



**FELLOWSHIP PROGRAMME IN  
HEAD & NECK ONCOLOGY, MICRO VASCULAR RECONSTRUCTIVE  
SURGERY**

**(TWO-YEAR PROGRAM)**

**Department of Otolaryngology-Head & Neck Surgery  
Postgraduate Center  
College of Medicine, King Saud University**

**Riyadh, Saudi Arabia**

King Saud University College of Medicine  
King Abdulaziz University Hospital  
ORL Department

**Introduction:**

Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery with 2 years program.

Through strong Government support and many highly-qualified professionals and administrators, the King Saud University has supplied the Saudi society with invaluable services and served as a constant and generous source for skilled professionals and academics needed to meet the nation's growing demands in all fields of life including medicine, engineering, agriculture, science, development etc.

The role of King Saud University is not limited to teaching and research, but it extends its practical and vital academic functions to the development of Saudi health care including meeting the needs of the private sector. The developments of such services are essential components of King Saud University's comprehensive development plans.

The KSU offers free health services, vital to any society, via King Abdulaziz University Hospital (KAUH) and King Khalid University Hospital (KKUH). The KAUH has been serving the public for over 40 years and KKUH for more than 25 years. Having served more than two million patients, the two hospitals provide highly skilled internationally acclaimed specialists who offer services of high quality and expertise; and provide the Saudi community with a locally accessible high standard service as an alternative to the previously common practice of going abroad for seeking treatment

### **Name of the Program**

2-year King Saud University Fellowship in Head and Neck Surgery

### **Admission Requirements**

To be admitted to Head and Neck Surgery Fellowship, Candidate must;

1. Be a graduate of an approved school of Medicine
2. Be a Board eligible / Board certified in ORL Head and Neck Surgery
3. Provide a letter of release and sponsor as a full time fellow for whole durations of the training
4. Successfully complete the admission exam and/or interview
5. Provide 2 reference letters from consultants with whom the candidate is currently working or has recently worked with the minimum period of 6 months.

### **GOALS AND OBJECTIVES OF THE TRAINING PROGRAM**

#### **General Guidelines**

1. The duration of this sub-specialty training program is full time 2 years.
2. The start date of the fellowship program is the 1<sup>st</sup> working day of January each year.
3. The application submission and deadline is on July to end of September

#### **General Objectives:**

The 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery is designed to provide advanced training in head and neck surgery for the interested individuals particularly to those who have a special interest in head and neck oncology surgery and reconstruction and skull base. The trainee will be exposed to full range of the clinical problems encountered in a tertiary head and neck oncology practice and learn a comprehensive multidisciplinary approach in their management.

Upon completion of a two-year fellowship, the surgeon will possess the following characteristics:

1. Expertise in the multidisciplinary management of patients with head and neck cancer.
2. Knowledge and skills in skull base surgery, reconstruction and skull Base
3. Expertise in conservation surgical procedures
4. Judgment and ability to perform complex tumor resections and an understanding of the technical limitations of the procedures.
5. Knowledge and skills in microvascular free flap reconstruction,
6. Broad-based knowledge and comprehension of principles of: radiation oncology, medical oncology, maxillofacial prosthetics, oncologic nutrition, head and neck pathology, diagnostic radiology, nuclear medicine and rehabilitation of speech and swallowing.
7. Comprehension of head and neck cancer biology.
8. Appreciation of scientific methodology, study design, clinical trials and data analysis.
9. Ability to practice effectively in an academic, tertiary care setting and to participate in medical education and research.

### **Resources and Facilities**

The two years training will be conducted at King Abdulaziz University Hospital (KAUH), King Khalid University Hospital (KKUH), the official and prime teaching Institutions of the University's sub-specialty Fellowship and the King Fahad Medical City (KFMC),

The KAUH and KKUH is the location of the Head and Neck Oncology Section of the Department of Otolaryngology-Head and Neck Surgery of the Medical Collage of KSU and manage more than 3,000 outpatient visits each year.

This comprises the vast majority of head and neck oncology patients referred to Riyadh from all regions of the Kingdom. The section is currently staffed by three full time University teaching staff /consultant in addition to more than 15 teaching staff of other otolaryngology subspecialty. The integrated head and neck treatment team consists of head and neck surgeons, plastic and reconstructive surgeons, neurosurgeons, medical oncologists, radiation

oncologists, maxillofacial prosthodontists, pathologists, radiologists, speech and voice therapists, audiologists, and nursing staffs at **KKUH and KFMC**.

The other hospital that will participate in the training is King Fahad Medical City. It has one full time head and neck Consultants and 2 part time from KAUH and one maxillofacial surgeon. The affiliated team includes consultants from Radiation Oncology, Oncology, Dental, Neurosurgery and Plastic departments. The hospital also has a full time head and neck pathologist and one full time head and neck radiologist.

The Fellow will be exposed to and participate in the care of newly referred patients. The Fellow participates with the senior staff in all decisions related to the planned treatment. Operative responsibility is assigned commensurate with ability. Otolaryngology Residents, Interns and Medical Students are also assigned to the team giving the head and neck Fellow extensive opportunities to teach.

Participation in a project or more, either in clinical or bench-type research, is required from the fellow. A manuscript accepted for publication in a peer-reviewed journal is a must prior to the issuance of the certificate from the King Saud University.

Throughout the whole 2 years the Fellows will be responsible for preoperative and postoperative patient care, and are involved in surgical operations under the direction of the attending surgeons. The Fellow is expected to perform 100 to 150 ablative & around 30 reconstructive micro vascular procedures during his training.

#### **1. Training Committee and the Program Director:**

The Fellowship Training Committee is comprised of all the faculty Head and Neck Surgery staff and includes other consultants participating in the training. It is chaired by Director of Fellowship Program. The members and the director are appointed by the Department Board of Otolaryngology Head and Neck surgery Department of the Medical College.

The Committee ensures implementation of the program objectives. The Committee ensures that the trainee in the fellowship program is provided adequate opportunities to fulfill the goals of the program. All aspects of the program are regularly reviewed. Any problems with the fellow performance or grievance procedures are managed through the committee.

The Program Director is responsible for general administration of the program. He is responsible for developing and implementing the program policies that are compatible with accreditation and institutional requirements and policies. The Program Director is to ensure that the fellow is appropriately supervised and supported in the carrying out of his or her patient care responsibilities according to the institutional and program policies and procedures.

## **2) Equipment:**

The KAUH is a highly equipped center with all the modern, innovative and up to date facilities and equipment in the outpatients department, operating rooms as well as the radiology, pathology and audiovisual departments.

The scientific/academic computer center located in King Khalid University Hospital (KKUH) aids fellows, staff, and faculty in the scientific computing, including statistical analysis, data acquisition, analysis techniques, research methodology, and mathematical/analytical methods.

The King Fahad Medical City collaborates by offering their resources and equipments in the field of Radiation Oncology, Oncology, Dental surgery, Neurosurgery and Plastic surgery.

## **3) Surgery:**

Surgery includes a wide array of office procedure, routine Head and Neck surgery as well as advanced head and neck oncologic procedures and skull base surgery that usually required multispecialty surgical team.

#### 4) Capacity:

The acceptance to the Head and Neck surgery fellowship program is very competitive. The program accepts ONE per academic year.

#### 5) Teaching Staff / Attending Trainers

At present, the Physicians Staff consists of THREE committed full time Head and Neck faculty staff / consultant with massive experience in teaching and training in the Head and Neck surgery subspecialty at KAUH.

In addition, there is one full time Consultants in the collaborating Hospital (King Fahad Medical City) and two part time as well as a maxillofacial surgeon and the Affiliated Team from Radiation Oncology, Oncology, Dental Surgery, Neurosurgery and Plastic Surgery departments with a full time head and neck pathologist and one full time head and neck radiologist.

No	Name	eTitl
1	Prof. Khalid Al Qahtani (Program Director)	Professor / Consultant Otolaryngology Consultant, Advance Head & Neck Oncology Microvascular Reconstructive, Endocrine & Skull Base Surgeon ,KAUH, <b>KKUH</b> , Canada
2	Dr. Saleh Al Dhahri	Associate Professor / Consultant ORL Department – KAUH, <b>KKUH</b> Head and Neck Surgical Oncology, Microvascular and Skull Base Surgery University of California, Davis Medical Center, USA
3	Dr. Mohammed Al Essa	Assistant Professor/ <b>Consultant</b> ORL Department, KAUH, <b>KKUH</b>
4	<b>Dr.Mohammed AlMayouf</b>	<b>Otolaryngology Consultant,</b> <b>Advance Head &amp; Neck Oncology</b> <b>Microvascular Reconstructive surgeon</b> <b>KFMC</b>

5	Dr..Hussain Al Hussain	Consultant Radiation Oncology KFMC
6	Dr. Yasser Bayoumi	Consultant Radiation Oncology KFMC
7	Dr. Huda Abdulkareem	Consultant Head and Neck Medical Oncology KFMC
8	Dr. Sajid Durran	Consultant Head and Neck Medical Oncology KFMC
9	Dr. Yaser Al Jadhah	Consultant Neuro Imaging and Intervention Department
10	Dr. Mohammed Al Harbi	Consultant Nuclear Medicine KFMC
11	Dr. Hanadi Fatani	Consultant Head and Neck Pathologist KFMC

### **Similarity between the suggested Fellowship & other Fellowship in developed countries**

The objective and purpose of the 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery is the same and/or similar to the existing Fellowship programs in the developed countries, American Head and Neck Surgery (<http://www.ahns.info/residentfellow/programs.php>)/Canadian Society of Otolaryngology Head and Neck Surgery (<http://ear-lab.medicine.dal.ca/pages/positions/htm>) wherein to extend an intensive trainings and exposures, innovative and the latest information and development in the field of Head and Neck Surgery.



To share and instill all the code of conduct in this field not to mention some techniques and advises and personal and/or respective inputs, knowledge and expertise of the respective Teaching Staff to the would-be Fellows in theoretical and clinical or practical aspects or skills at par excellence.

### **Similarities between the suggested Fellowships with other local programs**

The 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery is first of its kind and considered a neophyte proposed program in the Middle East and in the Saudi Commission for Health Specialties. There is no existing program to compare with, thus, we cannot indicate it's similarity.(as made the proposal in 2012

Though, the King Saud University has the very first recognized and accredited 2-year King Saud University Fellowship in Oto-Neurotology sub-specialty program that has been approved and accredited as well in the Saudi Commission for Health Specialties; Link: <http://faculty.ksu.edu.sa/drhagr/Advance%20Otology/Otology%20Fellowship.pdf>

Apparently, 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery as mentioned and stipulate above that it intent to extend intensive and rigid exposures, training and technical knowhow in the field of Head and Neck Surgery to its would-be Fellow(s).

### **Evaluations**

1. **Performance Evaluation** – A quarterly and/or may be bi-annual assessment for the Fellow's overall performance in the Fellowship training.

The fellow will be evaluated on the following items using postgraduate evaluation scale from 1 to 5, 1 being the lowest or very poor performance and 5 being the highest or outstanding performance (**1**=unsatisfactory performance; **2**=Below Average; **3**=Average; **4**=Above Average; **5**=Outstanding)

- 1.1. **Patient care** – compassionate, appropriate and effective for the treatment of health problems and the promotion of health in Saudi Arabia.
- 1.2. **Medical knowledge** – established and evolving biomedical, clinical and cognate (epidemiological and social behavioral) sciences and the application of this knowledge to patient care.
- 1.3. **Practice-based learning and improvement** – involves investigation and evaluation of their own patient care, appraisal and assimilation of scientific evidence and improvements in patient care.
- 1.4. **Interpersonal and communication skills** – that result in effective information exchange and teaming with patients, their families and other health professionals.
- 1.5. **Professionalism** – as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles and sensitivity to a diverse patient population.
- 1.6. **System based practice** – as manifested by actions that demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to effectively call on system resources to provide care that is of optimal value.
- 1.7. **Research** – the importance, the vital, prevalence of the cases and the degree of importance of the selected research project and consider the breakthrough in the clinical practice and benefits as well as contribute in the field of head and neck surgery. The procedure, the process and the overall input on how the Fellow conduct/conducted the project and the assessment on the project itself.

## 2. Assessment

### 2.1 . Promotion Examinations

There is one in-house training exam that is held after finishing the first year of the training. The examination components are the followings which have been approved the sub-specialty Committee and the Department Board as the standard to be used by all the sub-specialty Fellowships of the University in the field of ORL Head and Neck Surgery.

### 2.2 Final Examinations

The above composition will be as follows as mentioned above and usually scheduled either from October to December as per the approved Fellowships' examination schedule of the Postgraduate Center.

Both examinations observed the 70% passing mark.

## STRUCTURE AND CONTENT OF THE PROGRAM

### 1. Training Structure/ Time Table

#### 1.1 Year one

On the first year, the Fellow will have the 1<sup>st</sup> 3 months focus in research with minimal clinical tasks followed by an extensive exposure to thyroid and parathyroid diseases as well as wide array of diverse head and neck diseases.

Also, the Fellow will have a good exposure to sinus surgery that will be the basis for his/her later endoscopic skull base surgery. The Fellow will have excellent exposure to the basic technique in neck surgery in preparation for more advance training in year two.

### **First three months:**

- Four days as a Research day in collaboration of research center, College of Medicine K. S. U
- One day in the out-patients clinic
- OR for gathering of research data

### **Second six months:**

The weekly schedule will include:

- One day research
- One day Head and Neck clinic
- Three days operation room
- One day pre & post operation round

### **Last three months:**

The weekly schedule will include

- Three day and/or greater than Threes: Clinic
- One day or less than Two: OR
- One day: lecture/group activity
- One day research

## **1.2 Year Two**

### **First nine months:**

- Mucosal Head & Neck, Skull Base & free flap rotation at King Fahad Medical City
- Two days clinic
- Two days Operation
- One day research

### **Last three months:**

- At King Abdulaziz University Hospital, King Khalid University Hospital or International Fellowship
- One day clinic
- One day pre & post operation round
- One/Two day OR
- Two days research

### **Elective period**

The program allows the fellow to do elective clinical training or courses in order to gain more experience in a high caliber recognized center worldwide. The elective rotation will be arranged by the University Department or by the fellow himself (after the approval of the training Committee). The elective rotation should be for minimum of 2 weeks and maximum of 12 weeks. It should be during the second year of the training program.

## **2. Clinical and Research Components**

### **2.1 Outpatients Clinic**

The Fellow will participate “hands on” in all Head and Neck Clinics and in the Operating Rooms. The Fellow’s clinical schedule mirrors that of the Head and Neck Consultant. The Fellow is expected to receive clinical training during the head and neck clinics, three per week in King Abdulaziz University Hospital (KAUH), KKAUH and King Fahad Medical City (KFMC) and the surgical training in the operation room two per week in KKAUH, 1 per week in KKAUH and 2 per week in KFMC. Additional clinical teaching takes place during hospital rounds on head and neck patients

The fellows are required to cover the on-call duty as Senior Registrar in KKAUH, KKAUH and associate Consultant in KFMC.

## **2.2 Clinical Rounds**

The Fellow participates in the pre-operative and post-operative rounds in accordance with number of the OR sessions. The rounds are designed with heavy fellow input as to the operative management of the patients.

## **2.3 Grand Rounds**

The grand round activity is every Wednesday from 1:00 to 2:00 pm. Most presentations are made by the attending staff and residents in the teaching program. However, presentations are occasionally reserved to visiting professors with international reputations from all over the world; or invited clinicians from the KKUH. The meetings allow the fellows to critically review the literature pertaining to a specific case or small series of cases; and present that literature to their peers and staff in the department of otolaryngology head and neck surgery. Attendance for these meetings is mandatory.

## **2.4 Academic half day**

The academic half day represents three hours of teaching time for the Residents every Wednesdays from 1:00 to 4:00 p.m. The Fellows will be excused from their clinic duties at this time to attend this activity. This day is structured with heavy Fellow input and includes didactic and interactive teaching sessions covering all of the major areas of general otolaryngology including head and neck subspecialties. It is also a forum for teaching the competencies, ethics, medical legal issues, and subjects in fields as well as to use for their research activities.

## **2.5 Journals and/or ENT Club Meeting**

Journal clubs are arranged by the Saudi ORL Society and held monthly. Interesting cases are presented and are followed by an update on the topic presented. The papers are presented in a PowerPoint format with the presenting Resident/Fellow/Invited Guest speakers highlighting key points.

The attendances are then critically reviewing the paper. The fellows are required to participate in this meeting and present their scientific work and any other relevant interesting educational material.

## **2.6 Guest speakers for the activities (Grand Rounds/ENT Club meetings)**

Guest speakers are scheduled on a regular basis throughout the academic year. Speakers are usually asked to give a pre-selected lecture on a Wednesday afternoon or in the Department's ENT update Seminar. The guests are invited well in advance, and the entire Department is notified through ENT bulletin boards at each respective hospital. Verbal announcements are also made at University rounds concerning guest speakers.

## **2.7 Research**

The Fellowship program provides numerous opportunities for clinical and basic scientific research in the field of head and neck at the course of the 2-year Fellow's training period. The fellows have to develop research proposals under the direction of one of the consultants with full department support

### **2.7.1 The first 3 months:**

2.7.1.1 Fellow(s) will have at least one or two research Proposal(s)

2.7.1.2 The two proposals have to be submitted to Institutional Review Board (IRB)

2.7.1.3 Attending Courses in research

2.7.1.4 Minimal clinical works, to attend clinic only.

The Fellow has to fulfill all these so that he can start his full clinical duty.

### **2.7.2 Requirements for promotion to F2 (year 2)**

2.7.2.1 Fellow has to present in the update seminar at least one of his/her research.

2.7.2.2 At least one of the researches has to be sent for publication.

### **2.7.3 Requirements to sit for final exam**

2.7.3.1 Fellow has to have 2 ISI publications **OR**

2.7.3.2 One (1) ISI publication and one (1) Non ISI publication with two presentations in International conferences of his/her research project(s).

2.7.3.3 Fellow must be the 1st Author on the research projects.

**2.7.4 The Committee approved that case report is not acceptable and excluded in the research provision for fellows' program structure.**

### **3. Responsibilities of the Fellow(s)**

During the first 6 months of the Fellows' training, he/she will be closely supervised by the attending trainer. (3 months research with minimal clinical tasks) As he/or she matures, the fellow will gain an independence in taking care of the patients but still be under the guidance and supervision of the Consultant. At the completion of the program the Fellow should be able to evaluate and manage most of the diseases related to the head and neck surgery.

#### **3.1 Patient care' responsibilities**

- 3.1.1 Examines and evaluates patients in the head and neck surgery clinics and to prepare a full initial assessment and evaluation dictated note.
- 3.1.2 Supervises the preparation process for patients requiring head and neck surgery.
- 3.1.3 Takes care of head and neck surgery in-patients.
- 3.1.4 Supervises head and neck surgery residents on their head and neck surgery rotation.
- 3.1.5 Participates in the care of emergency head and neck surgery patients.
- 3.1.6 Be involved in any head and neck surgery emergency patients even belongs to general otolaryngology.
- 3.1.7 Be the primary physician of all head and neck surgery cases referred within the Department and from other specialties.
- 3.1.8 Prepares and organizes and presents the weekly tumor board.



3.1.9 Ensures the completeness of work up for all patients referred to the tumor board.

3.1.10 Up-dates the tumor board registry weekly with documentation of the tumor board discussion.

### 3.2 Procedural Requirements

Fellow and Fellowship Supervisors should be aware that the University Hospital is a residency training hospital and Fellows should not compete with the residents for their cases. The residents have the priority to any case that is classified as a "resident" case and the Fellow should observe, train, and provide help as needed for the residents handling these cases.

The following procedures are performed during the fellowship:

<b>Operations</b>	<b>Surgeon</b>	<b>Supervisor</b>
Ear & Mastoid (Excision of ENT Tumors)	3	1
Ear & Mastoid Temporal Bone Resection	3	1
Ear & Mastoid Excision of auricle &/or neck dissection	3	1
Nose & Maxilla (Lateral rhinotomy)	5	3
Nose & Maxilla (Maxillectomy:total, partial, or radical with orbital exenteration)	5	3
Nose & Maxilla (Excision of nasopharyngeal tumors via transthemoid, transantral or transpalatal routes)	5	3
Salivary Glands (Submaxillary gland excision)	15	8
Salivary Glands (Parotidectomy with or without facial nerve dissection or nerve graft)	15	8
Lips (Wedge Resection of lips)	3	1
Lips (shave)	3	1
Lips (Abbe-Estlander Flaps)	3	1
Oral Cavity (Partial glossectomy)	10	5
Oral Cavity (Partial Mandibulectomy)	5	3
Oral Cavity (Composite Resection – primary and/or metastatic tumor with radical neck dissection)	5	3
Oral Cavity (condylectomy)	3	1

Oral Cavity (Temperomandibular joint exploration)	3	1
Neck (I&D of neck and/or retropharyngeal lesions)	5	3
Neck (Exploration for complications of trauma)	3	1
Neck ( Node biopsy and excision, benign lesions)	20	8
Neck (Radical neck dissection)	5	3
Neck (Radical neck dissection combined with trans-sternal mediaastinal dissection)	10	5
Neck (Diverticulectomy)	3	1
Neck Laryngectomy (subtotal wide field)	5	3
Neck (Post-laryngeectomy vocal rehabilitation)	5	3
Neck (exploration and repair of laryngeal fractures)	3	1
Neck (laryngofissure)	3	1
Neck (Arytenoidectomy or arytenoidopexy)	3	1
Neck (Thyroidectomy)	25	10
Neck (Laryngeal re-innervation)	3	1
Neck (Parathyroidectomy)	5	3
Neck Cervical esophagectomy (with laryngectomy and/or neck dissection with reconstruction)	3	1
Neck (Tracheal resection with repair, tracheoplasty, laryngoplasty)	3	1
Neck (Repair of tracheoesophageal fistula)	3	1
Neck (Tracheostomy)	10	5
Neck (Epiglottectomy)	5	3
Neck (Excision laryngocele)	5	3
Neck (Major vessel ligation and grafting)	3	1
Neck (Arterial infusion Procedures)	3	1
Neck: Excision congenital cysts (Bronchial, Dermoids, Teratomas, Thyroglossal)	10	5
Head and neck reconstruction , regional flap	3	1
Head and neck reconstruction , free tissue transfer	5	1

### **3.3 Didactic Components**

- 3.3.1. Attends all Department conference pertaining to head and neck surgery.
- 3.3.2. Assists in implementation of annual head and neck surgery CME program
- 3.3.3. Presents at least one updated head and neck surgery research in the Department clinical presentation/year
- 3.3.4. Gives lectures to otolaryngology head and neck surgery residents.
- 3.3.5. Reviews a minimum of 4 journal articles per year.
- 3.3.6. Attends the otolaryngology journal club every month and proctor head and neck surgery papers being discussed.
- 3.3.7. Supervises resident cadaver training dissection.
- 3.3.8. Supervises the usage of head and neck surgery laboratory dissection materials.
- 3.3.9. Attends all otolaryngology head and neck surgery clinical meetings.
- 3.3.10. Attend all tumor board conferences
- 3.3.11. Provides one resident's seminar every 1 month, whereby the residents select the topic and he/she supervise the discussion. Exam type discussion is encouraged.

### **4. Scientific responsibilities**

- 4.1 Attends a minimum of one faculty development program held at postgraduate Department in the College Medicine KSU.
- 4.2 Completes basic and advanced head and neck surgery courses
- 4.3 Participates in preparation of all the head and neck surgery division courses and is considered as a member in all head and neck surgery Committees.
- 4.4 Attends at least one conference (national or international) related to head and neck surgery per year.
- 4.5 Prepares at least two peer review publications.

## **Fellow Job Description**

**Title:** Fellow of the 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Surgery

**Department:** Department of ORL H & N Surgery  
King Saud University and King Fahad Medical City

### **Terms of Employment:**

1. KAUH, **KKUH**, KFMC - Riyadh
2. ORL H & N Department, KSU, KFMC -, Head and Neck Surgery Division
3. Collaboration with KSU - ORL Department Head and Neck Department at King Fahad Medical City

### **Functions:**

#### **A. General:**

1. For supporting ORL administrative patient care policies and protocols.
2. For ensuring exemplary head and neck surgery patient care is provided to those Patients under his / her care.
3. For working cooperatively with all the other staff to ensure exemplary patient care.
4. Attends rounds promptly.

#### **B. Specific:**

1. To help (with the resident) in looking after critically ill patients
2. Review, prepare and complete all the medical records of the Head and Neck surgery patients.

#### **C. Evaluation:**

1. Assist in the evaluation of medical students, interns and residents.

#### **D. Teaching:**

1. Participate in the teaching of medical students, residents, interns.

**E. Others:**

Assume responsibilities for the development and maintenance of own professional competency.

**F. At the end of his/her training, the fellow must:**

Demonstrate competency of head and neck surgery procedures with the use of modern facilities/equipment or technology.

**Demonstrate the ability to assess the head and neck surgery patient by:**

1. Appropriate patient's history documentation and physical examination.
2. Selecting appropriate investigations.
3. Interpreting investigations.
4. Make management plan for all head and neck surgery problems.
5. Demonstrate effective communication skills.
6. Demonstrate academic qualities pertaining to head and neck surgery.
7. Demonstrate effective teaching of the residents.
8. Participate in research work of the department.
9. Understand the relevant aspects of staff management and administration pertaining to high intensity of work.

**G. Certificate**

At completion of two years program and passing all the exams and evaluation, the 2-year Combined King Saud University and King Fahad Medical City Fellowship in Head and Neck Oncology Reconstruction and Skull Base Surgery will be awarded to the Candidate from Postgraduate of Medicine in K.S.U.

**GENERAL RULES AND REGULATION: IN ACCORDANCE TO THE RULES AND  
REGULATIONS OF KSU**

**1. Admission Processing**

The Postgraduate Medical Education (PGME), Medical Education Center will accept and perform the preliminary review of applicants and forward applications to the program director. The Departmental Fellowship Committee will then conduct the interview and or selection exam and recommends candidates for acceptance using the special form for selection of candidates (Appendix IIIA of the KSU Policies and Procedures). Results will be forwarded to the Director of the Postgraduate Training Programs, who will forward the results to the Vice Dean of Postgraduate and Continuing Medical Education and the Dean of the College of Medicine. Upon approval of the results the PGME will write acceptance letters to the accepted candidates.

The submission and deadline of the submission of application will be July up to end of September. The training will commence on the first working day of **January** each year. The accepted Candidates will be registered with the Deanship of Admissions and Registrations.

**2. Rotations**

Two years including head and neck surgery, endocrine surgery, skull base surgery, free flap reconstruction, medical oncology and radiation oncology.

**3. Teaching commitments must be protected**

**4. Number of on call duties**

The candidate will be assigned a shadow on-call with the fellowship staff for head and neck surgery cases (no more than 1 in 3).

## **5. Withdrawal**

A valid reason for withdrawal must be given in writing to the head and neck surgery Program Director. Submission of withdrawal should be made 3 months before the end of the training year to the Fellowship Training Committee which will refer the request to the Postgraduate Training Board (PGTB) with its recommendations. The final decision will be made by the PGTB who will give their final reasons in writing. In case the withdrawal was rejected by the PGTB and the resident left the program without permission, he / she will not be allowed to join any other programs for two year.

## **6. Disciplinary actions**

Disciplinary actions will be in accordance with the KSU Training Programs Policies and Procedures. Any Fellow exhibiting poor performance or misconduct will be thoroughly discussed in the Fellowship Training Committee and the policies and procedures will be applied. In case of dismissal from the program, the committee will discuss the matter and refers its recommendation to the Department Board and then to the PGTB for appropriate decision. The PGTB will then forward the matter to the Vice Dean of the Postgraduate and Continuing Medical Education.

## **7. Vacation**

Must be according to the postgraduate guidelines, please refer to the KSU Fellowship Training Programs Policies and Procedures.

The fellow is entitled to four week vacation per year and should be approved by the Program Director of Fellowship and in accordance with the Department protocols.

The Fellow should have off duty in one of the Eid leave.

Justified absence from the program such as sick and maternity/paternity leave should be compensated if more than 1 week/year.

Educational leave will be granted to attend one hands-on course a year and one international conference a year. If the candidate is presenting his / her research, he /she

can attend any additional number of meetings to present his / her work with a two-week study leave.

The elective training period for mini fellowships are not to be part of the educational leaves.

### **SUGGESTED READINGS**

It is highly recommended that each Fellow read the following:

1. Surgical Anatomy of the Head & Neck  
Parviz Janfaza
2. Head & Neck Surgery-Otolaryngology  
Byron J. Bailey
3. Otolaryngology, Head & Neck Surgery  
Charles W. Cummings  
Operative Head & Neck Surgery  
H.H. Naumann
4. Cancer of the Head & Neck  
Eugene N. Myers
5. Head & Neck Surgery and Oncology  
Jatin Shah
6. Surgery of the Skull Base  
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### **ORL Journals**

1. The Laryngoscope
2. Archive of ORL
3. ORL-H&N
4. American Journal of ORL