



UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University

National Institute for Health Specialties

United Arab Emirates

Training bylaw

August 2020



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Underpinnings of the Bylaw

Based on Cabinet Resolution No. (28) for the year 2014 on establishing the National Institute for Health Specialties and in reference to the institute's general bylaw approved by the Board of Directors and guided by practice in medical residency programs in the country, and based on similar regional and international experiences, the Institute's Board of Directors approved the following bylaw.

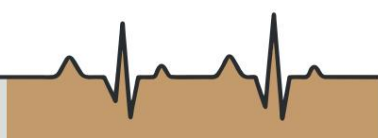
The name of the bylaw and its entry into force

This bylaw is called the "Training Bylaw at the National Institute for Health Specialties" and it shall be enforced from the date of its approval by the Institute's Board of Directors

Chapter One: Definitions

In this bylaw, the following words and expressions shall have the meanings indicated next to each of them, unless the context of the text indicates otherwise:

| | |
|------------------------------------------|--------------------------------------------------------------------------------------|
| Institute | National Institute for Health Specialties |
| Secretary General | Secretary General of the Institute |
| Board of Directors | Institute Board of Directors |
| Specialized Scientific Committees | Specialized scientific committees at the institute |
| Council of Scientific Affairs | Council of Scientific Affairs of the Institute |
| The registration unit | The Registration Unit of the Academic Support Department at the Institute |
| The Training Unit | Training Unit of the Academic Support Department at the Institute |
| Academic Support Department | Academic Support Department at the Institute, which reports to the Secretary-General |
| General Specialties | Major specializations in the branches of medicine or health sciences |



| | |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subspecialties | Sub-disciplines branching from general specialties, and to specialize in them it is first required to obtain a general specialty certificate |
| Initial admission | Admission notice issued by the institute after fulfilling its admission requirements |
| Final admission | The admission notice issued by the institute after receiving the admission lists from the training centers and their approval by the Secretary-General or his authorized representative |
| Academic Registration | The registration notification issued with the approval of the Secretary-General or his authorized representative after fulfilling the conditions and completing the steps |
| Training capacity | Is the maximum capacity of the training center to accommodate trainees at all levels during the duration of the accreditation |
| Health establishment | Hospital or health facility licensed to operate |
| Training Center | The health establishment with institutional and program accreditation from the Institute |
| The trainer | Health practitioner participating in the training process in one of the training programs accredited by the Institute and fulfilling the criteria issued by the Institute |
| The trainee | Health practitioner enrolled for training in one of the specialized programs accredited by the Institute |
| Training year | Twelve-month training period to be established by the Institute and includes the prescribed leave periods |
| Certificate of Completion of Training | Certificate issued by the training center for the trainee after completing the duration of training and successfully meeting the requirements of the program |
| Executive rules for training | Executive rules of training issued by the Institute |
| Promotion | The transfer of a trainee from one training year to the following year in the specialized training program |



| | |
|------------------------------------|------------------------------------------------------------------------------------------------------------|
| Withdrawal | Leaving the training program once and for all |
| Pausing | Leaving the training program with an excuse for a temporary period not exceeding one year |
| Postponement | Postponing training for a training year |
| Termination of registration | Dismissal of the trainee from a training program and cancellation of his/her registration at the Institute |

Chapter Two: The nature of training and the requirements for the specialty certificate

Article (1):

The Institute approves policies, levels, and standards for professional qualifications in the health sector and accredits training in health specialties as well as in continuing professional development activities.

Article (2):

The institute organizes specialized training programs according to the residency system and is responsible for planning the training capacity and supervising the application of specialized training standards at the country level.

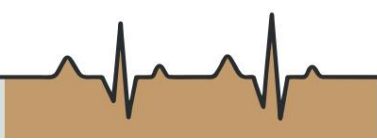
Article (3):

The institute grants specialized qualifications after fulfilling the conditions for admission and training, passing exams and assessment criteria. Qualifications include board certification for general specialties, fellowship certification for subspecialties, and any other professional certificates approved by the institute.

Article (4):

Obtaining a specialty certificate (Emirati Board) from the institute in general specializations requires the following:

- A. Passing the admission exam or its equivalent and fulfilling other admission requirements according to what is stated in this Bylaw or in the executive rules for training and any decisions issued by the institute.
- B. Obtaining a certificate of completion of training (residency period) according to what is stated in this Bylaw
- C. Passing the final exam, both written and clinical, as stated in the Assessment Bylaw issued by the institute.



Article (5):

Obtaining a certificate of specialization (fellowship) from the institute in subspecialties requires the following:

- A. Obtaining a general specialty certificate from the institute or its equivalent.
- B. Obtaining a certificate of completion of training in the subspecialty according to what is stated in this Bylaw.
- C. T. Passing the final exam according to what is stated in the Assessment Bylaw issued by the institute.

Chapter Three: Admission

Section One: Admission Requirements

Article (1)

Admission is considered the gate to the trainees' relationship with the institute, and no trainee may be accepted under the umbrella of the Institute without fulfilling the admission requirements approved by the Institute.

Article (2)

The conditions for admission to the general specialized health programs (Emirati Board) under the umbrella of the Institute are as follows:

- A. Obtaining a bachelor's degree in a health specialty (according to the nature of the specialized program) from one of the Universities in the country or equivalent universities outside the country recognized in accordance with the applicable regulations.
- B. Successfully completing the approved internship period in the health program as applicable.
- C. Passing the admission exam organized by the Institute or its equivalent, as determined by the Institute's policies, regulations, and executive rules.
- D. A record or certificate of professional licensing for clinical practice, or as determined by the applicable regulations in the country.
- E. The applicant should be of good conduct and behavior and medically fit.
- F. Certificate of proficiency in the English language according to what is stated in the executive rules for training.



- G. The institute may add other conditions or requirements according to the nature of the specialization and based on the proposals of the specialized scientific committees.

Article (3)

The conditions for admission to the subspecialty health programs (fellowship) under the umbrella of the Institute are as follows:

- A. Obtaining a certificate of specialization (Board certificate) in the general specialty from the Institute, or another body recognized by the Institute.
- B. Professional licensing record or certificate in accordance with the applicable regulations in the country.
- C. To be of good conduct and behavior and medically fit.
- D. Passing the personal interview (if any).
- E. The institute may add other conditions or requirements according to the nature of the specialization and based on the proposals of the specialized scientific committees.

Article (4)

Training centers may add other conditions deemed appropriate to accept their trainees without this contradicting or detracting from the admission requirements approved by the Institute or violating its principles.

Article (5)

The specialized scientific committees may equate previous specialized training programs for health practitioners, after studying the content of the scientific and practical program and assessing the applicant and recommending to the institute to accept those who obtained them at higher training levels, provided that the approved period does not exceed half the duration of the training program; The final decisions in this regard shall be issued after the approval of the Council of Scientific Affairs.

Article (6)

The Institute may grant its qualifications as a matter of equivalency to those who have obtained similar qualifications or as a matter of honorary degrees, provided that these aspects are regulated according to what is stated in the executive rules for training.

Section Two: Admission Procedures

Article (1)

The Institute announces the results of the initial admission based on its criteria and issues a written notification of that to each applicant who has been initially accepted.



Article (2)

Applicants who have been granted initial admission revert to the training centers accredited by the Institute to obtain approval of a training slot.

Article (3)

The following steps are adopted for completing the admission procedures and determining the final admission lists:

- A. The training centers receive applications from applicants and determine the number of training slots available to them without exceeding the training capacity approved for them by the Institute, with the creation of reserve lists in case the number of applicants exceeds the approved training slots.
- B. The training centers ratify applicants on the principle of competitiveness, transparency, and fairness, and choose the most appropriate among them, and provide the Institute with lists of those accepted, including the reserves.
- C. The Institute receives the admission lists sent by the training centers and issues the final approved lists with the priority ranking of the reserves.

Article (4)

All admission procedures and the identification and publication of final admission lists shall be completed at least two months before beginning of enrolling trainees in training centers.

Article (5)

The final acceptance notice is considered valid for the same year and may not be carried over to a subsequent year.

Chapter Four: Registration

Section One: Registration Conditions

Article (1)

Academic registration at the Institute is a condition for the start of calculating the training period for those accepted, and no training period may be recognized for those who are not registered at the Institute.

Article (2)

The registration of those admitted to the institute is processed according to the following conditions:



- A. Filling out the academic registration form available on the Institute's website, according to the indicated instructions.
- B. ensuring the integrity of the certificates and documents for each applicant, in accordance with the systems adopted by the Institute in validation of documents.
- C. Signing the document on the Institute's code of conduct after reviewing it.
- D. Paying the annual fees for registration stipulated by the institute.

Article (3)

The academic registration procedures at the Institute are completed within a maximum period of six weeks from the date of publication of the final lists of those accepted by the Institute, and the Institute may replace those failing to complete their registration timely with candidates from the reserve lists sent by the training centers.

Article (4)

Re-registration of trainees is done at the beginning of each training year in order to ensure that the trainee undertakes training activities and that the fees due are paid.

Section Two: Registration Procedures

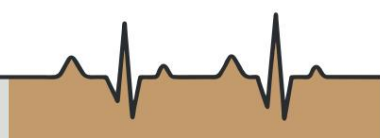
Article (1)

The form designated for academic registration at the Institute is essential and necessary, and it is not permissible to start and continue the registration steps for any trainee without the obligation to fill out the registration form provided by the Institute.

Article (2)

The following steps are adopted for the completion of the academic registration procedures at the institute:

- A. The Registration Unit reviews the academic registration form and ensures that the applicant fulfills all the required conditions and communicates with the applicants to complete any missing information or documents.
- B. Issuing academic registration lists after being approved by the Director of the Academic Support Department.
- C. Approval of the final registration lists from the Secretary General of the Institute or his authorized representative.
- D. Issuing registration cards for trainees who meet the registration requirements in accordance with the executive rules that determine the form and contents of the academic registration card at the institute.
- E. Keeping academic registration lists for each training year in the institute's database.



Article (3)

The academic registration at the institute is renewed annually based on the presentation of the valid registration card, and this is regarded as a formal notice for commencing the training year.

Chapter Five: Commencing the Training

Section One: Training Conditions

Article (1)

The trainee shall abide by what is stated in this Bylaw and the executive rules for training and any relevant decisions or procedures issued by the Institute or the training center.

Article (2)

The trainee is prohibited from simultaneously joining more than one training program under the umbrella of the Institute.

Article (3)

The duration of the training commences from the date approved by the Institute for each training year, and the Institute may approve calendars of the training centers if appropriate.

Article (4)

The Institute determines the number of training years for each specialized program based on the specialized training curricula approved by the Institute.

Article (5)

The maximum time limit allowed for the trainee is twice the length of the approved training years for the specialized program, including any periods of postponement or pausing.

Article (6)

The procedures for starting the training are completed according to the following conditions:

- A. Completing the admission and registration procedures according to what is stated in this Bylaw
- B. Paying the stipulated financial obligations.
- C. T. Any other additional requirements approved by the training centers in a way that does not contradict with the policies of the Institute.



Section Two: The Training Environment

Article (1)

No training period is counted except in a training center that has a valid accreditation certificate from the Institute.

Article (2)

In the case of pre-existing programs, the Institute may, as a transitional ruling, consider calculating training periods for those who are under training in those programs, provided that decisions are approved by the Council of Scientific Affairs.

Article (3)

The trainee is prohibited from working in any location outside the training center for the duration of the program unless it is approved by the training center and within the required training activities or within training agreements with other parties.

Article (4)

The training center is obliged to creating the training environment and not exceeding the training capacity and providing the required capabilities in accordance with the standards and requirements contained in the Institute's Accreditation Bylaw and its executive rules.

Section Three: Training Procedures

Article (1)

The institute creates a special record for each trainee under the supervision of the Academic Support Department.

Article (2)

The training center maintains a database containing lists of trainees, and the training center must create a record for each trainee according to what is decided by the Institute.

Article (3)

Reports are exchanged between the Institute and the training centers to ensure that the necessary follow-up and supervision is achieved on the progress of training and the application of its standards.

Chapter Six: Monitoring of Training

Section One: Assessment and Promotion

Article (1)

The assessment procedures for trainees are carried out under the supervision of the training centers and in accordance with the systems and procedures approved by them, provided that the assessment criteria include the following:



- A. Periodic reports from trainers
- B. In-training exams
- C. Attendance and commitment to training activities
- D. Any other appropriate means approved by the training centers

Article (2)

It is permissible to add any other assessment criteria proposed by the specialized scientific committees and approved by the Institute.

Article (3)

The trainee is promoted from one training year to another with the approval of the training center in accordance with the systems approved by the training center in assigning weights to the assessment criteria used.

Article (4)

The training center sends to the Institute the approved lists of annual promotion according to the number of trainees who have been promoted in the specific specialized programs.

Article (5)

The promotion procedures from one training year to the next are completed with the approval of the Institute.

Article (6)

The training center adopts a policy and procedures for dealing with defaulting trainees and cases in which the trainee does not meet the assessment criteria required for each stage, in accordance with the accreditation requirements of the institute.

Section Two: Transfer**Article (1)**

The trainee is allowed, if necessary, to spend a period or periods of training outside the center in which he/she was accepted, not exceeding 25% of the training period.

Article (2)

In the case of the joint training program between two or more centers, or in the case of training agreements, there is flexibility in calculating the training periods for the trainee in any of these centers according to the requirements of the specialized program.

Article (3)

When a trainee requests to move from one training center to another (outside the one training system) during the training year, the following conditions must be met:

- A. The trainee obtains approval from the training center he/she wishes to transfer to, according to applicable procedures.



- B. The trainee obtains a prior approval from the current training center in accordance with applicable procedures.
- C. The Institute shall be notified by the training center to which the trainee is transferring to approve the transfer and to amend the trainee's record.

Article (4)

The trainee in the general specialization program at the Institute, with the approval of the training center, may spend a period of training outside the country not exceeding a maximum of one training year, provided that the approval of the Institute is obtained.

Article (5)

The trainee in the subspecialty program, with the approval of the training center, may spend a training period outside the country that does not exceed 50% of the program's duration as a maximum, provided that the Institute's approval is obtained.

Article (6)

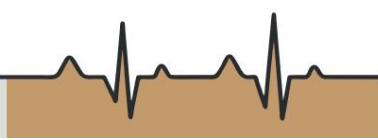
The trainee may transfer from one specialty to another according to the following conditions:

- A. The trainee obtains the approval of the specialized scientific committee in the specialized program in which he/she is registered.
- B. The trainee obtains the approval of the specialized scientific committee of the destination program provided the trainee fulfills conditions for admission in that program.
- C. The trainee obtains the approval of the current training center or another training center, if the specialty is not available in his/her current training center.
- D. The trainee must submit a transfer request at least three months before the end of the training year.
- E. The trainee obtains the final approval from the Institute.
- F. The transfer from one specialty to another occurs at the beginning of the training year.
- G. The Specialized Scientific Committee may calculate what it deems appropriate for the specialized program to which the trainee has transferred from the previous training period and determine the appropriate level for the trainee to enroll in the program.

Section Three: Leaves and postponements

Article (1)

The trainee is granted an annual leave of twenty-two working days in addition to the national holidays and holidays approved in the country, and such leaves may not be carried over to a subsequent year.



Article (2)

In cases of sick leave for more than a week, maternity leave and emergency family matters, the training period must be extended to compensate and ensure that the training period in the program is completed before granting the trainee a certificate of completion of training.

Article (3)

The trainee may be granted a scientific leave to participate in a conference, course, or scientific symposium related to the specialized program, with a maximum of five working days in the training year.

Article (4)

The trainee may request postponement and suspension of the program for a maximum of one training year during the duration of the program, and he/she is allowed to return to training at the same level at which he/she stopped. The executive rules for training stipulates the conditions and procedures for postponement.

Article (5)

The trainee who received a postponement of a training year must return to start training at the beginning of the year. In the event that he/she delays starting the training for a month, his/her training will be ended and his registration will be terminated from the program.

Section Four: Withdrawal and pausing**Article (1)**

The trainee may, based on his/her desire, withdraw from the training program, and the withdrawing candidate may re-apply to join any other training program at the Institute.

Article (2)

Pausing training shall be with an excuse accepted by the designated training center. In this case, the training center shall send the appropriate document to the institute to lodge it in the trainee's record.

Article (3)

If the pausing from training is for a period not exceeding three months, the same training year is counted for the trainee provided he/she compensates for the pausing period during the training duration by deducting his leaves or after the end of the last year, and he/she may not be granted a certificate of completion of training before compensating for the pausing period.

Article (4)

If the pausing from training is for a period of more than three months and a maximum of twelve months, the year in which the interruption occurred shall not be counted for the trainee, and he/she must return to the training activities during that time whenever the pausing conditions resolve.



Article (5)

If the pausing from training is for a period of more than twelve continuous months or eighteen intermittent months, the training shall be ended and the trainee's registration shall be terminated and he/she shall not be allowed to return to the training except after being assessed by the concerned specialized scientific committee to determine the appropriate level for his return and the training shall not be started without the approval of the Institute.

Article (6)

The pausing trainee described in article (5) who is granted approval to rejoin training must start the training activities at the beginning of the next training year, and in case of delay in starting training for one month, his/her training is ended and registration terminated.

Section Five: Violations**Article (1)**

Trainees' violations such as absenteeism, negligence and inappropriate behavior are considered by the training center in accordance with the policies, systems and procedures adopted at the training center.

Article (2)

The training center must verify violations and take appropriate measures, including drawing attention, warning, or retraining or dismissal of the trainee.

Article (3)

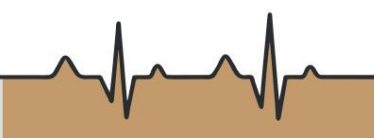
In the event that a decision is made to dismiss the trainee, the training center notifies the Institute, which reviews the reasons for the decision and end the training and terminates the trainee's registration if necessary.

Article (4)

The Institute may request the training centers to reconsider the decisions of retraining or dismissal and the Institute may requests additional information in these cases.

Chapter Seven: Completing and ending the training**Section One: Completing the Training****Article (1)**

Training is completed after the trainee has fulfilled the total duration of the specified training program in a continuous manner or by compensating for periods of leave, postponement or pausing.



Article (2)

The trainee is granted a certificate of completion of training (in the general specialty or subspecialty) after fulfilling the entire period of training in the specific specialized program and after satisfying the assessment criteria set in accordance with what is stated in this Bylaw and in accordance with the systems followed in the training centers.

Article (3)

The certificate of completion of training is issued by the training center according to the form approved by the center, provided that the certificate fulfills the required details for the training periods.

Section Two: Ending the training**Article (1)**

The training is ended, and the trainee's registration is terminated in the following cases:

- A. If the overall annual assessment according to what is stated in the policies and regulations of the training center does not qualify for success for three consecutive years.
- B. If the trainee does not succeed after exhausting the chances of entering the final exam as determined by the Assessment Bylaw and the relevant executive rules at the Institute.
- C. If the trainee exceeds the permitted period of training as stipulated in Article 5, section 1 (of Chapter Five) in this Bylaw.
- D. If the trainee pauses training for a period exceeding twelve consecutive months or eighteen intermittent months during the entire duration of training in the program.
- E. If the trainee withdraws from training.
- F. If the trainee did not start training within a month from the start of the training year after returning from the postponement or pausing periods allowed.
- G. If the trainee is absent from training without an excuse accepted by the training center for a period of thirty consecutive days or forty-five separate days during the entire training period in the program.
- H. If the training center recommends terminating a trainee registration and attaches the supporting documents for that.
- I. If the trainee does not abide by the institute's bylaws and regulations or breaches the duties contained in the Code of Trainee Duties and Rights issued by the Institute.



- J. If the trainee has been judicially convicted of a crime involving moral turpitude or dishonesty, or his professional license has been revoked on the basis of judicial decision.
- K. If the trainee contracted a disease or a permanent illness that prevents professional practice.

Article (2)

The Specialized Scientific Committee may consider re-enrolling a trainee whose registration has been terminated and submit its recommendations to the Institute in accordance with what is stated in the executive rules for training.

Article (3)

The final decision on re-registration of a terminated trainee is taken by the Secretary-General after the approval of the Council of Scientific Affairs.

Chapter Eight: Training Supervision

Training is supervised, implemented, and followed up through the training centers in accordance with this Bylaw and any policies or regulations or decisions issued by the Institute, and the training unit and the specialized scientific committees play the roles monitoring, evaluating, and ensuring that standards are met.

Section One: Training Unit

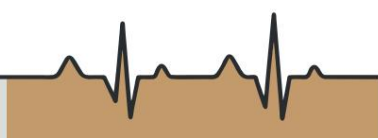
Article (1)

The Training Unit is the administrative reference in the Institute for all matters related to residency and training affairs and it coordinates with the specialized scientific committees and communicates with training centers and trainees in this regard.

Article (2)

The Training Unit undertakes the following duties:

- A. Ensuring that the training centers, trainers and trainees are familiar with the policies, regulations, executive rules, procedures and all decisions regulating training issued by the Institute and monitoring their implementation.
- B. Coordination with the Registration Unit in creating and keeping the trainee's record and updating it continuously through reports received from the training centers and any other relevant documents.
- C. Evaluating the performance of training centers in implementing training programs and the extent of their commitment to the standards issued by the institute, in coordination with the specialized scientific committees, and preparing relevant reports and submitting them to the Secretary-General.



- D. Recommending to the Secretary General through the Department of Academic Support on matters related to progress of the specialty training, its quality, and compliance with standards.
- E. Coordination with the Registration Unit in organizing communication services with trainees and providing the means that enable them to obtain information and process their training affairs with the Institute.
- F. Organizing seminars and meetings necessary to discuss training affairs and improving organization of specialty training, with the participation of specialized scientific committees, training centers, trainees, trainers, and other relevant stakeholders.
- G. Any other related tasks assigned by the Institute.

Section Two: Specialized Scientific Committees

Article (1)

The Specialized Scientific Committees are the scientific reference in developing training and ensuring its quality and conformity with standards adopted by the institute, in coordination with the Training Unit and training centers.

Article (2)

The Specialized Scientific Committees undertake the following duties in the training pathway:

- A. Submitting proposals and recommendations to the Council of Scientific Affairs or the Institute in matters related to specialty training progress and improvement.
- B. Assisting the Training Unit in preparing guidelines, designing forms, and guiding the monitoring of training progress and performance of trainees.
- C. Carrying out site visits to training centers in coordination with the Training Unit to determine the performance of the training program in the centers and its compliance with standards and preparing relevant reports.
- D. Studying the requests and files of trainees and making recommendations to the Institute in cases of transfer from one specialty to another, returning back to training, and calculation of the training period according to what is stated in the executive rules for training.
- E. Submitting proposals and recommendations to the Council of Scientific Affairs and the concerned Institute's units on matters related to training standards and the basis for promotion of trainees in the training program.



- F. Any tasks related to organizing and supervising training entrusted to the Specialized Scientific committees by the Institute.

Section Three: Training Centers

Article (1)

The Training Center is the body responsible for organizing and following up the implementation of specialized training in accordance with the standards issued by the Institute, and it may set the necessary policies and systems in this respect.

Article (2)

The training center adopts a structure for managing and organizing specialized training, provided that the structure includes a higher committee for training affairs, a training director or an authorized official, directors of specialized programs, and committees or mechanisms at the program level to assess trainees and evaluate the training program.

Article (3)

Decisions to form the specialized training structure (the mechanisms and committees of specialized training in the establishment) are issued by the health establishment management, provided that the committees include representation of trainers, trainees and the administrative staff according to the nature of the committee and its mandate, and the health establishment must provide the necessary support to sustain and develop the performance of the specialized training structure.

Article (4)

The training center is obligated to organize the responsibilities, roles and duties of the components of the training structure and provide the required resources in accordance with the institutional and program level standards issued by the institute.

Chapter Nine: Trainee Duties and Rights

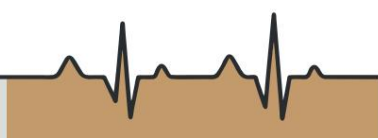
Section One: Code of Rights and Duties of the Trainee

Article (1)

The Code of Trainee Rights and Duties approved at the Institute is the basic document regulating the trainee's relationship with the Institute, and the Code represents the framework guiding any regulations or procedures issued by the training centers regarding trainees.

Article (2)

Each trainee under the umbrella of the institute must read the code of trainee's rights and duties, request the necessary clarifications about it and sign a commitment to its contents before starting the training.



Section Two: The duties of the trainee

Article (1)

The trainee is bound by what is stated in the policies, bylaws, executive rules and procedures at the institute and the decisions issued thereof.

Article (2)

The trainee is obligated to fulfill the approved training curriculum for the specialization according to the time period and contents, as well as the directives issued by the specialized scientific committees regarding training.

Article (3)

The trainee shall be bound by what is stated in the policies, regulations and procedures of the training center (health establishment) regarding training and health services, in a way that does not conflict with what is issued by the Institute regarding training.

Article (4)

The trainee must abide by the principles of good practice, professional ethics, and principles of dealing in accordance with professional traditions and as stipulated by the relevant policies, regulations and procedures in the country.

Section Three: Trainee Rights

Article (1)

The trainee has the right to obtain sufficient information from the Institute and the training center regarding his/her enrollment in the specific specialized program and training in it, in accordance with what is detailed in the document of trainee's rights and duties code.

Article (2)

The trainee has the right to adequately familiarize himself/herself with the training environment at the center and to obtain an appropriate training experience complying with the training standards adopted by the Institute, and this includes a balance between training and service, and organization of working hours according to appropriate procedures.

Article (3)

The trainee has the right to fair treatment in accordance with the principles and values of professionalism without discrimination based on gender, race or religion or any other matters stipulated in the laws of the country in an environment free from violence and harassment, with existence of deterrent measures against any violations.



Article (4)

The trainee has the right to object and file a grievance regarding the decisions issued against him/her by the training center or the Institute, as follows:

- A. The trainee has the right to object and file a grievance to the training center according to the approved methods for grievances in the center if the incident and the grievance is within the jurisdiction of the training center. In this case, the training center must investigate and deal with the matter or submit the appropriate recommendation to the Institute.
- B. The trainee has the right to object and file a grievance to the Institute in accordance with the approved methods for grievances at the Institute if the incident and grievance is within the scope of the Institute's jurisdiction, or the grievance is against the decisions of the training center. In this case, the administration of the Institute investigates and resolve the matter or raises the appropriate recommendation to the Board of Directors.
- C. The trainee has the right to object or complain to the appropriate judicial authorities in the country against decisions and procedures issued against him/her by the training center or the Institute, in accordance with what is regulated by the relevant legislation.

Chapter Ten: General Provisions

Article (1)

The executive rules, procedures and decisions issued by the Institute specify the details related to the provisions of this Bylaw in a manner that does not contradict with it.

Article (2)

This Bylaw, the executive rules for training, the procedures and decisions issued by the institute, and their amendments shall apply to the current specialized training programs and any programs that may be established in the future.

Article (3)

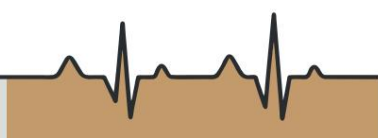
When explaining or interpreting, the provisions of this Bylaw shall prevail over the executive rules of training and any procedures or decisions issued by the Institute or the training centers.

Article (4)

The Secretary-General or a designee may invite any committee or related persons under this Bylaw to a meeting, and he/she has the right to include any relevant topic in the meeting's agenda and he/she has the right to chair the meeting if he/she attends.

Article (5)

This Bylaw shall be reviewed periodically or at any time determined by the Board of Directors upon recommendation of the Secretary General, and the approved bylaw shall be published by the Institute through the appropriate means.





National Institute for Health Specialities

المعهد الوطني للتخصصات الصحية



NIHS@uaeu.ac.ae



03-7137666



www.nihs.uaeu.ac.ae