



UGANDA MEDICAL AND DENTAL PRACTITIONERS COUNCIL

CHARTER

June 2020

INTRODUCTION

This service charter establishes roles and terms of reference of services within the Uganda Medical and Dental Practitioners Council

PURPOSE

It has been designed to:-

- Meet the needs of the Council and the Practitioners
- Enable the Council to provide services within the requirements and guidelines of the Council's Strategic Plan.
- Guide the Council in conforming and performing within expected preset standards of service. It is the intention of the Council to strive to meet up to International Standards of Service Delivery.

VISION

A reputable Council that protects society from abuse of Medical and Dental practice as well as research on human beings in order to effectively contribute to a healthy and productive population

MISSION

To regulate and enforce standards of education and practice in Uganda so as to protect society from harmful effects of malpractice.

CORE VALUES

- Integrity
- Ethics
- Professionalism
- Fairness
- Accountability

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Mandate

- To monitor and exercise general supervision and control over and maintenance of professional medical and dental education standards.
- To promote the maintenance and enforcement of Professional Medical and Dental ethics.
- To exercise general supervision of medical and dental practice at all levels.
- To exercise disciplinary control over medical and dental Practitioners.

Ethics and Disciplinary Committee

Roles

- Receive complaints from the Registrar regarding the practitioners and their practices.
- Take a decision on the nature of complaint received.
- Investigate cases of unethical and unprofessional conduct.
- Make appropriate recommendations to UMDPC
- Ensure that professionals comply with set ethical guidelines and code of conduct.
- Submit reports on its activities to UMDPC.
- Perform any other function as may be delegated by UMDPC.

Operations

- The Committee must always follow disciplinary guidelines and procedures as approved by UMDPC.
- It is advisable that there should be a lawyer at every sitting of the Committee to guide the proceedings.
- The frequency of the meeting shall be determined by UMDPC.

Finance and Administration Committee.

Roles

- Develop and recommend the strategic plan to UMDPC.
- Recommend the annual operational budget to UMDPC.
- Recommend annual work plans to UMDPC.
- Recommend policies related to finance, human resources, Information Technology and investment to UMDPC.
- Submit reports on its activities to UMDPC
- Perform any other function as may be delegated by UMDPC

Operations

- The Committee shall be guided by the Operational Manual
- The frequency of the meetings shall be determined by UMDPC

Education and Training Committee

Roles

- Consider applications for training institutions
- Accredite and monitor CPD providers
- Assess and accredit internship centers
- Recommend for approval courses of study
- Conduct inspections of training institutions
- Review policies related to training of health professionals
- Submit reports on its activities to UMDPC
- Perform any other function as may be delegated by UMDPC

Operations

- Network and collaborate with key stakeholders in the education and training
- The frequency of the meetings shall be determined by UMDPC.
- The Committee shall be guided by the following documents;
- EAC MBCHB,BDS Curricullum
- Inspections guidelines for training institutions

Inspection and Registration Committee

Roles

- Consider applications for registration of professionals
- Consider applications for health facilities
- Oversee examinations for professionals
- Conduct pre-registration of students
- Conduct inspections of training institutions and health facilities
- Review policies related to registration of health professionals and health facilities
- Submit reports on its activities to UMDPC
- Perform any other function as may be delegated by UMDPC

Operations

- Network and collaborate with key stakeholders in the inspection and registration
- The frequency of the meetings shall be determined by UMDPC.
- The Committee shall be guided by the following documents;
- - Guidelines for establishing Health facilities
- -Inspection guidelines for health facilities
- -The guidelines for examinations or any other related guidelines as determined UMDPC.

Fitness to Practice committee

Roles

- Receive complaints from the Registrar regarding the fitness of practitioners.
- Take a decision on the nature of complaint received.
- To make a finding on whether or not a practitioner is impaired based on an assessment or investigation.
- Make appropriate recommendations to UMDPC.
- Impose any condition of registration or practice on a practitioner.
- Submit reports on its activities to UMDPC.
- Perform any other function as may be delegated by UMDPC.

Operations

- The Committee must always follow the fitness to practice committee guidelines as approved by UMDPC.
- It is advisable that there should be a lawyer at every sitting of the Committee to guide the proceedings.
- The frequency of the meeting shall be determined by UMDPC.

Collaboration and Partnership

The Council collaborates with the following bodies in similar mandate:-

National

- Allied Health Professionals Council
- Uganda Nurses and Midwives Council
- Pharmacy Board
- Uganda Medical Association and Uganda Dental Association
- The Pharmaceutical Society of Uganda
- Uganda Private Practitioners Association
- National Drug Authority
- Uganda Healthcare Foundation
- Uganda Registration Services Bureau
- National Council for Higher Education

Regional

- Kenya Medical Practitioners and Dentists Board (KMDPB)
- Medical Council of Tanganyika (MCT)
- Rwanda Medical and Dental Council (RMDC)
- Burundi Medical Council (BMC)
- South Sudan General Medical Council

International

- Association of Medical Councils of Africa (AMCOA)
- International Medical Regulators Association (IMRA)

OUR CLIENTS

- Medical and Dental Practitioners
- Health Institutions
- Members of the Public
- Medical and Dental Students
- Medical and Dental Schools
- CPD Accredited Providers
- Internship Training Centres

SERVICE DELIVERY POINTS

Services

- Full Registration
- Specialist Registration
- Certificate of Good Standing
- Annual Practicing License
- Operating License
- Temporary Registration

Location

- Plot 142, Kafeero Zone Road, Mubanda
Reg. Box 16115 Kampala, Tel
0414345844. www.umdpc.com
Registrar@umdpc.com

Committees of the Council 2020.

Finance and Administration -

Education, Training and Registration –

Ethics, Disciplinary and Fitness to Practice—

Inspection, Quality Assurance and Research—

Sub Committees

Medical Licensure and Examination Board

CPD subcommittee

National Internship committee

Relevant Documents

Medical and Dental Practitioners Act, 1998

Code of Professional Ethics 2002

Guidelines in respect to complaints against Medical and Dental Practitioners 2002

CPD Guidelines 2017(Revised)

Private Sector inspection tool (SQIS), 2017 (Revised)

Inspection guidelines 2015

UMDPC strategic Plan

Communication strategy

Terms of reference for inspectors

Guidelines for Health Supervisory Authorities in Uganda

Memorandum of Understanding of the Health Professional councils of Uganda

ICT policy

Research at UMDPC

Fitness to practice guidelines 2016

MLEB Guidelines 2019 (Revised)

Medical Camps guidelines 2017

Guideline on establishment of health facilities, 2002

Application forms for health facility professional licensure

Advertising guidelines 2019

UMDPC (Professional specialized Training) Regulations, 2019

UMDPC -Terms of reference for Committees of Council

Approved Universities

- Makerere University – Medical and Dental
- Mbarara University – Medical
- Gulu University – Medical
- Kampala International University - Medical
- Uganda Martyrs University Nkozi - Postgraduate Medical
- Busitema University - Medical
- Islamic University in Uganda - Medical
- St. Augustine International - Medical
- Kabale University – Medical
- Soroti University
- Uganda Christian University-Medical and Dental

CLIENTS' EXPECTATIONS

- Acknowledgment of correspondence within Seven (7) days
- Efficient service and timely delivery
- Justice and fairness
- Transparency and Confidentiality
- Procedures to be followed
- Service with dignity
- Professionalism
- Sufficient and accurate information

CLIENT OBLIGATIONS

- Be law abiding
- Provide timely, sufficient and accurate information
- Be diligent and courteous
- Be honest
- Make appropriate payment and obtain a receipt for services offered by the Council
- Be patient and understanding
- Respect rules and procedures of the Council

- Give useful feedback on operations of the Council; and
- Offer constructive criticism where necessary

COMMITMENT TO SERVICE DELIVERY

- The Council's offices shall remain open from 8.00am to 5.00pm during weekdays and remain closed on weekends and gazetted Public Holidays
- All reported cases of professional misconduct shall be investigated and deliberated within an acceptable period from the day lodged
- New licenses shall be processed within a period of two (2) weeks from the date the application is received
- License renewals shall be processed within 2 weeks (14) days from the date of application
- The Council will continuously regulate the training and practice of medicine and dentistry in the country and health institutions
- The Council shall continuously maintain updated registers for medical and dental practitioners, foreign doctors register and health institutions in the country
- The Council shall enforce Continuous Professional Development implementation process
- The Council shall regularly advise the Minister of Health on matters regarding health.
- The Council shall carry out supervisory inspections to health institutions, medical and dental schools to ensure compliance.