.		Examples of presentations or any materials used.
D.	Morbidity and mortality meetings/rounds.		
E.	Subspecialty-specific lectures and workshop.		
4.1.5.	Residents are provided with	-	Sample attendance sheets.
	tected time to attend didactic vities.	•	This will be verified during the site visit

Component 2: Clinical Experiences

Accreditation Requirements	Evidence guidelines
4.2.1. Residents'/fellows' clinical experience includes the following rotations:	 Copy of the block diagram. List of Procedures skills. Case Log System/ Logbook. Excel sheet with procedures skills completed by residents/fellows. Sceen shots from electronic data system. Note: Each specialty/subspecialty has a customized list of clinical experiences. Evidence should be tailored and provided according to the requirements of each specialty.
4.2.2. The program has a mechanism to	 Supervision policy.
ensure that residents/ fellows receive adequate clinical supervision.	 Supervision grid/master Rota.
4.2.3. The program has a mechanism to	 Evaluation policy.
evaluate the number of procedures and	 Evaluation forms.
competence of each resident /fellow in	 Samples of residents/fellows completed
above-mentioned procedures.	evaluation forms.

Domain 5: Scholarly Activities

Component 1: Resident Scholarly Activities

Accreditation Requirements		Evidence guidelines			
5.1.1. Th	e program	provides	the		Research training goals and objectives.
residents/fellows with research training.			List of publications/ research projects.		

5.1.2. The program provides residents/ fellows with opportunities to participate in scholarly activities.	List of research training workshops.This will be verified during the site visit.
5.1.3. All residents/fellows in the program participate in scholarly activities.	 List of residents/fellow's projects/ publications. Sample of residents/fellow's scholarly activities.

Component 2: Faculty Scholarly Activities

Accreditation Requirements		Evidence guidelines	
5.2.1. Faculty	demonstrate		List of faculty scholarly activities.
accomplishment in scholarly activities.			

Domian 6: Residents/ Fellows Evaluation and Promotion

Component 1: Resident / fellow Evaluation

Accreditation Requirements	Evidence guidelines
6.1.1. The program has objective performance evaluation tools for all Core competencies.	Copy of performance evaluation tools.Sample of completed evaluations.
6.1.2. Residents/fellows are evaluated by multiple evaluators (e.g. faculty, peers, patients, etc.).	Copy of different evaluations forms.Sample of competed forms.
6.1.3. Residents/fellows receive feedback after each rotation	Copy of end of rotation evaluation form.Sample of completed forms.
6.1.4. Evaluations are documented at the end of each rotation.	 Screenshot of documented evaluation forms.
6.1.5. The PD or designee meet at least semiannually with each resident and review the resident/fellow performance.	 Meeting minutes.
6.1.6. Semiannual evaluations are documented for each resident.	 Copy of competed semiannual reports.
6.1.7. Final evaluations are completed for each resident at the end of the training period (Summative letter).	 Sample of summative letters.

Component 2: Resident /Fellow Promotion

Accreditation Requirements	Evidence guidelines
6.2.1. The program has written annual	 List of promotion criteria.
resident/fellow promotion criteria.	
6.2.2. The promotion criteria is available	 Email/screenshot from system.
for residents to review.	

Domain 7: Clinical Competency Committee

Accreditation Requirements	Evidence guidelines
7.1. The program has a clinical	 CCC terms of reference.
competency committee that meets at	
least semi-annually.	
7.2. CCC has at least three members.	
7.3. At least one of the CCC members is	
a core faculty.	
7.4. CCC has a written description of the	
duties, meeting process, decision	
making and reporting of the committee.	
7.5. CCC meetings have minutes.	 Signed CCC meeting minutes
7.6. CCC reviews each resident/fellow	 CCC meeting minutes
performance at least semi-annually and	
develops individual plans for residents.	
7.7. The PD or designee meets with each	 Meeting minutes for residents/fellows
resident/fellow semiannually and shares	meeting.
the CCC's findings and plan.	

Domain 8: Program Evaluation Committee PEC)

Accreditation Requirements	Evidence guidelines
8.1 The program has a PEC that meets	 PEC terms of reference.
at least annually.	
8.2 The PEC has at least two faculty	
members, one of whom is a core faculty.	
8.3 The PEC has resident	
representatives from each year of	
training.	
8.4 The PEC has a written description of	
the duties, meeting process, decision	
making and reporting of the committee.	

8.5 The PEC produces an annual program evaluation report.	 Copy of Annual Program Evaluation Report (APE).
	•
8.6 The program annual report is	 GMEC meeting minutes.
presented by the PD or designee to the	
GMEC annually.	
8.7 At minimum, the PEC evaluates the	 PEC meeting minutes.
following aspects of the program:	 Annual Program Evaluation Report
A. Competency-based rotation goals	(APE).
and objectives.	
B. Curriculum	
C. Resident and faculty scholarly	
activity.	
D. Written program evaluations	
E. Annual program survey by faculty	
and residents	
F. Aggregate faculty evaluation.	
G. Aggregate resident in-training	
examination	
H. Board pass rates.	
I. Graduate performance.	
J. Resident recruitment and retention.	
K. Quality and safety of patient care.	
L. Prior annual program reports.	Empil/correspondent of subles suider co
8.8 The annual report is distributed and	Email/screen short of available evidence.
discussed with the residents and faculty.	 Meeting minutes.

Domain 9: Duty Hours

Accreditation Requirements	Evidence guidelines
9.1 The program has a mechanism to	 Duty hours policy and procedure.
monitor residents' working hours.	 Screen short of duty hours tracking
9.2 The program adheres with duty	system.
hour regulations.	
9.3 Duty hours are limited to 80-hours	
per week averaged over 4-weeks.	
9.4 Residents have one day off in seven	
free from all clinical and educational	
duties, averaged over 4-weeks.	
9.5 A minimum of 10-hours off in	
between all duty periods.	

Domain 10: Resident Supervision

Accreditation Requirements	Evidence guidelines
10.1. The program has a written	 Supervision policy.
supervision policy.	
10.2. Each resident in the program has appropriate privileges assigned to them based on their level of training, ability, and complexity and acuity of the	oversight based on residents' training levels. Records of supervision during
situation.	procedures or clinical encounters.
	 Assessments of residents' competency
	and readiness for independent tasks.
10.3. The faculty is aware of supervision	 Records indicating that faculty have
requirements.	undergone training or orientation
	sessions regarding supervision
	requirements.

Glossary of Terms

TERM	DEFINITION
Associate Program Director (APD)	The APD is the qualified person appointed when residents/ fellows number exceeds 15 and designated with authority, responsibility, and resources to assist the PD.
Clinical Competency Committee	The specific committee appointed by the PD to assess and evaluate the performance of residents/fellows within the specialty/subspecialty program.
Designated Institutional Official	The designated institutional official is the qualified person appointed by the sponsoring institution as authorized and responsible for leadership and management for all aspects pertaining to the residency and fellowship training.
Faculty	The entire teaching workforce responsible for educating residents/fellows.
Fellows	Individual candidates enrolled for training in a subspecialty program leading to fellowship qualification.
Formative evaluation	Monitoring resident/fellow training and providing ongoing feedback to improve learning.
Full Time Equivalent	The FTE refers to calculation of the time dedicated for residency/fellowship training management or delivery as part of the full time allotted to work (ideally 40 hours per week).
Graduate Medical Education Committee	The committee appointed by the sponsoring institution to support the role of the DIO in overseeing all aspects pertaining to residency training.
Internal review	The internal evaluation conducted within the training program to identify and act on strengths and weaknesses/ areas for improvement of residency/ fellowship training.
Participating site	An organization (hospital, health center, health facility, etc.) providing educational experiences or educational assignments/rotations for residents/ fellows through arrangement with the sponsoring institution. A participating site can be within the sponsoring institution's country or international.
Program coordinator	The program coordinator is a qualified administrative staff member designated with authority to assist the program director in managerial and logistical coordination.
Program director	The program director (PD) is the qualified person designated with authority, responsibility, and accountability

	of managing and coordinating a specific (particular
	specialty) residency/fellowship program.
Program Evaluation	The specific committee appointed by the PD to assess and
Committee	evaluate the whole business of the specialty program.
Residents	Individual candidates enrolled for training in a residency.
Sponsoring institution	The organization or entity (Hospital, group of health facilities, a health department, a health system, etc.) that assumes the ultimate responsibility for a residency/fellowship training experience. The sponsoring institution has the primary responsibility of applying for accreditation and committing resources and support to
	comply with accreditation requirements.
Summative evaluation	Evaluating resident/fellow's learning by comparing performance against the goals and objectives of the program with the intent to make decisions about promotion or program completion.
Training center	The hospital or group of health facilities accredited to host residency/fellowship training programs
Training environment	The diverse context for trainee development, including physical locations, learning resources, clinical experiences, and institutional culture.
The training team	The totality of faculty and administrative personnel involved in the delivery and coordination of actual residency/fellowship training activities. Faculty represent the mainstay discipline-specific personnel entrusted with the supervision of trainees. Other faculty are personnel from other disciplines taking part in training activities. Administrative personnel include administrators, logistic staff, and secretaries.

References:

- 1. NIHS Program Accreditation requirements
- 2. NIHS Specialty Program requirements