

Medical, Dental and Allied Health Professionals (Continuing Professional Development)

GOVERNMENT NOTICE No. 707 published on 16/11/2018

THE MEDICAL, DENTAL AND ALLIED HEALTH
PROFESSIONALS ACT,

(ACT No. 11 OF 2017)

REGULATIONS

(Made under sections 64(1))

THE MEDICAL, DENTAL AND ALLIED HEALTH PROFESSIONALS (CONTINUING
PROFESSIONAL DEVELOPMENT) REGULATIONS, 2018

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THE MEDICAL, DENTAL AND ALLIED HEALTH PROFESSIONALS (CONTINUING
PROFESSIONAL DEVELOPMENT) REGULATIONS, 2018

PART I

PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Medical, Dental and Allied Health Professionals (Continuing Professional Development) Regulations, 2018.
- Interp-
retation 2. In these Regulations, unless the context requires otherwise-
- No. 11
of 2017 “Act” means the Medical, Dental and Allied Health Professionals Act, 2018;
- “certificate” means a certificate of attendance issued under regulation 6;
- “credit points” means points awarded to a medical, dental or allied health professional who participates in a continuing professional development activity approved by the Council;
- “continuing professional development” means a range of

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purposeful learning activities, whether formal or informal, that medical, dental or allied health professional or practitioner undertake in a career with a view to improving performance, develop, maintain and update knowledge, skills and attitudes in order to provide safe, ethical, legal and effective care to patients, clients and community;

“continuing professional development provider” means professional associations, medical schools, hospitals or training centres accredited by the Council to provide continuing professional development;

“Committee” means the Continuing Professional Development Committee established under regulation 3;

“Professional association” means an association of medical, dental or allied health professionals or practitioners which is recognized as such by the Ministry and other relevant authorities.

Establish-
ment of
Committee

3.-(1) There is hereby established a committee to be known as the Continuing Professional Development Committee.

(2) The committee shall consist of the following members:

(a) the chairman to be appointed by the Council from amongst its members;

(b) six other members to be appointed by the Council who have experience and knowledge in matters relating to training.

(3) The Committee may co-opt any person to attend a meeting for purposes of assisting it in the deliberation of any matter, but the co-opted person shall not have a right to vote in any meeting.

(4) The Committee shall regulate its own proceedings.

(5) The committee members shall serve office for a tenure of three years.

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(6) Allowances of members of the committee shall be as provided in the Act.

Functions
of
Committee

4.-(1) The functions of the Committee shall be to-

- (a) issue guidelines for conduct of continuing professional development programmes;
- (b) conduct need assessment in collaboration with respective professional association;
- (c) scrutinize applications for provision of continuing professional development and recommend to the Council for accreditation of continuing professional development providers;
- (d) compile continuing professional development credit points for medical, dental and allied health practitioners and recommend to the Council, the names of practitioners for renewal of practicing licence;
- (e) monitor and evaluate approved facilities offering continuing professional development programmes;
- (f) propose maximum fees for provision of continuing professional development programmes;
- (g) do any other functions as may be directed by the Council.

(2) A decision made by the Committee in the course of undertaking the functions specified under sub-regulation (1) shall be subject to approval by the Council.

PART II

PROCEDURE FOR CONDUCTING CONTINUING PROFESSIONAL DEVELOPMENT

Conduct of

5.-(1) The Council shall regulate continuing professional

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continuing
professional
develop-
ment

development programmes as may from time to time be deemed relevant and may approve any activity conducted by an accredited provider.

(2) The Council shall assign credit points of continuing professional development for each activity to be used in awarding credits to members participating thereof as deems fit.

(3) A continuing professional development provider shall within fourteen days after the completion of continuing professional development activity submit to the Council the names of practitioners who have attended in the activity and credit points obtained.

Issuance of
certificate

6.-(1) Subject to subregulation 3 a continuing professional development provider shall be required to issue attendance certificate to each medical, dental or Allied Health Practitioner who has attended in the activity.

(2) The categorization of continuing professional development training programs and other matters relating to such training shall be as prescribed in the guidelines made by the Council.

Record
keeping

7.-(1) The Council shall keep a record of all approved activities showing the type of continuing professional development provider, the description of activities and whether the continuing professional development provider has filed a record of participants.

(2) A continuing professional development provider shall, within seven days (7) after completion of programme, file a return with the Council.

Objectives
of
continuing
professional

8. Every continuing professional development activity shall aim at enhancing-

(a) ethical, practical and professional aspects of clinical

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develop-
ment

- practice;
- (b) quality of health care services;
 - (c) strategic health planning relevant to medicine, dentistry or allied health sciences;
 - (d) professional competence of the medical, dental or allied health practitioners.

Accredita-
tion of
provider

9.-(1) A continuing professional development provider seeking accreditation shall make an application to the Council in the prescribed form as set out in the Schedule to these Regulations.

(2) The Council shall consider the application for accreditation and approve or reject the same, having regard to the following-

- (a) whether the objective of the activity is that of the improvement of the professional knowledge and competence of medical, dental or allied practitioners;
- (b) whether the applicant has the infrastructure sufficient and conducive for conducting the continuing professional development programs;
- (c) whether the applicant has the expertise and resources necessary for achieving the goals of continuing professional development programme;
- (d) whether the programme is an educational programme;
- (e) whether the programme is an activity dealing with the subject matter that is directly relevant to the practice of medicine, dentistry or allied health sciences;
- (f) whether the method of presentation sought to be utilised is appropriate for dissemination of the relevant skills and knowledge to the participants; and
- (g) the need to minimize any conflicts of interests related to commercial and willingly disclose any conflicts of

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interests related to commercial supporters and willingly disclose any conflicts of interests to participants at the beginning of the continuing professional development activity;

(h) any other matter as the Council may direct.

Fees

10. The Council shall set maximum fees to be charged by a continuing professional development provider from taking part in any continuing professional development programme.

National and International meetings

11. A person who participates and make presentation in a National or international meeting in relation to medicine, dentistry or allied health sciences, conducted within or outside the Country shall submit the details of such activity to the Council for synchronization and the Council may determine credit points to be allocated.

PART III

GENERAL PROVISIONS

Offences and penalties

12. A person who-

(a) offers continuing professional development services without being accredited by the Council,

commits an offence and upon conviction shall be liable to a fine of one million shillings and imprisonment for a term not exceeding six months or to both.

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Continuing Professional Development Unit: Processed by: _____ Date : _____	Finance Unit: Amount : _____ Date : _____ Issued by: _____
Reviewed by: <p align="center">_____</p> <p align="center">REGISTRAR</p>	
<p align="center"><u>ACTION TAKEN BY THE CPD COMMITTEE</u></p> <p><input type="checkbox"/> Approved Accreditation No. _____</p> <p><input type="checkbox"/> Deferred pending compliance _____</p> <p>_____</p> <p><input type="checkbox"/> Disapproved due to _____</p> <p>_____</p> <p align="center">_____</p> <p align="center">Chair Person Registrar</p> <p align="center">Date _____</p>	

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CHECKLIST OF REQUIREMENTS		
SUPPORTING DOCUMENTS		
<p>Individual / Sole Proprietor</p> <p><input type="checkbox"/> CV must include: relevant Educational background, current employment, profession, principal area of professional work & No. of years in the practice of the regulated profession</p> <p><input type="checkbox"/> Valid Professional certificate</p> <p><input type="checkbox"/> Company Profile must include Mission, Vision, Core Values and if any, a list of previous training activities conducted</p> <p><input type="checkbox"/> List and photographs of Training equipment and Facilities (if any)</p> <p><input type="checkbox"/> Instructional Design (Lecture/Practical session, telemedicine,</p>	<p>Partnership / Corporation/Trustees/ Association</p> <p><input type="checkbox"/> Company Profile must Include Mission, Vision, Core Values and if any, a list of previous training activities conducted</p> <p><input type="checkbox"/> List of Officers with valid Professional ID Card (if Registered and Licensed Professional)</p> <p><input type="checkbox"/> List and photographs of training equipment and facilities</p> <p><input type="checkbox"/> Instructional Design (Lecture/Practical session, telemedicine, workshop etc)</p> <p><input type="checkbox"/> Annual plan of proposed CPD Activities</p> <p><input type="checkbox"/> proof of appointment from the managing partner or Board Resolution/Secretary Certificate of a Corporation authorizing an officer to</p>	<p>Government Institution/Agency</p> <p><input type="checkbox"/> Copy of charter or an Act establishing such an agency or institution</p> <p><input type="checkbox"/> Instructional Design (Lecture/Practical session, telemedicine, workshop etc)</p> <p><input type="checkbox"/> Annual plan of proposed CPD Activities</p> <p><input type="checkbox"/> Board Resolution or its equivalent from the head of Agency or institution appointing its officer to manage the CPD activities</p>

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workshop etc)	manage CPD activities.	
[] Annual plan of proposed CPD Activities	[] Certified copy of Certificate of Registration and Articles of Incorporation or Partnership	
[] Certificate of Registration (authenticated copy)	[] certified copy of Tax clearance Certificate	
[] Certified copy of Tax Clearance certificate		
Renewal		
[] List of CPD activities for the previous year		
[] List and photographs of training equipments and facilities		
[] Annual plan of proposed CPD Activities		
[] Amended Articles of Incorporation or Partnership and their respective by-laws, if there are changes		
[] Letter of intent to continue providing CPDs.		

Dodoma,
23rd October, 2018

UMMY A. MWALIMU
*Minister for Health, Community
Development Gender, Elderly and Children*