



SMDC - M1/26/11/2015

MINUTES OF THE MEETING OF THE SEYCHELLES MEDICAL AND DENTAL COUNCIL HELD ON THURSDAY 26TH NOVEMBER 2015 AT 1.30PM IN THE TELERADIOLOGY ROOM OF THE DIAGNOSTIC CENTRE OF SEYCHELLES HOSPITAL

Members Present

1.	DR Bernard Valentin	Chairman
2.	DR Derick Samsoodin	Member
3.	DR Harold Pothin	Member
4.	Dr Joseph Bistoquet	Member
5.	MS Josie Chetty	Member
6.	DR Susan Fock Tave	Member
7.	DR Valentina Seth	Member
8.	DR Velmurugan Chetty	Member
9.	MR Victor Pool	Member
10.	DR Winnie Low Wah	Member

Absent with Apology

11	FR Danny Elizabeth	Member
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1.0	FIRST AGENDA ITEM	ACTION
	It has been customary for the Minister of Health to meet with members of the Council whom the Minister appointed, immediately before their first meeting. That meeting was scheduled for the 26 th of November 2015 at 1.00 pm in the Board Room of the Minister at the Ministry of Health.	
	1.1 Remarks of the Minister	
	<ol style="list-style-type: none"> 1. The Minister noted the progress that has been made by SMDC over the previous two years and called on SMDC to continue to work to improve care quality. 2. She noted the financial support now given to the Council by the National budget and indicated that there might be a small increase in that support during 2016! 3. The Minister noted that she was aware that the current SMDC law was outdated and no longer fit for purpose and encouraged SMDC to propose changes. 	COUNCIL
	1.2 Response of the Chairman	
	<ol style="list-style-type: none"> 1. The Chairman thanked the Minister for her support during the previous two years. 2. He underscored how much it was important to ensure that all doctors in the health system are able to speak English and vowed that it will be the solemn duty of the Council to ensure that within the next two years all doctors and dentists in the health system speak English. 3. The Chairman concurred that the Medical Practitioners and Dentists Act needs to change. 	COUNCIL
	<p>Following the meeting with the Minister, members of the Council shifted room to attend to other matters of the Agenda.</p> <p>Members of the Council were subsequently invited to adopt or modify the Agenda as was proposed when the meeting was called. The Agenda was adopted without modification</p>	

2.0	2ND ITEM ON THE AGENDA – REPORT OF THE CHAIRMAN	
	2.1 Presentation of the 2013-2015 Report	
	<p>It has been customary since 2013, for the outgoing Chairman to present a brief Report of the preceding two years to the incoming Council. The Report of the Chairman was tabled as document SMDC Report 2013-2015 and was presented by Dr Bernard Valentin.</p> <p>The Report highlights the achievements, strengths, weaknesses, opportunities, threats and challenges of SMDC. It also includes a picture of its financial situation at the end of 2015.</p>	
	2.2 Comments on the Report	
	Members of the Council welcomed the report and praised the outgoing team for the work done over the previous two years.	
3.0	3RD AGENDA ITEM – ELECTION OF NEW CHAIRMAN	
	3.1 The Schedule of the Medical Practitioners and Dentists Act, 1994 which relates to the composition of the Council states the following in its second section.	
	<p><i>The members of the Council shall elect from amongst themselves a Chairman.</i></p> <p><i>The term of office of the Chairman shall be 2 years.</i></p> <p><i>A person shall cease to hold office as Chairman if the person resigns or ceases to be member of the Council.</i></p> <p>In its section 4 (3), (5) and (6) the schedule states the following,</p> <p><i>4 (3) Five members of the Council shall constitute a quorum for a meeting.</i></p> <p><i>4 (5) All matters for determination by the Council at a meeting shall be decided by a simple majority of votes of the members present and voting thereon.</i></p> <p><i>4 (6) Each member has one vote and in the event of an equality of votes the member presiding at the meeting has an additional vote.</i></p> <p>The Election of the New Chairman of the Council was conducted along these principles.</p>	
	3.2 Outcome of the Election of the Chairman	
	Dr. Bernard Valentin was the only member proposed and seconded and was voted unanimously by show of hands after members agreed not to go to secret ballot.	

4.0	4TH AGENDA ITEM - DISCUSSION ON THE MODUS OPERANDI OF SMDC - POLICY ISSUES	
	A. <u>Subcommittees</u>	
	To better undertake its various functions it is essential that the Council reconstitutes itself into various sub-committees. This practice is consistent with the modus operandi of all regulatory councils.	
	It was proposed that the following Sub-Committees be constituted. Both sub-committees will be chaired by the Chairman and will report to the entirety of the Council.	
	a) The Education and Verification Committee	
	This Subcommittee has been in existence since 2014. It was previously known as the Education Committee. Its terms of reference are as follows.	
	Terms of Reference	
	<ol style="list-style-type: none"> 1. To review applications for SMDC registration 2. To interview applicants for registration 3. To make recommendations to the Chairman and governing board of SMDC whether applications should be approved or rejected 4. To document the grounds for approval or rejection of any application 5. To propose strategies to the governing board of SMDC to make the registration application process more efficient, effective, transparent, responsive and equitable. 6. To propose strategies for the continuous medical education and professional development of doctors 7. To prepare and propose to the governing board an outline regulation within four months for formalizing the continuous medical education and professional development of medical practitioners and dentists 8. To identify the lists of institutions, the degrees of which are recognized or not recognized by SMDC, as the case may be. To review that list as required. 9. To review suitability of medical and dental course contents and make recommendations to the governing board of the Council 	

	<p>10. Any other cognate duties assigned by the governing board of the Council or by the Chairman on behalf of the governing board.</p>	
	<p>Members approved to re-constitute this Committee.</p>	
	<p>b) The Finance Committee</p>	
	<p>This Sub-Committee has been in existence since 2014. Its terms of reference are as follows.</p>	
	<p>Terms of Reference</p>	
	<p>1. To provide financial oversight for the SMDC</p>	
	<p>2. To set up financial monitoring, internal controls and accountability policies</p>	
	<p>3. To monitor adherence to the budget</p>	
	<p>4. To set long-range financial goals along with funding strategies to achieve them.</p>	
	<p>5. To present all financial goals and proposals to the board of SMDC for approval</p>	
	<p>6. To propose policies that help ensure the assets of the SMDC are protected.</p>	
	<p>7. To ensure policies and procedures for financial transactions are documented in a manual and the manual is reviewed annually, and updated as necessary.</p>	
	<p>8. To propose and select the auditor.</p>	
	<p>9. To present the audit report to the full board of directors (if the auditor does not do this).</p>	
	<p>10. Any other cognate duties assigned by the Board or the Chairman of SMDC</p>	
	<p>Members approved to re-constitute this Committee</p>	
	<p>B. Strategic and Operational Plan of Action.</p>	
	<p>A tentative strategic and operational plan of action was presented based on priorities outlined from the 2013-2015 experience. The plan was as follows</p>	
	<p>C. Strategic Directions for Period 2016-2017</p>	
	<p>GOAL ONE</p>	
	<p>STRENGTHEN COLLABORATION NATIONALLY AND INTERNATIONALLY WITH STAKEHOLDERS AND LIKE MINDED</p>	

REGULATORS
<ul style="list-style-type: none"> ▪ Join relevant international organizations such as International Association of Medical Regulatory Authorities (IAMRA) and the Association of Medical Councils of Africa (AMCOA)
<ul style="list-style-type: none"> ▪ Create awareness among stakeholders such as Bar Association, Judiciary, Insurance Companies, Licensing Authority etc. that according to the law practicing doctors and dentists need to have valid registrations at all times.
GOAL TWO
LEAD IN CPD ACTIVITIES FOR DOCTORS AND DENTISTS
<ul style="list-style-type: none"> ▪ Support all medical and dental training ▪ Organize at least one quality week-end CPD per quarter ▪ Organize at least one major international CPD Activity every year
GOAL THREE
STRENGTHEN MONITORING OF MEDICAL AND DENTAL PRACTICE
<ul style="list-style-type: none"> ▪ Ensure that doctors and dentists are aware of the Good Medical Practice Guidance and the Good Dental Practice Guidance adopted by SMDC as Code of Conduct ▪ Review and strengthen the internship programme ▪ Conduct formal induction for all new doctors and dentists who enter the system ▪ Get all doctors and dentists to abide by their Code of Conduct and to strictly take disciplinary actions against those who do not ▪ Conduct language test interviews for all medical and dental practitioners who are not in any way linked to countries where a English is spoken ▪ Prevent incompetent medical and dental practitioners from coming into or staying in the local health system ▪ Prevent medical and dental practitioners who cannot speak English, French or creole adequately from coming into or staying in the local health system
GOAL FOUR
IMPROVE THE FINANCES OF SMDC
<ul style="list-style-type: none"> ▪ Increase the capital assets of SMDC to SR 850, 000 in first year ▪ Increase the capital assets of SMDC to SR 1,000, 000 in second year

<ul style="list-style-type: none"> ▪ Seek to increase the annual grant from Ministry of Finance to over SR 1000,000 per annum 	
GOAL FIVE	
IMPROVE ROUTINE ADMINISTRATION OF SMDC AFFAIRS AND DEVELOP A TRANSPARENT ORGANIZATION	
<ul style="list-style-type: none"> ▪ Recruit a full time or part-time Registrar with proven competence 	
<ul style="list-style-type: none"> ▪ Open SMDC meetings to registered medical and dental practitioners and members of the public who wish to listen in 	
<ul style="list-style-type: none"> ▪ Publish the minutes of SMDC meetings on the Website 	
<ul style="list-style-type: none"> ▪ Publish a Quarterly SMDC Operations Bulletin (Electronically) 	
GOAL SIX	
EMPOWER THE PUBLIC TO CONTRIBUTE TO IMPROVING CARE QUALITY	
<ul style="list-style-type: none"> ▪ Educate the public on their rights and responsibilities in the doctor-patient relationship 	
<ul style="list-style-type: none"> ▪ Educate the public to lodge potential complaints about professional conduct or competence of doctors and dentists at SMDC 	
<ul style="list-style-type: none"> ▪ Re-educate doctors and dentists on the rights of patients and on patient centered care 	
GOAL SEVEN	
IMPROVE AND MODERNIZE REGISTRATION STRUCTURES AND PROCESSES	
<ul style="list-style-type: none"> ▪ Set up new Education and Credentials Verification Committee 	
<ul style="list-style-type: none"> ▪ Introduce new primary source and secondary source verification processes 	
<ul style="list-style-type: none"> ▪ Introduce registration cards in addition to the certificate of registration 	
<ul style="list-style-type: none"> ▪ Grant temporary registration pending appraisal of competence 	
<ul style="list-style-type: none"> ▪ Introduce fees regulation 	
<ul style="list-style-type: none"> ▪ Introduce provisional registration regulation 	
<ul style="list-style-type: none"> ▪ Create a Register of Specialists 	
<ul style="list-style-type: none"> ▪ Issue letter of registration and conduct post registration induction meeting 	
<ul style="list-style-type: none"> ▪ Review regulatory framework for medical and dental 	

	practice in Seychelles	
	The Council approved this strategic and operational plan.	
	D. Honorarium	
	<p>Since January 2014, Members of the Council have been receiving an honorarium for their effort with regard to the work of the Council. The Honorarium was negotiated for the members by the Chairman as part of the implementation of the 2013-2015 action plan. It was proposed that this Honorarium will only be available to those who attend the meetings and when they attend the meetings, as meetings take place only once every two months and there was little other work in between meetings for regular members of the Council. The Ministry of Finance and the Minister of Health have approved this principle as it is a performance-based measure.</p>	
	<p>The majority of members agreed on this proposal. There were some dissenting views who felt that if there was a valid reason for absence the member should not be penalized.</p> <p>It was reiterated that the honorarium was for presence at the meeting and doing the work of the Council and not for merely being on the Council.</p>	CHAIRMAN

5.0	5TH ITEM – APPOINTMENT OF A REGISTRAR		
	<p>Traditionally, SMDC has had on and off, a full time person in the office with the background of a secretary. At some point in the past that person was called the Registrar. Since 2013, the title of Registrar is no longer assigned to that office person. The office person is called instead the Assistant Registrar.</p> <p>The post of Registrar is a statutory position. It cannot be assigned to just an office person. It was being proposed that one member of the Council be nominated by the Council to undertake the duties of the Registrar. The office person will continue to handle the day to day office work in the capacity of Assistant Registrar.</p> <p>It is to be noted that the previous administration of the Council had requested some funding from the Ministry of Finance to motivate the person who would assume the position of Registration. It was hoped that that motivation is forthcoming but that will only be known when the budget for 2016 is approved and communicated to SMDC.</p> <p>The Council was invited to discuss and nominate a person from among the members to fulfil the role of Registrar for the two year duration of the term of the Council.</p> <p>Following discussions, the Council appointed Dr. Susan Fock Tave to be the Registrar for the next two years.</p> <p>It was agreed that she would receive a token remuneration for this duty.</p>		REGISTRAR
6.0	6TH AGENDA ITEM - CALENDAR OF MEETINGS		
	<p>It was proposed that the Meetings of the Council continue to take place from 2pm to 4pm on the last Friday of every odd number month in the Tele-radiology Room of the Diagnostic Centre. Members were invited to approve this proposal.</p>		
	January 2016	28th	
March 2016	24th		
May 2016	26th		
July 2016	28th		
September 2016	29th		
November 2016	24th		
January 2017	26th		

	March 2017	29th	
	May 2017	25th	
	July 2017	27th	
	September 2017	28th	
	November 2017	26th	
	Members agreed to hold the SMDC meeting on the last Thursday of every odd number month instead of the last Friday and directed that the calendar be changed accordingly. The Calendar of meetings has been accordingly changed.		CHAIRMAN
7.0	7TH AGENDA ITEM – ADMINISTRATIVE MATTERS		
	7.1 Approval Of Sponsorship Of Certificate In Office Management For Assistant Registrar, Mrs Marie Lajoie.		
	<p>The Council was invited to approve the sponsorship of a training course in Office Management for the above-mentioned employee. The training was offered by the Guy Morel Institute of the University of Seychelles. The Council was invited to approve this sponsorship in line with its policy to become a highly efficient organization. Training in Office management will improve the performance of the Employee. The sponsorship was not sought by the Employee but it was offered to her in principle, so as to address certain weaknesses in performance detected by the Chairman, as her day to day supervisor.</p> <p>The cost of the training will be borne from the allocation to SMDC from the Ministry of Finance. A significant amount of this allocation is assigned to CPD and therefore it was very fitting that the professional development of SMDC staff be taken into account.</p> <p>The training will come to just under SR 40,000.</p>		CHAIRMAN
	The Council was invited to approve this Employee Development Initiative and the Initiative was approved		CHAIRMAN

	7.2 Participation in Patients Right Symposium as a co-organizer of the event	
	<p>The Seychelles Medical and Dental Council has been invited by the Committee of the Seychelles Patients Association to participate in a symposium on Patients' Rights to be held on the 30th January 2016. This event will be a 3-hour deliberation on Patients 'Rights as they apply to the Seychelles Context. Other participants in the event will be the other Non-Governmental Organizations in Seychelles whose main objectives are promoting, protecting or restoring health. The Council is invited to approve the official participation of the Council in this event.</p> <p>The Council approved its participation in this Patients' Right Symposium.</p>	CHAIRMAN
8.0	8TH AGENDA ITEM - ANY OTHER BUSINESS	
	8.1 End of year activity for members of the Council	
	It was agreed that the traditional end of year activity for Council members and their other halves take place at a convenient time and place around the end of the year.	CHAIRMAN
	8.2 Court Case	
	Members of the Council were told that the Wamamili v/s SMDC case in the Supreme Court had received a judgment and that the Court had dismissed the case in favour of SMDC. Wamamili was appealing against the decision not to register him with his USAIM qualification.	
	Members noted the information.	

The meeting adjourned at 3.32 pm