

GENERAL DESCRIPTION

The INSTITUTO DE LA VISIÓN, HOSPITAL LA CARLOTA (VISION INSTITUTE, HOSPITAL LA CARLOTA) is a private institution of the National Health System of the United States of Mexico. It shares, with the Ministry of Health, the priority for providing health services to the Mexican population, in compliance with the constitutional right to health protection through the training of Physicians and Surgeons specialized in Ophthalmology.

In the process of training medical specialists, the Instituto de la Visión has substantial elements that guarantee high quality in its training.

For the Instituto de la Visión (Vision Institute), the interrelation of health institutions with higher education institutions is fundamental, since the National System of Medical Residencies emerges from them. In compliance with the Presidential Decree published in the Official Gazette of the Federation on October 18, 1983, regarding the creation of the Inter-Institutional Commission for the training of Human Resources for Health; through its Teaching Committee of Postgraduate and Continuing Education, the Instituto de la Visión (Vision Institute) accepts the regulations stipulated by these governing bodies in everything related to the training of medical specialists.

The present regulation for the resident doctor of the Specialty in Ophthalmology bases its content in the MEXICAN OFFICIAL STANDARD FOR THE ORGANIZATION AND FUNCTIONING OF MEDICAL residencies NOM-090-SSA1-1994.

Said Rule is of public order and social interest and has as its purpose to regulate in the National System of Residencies the organization and operation of the specialization courses in the medical units of the National Health System of the United States of Mexico, where the requirements that must be satisfied for the organization, operation, and delivery of the specialization courses are established.

STATEMENT OF REASONS

The Hospital La Carlota S.C., through its Instituto de la Visión (Vision Institute), has the responsibility to offer its patients the best Ophthalmology resources. Therefore, the Hospital has organized its services based on the practice of an updated Ophthalmology Service that tends to group and harmonize the work of the different professionals responsible for providing these services.

To properly train the newly graduated doctor in the usual practice of Ophthalmology, the Hospital has established the Graduate Teaching at the university level in the form of residency, to allow expansion of the scientific, cultural and human level, and thus practice the acquired knowledge.

The teaching provided by the Hospital is academic and practical, so the development of study programs requires direct contact between teachers, residents, and patients. This situation has made it convenient

for residents to stay daily in the Hospital, to receive their Complementary Clinical instruction, to familiarize them with the methodic observation, the evolution of patients and with the analysis of possible contingencies in a clinical case that might occur outside the usual hours of training. For the best performance of the Postgraduate Medical Education, it has been considered necessary to issue the following MEDICAL RESIDENTS REGULATIONS that establish the rights and obligations of the latter before the Hospital.

GENERAL DISPOSITIONS

The Objectives of the Residency

ARTICLE 1. The Medical Residency in Ophthalmology offered by the Hospital La Carlota S.C. through the Instituto de la Visión (Vision Institute) is aimed at the preparation of Ophthalmic Surgeons that are capable of fulfilling future positions in local hospitals or institutions abroad including an efficient private practice.

The Application

ARTICLE 2. Applicants to the residency will fill out the application form of the Universidad de Montemorelos A.C. (University of Montemorelos), which the Teaching Headquarters of the Hospital will provide; also, they must submit their Curriculum Vitae. These forms must be accompanied by all the documents indicated therein.

The Professional Suitability/Training

ARTICLE 3. It is a pre-requisite to start the residency having passed the professional examination, which must be certified, through the examination certificate or professional license; and have the written-proof of selection for the corresponding school year, obtained through the national exam of applicants for medical residencies applied annually by the Inter-Institutional Commission for the Training of Human Resources for Health and which will only be valid to enter the specialty specified in such document.

The Selection

ARTICLE 4. The selection of the aspirants will be made through the following procedure:

- A. The aspiring physician must submit the application form and Curriculum Vitae, duly accompanied by the requested documents.
- B. Once you have complied with the previous requirement, you will have to present a basic knowledge exam in General Medicine in a multiple-choice format.
- C. The first round of selection will be made according to the GPA and the score of the exam mentioned in the previous clause.
- D. Those selected candidates will meet with the faculty member in charge of the course, the Dean, and the Academic Board, to decide who will occupy the position, following in descending order according to the obtained grade.
- E. Physicians who are not accepted immediately, also following a decreasing order of grade,

- may occupy the position that none of the accepted ones have chosen, in their same year.
- F. Unaccepted physicians may submit a new application for the following school year.

Admission

ARTICLE 5. Admission to the Medical Residency in Ophthalmology at the University of Morelos (UM) is open to individuals who have high ideals of improvement, and whose principles and interests are in harmony with the ideals and traditions of the Institution as expressed in its philosophy, mission, and objectives.

ARTICLE 6. Of the initial admission process. Since the residencies must have the recognition of an institution of higher education, the aspiring residents who enter them must register as students of the University of Morelos and cover the requirements that such institution establishes. To seek admission, the candidate will send an application with a recent photograph and will provide the documents and information required in the corresponding formats, at least four weeks before the beginning of the school year. (Download at <http://www.um.edu.mx/docs/ingreso.pdf>)

Enrollment and Registration

ARTICLE 7. Of the academic documentation required for enrollment. At the time of registration, all applicants must send the original documents specified below to the Certification and Archive

Office:

- A. Present the degree/diploma of General Physician legally issued and registered before the competent authorities. In case of being in process, an official transcript of approval of the professional examination issued by the corresponding educational institution, which will be replaced by the professional license within a period not exceeding six months, must be temporarily turned in.
- B. Present proof of selection for the corresponding school year, this proof is obtained through the national examination of applicants for medical residencies which is applied annually by the Inter-institutional Commission for the Training of Human Resources for Health Services and which will only be valid to enter the specialty that is specified in the document.
- C. Certify the health status through a certificate issued by a medical institution from the Health System. The fitness required for the Specialty of Ophthalmology will be determined through interviews and specific examinations that will be done in the Instituto de la Visión (Vision Institute).
- D. Present the request in writing and the required additional documents to the authorities of the competent administrative and teaching units of the health institution where the residency is located, in this case:
 - o English Proficiency.
 - o Take a general medical knowledge exam.
 - o Demonstrate suitability for the program at the discretion of the selection committee, based on a personal interview with the committee.
 - o Present a psychometric test that will be done on the days of the interview.
- E. Physicians of foreign nationality who have studied a medical degree in Mexico or abroad and wish to enter a direct entry residency, must do the National Exam and be selected.
- F. In the case they request admission to specialties that have the academic requirement of

having completed one or more years of another specialty, they must prove it reliably, in addition to satisfying other requirements established by the health and educational institutions responsible for the programs.

G. Three letters of recommendation. Download at

<http://www.um.edu.mx/images/documentos/admision/cartas.pdf>

H. Certificate of grades of the medical career (Transcript)

I. Copy of Birth Certificate.

ARTICLE 8. Legalization of academic documents. Documents issued in Mexico by institutions that do not depend on the Secretariat of Public Education or the Universidad Nacional Autónoma de México (*National Autonomous University of Mexico*) must be duly legalized by the authorities of the state of origin. It even applies to institutions of the State of Nuevo Leon. In the case of finding fraud in the academic record presented, the studies made using these fraudulent documents as a background will be automatically canceled. The student may request again to be admitted to an academic program once he obtains the valid academic record.

ARTICLE 9. Legalization of documents issued outside of Mexico. Documents issued outside of Mexico must be duly authenticated by the authorities of the country of origin and by the Consul of Mexico in that country. In the case of finding fraud in the presented academic record, the studies made using these fraudulent documents as the academic background will be automatically canceled. The student may request to be admitted to an academic program once he obtains a valid academic record.

The Activities

ARTICLE 10. The activities of residents will be carried out in person at the Instituto de la Visión (Vision Institute) and will be aimed at Postgraduate Teaching. It will provide academic and clinical complementary instruction as follows:

ACADEMIC INSTRUCTION

It will be carried out according to the Teaching Program prepared jointly by the Hospital and the University of Montemorelos, A.C. It will consist of theoretical conferences, clinical sessions; Anatomy-clinics, bibliographies, workshops, seminars, courses, and other similar activities.

The time that the residents will dedicate to academic instruction will be a minimum of seven hours per week, distributed according to each particular program.

Resident assistance is required at all times in hospital or other institutions.

A. CLINICAL TRAINING: It will be carried out through the tutelary teaching that will be given by the heads of service, deputy doctors, and senior residents.

The participation of the residents will be active and will be regulated by particular rules of each department in the hospital, during the clinical training all the activities will be subject to the instruction

and supervision of chief doctors.

B. PRACTICAL TRAINING: The participation of residents in surgical procedures is required and will be subject to regulations from each department.

The comprehensive study of each patient should be evaluated jointly by the heads of service, deputies, and residents, with essential active participation among them.

ADDITIONAL CLINICAL INSTRUCTION

The clinical and additional instruction will be taught by assigning periods of 24 hour-shifts a maximum of twice a week and alternately on Sundays and holidays, this will be performed according to roles authorized by the Teaching Headquarters and according to the organization of the Hospital.

During the period of additional clinical instruction assigned, residents must:

- A. Be present and remain in their shifts.
- B. At the end of the period to be relieved of responsibility, they must wait for the physical presence of the resident of their same hierarchy in the Hospital, who will take over the following shift.
- C. The residents will visit the bedridden patients daily for treatment of those who for some reason, have not received it that day. Except with private patients, who should follow the specific instructions of the treating doctor. Residents must record their visit or treatment in the clinical record of the patient. In a critical patient, surveillance should be done with the frequency that the case requires so that the patient receives the appropriate attention.
- D. Monitor that the nurses comply with the medical instructions and that the files are properly executed, paying special attention to patients close to surgery or who are in the early postoperative period.
- E. It will attend the emergencies that arise, resolving the case if it is of their competence, or consulting with the residents of the highest hierarchy who will solve the problem or communicate it to the doctor in charge. In the urgency of particular patients, they should contact the attending physician.
- F. Those patients of "URGENCY" who do not really warrant immediate attention, should be channeled to regular consultations.
- G. In all the cases of wounded and traumatized persons who do not have the respective proceedings of the Public Prosecutor's Office, they must fill out the form expressly provided by the hospital, so that the patient himself or his relatives submit it as soon as possible to the Agent of the Prosecutors Office.
- H. All cases during the shift must have their respective medical records made carefully according to the Institute's formats.
- I. When any of the residents on duty have classes outside the Institute, they may leave as long as they are replaced by the resident of the immediate higher hierarchy, to whom that shift corresponds according to the pre-established role.
- J. In the case of absence due to illness, the shifts will be covered with the procedure described

in the previous paragraph, informed in writing to the chief of Residents and the Headquarters of Teaching.

The Duration of the Programs

ARTICLE 11. The training programs will be adjusted to the following calendar of activities:

- A. The Specialization course is comprised of three compulsory years.
- B. The school year will begin on March 1st and will end on the last day of February of the immediately following year.
- C. To be promoted to the next school year, the resident must have shown evidence of having acquired the required competencies from the previous year.

The Schedule and Holidays

ARTICLE 12. The following provisions will rule the schedules and holidays of the residents:

- A. The clinical training schedule will be from 6:30 a.m. to 4:00 p.m., from Sundays to Fridays.
- B. In case of illness, the resident will be obliged to give the notice to the head of residents and the Teaching Headquarters. In case of multiple illnesses during the year or constant inconveniences such as arriving late or not attending, an absence will be taken; or three accumulated delays on account of vacation.
- C. The residents will have two vacation periods of two weeks a year, but the unexcused absences will be taken from the same period.

The Financial Aid

ARTICLE 13. Residents enrolled in the Division of Graduate Studies of the Faculty of Medicine of the University of Montemorelos A.C. shall have the right.

For financial aid, the Hospital will provide the resident with compensation in cash, with a fellowship category, which will not be subject to increase.

The Contract - Scholarship

ARTICLE 14. The applicants who were accepted to enter the hospital as residents or that were promoted to the next year will sign a Contract-Scholarship with the hospital in which they will commit to:

- A. Date of initiation and termination of the Contract-Scholarship
- B. Classification as resident and course year.
- C. Time of training and objective of the program to follow
- D. Professional Attire
- E. Scope of medical assistance
- F. Obligations assumed by the resident concerning the hospital and its authorities.
- G. The causes that according to this order are grounds for termination of the Contract-Grant.

Causes of Contract Termination

ARTICLE 15. The Instituto de la Visión del Hospital La Carlota S. C. (Vision Institute, Hospital La Carlota Hospital, S.C.), will terminate the Contract-Grant for the following causes:

- A. Leaving the hospital without notice
- B. Tardiness or non-justifiable absences to lectures, classes, sessions, or seminars.
- C. Disrespect of the hospital administrative or medical staff.
- D. Unnecessary hardness or mistreatment of patients or residents.
- E. Failure to comply with additional clinical instruction.

The Dress Code

ARTICLE 16. Resident doctors must, at all times, be properly dressed and make use of the uniforms that the Hospital will provide (two medical coats with name, use of tie daily, no jeans or tennis shoes).

The Shifts

ARTICLE 17. In case of not complying the Academic Committee will set the sanctions according to the particular case.

The Grades

ARTICLE 18. The aptitudes and the assessment of the residents will be graded and taken into account with the following data:

- A. Written and signed reports by the head of the department, results of the assessed topics.
- B. Residents who complete and finish a number of years less than the ones indicated by the Teaching Program will be entitled to receive the corresponding certificate.
- C. Presentation of their professional portfolio in each course.

International Medical Graduates

ARTICLE 19. International medical graduates may hold only two places in the Specialization Course, with all rights and obligations, without any financial compensation.

Places of Scholarship Holders

ARTICLE 20. The former resident who has an interest in doing some subspecialty in Ophthalmology may request his assignment for a year in one of the specialized departments of the hospital. (And under the direct supervision of the head of the Department), he will become an expert in such an area of knowledge, following an individual and specific teaching program, research, and assistance activities. They will be selected according to the needs of the Institution and according to the curricular score.

Places for Associate Doctors

ARTICLE 21. The hospital does not acquire the commitment to place residents who finish their studies in positions as Associate Doctors. However, if there are available places, doctors with the best curriculum

will be considered first.

Contingencies

ARTICLE 22. The Head of Teaching of the hospital should be consulted directly on the conduct to be followed in the case of contingencies and will make the decisions that the particular case deserves.