



# MCOG RESEARCH FELLOWSHIP MANUAL

**First edition**

**MARCH 2024**

## **SECTION I: INTRODUCTION TO MCOG AND LEADERSHIP STRUCTURE**

### **1. MCOG background**

- The Middle-East obstetrics and gynecology graduate education (MOGGE) foundation was founded in 2017. MOGGE's goal was to enhance research, education, and clinical practice in obstetrics and gynecology in the region of the Middle East.

- Since 2019, MOGGE foundation has undergone a series of developmental acts to transition from a local to an international organization to provide educational and clinical benefits to the region at international standards.
- In 2022, MOGGE has been officially registered as the MIDDLE-EASTERN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS (MCOG) - Registered under no. 1200598 by Charity commission for England and Wales.
- The Middle-Eastern College of Obstetricians and Gynecologists (MCOG) is the nucleus of an international institution serving education, research, innovations, and clinical excellence that supports both obstetricians/gynecologists and the community for the best to our patients.

## 2. MCOG perspective:

- MCOG aims at creating supportive environment for different generations of Middle Eastern doctors to engage in modern practice and develop their own skills and attitude to meet global standards.
- MCOG aims at supporting research and medical education and collaborating with the international societies to promote Middle Eastern role and contribution to knowledge and development.

## 3. MCOG values:

- **Creativity:**

Finding creative solutions to contemporary challenges. We believe that creative thinking is crucial to overcome traditional barriers to improvement and development.

- **Commitment:**

We are committed to our objectives in enhancing medical research, education and supporting evidence-based practice.

- **Support:**

We encourage supportive environment among our team. We believe that the work hierarchy should be transformed into layers of support, advice, understanding and encouragement.

- **Respect:**

We religiously believe in mutual respect among team members, and we are committed to support the values of respect and equality in the medical community.

- **Transparency:**

We are committed to academic and research honesty and transparency and we highly encourage the values of transparency and fight against bias and conflicts of interest in research and clinical practice.

- Empowerment:

We invest in manpower, and we believe one of our cornerstone objectives is to create a new generation of leaders in medicine.

#### 4. Leadership roles

Fellows will get to work with leaders at different levels. Leadership skeleton is available on our website: <https://www.mogge-obgyn.com/bols>

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Position	Role
Audit lead	<p>The audit lead is responsible for supervising workflow at least every 2-4 weeks, specifically:</p> <ul style="list-style-type: none"> <li>① Ensuring that tasks are running in a timely manner as per schedule.</li> <li>② Ensuring that all sheets are up to date (see below).</li> <li>③ Requesting any information about potential delays and present them to the routine meeting.</li> </ul>
Development lead	<p>The development lead is responsible for inviting members to suggest any actions that would improve college performance and formulating plans for overall development of the college in collaboration with the board</p>
Production lead	<p>The production lead is responsible for the final stages of each project including adjustment to journal requirements and submission process.</p>
Research and innovations office (RIO) - Chair	<p>Both the chair and vice chair are responsible for reviewing the workflow within their office, which includes :</p> <ul style="list-style-type: none"> <li>① Supervising the overall research plan of both MCS and CT offices and putting the deadlines of the steps of these projects in collaboration with the board .</li> <li>② Guiding and assisting MCS and CT leaders with the steps of their projects</li> <li>③ Reviewing the overall performance of these leaders every 3 months.</li> </ul>
Research and innovations office (RIO) – Vice chair	
Multicenter studies (MCS) unit - Chair	<p>MCS leaders are responsible for:</p> <ul style="list-style-type: none"> <li>① Conducting the steps of the multicenter studies starting from the stage of protocol submission to data cleaning</li> <li>② Contribute to teaching of the new fellows during their MCS rotation</li> </ul>
Multicenter studies (MCS) unit – Vice chair	

Clinical trials (CTs) unit - Chair	CT leaders are responsible for:  ① Conducting the steps of the clinical trials starting from the stage of protocol submission to data cleaning.  ② Contribute to teaching of the new fellows during their CT rotation
Clinical trials (CTs) unit – Vice chair	
Research fellowship - Director	The fellowship director will be responsible for:  ① Working with MCOG board members to develop the fellowship program  ② Ensuring timely work achievement and ongoing fellows’ assessment  ③ Seeking feedback from leaders and fellows
Research fellowship – Co- directors	Each co-director will supervise a team. This includes distribution of tasks, answering questions and reviewing tasks at the end of each task cycle. The co-directors will be responsible for updating the status of the progress sheet and uploading the final files
Research fellowship – Leaders	Each leader will be responsible for reviewing final tasks before passing them to the co-directors. In case of poor performance, the leaders are responsible for guiding the fellows to improve task performance and finally, provide feedback on team performance
Research fellowship – Co- leaders	There are 2 co-leaders assigned to each team, which will be responsible for supervising task completion and reviewing the final work before passing it to the leaders. They can ask for corrections, and they should provide feedback to the leaders.
Practice and education office (PEO) - Chair	Practice and education office leaders are responsible for:

Practice and education office (PEO) – Vice chair	<ul style="list-style-type: none"> <li>① Developing guidelines in collaboration with the research fellowship team. Their role is to review each element of the final manuscript in a timely manner and review the final manuscript before submission.</li> <li>② Suggesting, coordinating and executing any relevant educational/teaching activity related to the MCOG.</li> </ul>
Artificial intelligence (AI) unit - Chair	AI leaders' role starts at the stage of data cleaning, where they review data cleaning performed by MCS office and complete the project to the manuscript stage.
Artificial intelligence (AI) unit – Vice chair	The AI leaders are also responsible for investigating any available international databases and the potential of using them in AI-related projects.

## 5. Workflow

- The yearly work plan is communicated to the leaders of the offices (RIO, PEO, AI).
- Office leaders are responsible for ensuring that the projects are executed in timely manner by direct communication with unit leaders and research fellowship managing team.
- The following sheets are the responsibility of the fellows to fill in a timely fashion:

Sheet name	Goal of the sheet	Frequency of updating	Responsible person
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<p>The leave sheet</p>	<ul style="list-style-type: none"> <li>• A single sheet for all members to provide possible leaves a head of time.</li> <li>• The rest of the team should check this sheet. However, the member requesting the leave is responsible for notifying the rest of the team</li> </ul>	<p>On demand (when a member is not available or is becoming available)</p>	<p>All members</p>
<p>The fellows sheet</p>	<p>Include contact information of members</p>	<p>Once</p>	<p>All members</p>

## 6. Contacts

- Each member is required to generate a new e-mail ([firstname.lastname.mcog@gmail.com](mailto:firstname.lastname.mcog@gmail.com) e.g., [sherif.shazly.mcog@gmail.com](mailto:sherif.shazly.mcog@gmail.com)).  
Please use first and last name as in your ID/passport which should correspond to your publishing name.
- All members are required to add their information to the “Fellows sheet” and join the fellowship official group.
- Please check your email regularly and frequently and use it for all non-urgent communications.

## SECTION II: MCOG RESEARCH FELLOSHIP STRUCTURE

### 1. Research fellowship rotations

- All fellows are required to complete the following rotations:
  - Primary research rotation: the fellows are required to complete one research project (systematic review and meta-analysis) from the stage of protocol writing to the stage of publication.

- Practice rotation: the fellows are required to participate in a guideline development from the stage of protocol design to the stage of publication.
- Multicenter studies (MCS) rotation: the fellows will observe the process of conduction of a multicenter study under supervision of MCS leaders.
- Clinical trials (CT) rotation: the fellows will observe the process of conduction of a clinical trial under supervision of CT leaders.
- Artificial intelligence (AI) rotation: the fellows will observe the process of conduction of a machine learning-based project under supervision of AI leaders.
- Statistics rotation: the fellows will be required to learn how to apply basic statistics knowledge on one our databases and be able to generate results.

## 2. Journal clubs

- Fellows will be required to present in our monthly online journal clubs. Each fellow should present at least once.
- An assessment and feedback will be provided to all fellows following their presentation.

## 3. Meetings

- 3 meetings will be held per each task: a sign-in meeting to explain the task, a time-out meeting in the middle of the timeline of the task to assess what the fellows achieve and provide feedback to correctly finish the task, and a sign-out meeting at the end of the task to provide final feedback on the task. An additional meeting will be held at the end of each rotation which will include specific feedback.
- Any questions or clarifications should only be conducted through email to corresponding team leaders/co-leaders.
- Fellows are encouraged to hold internal meetings to share experience and thoughts. Extra credit will be given to those who would take the initiative of enhancing teamwork approach.

#### 4. Fellowship timeframe

- Three teams will be learning in parallel through 3 groups of leaders and co-leaders

	Team Alpha	Team Beta	Team Gamma
Month 1	Rotation I (research rotation A)	Rotation I (practice rotation A)	Rotation I (research rotation A)
Month 2		Rotation II (CT rotation)	
Month 3			
Month 4	Rotation II (MSC rotation)	Rotation III (practice rotation B)	Rotation II (AI rotation)
Month 5	Rotation III (research rotation B)		Rotation III (research rotation B)

		Rotation IV (MSC rotation)	
Month 6		Rotation V (research rotation A)	
Month 7	Rotation IV (CT rotation)		Rotation IV (statistic rotation)
Month 8	Rotation V (practice rotation A)	Rotation VI (statistic rotation)	Rotation V (practice rotation A)
Month 9		Rotation VII (research rotation B)	Rotation VI (MSC rotation)
Month 10	Rotation VI (AI rotation)		Rotation VII (practice rotation B)
Month 11	Rotation VII (practice rotation B)		
Month 12	Rotation VIII (statistic rotation)	Rotation VIII (AI rotation)	Rotation VIII (CT rotation)

Research rotation A and B:

Task		Task name	Duration
1	Rotation A	Protocol writing	2 weeks
2		Protocol registration	1 week
3		Search strategy	1 week

4		Literature search	10 days
5		Review 1 (review of title names)	10 days
6		Review 2 (review of abstracts)	10 days
7		Review 3 (review of articles)	10 days
8		Creation of flow chart	1 week
9		Data abstraction (pilot)	10 days
10		Rotation B	Data abstraction (full)
11	Assessment of study quality		2 weeks
12	Performing statistics		2 weeks
13	Creating tables		10 days
14	Creating figures		10 days
15	Manuscript writing		3 weeks

Practice rotation A and B:

Task		Task name	Duration
1	Rotation A	Recognize guideline structure and search relevant guidelines	1 week
2		Guidelines' abstraction per points/LOE	2 weeks
3		Search strategy for relevant studies	1 week
4		Literature search	10 days
5		Review 1 of title names	10 days

6		Review 2 of abstracts	10 days
7	Rotation B	Review 3 of articles	10 days
8		Articles' abstraction per points	2 weeks
9		Search on regional studies	10 days
10		Adding regional studies to text	10 days
11		Appraisal of study quality	2 weeks

## 5. Fellows' assessment

- Each task will be assessed by involved leaders and co-leaders and the following domains will be evaluated:
  - 1 Efficiency (your performance of the task)
  2. Time management (your commitment to deadlines and proper management of task time limit)
  3. Communication skills (ability to proactively communicate and respond in a timely manner)
  4. Teamwork (ability to be a team player, work efficiently and support team members)
  5. Professionalism (showing personal values and professional attitude in communicating with all team members)
  6. Leadership (ability to lead the team and take the initiative of communicating with team members and finding solution to challenges)
  7. Reliability (Honesty in performing tasks, commitment to accurate execution of each task, clear communication on any shortage or mistakes)

8. Commitment (commitment to task completion and project success)

9. Stress management (capacity to manage chaotic situations with calm, professional and efficient manner)

10. Organization (capacity to perform tasks in an organized tidy manner)

- Each of these domains is rated 0 to 10 by different co-leaders and leaders who work with each fellow.
- These forms will be filled online and will be released to the fellow at the end of each rotation.
- By the end of the year, these scores will be copied to each fellow's logbook along with journal club evaluations. The logbook will be issued to the fellow along with the certificate of completion of the program.
- Fellows who rank high will be offered the opportunity to join our leadership board.