





MEDICAL EDUCATION & RESEARCH DEPARTMEN

SERVICE CATALOGUE





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🚯 800342 (DHA) | 🌐 dha.gov.ae | 💟 🞯 💽 🥑 @dha_dubai | 🗊 🕑 🖨 Dubai Health Authority | 🗍 🗇 DHA

Update 29-7-2022

MEDICAL EDUCATION & RESEARCH DEPARTMENT SERVICES





Dubai Health Authority Building, Al Maktoum Bridge Street, Bur Dubai Area 4545, UAE

wasselsotak@dha.gov.ae



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To call from outside UAE +971 4 219 8888

Mon - Thu: 7:30am - 3:30pm Fri: 7:30am - 12:00pm The Medical Education & Research Department (MERD) came into existence in 2001 with the purpose of providing innovative medical educational opportunities for the employees of the Dubai Health Authority (DHA) in order to improve the quality of healthcare to its customers using Medical Education Section, Medical Training Section and Medical Research Section the Learning Resource Centre, the Professional Development Centre and the Academic Affairs Centre.

Now the Medical Education Department has evolved as one of the most prestigious departments within the Dubai Health Authority concentrating on the professional development and technical competence of the employees of DHA to enhance job skills and competency through quality training and educational activities in collaboration with the world-class educational leaders.

INDEX OF SERVICES

MEDICAL EDUCATION & RESEARCH SERVICES

Medical Education Section

Medical Internship Program Dental Internship Program Dubai Residency Training Programs Dental Residency Program Fellowship Program Scholarship in Specialized Medical Fields Medicine and Science Scholarship Program for Students

Medical Training Section

Accreditation of Continuing Medical Training Programmes (CME) Attestation of Training Certificates Request to enroll in clinical training Medical Education and Training Announcement Organising and Managing Medical Training Programmes (MANAAR System/ MANAAR Medical Education Calendar/Request for DHA Sponsorship for continuing medical training) Venue Reservation and Rental

Medical E-Library

Inter-Library Loan: Providing Articles to External Libraries Medical Journals Manuscript Submission

FACILITY FAQ

General Questions Medical Education Section Questions Medical Training Section Questions Medical Research Section Questions E-library Unit Questions

INTERCONNECTED SERVICES

MEDICAL EDUCATION & RESEARCH DEPARTMENT'S SERVICES

Medical Internship Program

Provide one year of clinical training, called the practicum or internship for medical graduates that builds upon their theoretical knowledge and translates it experientially into practice.

This period of training forms the watershed between the academic training that students undergo in their medical schools and the practical application of that body of knowledge and skills in the practice of medicine in hospitals and clinics under supervision of consultants from different departments in the hospitals.

Internship is a requirement for various health practice regulatory bodies and after completing this year, they can go for specialty (residency programme) or get GP licence after completing the requirement.

For Whom?

UAE Nationals

Residents

During the registration process if the permanent visa is not ready he/she can apply with the current visa status and to upload a promise letter signed by the applicant to promise (if an applicant is selected for internship training a valid visa for at least a year will be ready if accepted during the recruitment procedures).

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4

Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm

Delivery Time

2 months From application processing start date till the end of application processing

Documents Required

- Application should be through the registration period announced on the website
- · Copy of Curriculum Vitae
- Copy of Degree certificate attested
- Copy of transcript certificate attested
- Copy of Passport (a copy of Kholasat Al Qayd for UAE Nationals)
- Copy of Emirates ID

Service Limitations

- Medical graduates from internationally recognized colleges
- Time period from the date of graduation to the date of applying to the program should not exceed two years

For details of registration opening/closing dates and any update please check the page on the main portal under DATA/MEDICAL EDUCATION

Service Charges

230AED

Fees for processing your application (not refundable)

The accepted applicants during the recruitment will be requested to submit a deposit cheque of 5000AED - addressed to Dubai Health Authority without date (open); this will be refundable at the end completing at least of 6 months of the internship training. It will not be refundable if, offered a place, he/she is not present to start with others at the beginning of the rotation or leaves the internship training before completing the 6 months of the internship training.

Payment Methods





Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm

Delivery Time

2 months From application processing start date till the end of application processing

Application to join **Dental Internship** Programme

Dental internship is a phase of training wherein a dental graduate is expected to undertake dental practice and acquire skills under supervision, so as to enable him/her to function independently to be eligible to obtain the professional licence.

Documents Required

- Copy of Curriculum Vitae
- Copy of attested BDS/DDS certificate
- Copy of attested transcript
- Kholasat el Qayd/Marsoom
- Copy of passport
- Emirates ID
- Passport size photo

Service Limitations

- Dental graduates from internationally recognized colleges
- Time period from the date of graduation to the date of applying to the program should not exceed two years

Service Charges

230AED

Fees for processing your application (not refundable)

The accepted applicants during the recruitment will be requested to submit a deposit cheque of 5000AED - addressed to Dubai Health Authority without date (open); this will be refundable at the end completing at least of 6 months of the internship training. It will not be refundable if, offered a place, he/she is not present to start with others at the beginning of the rotation or leaves the internship training before completing the 6 months of the internship training.



Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm

Delivery Time

2 months From application processing start date till the end of application processing

Dubai Residency training programs

The Dubai Residency Training program (DRTP) is a structured post-graduate educational training program that aims to bridge the gap between medical undergraduates and specialised medical professions. It provides an educational platform where residents undergo training and evaluation to further enhance their skills and expertise in a specialised field.

Documents Required

- Submission of application prior to DRTP application closing date
- Copy updated Curriculum Vitae
- Copy of attested MBBS/MD Certification
- Copy of attested transcript
- Copy of attested one-year internship certificate
- Valid language competency score (TOEFL 550 and above, IELTS Academic 6 and above, OET 300 and above)
- Result sheet of the pre Entry Exam (EMREE)
- Provide Positive Primary Source Verification (PSV) report for all certificates
- · Copy of passport and Emirates ID
- Copy of payment receipt (registration fees)



Dental Residency Program

Dental Residency is a post-graduate educational training Program that aims to bridge the gap between dental undergraduate and specialised dental professions.

The Program offers a customised learning platform that trains the residents and evaluates them for consistent improvement.

Documents Required

- Application during online registration
- Copy of updated Curriculum Vitae
- Copy of BDS/ DDS certificate certified by Ministry of Education
- Copy of attested transcript
- One year internship completion letter/letter stating the anticipated date of completion of applicant's internship Program.
- Valid language competency score (TOEFL 550 and above, IELTS Academic 6 and above, OET 300 and above)
- Result sheet of the pre Entry Exam (EMREE)
- UAE registration copy (Kholasat el Qayd/ Marsoom of current year)
- Passport copy and Emirates ID
- Passing short-listing written exam/passing MMI interviews
- Receipt of payment

Service Limitations

• UAE National Dental Interns

Service Charges 620AED 100AED Registration fee 500AED Application review fees 10AED Knowledge 10AED Innovation + VAT Payment Methods





Delivery Time

2 months From application processing start date till the end of application processing

Fellowship Program

The Fellowship program allows Doctors to obtain board certificates in sub-specialties accredited by international and regional accreditation bodies.

Documents Required

- A statement of training completion from the training center
- Experience certificates in medical specialties
- Copy of Curriculum Vitae
- Copy of the Board of Health Specialties Authority certificate
- · Fellowship application form
- Copy of Emirates ID
- Copy of passport
- Recommendation letter from 3 consultants internship completion letter
- Copy of Visa (if Available)

Service Limitations

Graduates of Medical Specialties Programs



It is a sponsorship program for UAE National high school graduates and medical university students in order to provide them with future job opportunities at DHA.

Documents Required

- Copy of last qualification/educational documents (certificates and transcript)
- Copy of passport
- Copy of Kholasat Al Qayd
- Copy of Emirates ID
- Passport size photo

Service Limitations

· UAE Nationals with Kholasat Al Qayd



Mon - Thu 7:30am - 3:30pm

For Whom?

UAE Nationals

Fri 7:30am - 12:00pm

Delivery Time

2 months From application processing start date till the end of application processing



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Accreditation of Continuing Medical Training Programs (CME)

Accrediting Continuing Medical Training (CMT) program submitted by health facilities or event's organisers targeting Healthcare Professionals.

Documents Required

- · Copy of UAE trade licence
- Electronic submission of the accreditation application form. In case of applying for more than one program, submit separate application for each programme
- Completed and stamped CMT Provider
 Declaration form
- Detailed program: should contain registration time, course agenda, and time for discussions and breaks
- Program/course content (presentations, course materials, references, citations)
- CV of the speaker/trainer
- · Completed speaker declaration forms
- Sample of attendance list form
- Copy of external accreditation approval letter (if required)
- Course certification/licence (if required)
- Patient consent forms (if required) in case of hands-on-patients
- Malpractice insurance (if required) in case of hands-on-patients
- Completed CMT provider requirements form (for first-time applicants)



Request for Attestation of educational certificates

Attestation of attendance certificates of DHAaccredited medical training programmes.

Documents Required

- Original certificate
- Attestation fees

Service Limitations

• Training course/workshop must be accredited by DHA

50AED for attesting each training certificate

Payment Methods





Request to enroll in clinical training

Providing an opportunity for health professionals, students and graduates of medical and health science colleges to gain experience through training at DHA facilities.

Documents Required

- Copy of qualification or proof of work experience
- Copy of updated Curriculum Vitae
- Good standing certificate: (police clearance certificate or to TWMC letter from university or TWMC letter from employment)
- Copy of valid passport
- Copy of UAE Emirates ID
- Copy of visa (for visitors)

Official health clearance certificate that includes:

- Evidence of negative status with respect to HIV, hepatitis B, hepatitis C, TB, syphilis (VDRL)
- Evidence of immunity to hepatitis B, measles and rubella

Service Limitations

· This service is limited to students and graduates of medical and health science and colleges of pharmacy and dentistry/ healthcare professionals

Service Charges

200AED

Processing fees (should be paid immediately after completion of online submission)

100AED

for any modification/ extension request

50AED

for each working day of the approved attachment period for non-UAE Nationals only 5% VAT and 20AED Knowledge and Innovative fee will be added to each transaction

Payment Methods







Medical Education Announcement

Announcing medical education and training programmes through DHA e-mail announcement system and MANAAR Medical Education Calender.

Documents Required

- Event details (venue, date, accreditation info, registration info, web sites)
- Event-related documents (event brochures, images) through e-mail

Service Limitations

 Internal DHA entities. external entities with special promotion for DHA staff, medical educational activities with DHA accreditation

Request the service :

medannouncement@dha.gov.ae

14

Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm

Delivery Time 5 working days



Organising and Managing Medical Training Programmes

Providing the healthcare professionals with the needed medical training programmes such as:

- Medical simulation for healthcare professionals
- Medical conferences and workshops for healthcare professionals
- Life support and trauma programmes for healthcare professionals
- Radiation protection courses

Documents Required

- · Course registration form to be filled-in
- For healthcare professionals need proof of profession
- DHA members must present staff ID
- Non-DHA members must present professional licence

Service Limitations

· All healthcare providers and the public

Fri

Delivery Time 1 working day

7:30am - 12:00pm

Service Charges

1000 - 2000AED service charge will vary from events to events

Payment Methods



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Fri 7:30am - 12:00pm

Delivery Time

- 3 working days for internal customer
- 12 working days for non-DHA entities

Venue Reservation and Rental

Facilitating the use of medical education venues for DHA and non-DHA events.

Documents Required

- Requester trade licence (external customers)
- Passport or Emirates ID copy (external customers)
- DTCM or CDA approval (public events, CME programmes, stage performance or entertainment activities)
- Online payment confirmation (external customers)

Service Limitations

 Internal and external customers within UAE or UAE representatives needed

Service Charges

350 - 7500AED

Depending on the renting hours and room capacity

Payment Methods



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Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm

Delivery Time 1-3 working days

Inter-Library Loan: Providing Articles to External Libraries

The exchange between two libraries or more to exchange (borrow and lend) articles.

Documents Required

 Complete the related e-form: Inter-Library Loan (ILL) e-form
 https://library.dha.gov.ae/forms/Interlibrary_ Loan

Service Limitations

External Libraries





Medical Journals Manuscript Submission

• This service allows researchers to publish their research in two peer-reviewed open access electronic journals by DHA.

Documents Required

- Documents: the manuscript, tables and figures.
- e-forms: by creating an author account from
 DMJ:
 - <u>www.manuscriptmanager.net/dmj</u>IJD:
 - www.manuscriptmanager.net/ijd

Service Limitations

· All Researchers worldwide

18

Mon - Thu 7:30am - 3:30pm

Fri 7:30am - 12:00pm







FACILITY FAQ

What is medical education?

Medical education refers to a specific form of medical education that helps those in the medical field maintain competence and learn about new and developing areas of their field.

Why a minimum requirement for medical education is being introduced for health professionals?

The minimum requirement will enable health professionals to stay abreast of the knowledge and developments in their areas of practice.

What will medical education provide me?

- Helps you to identify your individual learning needs and plan where you require additional knowledge and skills
- Means you have taken responsibility for life-long learning, development and career advancement
- Supports the basic principles and obligations of your chosen profession
- Demonstrates to patients, peers and the public that you are taking appropriate steps to maintain and increase your level of competence

How can I register for Dental Residency?

You can send us your documents within the announced period of registration click here.

How can I register for Dental Internship?

Online registration during the announced period through the DHA website

When should I expect the announcement of medical internship registration dates?

Register during June for the August intake and register during November for the February intake, any intake subject to cancellation according to the Pandemic situation.

Where will the announcement of registration dates be?

On DHA official website.

What are the criteria for dental residency/internship?

The criteria is mentioned on DHA official website under "DHA services- Facilities- Medical Education - Dental residency/Internship".

21

Is dental residency/internship open to all nationalities?

Dental residency is only open to UAE Nationals. Dental internship is open to all nationalities.

What is the next step after registration?

Wait for the acceptance/rejection e-mail. Once accepted, candidate will come for the recruitment procedures before commencement of the programme.

Are there any fees for registration or during the programme?

A fee of 620AED is required for dental residency application.

How many seats are available for the programme?

12-15 seats are available for the internship yearly, and 10 seats are available for the dental residency.

What is Dubai Residency Training Programme (DRTP)?

The DRTP programme is a structured system of training and education, which extends from

the undergraduate medical course into career positions. It is based on learning objectives where the participants proceed through the training programme by demonstrating competence rather than by passage of time.

What are the specialties offered by DHA in DRTP?

DHA offers variety of medical specialties in DRTP, please visit DRTP webpage in DHA website to get more information about the available specialties. <u>Click here</u>

How to register in DRTP?

The registration is open between February and March every year, the registration announcement will be on DHA website. The registration will be done electronically in DHA e-service portal.

DHA is able to accommodate attachments in which specialty?

- Rashid Hospital: Internal Medicine, General Surgery, A&E, Emergency Medicine, Clinical Support.
- Dubai Hospital: Internal Medicine, General Surgery, A&E, Clinical Support, Obs. and Gyn, Paediatrics
- Al Wasl Hospital: Maternity and Paediatrics
- Primary Healthcare: Family Medicine, Community



Where can I find the Medical Training leave form?

From DHA website.

Am I eligible for training leave during my probation time? No.

How many training leave can I obtain in one year with DHA support? Only one.

From where can I get more information on training leave application and its process?

From ARIS system.

What are the contact numbers for the training leave section? + 971 4 2191962/+971 4 2191087.

How do I book the educational halls in MERD?

By sending an e-mail to click here.

Is there any way an outsider can know what courses are offered by DHA every month?

A programme announcement is sent online by one of our staff. Also, people can check the DHA website for any programmes and courses offered.

Where do I register for BLS?

By calling: + 971 4 2191950 or + 971 4 2191147.

Who is eligible to apply to DRTP?

All physicians who have obtained their basic degree from a recognised university and who have either successfully completed or are about to complete a recognised 1-year internship programme. There is a Pre-Entry Evaluation Examination. UAE Nationals are given priority.

What is the Pre-Entry Evaluation Examination?

It is made-up of two parts. There are 100 questions MCQ paper covering the broad topics of undergraduate medical curriculum and set at a level of difficulty approximating the MCCE but in the USMLE format. Only candidates who achieve the passing score in the MCQ paper are invited for the oral interview.

Do all candidates who pass the MCQ and the interview get training positions?

No. The number of applicants far exceeds the number of training slots available, admission is competitive.

Do I get to know my scores?

Yes. Your scores in the MCQ, but not in the interview (because this is ranked) will be made available to you.

Can I carry-over my performance scores in the MCQ until next admission if I passed but I am not selected on this occasion?

Yes. You can carry-over your scores in the MCQ but not in the interview. All the scores are valid for one year. However, you will need to attend the interview again.

How many years is this DRTP Programme?

It is 4 to 6 years duration, depending on the specialty.

How many intakes are there in a year?

There is only one intake per year. The academic year starts in September of each year.

What are the main criteria for selection of DRT?

- Appraisal of internship
- Career choice
- Success at the Pre-entry Evaluation Examination

Does a clinical attachment help in getting a seat in the DRT programme?

No.

Do all applicants who apply have a right to be interviewed?

No. A shortlist of applicants is prepared by the selection committee after the written examination.

Can the specialty be changed?

No.

How do I apply for clinical attachment?

By sending a completed application form with all of the required documents to the following e-mail address <u>click here.</u>

What to include with my application for clinical attachment?

- Completed application form
- Updated CV
- · Original good standing certificate
- Recommendation letter
- Health Clearance Certificate
- Copy of the passport
- Copy of valid visa status (non-UAE Nationals)

How long can I attend as clinical attachments?

3 months.

Is there any charge for my clinical attachments application? No.

What is the maximum period of any attachments?

3 months (once in a year).

Is there an extension for my clinical attachments?

Not in the same year, extensions are applicable the following years only.

To how many departments can I apply?

Depends on DHA departments capability.

Do I have to have health clearance? Yes.

Do you require a copy of my immunisation records? Yes.

Do I need a current visa?

Yes.

Do you require having any special form of visa?

No forms required but compulsory visa to be stamped in the passport.

How long will it take to process the application if I am accepted for clinical attachments?

Upon applicants requested dates.

To whom do I send my application?

To be e-mailed to: click here

If I am a GRADUATE, what documents should be attached?

- Internship letter
- Degree certificate
- CV
- Passport copy

If I am a STUDENT, what documents should be attached?

- To 'Whom It May Concern' letter (from the college)
- Valid passport copy

For which type of researches do I need to submit my proposal to the Dubai Scientific Research Ethic Committee (DSREC)?

When your research or study involves a human data or samples, a written approval from the DSREC must be in place before interventions or interactions with human participants actually begin.

I am not collecting any identifying information for my study. Do I need to submit my proposal to the DSREC for a review?

Yes, if your research project involves active data collection. All research involving the participation of human subject or the collection of human data regardless whether or not identifiable information is collected, must be submitted to the DSREC for review prior to the study initiation.

How long is Dubai Scientific Research Ethics Committee approval effective?

The DSREC approval validity for the study expires in one (1) year from the date of issue. Continuing approval of the research will be subject to the principal investigator submitting an annual report. If the researcher wishes to continue, he/she must submit an application for renewal together with the annual study site progress report no later than 30 days prior to the expiry date at <u>click here</u>.

I think my research qualifies for exempt status. Do I still need to submit to DSREC application?

Only the Dubai Scientific Research Ethics Committee can officially issue an exempt determination.

Can student researchers who wish to conduct the research study for their educational requirement directly apply to DSREC?

No, the students must apply first to the University Student and Resident Research Committee, which is a subcommittee for the DSREC. For more information, please refer to the DHA webpage.

Can medical residents submit study as Principal Investigator?

Yes, medical residents can be Principal Investigator in a study . However, it is mandatory to assign a supervisor for the study.

Are school students allowed to conduct a research study at DHA?

No, only university students are eligible to apply.

Do the case series, case records, review of secondary data such as morbidity data and audit require a DSREC approval?

The review and approval of any secondary data from ethically approved research which is already in the public domain, case series, case reports, audits are not under the scope of the DSREC.

What is the review period of research study submitted to the DSREC? How long will it take to get the approval from the DSREC?

Minimum of 30 to maximum of 90 working days from the date of completed documentation received.

How can I get the forms and the submission procedure?

Please refer to the webpage: click here

For which studies a participant information sheet and consent form should be submitted to the DSREC?

Any study involves the participation of the human subject prospectively need to submit a participant information sheet and consent form to DSREC.

Can I collect the data prior to a DSREC approval?

Please be advised that any study related activities strictly must be initiated only after the DSREC approval.

Who can conduct a medical research in Dubai?

The researcher must be a resident of the UAE and physically present in order to conduct a study at DHA or any other facilities under the jurisdiction of DHA.

If I want to conduct a medical research using patient information in a private hospital or an insurance company, shall I submit my proposal to the Ethical Committee?

Yes. For a study involving the collection of the human data from the DHA Governmental sites or the sites under the Jurisdiction of DHA (private sites), you must obtain a prior DSREC approval before the study initiation.

Is there any fees for getting the approval from the Ethics Committee?

Yes. There is a fee charged for the DSREC review. Please review the website for the fee structure and the bank details <u>click here.</u>

If I will use DHA patients data or samples in my research, but I will take the data or samples from a third party laboratory or company, shall I get approval from the DSREC before conducting the medical research?

The review of the proposal that involves a secondary data collection is not under the scope of the DSREC for the review.

Can I fill the research proposal in Arabic?

The forms need to be completed in English. However, any patient related information such as the information sheet consent form, questionnaires, diaries etc. must be submitted in English and Arabic as per the UAE local requirements.

Can I add a participant in the research project after getting the approval from the Committee?

Yes. A new member can be added or an old member can be removed from the study team post DSREC approval. However a notification of the change of the study team must be sent to the DSREC by the Principal Investigator. In case of a new member, a CV and training certificate must be attached as well.

Is the Ethical Committee's approval required for only conducting medical research?

The Dubai Scientific Research Ethics Committee is responsible for the review of medical research only.

Does an expert panel have to approve all research proposals before submission to the Scientific Ethical Committee?

It is advisable for a student and resident researcher, that the proposal is thoroughly reviewed by their supervisor (University Supervisor for students especially) before it is submitted to the Scientific Ethics Committee.

How can I collect data after receiving approval from DSREC?

DHA have an electronic medical records named SALAMA available. There are research tools available that helps researchers to capture data easily, such as, My reports and Slicer Dicer.

For more information about these tools, please contact SalamaHelpDesk@dha.gov.ae



How do I become a member of the library?

Staff employed by DHA, students undertaking scholar by DHA, interns and Clinical Attachment Trainee, Scholarship, Medical & Science Students and residents by DHA and DMC 3rd year and above students need to complete the Library Membership form available online at the library site: http://library.dha.gov.ae

How can I access the library's online resources from home/mobile?

As soon as you become a member, login details will be sent to you with the name: MyAthens. This login entitles you to access the library remotely from anywhere.

Does the library have UpToDate?

Yes. Registration is needed from any computer within DHA's network at <u>Click here</u>.

What resources can I access on my mobile?

All of the library's online resources can be accessed via mobile devices by two ways:

- Via mobile browser at <u>Click here</u>.
- By downloading the Library App from AppStore or PlayStore.

What is the name of the Reference and Citation Manager available in DHA?

RefWorks <u>click here</u> is the available Reference and Citation Manager in DHA and is free for all DHA staff and library members.

Can I get help with RefWorks?

Of course! To book a session on RefWorks (individual or group), please use the Ask Librarian Form.

What are the approved medical search engines available in DHA library?

PubMed, Ovid Medline and Google Scholar are the medical search engines used by DHA library.

How can I find out if the library has a specific eJournal or eBook?

Open the library site <u>http://library.dha.gov.ae</u> and go to the "Library Index AtoZ" and type

a keyword in the search box. Select between e-Journals, e-Books or both.

Can I request an article the library does not have?

Yes, you can. Just fill-in the Article Request form available at library site Click here.

Can I book a library orientation for staff/students?

Yes! The library provide physical 1-hour orientation or online via WebEx. Just contact us for further arrangements. See our contacts in this booklet.

Under which collection can I find the Evidence Based Medicine Resources?

Browse the library site <u>Click here</u> and look for the tile Point-Of-Care Collection (EBM).

What are the library resources accessible directly via Salama?

ClinicalKey, Medline Plus, UpToDate, Best Practice and Ask The Librarian Form are accessible directly via Salama.





INTERCONNECTED SERVICES

Services name	Name of related service
Attestation of Educational Certificates	 Approving the training programme by the medical education and research department
Dental Residency Programmes	Dental internship
Dubai Residency Training Programmes	Medical internship programme
Fellowship Programme	• Dubai residency training programmes
 Inter-Library Loan: Providing Articles to External Libraries 	 Providing learning resources (books, journals, etc.)
Internet Point of Care: iPOC	 Providing learning resources (books, journals, etc.)
Literature Review Consultation	Research training programmes
Manage Research Funding	 Approval for the research studies by the Dubai Scientific Ethics Committee
 Medical Event Organisation and Management 	 Approving the training programme by the medical education and research department
 Providing Learning Resources (books, journals, etc.) 	 Inter-library loan: providing articles to external libraries Internet point of care: ipoc
Research Training Programmes	 Accreditation of continuing medical training programmes CMT