



Approved by the Board of Management of the
Postgraduate Institute of Medicine of Sri Lanka
University of Colombo

UNIVERSITY OF COLOMBO



**POSTGRADUATE INSTITUTE
OF MEDICINE OF SRI LANKA**

**General Regulations and
Guidelines**

2008

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General Regulations and Guidelines 2008

Postgraduate Institute of Medicine of Sri Lanka
University of Colombo

Dear Trainees,

General Regulations and Guidelines 2008



This book replaces the 2005 guidelines and has several new features. All Boards of Study decisions are vetted by Academic Affairs Accreditation Examination & Discipline (AAAED) Committee before the Board of Management takes final decision. This is then approved by the University of Colombo Senate.

It is therefore necessary for the trainees to remember that this book gives the general guidelines. It is possible that new changes are in the process of continuously being introduced. The onus is on the trainee to find out if there are recent changes.

I hope you find this book useful and the PGIM staff are always willing to offer clarifications.

Vidyajyothi Professor Rezvi Sheriff
Director, PGIM

This is operational from 01st January 2009

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1. HISTORICAL BACKGROUND

Medical education in Sri Lanka commenced in 1870 with the establishment of the Ceylon Medical College, which after 7 decades became the Faculty of Medicine in 1942 when the University of Ceylon was established.

No postgraduate medical examinations were conducted by the University of Ceylon until examinations for the degrees of MD and MOG were commenced in 1952 and the degree of MS in the following year.

There was no structured and organized postgraduate training of any kind. Training in the specialties of medicine at postgraduate level had to be done in the United Kingdom and the degrees, such as, MRCP, FRCS, FFARCS, MRCOG, FRCR, MRCPATH, MRCPsych, FDSRCS etc of the professional colleges in the UK were recognized for consultant appointments in the Ministry of Health.

The Advisory Committee on Postgraduate Medical Education recommended to the Government in 1973 that a supervised in-service training period of 3 years followed by an examination should replace the existing scheme of training abroad. Accordingly, the Institute of Postgraduate Medicine (IPGM) was established in 1976 under the provisions of the University of Ceylon Act No. 1 of 1972 and it was attached to the University of Colombo. It was formally inaugurated on 2nd March 1976 by Dr. Halfdan Mahler, Director General of the WHO. Professor K.N. Seneviratne was appointed its first Director.

However, the work of the newly set-up Institute was handicapped since various examinations of the Colleges in the UK continued to be conducted in Colombo and the doctors preferred these to the examinations of the Institute. Therefore, a review of the work of the Institute became necessary. At the same time the government also decided to stop holding foreign examinations in Sri Lanka and to grant full recognition and preference to the postgraduate degrees of the Institute with effect from 1st January, 1980.

In order to achieve the objectives of the Institute, it was re-established in 1979 under the provisions of the Universities Act No. 16 of 1978 with Dr. S.A. Cabraal as its first Director and was renamed the Postgraduate Institute of Medicine (PGIM). Accordingly, PGIM Ordinance No: 1 of 1980 made under the provisions of the Universities Act referred to above came into force on 10th April, 1980. The Boards of Study for various specialties were reorganized and the courses of instruction and examinations were arranged for the different specialties.

Anaesthesiology, Community Medicine, Dental Surgery, Family Medicine and General Practice, Medicine, Obstetrics and Gynaecology, Ophthalmology, Pathology, Paediatrics, Psychiatry, Radiology and Surgery were these specialties.

In 1985, four more Boards of Study, viz., Forensic Medicine, Microbiology, Otolaryngology, and Clinical Oncology were established.

Professor R G Panabokke was appointed Director in 1990. Boards of Study in Medical Administration and Dermatology were established in 1994 and the Board of Study in Venereology in 2001.

Dr. J B Peiris was appointed Director in 1995 followed by Professor Lalitha Mendis in 2002 and Professor Rezvi Sheriff in 2006.

2. CURRENT STATUS OF THE PGIM

The PGIM is the only institute in Sri Lanka that is responsible for specialist training of Medical and Dental practitioners and is considered the National Institute. The PGIM is affiliated to the University of Colombo in relation to academic and administrative affairs. This institute enjoys recognition internationally and several of its training programmes have reciprocity with the Royal Colleges of the UK and the professional bodies of Australia and New Zealand.

The Board of Management of the PGIM is the governing body which exercises the powers of the Institute. The academic programmes are planned and executed by 20 Boards of Study, and 5 curriculum development sub-committees of the new Board of Study in Multidisciplinary study courses.

3. THE VISION, MISSION, GOALS AND OBJECTIVES

Vision

To be a financially and administratively independent institute, internationally recognized as a centre of excellence, producing specialists of high professional standards, to meet the health needs of the country and contribute to regional and world health in a responsive manner.

Mission

To plan, implement, monitor and evaluate postgraduate academic programmes required to produce specialists of the highest quality, competence and dedication in order to provide optimal humane healthcare to the people of Sri Lanka, whilst being mindful of our wider responsibilities to the region and the world.

In discharging these responsibilities, the institute will develop centres of excellence in different regions of the country where the academic and working environment would encourage and inspire teachers, trainees and the staff.

Goals

- Be a friendly and administratively independent institution
- Achieve consistently high quality teaching, learning and research
- Extend and expand the activities of the institute in postgraduate medical education
- Optimize training to meet the health needs of the country
- Contribute to the health policy of the country

Objectives

The objectives of the PGIM are to,

- Produce human resources for health of high quality and sufficient quantity to meet the national demand.
- Maintain and improve skills and competencies of health personnel through continuing education.
- Innovate and design methodology that will facilitate continuing education of medical personnel.
- Inculcate constructive attitudes and promote the habit of self learning among the medical personnel.
- Promote the use of available resources and appropriate technology with regard to postgraduate education.
- Inculcate the concept of using health care team approach in solving health problems.
- Evaluate medical education programmes in order to obtain information with regard to flaws and pointers to improvements.
- Arrange in-service programme where preventive and curative care and nursing care are well integrated.
- Develop educational links with foreign institutions, for mutual benefit and exchange in order to maintain high standards of postgraduate medical education in Sri Lanka.

4. AUTHORITIES OF THE INSTITUTE

4.1 Board of Management

The Board of Management is the principal administrative, financial and academic authority of the Institute and is comprised of :

- Ex-Officio Members
 - Director / PGIM (Chief Executive Officer)
 - Immediate Past Director / PGIM
 - Secretary / Higher Education
 - Secretary / Healthcare & Nutrition Secretary /Finance
 - Chairman / UGC
 - Director General of Health Services
 - Deputy Director General/Medical Services
 - Dean / Medicine, University of Colombo
 - Dean / Medicine, University of Peradeniya
 - Dean / Medicine, University of Jaffna
 - Dean / Medicine, University of Ruhuna
 - Dean / Medicine, University of Kelaniya
 - Dean / Medical Sciences, University of Sri Jayawardenepura
 - Dean / Faculty of Medical & Allied Sciences, University of Rajarata
 - Dean / Dental Sciences, University of Peradeniya
 - Deans of any new faculties of medicine that are established in the country
 - One member from each of the Faculties of Medicine, Medical Sciences, Dental Sciences and Medical & Allied Sciences of the Universities established under the Act, elected by the Faculty Board of each of such Faculty from among the Heads of Departments.

8 members appointed by the University Grants Commission, of whom 5 should be from the Medical Profession.

The Chairman of the Board of Management is selected/elected from among the members.

4.2 Boards of Study

The Board of Study is the main academic organ of the discipline. The Board will plan programmes of study, draft and review curricula, plan clinical or laboratory rotations, plan and carry out examinations, select of resource persons, recommend training centres for approval and nominate examiners subject to approval by the Board of Management and the Senate of the University of Colombo. Each Board of Study will recommend to the Board of Management and the Senate of the University of Colombo candidates for certification as specialists.

Boards of Study are also responsible for monitoring progress of trainees through progress reports being submitted by trainers and other appropriate mechanisms.

Reconstitution of Boards of Study is done every three years in terms of the provisions of the PGIM Ordinance No. 01 of 1980 and subsequent amendments.

4.3 The University Senate and the University Council

The final authority on academic matters is the University Senate and, on administrative matters the University Council.

5. ACADEMIC PROGRAMMES

The table shows the various academic programmes conducted by the different Boards of Study.

Anaesthesiology	Certificate of Competence in Anaesthesiology MD in Anaesthesiology
Community Medicine and Community Dentistry	MSc in Community Medicine MSc in Community Dentistry MD in Community Medicine MD in Community Dentistry
Clinical Oncology	MD in Clinical Oncology MD in Paediatric Oncology (in preparation)
Dental Surgery	PG Diploma in General Dental Practice PG Diploma in Hospital Dental Practice MS in Oral & Maxillofacial Surgery MS in Orthodontics MS in Restorative Dentistry MD in Oral Pathology
Dermatology	MD in Dermatology
Family Medicine	PG Diploma in Family Medicine MD in Family Medicine Postgraduate Diploma in Family Medicine by DE
Forensic Medicine	PG Diploma in Legal Medicine MD in Forensic Medicine

Medicine	PG Diploma in Tuberculosis and Chest Diseases Doctor of Medicine with Board Certification in General Medicine Cardiology Cardiac Electrophysiology Endocrinology Gastroenterology Nephrology Neurology Neurophysiology Respiratory Medicine Rheumatology & Rehabilitation
Medical Administration	MSc in Medical Administration MD in Medical Administration
Microbiology	PG Diploma in Medical Microbiology PG Diploma in Clinical Microbiology MD in Medical Microbiology MD in Parasitology MD in Virology MD in Mycology
Obstetrics and Gynaecology	PG Diploma in Reproductive Health MD with Board Certification in Obstetrics and Gynaecology Gynaecological Oncology Subfertility
Ophthalmology	MD in Ophthalmology
Otorhinolaryngology	MS in Otorhinolaryngology
Paediatrics	PG Diploma in Child Health MD in Paediatrics with Board Certification in General Paediatrics Neonatology Paediatric Cardiology Paediatric Nephrology Paediatric Neurology Paediatric Intensive Care

Pathology	PG Diploma in Pathology PG Diploma in Transfusion Medicine MD in Transfusion Medicine MD Pathology with Board Certification in Chemical Pathology Haematology Histopathology
Psychiatry	PG Diploma in Psychiatry MD in Psychiatry
Radiology	MD in Radiology
Surgery	Master of Surgery with Board Certification in General Surgery Cancer Surgery Cardiothoracic Surgery Gastroenterological Surgery Genito Urinary Surgery Neurosurgery Orthopaedic Surgery Paediatric Surgery Plastic Surgery Thoracic Surgery Vascular & Transplant Surgery Urology & Transplant Surgery
Venereology	PG Diploma in Venereology MD in Venereology
Sports Medicine	Postgraduate Diploma in Sports Medicine
Board of Study in Multi-Disciplinary Study courses:	Certificate/M.Sc. in Molecular Medicine Certificate/PG-Diploma/MSc/MD in Medical Education Postgraduate Diploma in Critical Care M.Sc. in Biomedical Informatics M.Sc. in Medical Toxicology Postgraduate Diploma in Non-communicable Disease (in preparation) Postgraduate Diploma in Healthcare of Elderly (in preparation) Postgraduate Diploma in Prenatal Medicine (in preparation)

6. ELIGIBILITY CRITERIA APPLICABLE FOR SCREENING EXAMINATION/ SELECTION EXAMINATION BEING CONDUCTED BY THE PGIM FOR SELECTION OF TRAINEES FOR PGIM TRAINING PROGRAMMES

6.1 Eligibility Criteria appended (formulated as a common template) is applicable in respect of the Screening examinations/Selection examinations/Part I Examinations.

▪ Eligibility Criteria

Prospective applicants must satisfy the following requirements.

- (a) A medical/dental degree registered * with the Sri Lanka Medical Council.
- (b) Satisfactory completion of internship acceptable to the Sri Lanka Medical Council.
- (c) Satisfactory completion of one year of post internship in Medical/Clinical practice in a university/public/private sector institution in Sri Lanka acceptable to the PGIM.
- (d) The criteria prescribed in paragraphs (a) to (c) must have been satisfied by the applicants as at the date of closure of applications, provided that where a short-fall has occurred due to any reasons including Sick, Maternity or Other leave, the doctor concerned should complete such shortfall in order to become eligible to apply for the Selection examination.
- (e) Any other requirement/s stipulated by the Board of Study relevant to a particular field of study concerned that has/have been approved by the Board of Management.

* foreign nationals who seek to apply to register for selection examinations should possess a medical degree registrable with the Sri Lanka Medical Council. The decision of the Board of Management will be final in all such applications.

Dental surgeons should possess one year of dental practice acceptable to the Board of Study in Dental Surgery after graduation.

A quota for the private sector is presently available for most courses.

6.2 NUMBER OF ATTEMPTS AT SCREENING/SELECTION EXAMINATIONS

Prospective trainees will be allowed to attempt screening/selection examinations without limitation of number of attempts. This is applicable in respect of all Screening Examinations and Selection examinations including:

- i. Screening examinations pertaining to Clinical Oncology, Ophthalmology and Radiology.
- ii. Selection examinations pertaining to Postgraduate Diploma and MSc Training programmes.
- iii. MD (Part I) Examinations inclusive of MD (Anaesthesiology) Part 1A & B, MD (Ophthalmology) Module I & II and also Selection examinations for DCH, DFM and other training programmes.
- iv. MS (Part I) examinations inclusive of MS (Dental Surgery) Part I Examination.

7. SELECTION FOR TRAINING PROGRAMMES

- 7.1 The PGIM publishes notices in the leading newspapers, issues circular letters and publishes in its website www.cmb.ac.lk/pgim calling applications for Screening Examinations/Selection examinations in accordance with the Calendar of Examinations which is published annually by the PGIM. Prospective applicants need to respond to

such advertisements. The website will be the main site carrying the details of the advertisements in the newspapers.

- 7.2 Applications Forms received in response to such notices along with payments will be scrutinised by the Senior Assistant Registrar/Examinations in consultation with the respective Boards of Study. Candidates will be selected for training programmes on the **basis of performance** at the Screening Examinations/Selection examinations /MD/MS Part I Examinations (that have been prescribed by the Boards of Study and Board of Management) and the **number of training positions/slots available**.
- 7.3 Training will be carried out in training units approved by the Boards of Study and the Board of Management. Allocation of trainees to training units will be done on the basis of the existing criteria laid down by the Boards of Study and the Board of Management. This is subject to change by the Board of Study and Board of Management from time to time.
- 7.4 List of trainees is submitted to the Ministry of Health or to the employer concerned for releasing of trainees to follow courses of study/training programmes. The responsibility of releasing of trainees to the PGIM rests with the Ministry of Health/University/private sector employer concerned.
- 7.5 Those selected will be required to pay the specified Registration fee as a once and for all payment and should register with the PGIM for the entire duration of the training programme/course of study.
- 7.6 A doctor who has resigned/vacated post or has been served with a vacation of post notice by the Ministry of Health/University should complete one year of service after re-employment before such doctor is selected/enrolled to follow a PGIM training programme/course of Study or to complete an unexpired portion of Senior Registrar training, if any.

- 7.7 In the case of a Pre MD, MS, or MSc/Diploma trainee who, having started the study sessions/training proper now wishes to change the speciality in which he/she is undergoing training, such a request for change of course/training programme will be allowed by the Board of Study/Board of Management only after a period of two years from the date of such request. This will not apply in the case of certificate, Diploma or MSc courses of 12 months or less.
- 7.8 In the case of a trainee (referred to in 7.7) who wishes to change the speciality in which he/she has undergone postgraduate training will be allowed only after a period of two years from the date of request for a change of course of study/training programme.
- 7.9 If a medical or dental officer (referred to in 7.7) wishes to enrol in a postgraduate training programme in another speciality, such a request will be allowed only after a period of two years of service from the scheduled date of completion of the on-going postgraduate training programme.
- 7.10 A medical officer in the Ministry of Health should have completed a minimum period of 5 years' service before the officer is enrolled for a postgraduate course such as Diploma in Family Medicine and Diploma in Reproductive Health, where obtaining such a qualification is a requirement for a grade promotion in the Ministry of Health. The minimum period of prior service specified in relation to other study/training programmes is stipulated in the specific regulations.

8. FEES

Course fees and Examination fees are payable by the trainees to follow training programmes and to sit the PGIM examinations. Information concerning fees payable could be obtained from the Academic and Examination Branches of the PGIM and also from the PGIM website. Current rates are available with the Accounts Branch.

Private sector candidates are required to pay 50% more than the fees payable by the public sector doctors.

All fees will be subject to review and revision every 2 years. A PGIM Fee structure book has been updated in 2008 and available with Accounts Department.

8.2 Schedule of fees

Registration and tuition fees are payable in respect of the MD/MS training programmes annually as follows:

Instalment	Time
1 st year fee + Registration	Before commencement
2 nd year fee	1 st month of 2 nd year
3 rd year fee	1 st month of 3 rd year
4 th year fee	1 st month of 4 th year

Tuition fees are levied for the stipulated durations of the pre MD/MS training programmes and up to the prescribed durations of the post MD/MS local components of training.

The trainee's registration with the PGIM will cease automatically if the stipulated fees are not paid in time indicated in the table above. In such instances to reinstate the trainee status, the trainee will have to re-register with the PGIM by paying the registration fees.

8.3 Fees in respect of Diploma/MSc Training programmes are as follows. (Fees are subject to revision)

The general rule is,

Diploma of one year’s duration Rs. 35,000/-

Diploma of two years’ duration and MSc Rs. 42,500/-

However, some courses may be costed differently based on actual expenses. Please see Fee Structure Book 2008 for details.

Time	1 year Diploma	2 year Diploma	MSc	DCH
Before commencement	Regis. + 1 st instal.	1 st instal.	Regis. + 1 st instal.	Regis. + Total fee
4 th month	2 nd instal.		2 nd instal.	
9 th month	Final instal.	2 nd instal.	Final instal.	
18 th month		Final instal.		

- Refund of Course fees (minus administrative costs) may be considered if the trainee withdraws from a training programme/course of study within a period of six weeks from the date of commencement of course of study/training programme.
- Course fees will not be refunded to trainees who withdraw from the course of study/training programme after a period of six weeks.
- The Institute will retain 10% institutional charge from the course fees when refunds are made.

9. ENGLISH TEST

All MD/MS trainees are advised to sit an IELTS type practical English Test as soon as possible after joining the MD/MS training programmes.

10. EXEMPTIONS ON THE BASIS OF FOREIGN QUALIFICATIONS

Stipulations pertaining to granting of exemptions for enrolment for training programmes on the basis of foreign qualifications

On request, granting of exemptions may be considered by the respective Boards of Study as per specifications in the Prospectuses Regulations & Guidelines to candidates, from any part of the examination or/and pre Board Certification training on the basis of the :

- training requirements already satisfied or
- other postgraduate qualifications already obtained in the relevant specialty.

11 LEAVE

The stipulations that are applicable in relation to leave for trainees are as follows:

- 11.1 Trainees are entitled for 14 days of leave per year.
- 11.2 The Board of Study concerned should ensure that the trainee has completed the prescribed training in full in conformity with the criteria laid down in the Prospectus – if not the trainee should be asked to repeat the shortfall caused by absence or unsatisfactory performance.
- 11.3 Whatever the leave taken (inclusive of maternity/sick leave) loss of training due to absence in each segment of the programme would have to be repeated if 80% attendance is not secured. Even with 80% attendance, trainees may be asked, as decided by the Board of Study, to repeat any segment of the training programme that they have not satisfactorily completed.

11.4 Maternity leave

As required by “Section 18.2 of chapter 12 of the Government Establishment Code trainee should keep away from the training programme for a period of at least 28 days from the date of delivery”.

Candidates are entitled for maternity leave as per Government Establishment Code/Public Administration Circulars. However, loss of training due to absence in each segment of the programme would have to be repeated if 80% attendance is not secured. This may mean that the candidate has to complete the shortfall of training even if they sit the examination with the subsequent batch of trainees.

Trainees should inform the Director/PGIM in writing, in addition to the DGHS, when availing of maternity leave along with a copy of the Medical Certificate.

11.5 Paternity leave

The trainees are entitled for paternity leave under the provisions of public administration circulars.

12 ATTENDANCE

Minimum of 80% attendance at organized lecture courses, practicals, field work and satisfactory completion of prescribed clinical training are requirements for granting permission to sit examinations. In addition acceptance of the dissertation/case book and submission of log book are also pre-requisites for granting such permission.

13 FINAL EXAMINATIONS

A comprehensive assessment will be held at the end of the prescribed training programme to test knowledge, skills, competencies and attitudes of the trainees in most courses of study. Few courses utilize continuous Assessments & module examinations.

The final examination will consist of components such as written, oral and clinical and practical in addition to the assessment of the case book, log book, portfolio or dissertation as prescribed.

Skills such as communication, history taking, preparing patient management plans and writing referral letters etc., and as well as trainees’ attitudes will be assessed in addition to knowledge and skills/competencies to be acquired by the trainees during the period of formal training.

Trainees who have reached the stipulated standard for a pass in the prescribed components will be awarded the Degree or the Diploma etc. in the speciality concerned. The University of Colombo would confer the said Degree or Diploma etc. at a Convocation.

13.1 **Payment of Examination Fees**

Following fees are payable by prospective applicants/ PGIM trainees to sit the Selection examinations and Final Examinations in 2008. These fees are subject to change. Please refer to PGIM Fee Structure Book 2008.

Application fee	Rs. 500/-
Registration fee for PGIM examinations	2,300/-
Entry Examinations	8,500/-
Screening examinations in Radiology/ Ophthalmology/Clinical Oncology	12,500/-
MD/MS Part I Examinations	
MCQ Paper	13,000/-
Rest of the examination (on success at MCQ paper)	7,000/-
MD (Anaesthesiology) Part IA Examination	7,500/-
MD (Anaesthesiology) Part IB MCQ paper	7,500/-
Rest of the Examination on success at MCQ Ophthalmology Module I Examination	19,500/-
Selection examinations in other specialities	8,500/-

MSc/Diploma examinations	19,000/-
Module II, III and IV examinations	
Ophthalmology Module II examination	7,500/-
Ophthalmology Module III examination	7,500/-
Ophthalmology Module IV examination	12,500/-
MD (Medicine) Part II Examination	
Theory Paper	12,500/-
Clinical examination (on success at Theory paper)	12,500/-
MD/MS Final Examinations	
MD/MS (Part II) examinations	25,000/-
Certificate of Competence Examination	
Registration fee	2,500/-
Examination fee	12,500/-

13.2 Refund of examination fees in respect of Screening/ Selection Examinations/ MD/MS Part I examinations

Requests for refund of examination fees in respect of the Screening/Selection examinations/MD/MS Part I examinations are considered favourably provided the prospective applicants comply with the following requirements:

- If the candidate has withdrawn his/her application before the date of closure of application – consider 75% refund.
- If a candidate has withdrawn his/her application after the closing date of applications but before commencement of the examination on account of reasons acceptable to the Board of Study – consider 50% refund.

- After the exam commences – No refund. It will be considered an attempt (unless a valid medical certificate is submitted to the Board of Study)

Request for refund of Examination fees which do not conform to the above stipulations will not be entertained under any circumstances.

13.3 Refund of examination fees paid in respect of Certificate/ Diploma/ MSc/ MD/ MS Part II examinations

Candidates are required to sit the first scheduled examination after completion of the prescribed training programme.

Requests for refunding examination fees paid by candidates in respect of Diploma/ MSc/MD/MS Part II examinations will be made on the basis referred to in clause 13.2. Carrying forward of the unused fees for subsequent examinations will not be considered, but the fees may be refunded under exceptional circumstances.

Fees paid will not be refunded, if the reasons are not acceptable.

13.4 Number of attempts at final examinations.

Number of attempts permitted at each PGIM examination is included in the specific section pertaining to the specialty, and in the PGIM Circulars/Prospectuses.

13.5 Counting of number of attempts and withdrawal of Examination Applications

Prospective applicants may withdraw their examination applications or may be absent from the examination due to unavoidable circumstances.

Following stipulations will apply for such situations.

Attempt/s will not be counted for purposes such as compilation of the merit list and other requirements pertaining to the Screening Examinations/Selection Tests/Entry Examinations provided:

- the applicant withdraws his/her application prior to the date of closure of applications.
- the candidate withdraws his/her application after the date of closure of applications but prior to commencement of the examination for reasons that are acceptable to the Board of Study.
- the candidate absents himself/herself from the selection test/screening examination without a prior intimation but submits a Medical Certificate acceptable to the Board of Study, in support of his/her illness with an endorsement from a consultant.
- due to sudden unavoidable circumstances which are acceptable to the Board of Study and Board of Management.

13.6 Determination of number of attempts in respect of Certificate/Diploma/ MSc/ MD/ MS Part II examinations:-

- Trainees, on completion of the prescribed training programme should sit the first scheduled examination which will be counted as the FIRST ATTEMPT.
- Trainees who are unable to sit the first scheduled examinations due to reasons such as availing of maternity leave or owing to a sickness will be considered as candidates who are sitting the next scheduled examination first time. On success, they will be placed in the order of merit at the appropriate position. They will be allocated for placements according to the order of merit. The Board of Study would deal appropriately with regard to the other reasons on a case by case basis in relation to determination of number of attempts.

- It is the trainees' responsibility to inform to PGIM within 1 month after the examination, if they do not plan to sit the scheduled or subsequent attempts with reasons.
- Trainees who have delayed sitting examinations due to reasons which are not acceptable to the Board of Study and the Board of Management will be governed by rules and regulations which are in place at the time of sitting such examinations.
- In instances where reasons given by trainees for not sitting the first scheduled or subsequent examinations are not acceptable to the Board of Study, the number of examinations held in between will be counted when determining the number of attempts. Fees paid will not be refunded.

14. SPECIALIZATION IN GENERAL SPECIALTY

Option for selection of specialities/sub-specialities (former term used) is normally given to the trainees. Training opportunities are offered according to the availability of training units/slots, trainers and as recommended by the relevant Boards of Study. This option for Ministry of Health candidates can vary with allocations provided by Ministry of Health. New specialities are introduced on a prospective basis.

Merit list is prepared according to the procedure laid down by the University Senate. Allocation of trainees is done strictly according to the merit order. Availability of training slot will depend on Ministry of Health/University requirements. Allocation of trainees is done to make best use of all available training positions.

14.1 Introduction of new specialities

New specialties are introduced only after:

- justification of the needs for such training
- careful considerations by the PGIM (Board of Study/Academic Affairs Sub-committee and the Board of Management) and the Ministry of Health at joint meetings

- careful consideration of the needs of the employing authorities viz Ministry of Health, Universities and the private sector.

14.2 Changing of a selected specialty by Senior Registrars within a general specialty

The under mentioned general policy would be applicable in relation to requests for changing of specialties by the trainees.

- Requests for change of a selected specialty would be allowed only within the first three months of Senior Registrar training in the chosen specialty, provided training slots are available in the requested specialty which the trainee opts for the second time.
- Requests for such changes will be allowed only once.
- The period of training the trainee had undergone in the first chosen specialty will not be considered for the purpose of Board Certification.
- The effective date of Board Certification will be calculated from the date of commencement of training in the specialty which was chosen for the second time.
- If a specific prior plan for such change has been approved by a Board of Study and agreed with Board of Management.

15. MONITORING OF THE PROGRESS OF TRAINEES

Progress of all PGIM trainees will be monitored closely by the trainers and the Boards of Study. Appropriate assessment and appraisal mechanisms are in place for trainees at Registrar and Senior Registrar levels. Boards of Study will determine the format of these assessments.

A trainee may have to repeat part of the training or the entire training programme if he/she has shown unsatisfactory progress during training.

If a trainee's conduct has been found to be unprofessional he/she may be terminated from the course of study/ training programme in terms of the provisions of the Disciplinary code/Exit document. (**Annexure II**)

16. REQUIREMENTS BEFORE PROCEEDING ON OVERSEAS POST MD/MS TRAINING

Documents such as the letter of offer pertaining to the placement/paid job offered and the IELTS Certificate etc., are required to be submitted when trainees seek approval for overseas training placements. (Please see **Annexure III** for set of documents to be submitted)

16.1 Availing of leave for overseas training prior to completion of local Post MD training.

Matters such as

- satisfactory completion of local component of training
 - availing of overseas leave for foreign training prior to completion of local component of Post MD/MS training in full or part thereof
- are governed by the decisions made by the Board of Management on the recommendation of the respective Board of Study.

17. BOARD CERTIFICATION AND PRIVILEGES OF BOARD CERTIFICATION

17.1 Board Certification of PGIM trainees

After obtaining the degree of MD/MS, the trainees are required to undergo further training (for periods of one to three years locally and one to two years overseas) leading to Board Certification depending on the specialty/sub-speciality (formally known) chosen. The exact durations of further training would be in accordance with the stipulations in the Prospectuses/ Regulations & Guidelines. In some instances a candidate may substitute local training instead of overseas training (Vide-Section 17.2 FPBCTO options).

17.2 Flexible Pre Board Certification Training Options – (FPBCTO)

The following three options are available to the trainees for the purpose of undergoing the recommended overseas training leading to Board Certification with the concurrence of the Board of Study concerned.

Option I : One year* abroad as at present.

OR Option II : 6 months in a foreign country (regional/extra regional) plus 6 months local training

OR Option III : One year in Sri Lanka with attendance at 2 to 3 short courses overseas (each course of 6 to 8 weeks of duration. (limited financial provisions through PGIM)

Under exceptional circumstances a trainee could undergo one year of training in Sri Lanka.

The Pre Board Certification Training Options would be approved on a case by case basis with the concurrence of the relevant Board of Study and the trainee concerned.

17.3 Board Certification of Medical Officers who are in service with foreign specialist qualifications

Medical officers with equivalent foreign qualifications who were already in the service of the Ministry Health before 1st January 1980 could be granted privileges of Board Certification on application provided the specialist concerned has completed 7 years of continuous service in the state health services after obtaining such qualifications. This category of medical officers will be granted privileges of Board Certification as from 1st January 1980.

Privileges of Board Certification would be granted to medical officers or permanent staff of the Faculties of Medicine who have obtained equivalent foreign qualifications before 1st March 1987 provided such specialists have completed 7 years of service in the Universities of Sri Lanka after obtaining such equivalent qualifications.

17.4 Board Certification of medical officers sent abroad

Medical officers who were sent abroad by the Department of Health Services or by the Faculties of Medicine of the Universities of Sri Lanka specifically for the purpose of obtaining foreign specialist qualifications or any other higher qualifications after 1st January 1980 could be granted privileges of Board Certification on completion of 7 years of continuous service on their return after obtaining such qualifications.

17.5 Board Certification of re-employed/ employed medical officers

Board Certification of re-employed/ employed medical officers could be effected on successful completion of the MD/MS examinations in the relevant speciality and on fulfilment of all other requirements of the post of MD/MS training programme as laid down by the Board of Management.

17.6 **Date of Board Certification**

17.6.1 PGIM trainees become eligible for board certification on satisfactory completion of

(i) the prescribed local and overseas components of Senior Registrar training.

OR

(ii) the local component plus one of the Flexible Pre Board Certification Training Options (FPBCTO) as agreed upon by the Board of Study and approved by the Board of Management.

17.6.2 On satisfactory completion of either (i) or (ii) above, the trainees are board certified with effect from the date on which they were scheduled to complete such training. For the purpose of determination of the effective date of Board Certification **the durations of local and overseas training components are added to the date of release of results.**

Accordingly, the effective date is considered as the date on which the trainee completed the prescribed periods of training **reckoned from the date of release of results** provided:

- a) there has been no significant delay in commencing the local and/or overseas component/s of training.
- b) there has not been an interruption in completing the local and overseas components of training.
- c) the Board of Management, on the recommendation of the Board of Study has not decided otherwise.
- d) the reasons given by the trainee for a **delay, if any,**
 - in relation to commencement of training, or
 - in between the date of completion of local training and date of commencement of overseas training.

are valid and acceptable to the Board of Study and the Board of Management.

17.6.3 If the reasons so attributed under Section 17.6.2(d) **are not acceptable** to the Board of Study and the Board of Management, the effective date of Board Certification will be delayed by the corresponding period of time.

The delays may be

- non-availing of overseas leave.
- non-acceptance of overseas placements offered by the PGIM.
- Other

17.6.4 However, under exceptional circumstances, the Board of Management, on the recommendation of the Board of Study, **could grant extension of time** up to a maximum of two years to a trainee to complete the prescribed Post MD/MS training. In such instances, the date of Board Certification will be the due date.

17.6.5 The trainees who do not complete the prescribed MD/MS Overseas Training within the stipulated maximum period of time referred to in section 17.6.4 or do not complete any of the Flexible Pre Board Certification Training Options (FPBCTO) in lieu of overseas training are considered **not eligible for Board Certification** unless they are undergoing approved training.

17.6.6 Trainees who have, after obtaining the degree of MD/MS, either resigned or vacated their posts could re-join the respective training programmes for completion of training leading to Board Certification under existing rules (obligatory service of one year's duration to the country prior to re-joining the PGIM training programmes - vide section 7.6) of the Ministry of Health/University/Public Sector Institutions. In such instances, the effective date of Board Certification would be prospective and effective from the date of decision by the Board of Management.

17.6.7 (a) As a prerequisite, all trainees are required to report back to the employer and to the PGIM for the purpose of Board Certification. In the PGIM the trainees have to sign and date a register maintained specifically for this purpose.

- (b) Requests for Board Certification by trainees who have overstayed leave are considered only after such trainees have
- settled the bond with employer and write a letter to that effect along with the original receipt.
 - paid the **cost of training** to the PGIM. (applicable for requests for Board Certification being made after 1st January 2009)

However, their effective date of Board Certification would be the date of decision of approving the Board Certification by the Board of Management.

- (c) All trainees have to report to the Board of Study concerned (by prior arrangement) for the purpose of Board Certification after (a) or (b) above.

17.6.8 Under no circumstances, Board Certification will be effected prior to completion of the prescribed training in full by the trainees.

18. HEALTH AND FITNESS

Trainees should be in sound physical and mental health and fitness to undertake the Course of study/training programme. In case of a significant illness or an impairment/disability, the trainee and/or the trainer will inform the Director/PGIM. The PGIM will be introducing a health certification process prior to enrolment of trainees to training programmes/courses of study from 1st January 2009.

A trainee could be refused entry or be discontinued from the training programme on account of serious illness/impairment or physical or mental health. Such a decision will be made on the recommendation of a Medical Board appointed by the PGIM. The decision of the Board of Management will be final.

19. DISCIPLINE

Discipline is considered an important aspect of training and the trainees have to always follow the guidelines of the appropriate instruments approved by the Board of Management, University Senate and the Council of the University of Colombo. Trainees will be dealt with the provisions of the Disciplinary code of the PGIM. All trainees are subject to the general guidelines of the statutory bodies such as the SLMC and the employer and that of the Foreign Organizations, eg. Royal Colleges during overseas training.

The PGIM has its own Disciplinary Code (**Annexure II**) which is directly applicable to PGIM trainees and the offenders will be reported to the University Council.

20. EXAMINATION OFFENCES

Trainees are required to refrain from committing Examination offences and those who commit such offences are liable to be punished under University Guidelines, Rules and Regulations approved by the PGIM and the University of Colombo.

21. UPDATE ON RULES AND REGULATIONS

All trainees are subject to and should abide by the new Amendments/ Clauses/Rules and Regulations being introduced to the Prospectus/ Regulation & Guidelines by the Boards of Study, Board of Management, University Senate and the University Council from time to time.

The onus of obtaining the latest information regarding General Rules and Regulations/ By-Laws and Prospectus is with the trainees/ doctors concerned.

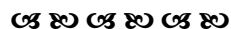
22. APPLICATIONS FOR ENROLEMENT / SELECTION EXAMINATIONS

Prospective applicants are advised to visit the PGIM website for www.cmb.ac.lk/pgim

- downloading applications
- notices of changes to above guidelines
- amounts payable as fees etc.

In the interpretation of these Rules and Regulations/By-Laws, the Council of the University of Colombo shall be the final authority.

Encl : Annexure I - Channels of Communication
 Annexure II - Disciplinary Code
 Annexure III - Documents to be submitted to the examination branch when approval is sought for overseas training.



Channels of Communication

1. All Letters written by PGIM trainees and others to the Boards of Study or officials of this institution should be **addressed to** the Director/PGIM with either a
 - a. "Copy" to the relevant official or officer

OR

 - b. stating "Attention – name of the Official or officer concerned".
2. All letters being sent from the PGIM to Supervisors, Examiners, Specialists or Trainees or to other institutions should be under the signature of the Director/PGIM.

Chairpersons/Secretaries of Boards of Study, Conveners of Committees/ Sub Committees could attend to correspondence and official work with the subject clerks concerned and prepare drafts of letters etc. However, these drafts would be processed under the supervision of Heads of Divisions or their Assistants; namely,

- Deputy Registrar or Assistant Registrar in the Academic Branch
- Senior Assistant Registrar or Assistant Registrar in the Examinations Branch
- Deputy Bursar or Assistant Bursar in the Finance Branch
- Senior Assistant Librarian in the Library,
- Assistant Registrar in the Establishment and General Administration Branch.

All letters will be signed by the Director and an office copy will be retained.

Annexure II

- The Director/PGIM by letter of authority could delegate designated officers to handle certain correspondence.
- Assistance of Computer Analysts and that of the Technicians could be sought through the Director or Deputy Registrar in his absence
- The Medical Education Resource Centre (MERC) will function directly under the directions of the Director/PGIM.
- The Deputy Director and the lecturers of the PGIM will function directly under the Director/PGIM.

DISCIPLINARY CODE

This Disciplinary Code approved by the Board of Management is applicable in relation to all PGIM trainees registering for training programmes and examinations.

01. The main types of inadequacies/offences are as follows.

(a) Minor:

- i. Poor attendance
- ii. Insubordination
- iii. Poor interpersonal relationships
- iv. Poor quality documentation
- v. Poor attitudes
- vi. Poor skills
- vii. Inability to achieve set standards within the specified time period as indicated in the approved assessment/appraisal forms/guidelines/prospectus

(b) Major :

I) Professional incompetence

- i. Repetition of minor inadequacies/offences in spite of a "letter of warning"
- ii. Three adverse assessments during the local training period.
- iii. Two adverse assessments during the overseas training period.
- iv. If the trainee is found to be unsatisfactory during extended period of either local or foreign training
- v. Evidence of seriously deficient or incompetent performance and skills.

(II) Professional misconduct

- i. Gross neglect of patients
- ii. Poor standards of medical care
- iii. Abuse of professional privileges
- iv. Personal abuse of alcohol and other drugs
- v. Indecent or violent behaviour
- vi. Degrading comments on professional colleagues and trainers
- vii. Dishonesty
- viii. Derogatory professional conduct

02. The PGIM will entertain written complaints being made by the

1. Local trainers
2. Foreign trainers
3. Any consultant from the hospital to which the trainee is posted.
4. Administrator of the training hospital.
5. Patient or relatives of patient/s who has/have been under the care of the trainee.
6. Any other persons/authority acceptable to the BOS/BOM.

03. Procedure for the inquiry

The under mentioned procedure has to be followed for determination as to whether the PGIM should extend the period of training or cancellation of registration of such trainees.

On receipt of complaints/allegations or poor progress reports, the Chairperson of the Board of Study and the Director/PGIM would study such complaints/allegations/poor progress reports and would decide whether it is necessary to proceed further. If a decision is made to proceed further with the matter, the same should be referred to the Board of Study concerned.

The Board of Study would inquire into the complaints/allegations/poor progress reports and decide on one of the following or any other suitable steps:

- (i) Disregard the complaints/allegations.
- (ii) Request the Director to issue a "Letter of Warning".
- (iii) Appoint a Board for a Preliminary Inquiry.
- (iv) Following the Preliminary Inquiry, if there is prima facie evidence against the trainee and has been found guilty, the Board of Study should refer the matter to the Board of Management.

✚ The Board of Management would appoint Committees of Inquiry comprising of the under mentioned panels:

(a) Preliminary inquiry:

- **Chairman of another Board of Study**
- **One consultant from the Board of Study and**
- **A consultant from a different specialty.**

(b) Formal inquiry:

- Dean of a Medical Faculty
- A medical member/non-medical member from the Board of Management and
- A person who is not a member of the Board of Management and who is competent in conducting formal inquiries.

04. Issue of Letter of Warning

The Director/PGIM, on the recommendation of the Board of Study concerned would issue a letter of warning when there is evidence to prove that the complaints/allegations received against a trainee is true **or** if the initial progress report of the trainer is unsatisfactory.

05. Punishments

1. Letter of Reprimand.

This is to be sent by the Director/PGIM, on the recommendation of the Board of Management following a Preliminary Inquiry conducted for

- complaints/allegations
or
- repeated unsatisfactory progress reports based on "minor offences"
eg: poor attendance,

2. Extension of the training period with loss of seniority

This should be decided by the BoS based on the report of a Preliminary Inquiry held to inquire in to

- complaints/allegations
or
- on receipt of three adverse progress reports during the local training period
or
- two adverse progress reports during the overseas training period.

06. Issue of Letters of Good Standing or recommendations

The punishments mentioned under Sections 5.1 & 5.2 should be taken into consideration by the Director/PGIM when issuing letters of good standing or letters of recommendation.

07. Local training

This should initially be in the same unit disregarding the training period already completed provided the trainer is not unwilling to accommodate the trainee in his/her unit for an extended period of training. If the trainer is not willing the Board of Study to appoint trainee to another unit for an extended period up to two changes at the discretion of the Board of Study and the Board of Management

If the training is still found to be unsatisfactory the Board of Study would appoint the trainee to another training unit. The period of training hitherto undergone will be disregarded.

08. Foreign training

(a) If recalled,

- (i) The trainee would be required to continue training locally
 - for a period equivalent to thrice the period of prescribed training.
 - the trainee should serve in the capacity of a Senior Registrar under three different consultants within the said period.
 - option of finding a new training post would be given to the trainee.
 - the training post should be approved by the Board of Study.
 - the cost involved for training should be borne by the trainee.
 - the period of training that was previously done but was found to be unsatisfactory, would be disregarded.

(b) Completed but found to be unsatisfactory

- the trainee would be required to do twice the prescribed period of overseas training locally under two or more consultants.
- the trainee would be given the option of finding a new training post
- training post should be approved by the Board of Study
- the cost involved for training should be borne by the trainee.
- the period of training that was previously done but was found to be unsatisfactory, would be disregarded

The above punishments should be reflected in the letters of good standing or letters of recommendations to be issued by the Director/PGIM.

09. Discontinuation from the training programme and or withholding of Board Certification

Action would be taken to discontinue trainees from the training programme and or board certification of trainees would be withheld on account of,

- a) Major inadequacies/offences listed above
- b) Serious major physical or mental disability which in the opinion of the Board of Study would prevent the trainee from continuing the training programme
- c) Non-completion of training and the examinations within the stipulated period as indicated in the prospectus/guidelines

- d) Serious examination offences and misconduct as listed in the University Regulations and in By-Laws
- e) In instances where the Sri Lanka Medical Council has stricken off the name of the trainee concerned from the Medical Register for a criminal offence

This is to be issued by the Vice-Chancellor on the recommendation of the Director of the PGIM, Board of Management and the Senate based on a Report of a Formal Inquiry to be held for the above purpose.

The final decision of the Board of Management will be conveyed to the SLMC and the employer concerned for necessary action.

The Board of Management observed that this whole exercise was carried out for compilation of guidelines, rules and regulations which are already contained in the Prospectus and other documents of the university system. It was also observed that these stipulations have been in practice for many years in the PGIM and not a new set of rules. Therefore, it was reiterated that this set of rules is applicable to PGIM trainees who are currently registered with the PGIM.

Annexure III

Documents to be submitted to the PGIM (International office) when approval is sought for overseas training.

- I. Present place of work in Sri Lanka
- II. Documents with regard to the offer of the placement (letter or e-mail)
- III. (i) A clear statement pertaining to the status of the placement offered (whether)
 - a. a paid job
 - b. a job requiring completion of an orientation
 - c. an attachment based on a PGIM scholarship
 - d. observer states, if relevant
 - (ii)
 - a. Hospital and the names of Overseas Supervisors
 - b. Short CV of the Overseas Supervisor.
 - c. Hospital profile (down loaded from the internet is sufficient)
 - d. The job profile/ contract including the case load of the unit
- IV. A letter from the Board of Study to the effect that progress reports of local training have been satisfactory
- V. The IELTS certificate – it is a requirement by the PGIM that all trainees must have at least a “Band-7” pass in the IELTS irrespective of the country they plan to do their overseas training. (some countries may require a higher band.)

- I. Duration of the orientation, if any. (documentary evidence has to be submitted.)
- II. Proposed date of commencement of appointment.
- III. Overseas contact details of the self
 - a. Telephone
 - b. E-mail address
 - Residential
 - Official
 - Mobile
- IV. Document, if any, to indicate that the Board of Study approval has already been obtained.
- V. A statement pertaining to additional expenditure, if any, to be incurred by the self/PGIM for securing the training placement.

Eg: 1. GMC Registration
2. Statutory Registration if any.
3. Medical/Health Insurance
4. Indemnity Insurance
5. Work permit

(Please also indicate if funds are forthcoming from the institutions concerned)