

Policy: Extension of Training Policy	Effective Date: 06 / 07/ 2021
Policy Number: 4	Policy Version: V6
Scope: All GME trainees	Next Review Date: 11 / 24/ 2023

Scope of Extension of Training

There are three situations whereby trainees may get extension of training:

- Not meeting training needs
- DFMS/Further international training post-graduation
- Arab Board

Procedure to apply for extension of training

- Program director to communicate with GME office by email the need to extend training by January of the current AY
- The proposal to be presented during GMEC to get approval by members
- After GMEC vets the extension, approval of the Dean's committee will be sought

I. Extension of training to meet training needs

- CCC minutes stating clearly if and why training needs are not met
- Evidence of case/procedure log lagging
- Evidence of communication with the trainee that the training needs have not been met and thus the diploma cannot be offered till after the training extension is successfully completed
- Detailed plan of how the training needs will be met during the suggested period of extension
- Extension of training for not meeting the promotion requirements are paid as per salary of the PGY level they were already at.
- If trainee is in good standing and the extension is done due to extraneous circumstances such as pandemics or force majeure, then:
 - If period of extension is less than 3 months, the trainee may join the graduation ceremony with their colleagues of same class
 - If the period of extension is more than 3 months, then the decision to graduate will be done on case by case-by-case basis after discussing it during GMEC. Trainee may join the graduation ceremony of the next graduating class
- If a trainee is not in good standing and extension is done due to not meeting milestones, then the trainee will join the graduation ceremony with the class of next year should s/he successfully complete the training and meet the requisite milestones.

II. DFMS/Further International Training post-graduation from LAU GME Program

- All requests for DFMS/ International Training post-graduation need to be submitted to the GME office by the trainee upon the approval of the program director by November/ December the current AY.
- In case where extension is requested for DFMS, the program director should submit a statement to the GME stating that the trainee is still requested to fulfill a year in research after the completion of the DFMS.
- The extension of training for DFMS purposes will be granted until the end of October by the time the trainee joins the DFMS program.
- If international placement requires uninterrupted training (i.e., if the chance of placement is jeopardized by a gap period), then extension will be granted after being vetted by GMEC
- All documents to be presented by the trainee to the GME office for completion and getting the needed signatures by December/ January
- During extension, the trainees will not receive a salary
- All participants in DFMS and other programs will receive their diplomas upon finalizing their GME training requirements
 - o All participants in DFMS/International programs will graduate on stage with the class of the same year
 - o A trainee is only allowed to go into DFMS or other international training (England, Belgium, US, etc.) only after completion of all core program requirements (rotations, calls, encounters, and procedures) and only as an extension.
 - In exceptional cases where a trainee will go into DFMS within his/her training program years, this should be approved by the program director and vetted by the GMEC.

III. Arab Board (AB)

- Within the first two years of residency, any trainee interested in becoming AB eligible in Internal Medicine (IM), Obstetrics and Gynecology (ObGyn) or Pediatrics, should communicate that in writing to the program director (PD) and the GME since there is a special track for the AB only in these three programs.
- An extra fourth year for Internal Medicine and Pediatrics programs
 - o an extra fifth year for the ObGyn program
 - To note, for Internal Medicine, the first year of fellowship or Chief Resident year may be considered as fourth year of training if done at LAUMCRH.
- The AB track extra year is paid

- Once decided, within the first 2 years registration for the basic exam of the AB should be done and the exam to be taken.
 - i. The resident should sign an addendum to the contract mentioning that he/she is enrolled in the special track for AB.
 - ii. Failure to take the basic exam will automatically make them ineligible to go into the AB track (pediatrics, IM and ObGyn)
- If a resident changes his/her mind to proceed in the Arab Board track, the resident will have to continue in the special track for the Arab Board. No diploma will be granted before finalizing the training years required by the AB.
- Exceptional situations
 - iii. Immigration
 - iv. Force majeure (pandemics, wars, social unrest)
During such situations, the case needs to be approved by the program director and voted for in the GMEC.
- Graduation diploma will be handed to the trainee after completion of the extra year of the AB track and will join the graduation ceremony with the class of that year.