

TOT ON THE GO

Teaching & Assessment

WORKSHOP PARTICIPANT MANUAL

9-10 November 2025



TOT on The Go

Workshop Participant Manual

Preface

One of the key component to promote health is to graduate competent medical professionals through improving postgraduate medical education (PGME).

The Saudi Commission for Health Specialties (SCFHS) has been actively focused on enhancing the PGME in order to achieve this objective.

A key component of ensuring the best results from PGME programs is faculty development through enhancing their teaching and assessment skills.

One of SCFHS's most promising initiatives to address the national requirement to enhance faculty competencies is "Train Of Trainer: ToT on The go-Teaching and Assessment."

The Training-of-Trainers (ToT) Workshop on Teaching and Assessment is designed to certify faculty engaged in postgraduate education, ensuring they meet the standards required for trainers in postgraduate training within SCFHS.

A certified trainer is equipped to effectively teach postgraduate trainees, including residents and fellows. A certified trainer is dedicated to designing and implementing top-quality postgraduate educational programs that contribute to enhanced patient care.

This workshop is organized by King Fahad Armed Forces Hospital –Academic Affairs- and presented by certified facilitators.

We wish you the best and welcome all.

Overview of the course:

The aim of King Fahad Armed Forces Hospital –Academic Affairs- Training-of-Trainers (ToT) program for Postgraduate Clinical Educators is to improve the mentoring and teaching abilities of faculty members involved in postgraduate education.

Effective teaching techniques, mentoring strategies, handling difficult trainees, evaluation techniques, and comprehension of Can MEDS skills are all highlighted in the course.

Learning objectives:

MODULE 1: TEACHING ON THE GO:

- Discuss the learner-centered and approaches within clinical teaching and assessment.
- Value the significance of establishing a safe learning environment within a clinical setting.
- Implement various teaching and training techniques in the clinical context, including the One-minute preceptor model, and SNAPPS
- Outline kerns cycle and writing effective learning objectives

MODULE 2: ASSESSMENT ON THE GO

- Identify the fundamental principles underlying assessment in medical education and differentiate between summative and formative assessment methods for SCFHS passing remarks.
- Identify various assessment tools, including the Mini-Clinical Evaluation Exercise (MiniCEX), Case-Based Discussion (CBD), Direct Observation of Procedural Skills (DOPS), and In-training Evaluation Report (ITER).
- Evaluate the subjectivity including rater cognition of Workplace-Based Assessment (WBA).

MODULE 3: MENTORING ON THE GO

- Define the concept of effective feedback and describe its key characteristics.
- Identify the barriers that hinder preceptors from providing constructive feedback.
- Apply different models of effective feedback, such as the Pendleton Model.
- Recognize the signs of trainees in difficulty in postgraduate programs.
- Implement a systematic approach to manage trainees facing difficulties (SOAP approach)
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MODULE 4: CANMEDS COMPETENCIES

- Review and clarify the CanMEDS framework competencies and roles.
- Discuss CanMed application in teaching and assessment

Instructional Methods

- | | |
|---------------------------|------------------------|
| • Interactive lectures | • Problem solving |
| • Large group discussions | • Role playing |
| • Small group discussions | • Debates |
| • Video presentations | • Reflective discussio |
| • Case studies | |



Dr. Khalid Abdullah Almutairy

Dr. Khalid Almutairy is a Consultant Family physician who possesses a wealth of experience in the domains of medical education, clinical practice, health education and healthcare administration. He obtained his MBBS degree from King Abdulaziz University and subsequently earned a Master's degree in Medical Education (2009) from King Saud bin Abdulaziz University for Health Sciences (KSAU-HS), along with a Master's degree in Health Administration from King Abdulaziz University (2014). He holds certifications from both the Saudi and Arab Boards in Family Medicine and is additionally recognized as a trainer in the Train-of-Trainer On-the-GO programs at the Saudi Commission for Health Specialties (SCFHS).

Currently, he occupies the position of Director of the Health Education Department and Chairperson for the Train-of-Trainer (TOT) program at KFAFH.

Dr. Almutairy is extensively involved in delivering a diverse array of workshops that encompass Communication Skills, Effective Teamwork, Mentorship, and Health Promotion.

Dr. Almutairy's academic pursuits are centered on Medical Education, Health Education, Family Medicine, and Preventive Medicine. He has spearheaded and co-authored clinical researches on family Medicine, patient education, educational environments, and infection control, with publications in peer-reviewed scholarly journals.



Dr. Suad Abdulhaleem Alsubihi

Dr. Suad Al-Subaihi is a healthcare leader, medical educator, and ICF Professional Certified Coach (PCC) specializing in training and facilitation within medical education. She currently serves in the Academic Affairs and Training Administration in Jeddah Second Health Cluster, where she designs and delivers development programs that enhance healthcare professionals' transformation and leadership capacities.

With over 20 years of experience in healthcare education and transformation, Dr. Al-Subaihi has played a pivotal role in national training initiatives under the Saudi Commission for Health Specialties (SCFHS). She is a member of the SCFHS Advisory Committee for Trainers Development, contributing to the advancement of faculty training frameworks and standards in residency and fellowship programs.

Dr. Al-Subaihi is a Certified Master Trainer and Facilitator by the Association for Talent Development (ATD) and a certified trainer in the Train-of-Trainer PRO and On-the-GO programs at SCFHS.

She advocates for the facilitative approach to clinical teaching, fostering interactive, learner-centered environments where instructors guide discovery, reflection, and growth. Her passion lies in equipping clinical educators with the mindset and tools to transform healthcare learning through effective facilitation and engagement.



Dr. Areej Saad Alowfi

Dr. Areej Alowfi is a physician and academic leader with extensive experience in medical education, clinical practice, and healthcare administration. She holds an MBBS from King Abdulaziz University and a Master's degree in Medical Education (2016) from King Saud bin Abdulaziz University for Health Sciences (KSAU-HS). She is certified by both the Saudi and Arab Boards in Family Medicine, achieving the highest national score in her cohort.

She currently serves as a Consultant Family Physician at the Primary Care Center,
National Guard Health Affairs – Jeddah.

In addition to her clinical role, Dr. Alowfi serves as an Assistant Professor and Associate Dean of the University Pre-Professional Program (Female Branch) at KSAU-HS. She has played a key role in advancing educational quality, assessment policies, and faculty development. She is actively involved in teaching activities, as well as in training undergraduate and postgraduate students. Dr. Alowfi also chairs and contributes to several university committees, including those related to assessment, ethics, and community engagement, and serves as Chief of Medical Staff at Iskan Jeddah Primary Health Care Center.

Dr. Alowfi's academic interests focus on medical education, Family and preventive medicine, and mental health. She has led and co-authored numerous research studies on student wellbeing, public health, and primary care, with several publications in peerreviewed journals.

An active member of professional societies such as the Saudi Society of Family& Community Medicine and the Saudi Society for Simulation in Healthcare, Dr. Alowfi has also contributed extensively to community health and women's health initiatives. Her outstanding academic and clinical contributions have earned her multiple awards and recognitions from several national institutions.

TOT on The Go Workshop timetable

ToT-On-the-Go 9-11-2025		
DAY 1		
Module 1: Teaching on The GO		
Time	Topic	Facilitator
8:00 – 8:30	Welcome –Why this workshop? What is a Certified Trainer?	Dr. Khalid Al- Mutaury
8:30 – 9:00	Adult learning theory	Dr. Suad Alsubihi
9:00 – 9:25	Learning Environment	Dr. Suad Alsubihi
9:25 – 9:40	Break	
9:40 – 10:40	Teaching tools and Teaching in a clinical setting: •One Minute Preceptor •SNAPPS	Dr. Suad Alsubihi
10:40 – 12:00	Learning objectives and Kern’s cycle	Dr. Suad Alsubihi
12:00 – 13:00	Break	
Module 2: Mentoring on The GO		
13:00 –13:15	Characteristics of feedback	Dr. Areej Alowfi
13:15 –13:30	Barriers to effective feedback	Dr. Areej Alowfi
13:30 –13:55	Approach to giving effective feedback	Dr. Areej Alowfi
13:55 –14:20	Incorporating feedback into daily clinical practice: Tools of Feedback	Dr. Areej Alowfi
14:20 –14:45	Signs of a trainee in difficulty	Dr. Areej Alowfi
14:45 –15:10	Steps to take when a trainee is in difficulty (SOAP model)	Dr. Areej Alowfi
15:10 –15:40	SOAP model application	Dr. Areej Alowfi
15:40 –16:00	Wrap up and Reflection	Dr. Khalid Al- Mutaury

ToT-On-the-Go		
DAY 2 (10-11-2025)		
Module 3: Assessment on The GO		
Time	Topic	Facilitator
8:30 – 9:00	Introduction to Assessment, Assessment Principles, and Miller’s Pyramid	Dr. Khalid Al- Mutairy
9:00 – 9:15	Formative Vs. Summative Assessment	Dr. Khalid Al- Mutairy
9:15 – 9:45	WBA Tools Application (MiniCex)	Dr. Khalid Al- Mutairy
9:45 – 10:15	Break	
10:15 – 10:45	WBA Tools Application (DOPS)	Dr. Khalid Al- Mutairy
10:45 – 11:15	WBA Tools Application (CBD)	Dr. Khalid Al- Mutairy
11:15 – 11:30	WBA Tools Application (ITER)	Dr. Khalid Al- Mutairy
11:30 – 12:00	Subjectivity and rater cognition in assessment	Dr. Khalid Al- Mutairy
12:00 – 13:00	Break	
Module 4: Clinical Competencies		
13:00 -13:15	Introduction to Can MEDS	Dr. Suad Alsubihi
13:15 –13:35	Communicator Role	Dr. Khalid Al- Mutairy
13:35 –13:50	Collaborator Role	Dr. Khalid Al- Mutairy
13:50 –14:15	Scholar Role	Dr. Areej Alowfi
14:15 –14:40	Health Advocate Role	Dr. Areej Alowfi
14:40 –15:10	Leader Role	Dr. Suad Alsubihi
15:10 –15:35	Professional Role	Dr. Suad Alsubihi
15:45–16:00	Wrap up and reflection	Dr. Suad Alsubihi
CLOSING REMARKS		

TOT on the Go Feedback survey

At the end of the workshop a link will be sent to you to obtain your valuable feedback for future improvement, its filling is mandatory

Examination

The SCFHS Will provide the participants with the examination link and assist you if you have technical issue please communicate with Tot@scfhs.org.sa

Each candidate will be assessed by the following methods:

Participation and attendance during the interactive lectures and discussions (50%)

Post-workshop written exam (50%).

Exam Instructions:

Number of questions:74

Has a time limit of :02:00:00

Must be finished in one sitting .You cannot save and finish later.

Questions displayed perpage:1

Will allow you to go back and change your answers.

Will not let you finish with any questions unattempt.

Has a pass mark of :60%

The Duration Of The Certification: Four Years

Reference:

https://schs.org.sa/sites/default/files/2024-02/ToT on the Go -Teaching and Assessment -Participants guide Jan 2024_1.pdf

<https://schs.org.sa/sites/default/files/inline-files/ToT- on the Go Syllabus.pdf>