Starting New Program Process

Interested Hospital Department completes and signs "Application Form for Starting New Program" from the OMSB website

Hospital Director signs the forms and sends them to the OMSB Executive President with an official letter of approval

Forms forwarded to the Vice President for Academic Affairs

VPAA forwards the application to program main Education Committee to study and provide feedback

Vice President for Academic Affairs &OMSB main Education Committee

Completed — No → Stop / Yes ↓

Proposal discussed at Executive Board and Board of Trustees for initial approval

Executive Board & Board of Trustees

Approved — No → Stop / Yes ↓

Executive President creates a Task Force in charge of developing the new program with a representative from Curricula and Faculty Development Section

Curricula & Faculty Development Section & The Task Force

Task Force provided with "OMSB New Program Package" including Curricula Guidelines and OMSB Bylaws

Taskforce develops the educational program and curriculum according to ACGME-I requirements and OMSB standards

Submission of the Curriculum to Curricula and Faculty Development Section for review and approval

Approved — No → Resend to taskforce for modification (Back) / Yes ↓

DIO will forward the proposal to the OMSB Accreditation Committee to initiate review process

Accreditation Committee (AC) & AC Survey Team

Taskforce to follow the OMSB Accreditation Committee process and submit applications

AC Survey Team reviews the program

Accreditation Committee report discussed at GMEC

GMEC

GMEC-approved Accreditation Committee report discussed at Executive Board

GMEC-approved Accreditation Committee report discussed at Board of Trustees

GMEC & EB & BOT

Final Approval by BOT — No → Re-review /Re-Application /Reconsider / Yes ↓

Formation of the Program Education Committee & commencement of the program

Educational Committees & Admission &Registration Sections

Admission and Registration Section to commence the selection & interview Process

Start of the program

Education Committee of the new program

Timeline

- Start
- 6 months
- 1 month
- 2 months
- 1 month
- 1 month