

## **REGISTRATION PROCEDURES & GUIDELINES**

1. The Evaluation Committee of the Malaysian Medical Council (“Council”) is constituted under section 4E of the Medical (Amendment) Act 2012 and section 3 of the First Schedule of the Medical Act 1973 (“Act”) for the “purpose of evaluation and registration of medical practitioners” in accordance with the Council’s power under section 4A of the Medical (Amendment) Act 2012 “to approve or refuse any application for registration or certification in accordance with this Act or Regulations.”

### **2. Two Evaluation Committees**

a. There shall be two Evaluation Committees established by the Council i.e.

- (i) Evaluation Committee for Primary Medical Qualifications; and
- (ii) Evaluation Committee for Specialist Medical Qualifications.

b. The Evaluation Committee for Primary Medical Qualifications shall comprise of members of the Council.

c. The Evaluation Committee for Specialist Medical Qualifications shall comprise of four members of the Council (including the Chairman) and three representatives of the Ministry of Health and three representatives of the Academy of Medicine.

d. The Evaluation Committee for Specialist Medical Qualifications shall be assisted by Specialty sub-committees.

e. The Chairmen and members of both Evaluation committees as well as the members of all Specialty sub-committees:

- (i) shall be appointed by the Council for a period not exceeding three years.
- (ii) may, at any time, resign by giving notice in writing to the President of the Council.
- (iii) shall be subject to the same rules and regulations applicable to members of the Council.

f. The Council may revoke any appointment to the Evaluation Committees and the Specialty sub-committees.

g. Both Evaluation Committees shall report to the Council which may affirm, reverse or vary its decisions; provided that the Council shall provide reasons, to be recorded, for any reversal or variation.

h. Where there is a need, both Evaluation Committees shall liaise with each other.

i. All policy decisions shall be made by the Council.

### **3. Terms of reference**

a. The terms of reference of the Evaluation Committee for Primary Medical Qualifications are to consider all applications:

- (i) For full registration under section 14(1) of the Act
- (ii) For full registration under section 14(3) of the Act
- (iii) For full registration for practitioners who intend to teach, do research or pursue a post-graduate course or clinical attachment under section 14(2A) of the Medical (Amendment) Act 2012 and/or section 14(3) of the Act
- (iv) For Temporary Practising Certificates under section 16(1) of the Act
- (v) For provisional registration under section 12 of the Act
- (vi) For graduates from institutions not listed in the Second Schedule to sit the examination established under section 12(1)(a)(ii) of the Act [Medical (Setting of Examination for Provisional Registration) Regulations]. The Medical Education Committee shall recommend institutions deemed suitable for this purpose to the Council,  
subject to such conditions and restrictions, as recommended by the Committee to the Council as provided by section 36(2)(q) of the Medical (Amendment) Act 2012.

b. The terms of reference of the Evaluation Committee for Specialist Medical Qualifications are to consider all applications for:

- (i) For entry into the Register as a specialist under section 14C of the Medical (Amendment) Act 2012
- (ii) For full registration or for Temporary Practising Certificates for practitioners who:
  - intend to teach, do research or pursue a post-graduate course or clinical attachment in liaison with the Evaluation Committee for Primary Medical Qualifications
  - possess medical or surgical skill which the Council considers to be of international standing or to be of special value to Malaysia
 subject to such conditions and restrictions, as recommended by the Committee to the Council as provided by section 36(2)(q) of the Medical (Amendment) Act 2012.

#### **4. Primary medical qualifications**

a. All applications for full registration shall be considered by the Evaluation Committee for Primary Medical Qualifications.

b. The primary medical qualification shall be recognized by the Council and is listed in the Second Schedule of the Act

c. An applicant whose primary medical qualification is not listed in the Second Schedule of the Act shall have passed the examination conducted under the Medical (Setting of Examination for Provisional Registration) Regulations 2012.

d. The Evaluation Committee for Primary Medical Qualifications may recommend conditions or restrictions on the practice of an applicant.

e. The following shall apply to non-Malaysians who apply for full registration to teach, to do research or to pursue a post-graduate course in Malaysia:

- (i) Possess a primary medical qualification listed in the Second Schedule of the Act; **or**

- (ii) Have passed the examination conducted under the Medical (Setting of Examination for Provisional Registration) Regulations 2012; **and**
- (iii) The registration shall be limited to the duration of teaching, research or post-graduate course and other conditions or restrictions the Evaluation Committee for primary medical qualifications may impose; **and**
- (iv) Upon completion of the teaching, research or post-graduate course, the practitioner is no longer entitled to teach, do research or the post-graduate course in Malaysia and is expected to return to his home country.
- (v) Applications for employment may be considered provided it complies with the Council's guidelines which shall be issued from time to time **and** the application shall be made by the prospective institution or employer.

f. The Evaluation Committee for Primary Medical Qualifications may recommend to the Council, in certain situations, to consider advising the Minister to register the applicant under section 14(3) of the Act. The situations include:

- (i) An applicant who graduated from an institution prior to its' listing in the Second Schedule of the Act **and** has been in practice for at least five years in a jurisdiction acceptable to the Evaluation Committee and the Council **or** has a specialty qualification acceptable to the Council.
- (ii) An applicant who graduated from an institution not listed in the Second Schedule of the Act **and** has been in practice for at least ten years in a jurisdiction acceptable to the Evaluation Committee and the Council **or** has a specialty qualification acceptable to the Council.

g. Where appropriate, the Evaluation Committee for Primary Medical Qualifications shall liaise with the Evaluation Committee for Specialist Medical Qualifications in making a decision.

**h. Other requirements**

- (i) The applicant shall prove to the satisfaction of the Evaluation Committee that he is fit and is of good character.
- (ii) The applicant shall provide documentary evidence of his training in the country of qualification and his registration with the medical regulatory authority in that country.
- (iii) The applicant shall provide proof of proficiency in *Bahasa Malaysia* and English.

**i. Documents**

All applications shall be accompanied by the following documents:

- (i) Certified true copy of primary medical qualification
- (ii) Certified true copy of full registration from medical regulatory authority in which the applicant last practised
- (iii) Letter of good standing from medical regulatory authority in which the applicant last practised
- (iv) Fitness to practise declaration
- (v) Updated curriculum vitae which include:
  - Summary of hospitals/institutions worked in

- Summary and evidence of training received and competencies attained
  - Professional work experience (clinical, research and/or academic where applicable)
  - Continuing Professional Development activities or updating of skills
- (vi) Two referees who are professionally acquainted with the applicant for at least five years. Except in unavoidable circumstances, the referees shall not be the applicant's subordinates or relatives
- (vii) Certified true copy of passport where applicable
- (viii) Reports and a no-objection letter from a previous employer for applicants who are still working or have worked in Malaysia.

i. The Evaluation Committee for Primary Medical Qualifications shall validate all documents from the sources e.g. medical regulatory authority, university, referees etc and is at liberty to make all the necessary inquiries with the said sources.

j. The onus is on the applicant to approach the sources to send the relevant certificates and letter of good standing directly to the Council.

k. Upon approval of the application for registration and/or annual practicing certificate, the applicant shall, within 14 days of the approval, provide evidence of professional indemnity cover for the period approved.

## **5. Temporary practicing certificates**

a. All applications for temporary practicing certificates ("TPC") under section 16 of the Act shall be considered by the Evaluation Committee for primary medical qualifications.

b. The TPCs are issued to practitioners who intend to teach, do research, pursue a post-graduate course or clinical attachment, which may be evidenced by a letter or contract from the institution.

c. TPCs shall not be used for employment purposes.

d. Where appropriate, an applicant for full registration for employment or a TPC may be required by the Evaluation Committee for primary medical qualifications to work initially in an approved practice setting i.e. health care facility which has systems for the effective management of practitioners, systems for identifying and acting upon concerns about practitioners' fitness to practice, systems to support the provision of relevant teaching or continuing professional development, and systems for providing regulatory assurance. A TPC shall be issued for such purpose.

e. TPCs issued to practitioners for teaching purposes shall be limited to the duration applied for, which shall not exceed six weeks.

f. TPCs issued to practitioners who intend to pursue a post-graduate course shall not exceed three months.

g. Applicants who intend to enrol in post-graduate courses of the local universities for more than three months shall apply for full registration for the duration of the course.

h. The Evaluation Committee for Primary Medical Qualifications may recommend conditions or restrictions on the practice of an applicant.

i. There shall be a registered medical practitioner with a valid annual practicing certificate responsible for the applicant.

j. Reapplications may be made if the applicant is doing research provided the registered medical practitioner responsible for the applicant provides justification.

**k. Documents**

All applications shall be accompanied by the following documents:

- (i) Certified true copies of primary and/or specialist medical qualifications
- (ii) Certified true copy of full registration from medical regulatory authority in which the applicant last practised
- (iii) Letter of good standing from medical regulatory authority in which the applicant last practised
- (iv) Fitness to practise declaration
- (v) Updated curriculum vitae which include:
  - Summary of hospitals/institutions worked in
  - Summary and evidence of training received and competencies attained
  - Professional work experience (clinical, research and/or academic where applicable)
  - Continuing Professional Development activities or updating of skills
- (vi) Two referees who are professionally acquainted with the applicant for at least five years. Except in unavoidable circumstances, the referees shall not be the applicant's subordinates or relatives
- (vii) Certified true copy of passport

l. The Evaluation Committee for Primary Medical Qualifications shall validate all documents from the sources e.g. medical regulatory authority, university, referees etc and is at liberty to make all the necessary inquiries with the said sources.

m. The onus is on the applicant to approach the sources to send the relevant certificates and letter of good standing directly to the Council.

n. Upon approval of the application for registration and/or annual practicing certificate, the applicant shall, within 14 days of the approval, provide evidence of professional indemnity cover for the period approved.

## 6. Specialist Medical Qualifications

a. All applications from practitioners who wish to practise as a specialist under sections 14A, 14B & 14C of the Medical Amendment Act 2012 shall be considered by the Evaluation Committee for specialist medical qualifications.

b. The Evaluation Committee for Specialist Medical Qualifications:

- (i) shall recommend to the Council the criteria and standards of the qualifications for the registration of a specialty;
- (ii) may impose conditions or restrictions on the practice of the applicant.

c. In making their recommendations, the Evaluation Committee for Specialist Medical Qualifications shall be advised by the relevant Specialty sub-committee on the specific requirements for entry into the Register of each specialty.

d. The Evaluation Committee for Specialist Medical Qualifications may recommend to the Council to consider advising the Minister for an applicant to be fully registered under section 14 (3) of the Act.

### e. *General criteria*

- (i) The specialty shall be one that is recognized by the Council
- (ii) The applicant shall have full registration under section 14 of the Act.
- (iii) The applicant shall have post-graduate qualifications recognized by or acceptable to the Council.
- (iv) The applicant shall prove to the satisfaction of the Evaluation Committee for Specialist Medical Qualifications that he is fit and is of good character.
- (v) The applicant shall provide documentary evidence of his specialist training in the country of qualification and his registration with the medical regulatory authority in the country in which specialty training was done.
- (vi) The applicant shall have at least four years training in a specialty.
- (vii) The applicant has satisfactorily undergone not less than one (1) year of supervised work experience after obtaining his postgraduate qualification and completing the training in an institution approved by the Council.
- (viii) Applicants who have never worked in Malaysia shall be required to undergo an assessment period of up to one (1) year in a facility approved by the Evaluation Committee for Specialist Medical Qualifications before he could be considered for registration.
- (ix) The applicant shall provide proof of proficiency in *Bahasa Malaysia* and English
- (x) Where appropriate, the Evaluation Committee for Specialist Medical Qualifications may recommend to the Council such other conditions that it deems necessary.
- (xi) The Evaluation Committee for Specialist Medical Qualifications may recommend to the Council, in certain situations, to exempt the applicant from some of these criteria and register him under section 14(A) of the Act.

**f. Practitioners with specialty qualifications which are not recognized by the Council**

A practitioner who has a specialty qualification which is not recognized by the Council can be considered for registration to practise as a specialist if:

(i) He is regarded to be internationally renowned in that particular specialty or sub-specialty; **or**

(ii) The specialty training programme he has undergone meets the standards required by Evaluation Committee for Specialist Medical Qualifications. In evaluating the programme, it shall be benchmarked against the local recognized post-graduate programmes in terms of entry qualifications, duration and standards of training, and examination system. Where there is no local programme, it shall be benchmarked against programmes abroad determined by the Evaluation Committee for specialist medical qualifications. Such programmes are usually those in the United Kingdom, Australia, New Zealand, Canada, United States and Singapore; **and**

(iii) He has met the professional requirements for the relevant specialty as evidenced by portfolios, log books, certificates of completion of training etc; **and**

(iv) He has provided reports from supervisors attesting to the training he has undergone including content, cases managed, procedures performed etc; **and**

(v) He has at least five years of experience in the specialty after obtaining his specialty qualification; **and**

(vi) He has at least four years of experience in the specialty in hospitals of adequate size and standing.

(vii) Where appropriate, he may be subjected to assessments by the Evaluation Committee for Specialist Medical Qualifications. Assessments may in the form of interviews and/or formal exit examinations.

(viii) The interview shall be conducted by a panel appointed by the Council. It shall be chaired by a member of the Council and members shall include members of the relevant Specialty sub-committee. The interview shall be structured to meet its objectives which shall include:

- Establish if the applicant has attended a postgraduate training programme which is equivalent to the local recognized post-graduate programme;
- Has the necessary knowledge, competence and experience to practise as an independent specialist in Malaysia;
- Has acceptable referees and recommendations; and
- Has attended Continuous Professional Development activities.

(ix) Where appropriate, he may be required by the Evaluation Committee for Specialist Medical Qualifications to work initially in an approved practice setting for a period not exceeding one year. Approved practice settings are health care facility which has systems for the effective management of practitioners, systems for identifying and acting upon concerns about practitioners' fitness to practice, systems to support the provision of relevant teaching or continuing professional development, and systems for providing regulatory assurance.

(x) Any practitioner may be considered on a case-by-case basis, according to the experience and standing of the practitioner.

## **f. Documents**

All applications shall be accompanied by the following documents:

- (i) Certified true copies of primary and specialist medical qualifications
- (ii) Certified true copy of full registration from medical regulatory authority in which the applicant last practised
- (iii) Letter of good standing from medical regulatory authority in which the applicant last practised
- (iv) Fitness to practise declaration
- (v) Updated curriculum vitae which include:
  - Summary of hospitals/institutions worked in
  - Summary and evidence of training received in the specialty and competencies attained
  - Professional work experience in the specialty (clinical, research and/or academic where available)
  - Continuing Professional Development activities or updating of skills in the specialty or sub-specialty
- (vi) Two referees who are professionally acquainted with the applicant for at least five years. Except in unavoidable circumstances, the referees shall not be the applicant's subordinates or relatives.
- (vii) Certified true copy of passport, where applicable.

g. The Evaluation Committee for Specialist Medical Qualifications shall validate all documents from the sources e.g. medical regulatory authority, university, referees etc and is at liberty to make all the necessary inquiries with the said sources.

h. The onus is on the applicant to approach the sources to send the relevant certificates and letter of good standing directly to the Council.

i. Upon approval of the application, the applicant shall, within 14 days of the approval, provide evidence of professional indemnity cover for the period approved.

## **7. References**

- a. *Medical Act 1971*
- b. *Medical Amendment Act 2012*
- c. Evaluation Committee, *Institutional Memory*, Malaysian Medical Council 2001

## **8. Acknowledgements**

*The draft of this document was prepared by a Council Committee comprising Datuk Dr Noor Hisham Abdullah (Chairperson), Dr Milton Lum Siew Wah (Co-Chairperson), Prof Dato' Anuar Zaini Md Zain, Dato Dr Zaki Morad Mohd Zaher, Prof Datuk Abdul Razzak Mohd Said, Prof Dato Sri Abu Hassan Asaari Abdullah, Prof Lim Chin Theam, Prof Nor Azmi Kamaruddin, Dato Dr Khoo Kah Lin, Prof Dato P Kandasami, Datin Dr Rusnah Husin and Dr Sabariah Jaafar.*

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