

Memorandum and Articles of Association of the “National Council for Continuing Medical Education”.

Memorandum of Association

1.0 The name of the Organisation

The organisation shall be called ‘**The National Council for Continuing Medical Education**’ (NCCME), and is hereafter referred to as the “**National Council**”.

1.1 Location

The main office of the (NCCME) is located at the Office of the Medical Council of Jamaica.

1.2 The Philosophy of the Organisation.

Because of the epochal changes in the quality and quantity of the health and medical information, brought about by the present scientific and technological revolution, there is a rapidly growing demand for Medical Doctors to keep abreast of these changes. There is also the necessity to be aware of, to validate, to manage and to use such information and technologies that would be of value to the qualitative and quantitative improvement of the health and well-being of patients, families, communities, and the population at large.

The Medical Council of Jamaica (‘the Medical Council’) in recognition of its responsibility enshrined in the **Medical Act** and the **Medical Profession**, mindful of the need to facilitate the continued improvement of the standards of the delivery of the Health Care in Jamaica, are hereby engaged in a partnership for the establishment of the “**National Council**”, as a subcommittee of the Medical Council. The National Council will be responsible for responding to the epochal changes in such a manner as to contribute to the sustained qualitative and quantitative improvement in the medical education of Practitioners.

1.3 The Aims

To enable the development of programs for continuing Medical Education of practitioners in an organized and systematic way

To enable a system of assessment of practitioners’ participation in continuing medical education programs as a measure of the improvement in their knowledge of Medicine.

To facilitate the development of a culture of personal self-motivated learning of new medical information by practitioners.

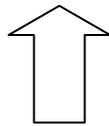
To facilitate the achievement of the required standards for the recertification of practitioners by the Medical Council of Jamaica

To encourage the widest participation of the profession in the development of programs of continuing medical education

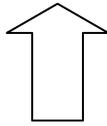
To facilitate easy access of relevant, user-friendly, up to date medical information to practitioners in their various domains.

1.5 Organizational Structure of NCCME.

Medical Council of Jamaica (MCJ)



National Council of Continuing
Medical Education
Executive Management Committee
Chaired by Nominee of the MCJ



National Council of
Continuing Medical
Education. (NCCME)
(Sub-Committee of the Medical Council of
Jamaica)

Regulations
of the
National Council of Continuing Medical Education

1-1 Interpretation

In these Regulations the words and expressions following having the meaning hereafter assigning to them; MCJ refers to The MEDICAL COUNCIL OF JAMAICA The “NATIONAL COUNCIL” means THE NATIONAL COUNCIL FOR CONTINUING MEDICAL EDUCATION.

The EXECUTIVE, means THE EXECUTIVE MANAGEMENT COMMITTEE of the National Council.

CME, means CONTINUING MEDICAL EDUCATION.

ORGANISER, means an INSTITUTION OFFERING CME ACTIVITIES

1. The ACCREDITATION PROCESS refers to CME activities of Organizers, and not to any other educational activities in which they may be engaged (e.g. medical undergraduate or postgraduate training), nor to the accreditation of an individual (e.g. to practice medicine). In this context ACCREDITATION applies to a series of CME activities, and not to individual CME activities. These activities will be developed in accordance with the policies and standards defined by the National Council for Continuing Medical Education.

The REGULATIONS means these REGULATIONS, with such modifications thereof or additions thereto as may from time to time be in force.

The BYE-LAWS means Bye-laws set forth in the schedule hereto or other Bye-laws of the National Council for the time being in force.

1.2 Membership and Privileges

- 1.2.1 **Full Membership** to the National Council is open to any Association or Society of Physicians with membership duly registered by the Medical Council of Jamaica

Criteria for Full Membership

- (a) Any Association or Society of Physicians which has a clearly defined Constitution.

- (b) Has education of physicians as one of its primary aims.
- (c) Has minutes of at least one Annual General Meeting of the Association or Society in the year prior to its application for full membership.

Full Membership shall entitle members to vote and to hold office in the Executive.

- 1.2.2 **Provisional Membership** to the National Council is open to any Association or Society of physicians with at least one, but less than three criteria listed under Criteria for full membership. Provisional members are not allowed to vote or hold office. They participate in meetings of the National Council as observers.
- 1.2.3 **Associate Membership** is open to any Association or society of Health Professionals whose program of Continuing Medical Education is determined by the MCJ by special arrangement or statute. They are not allowed to vote or hold office, and only participate in meetings of the National Council as observers.
- 1.2.4 **All Associations and Societies** duly qualified for membership of any category shall be entitled to one representative only on the National Council, subject to any change specified in the Bye-laws.

1.3 Termination of Membership

Membership in the National Council may be terminated in any of the following ways, namely:

- (a) By resignation, subject to such notice as may be prescribed by the Bye-laws.
- (b) Ipso facto upon erasure from the register of the member's relevant parent Association or Society.
- (c) On the ground of professional misconduct of the member Association or Society
- (d) Automatic loss of membership of the Association or Society after no less than three warnings over fifteen month period with respect to satisfying the criteria for membership as specified in these regulations or in the Bye-laws.

1.4 Application for Membership

Applications should be sent in writing on the prescribed application form for applications with the names of a Proposer and Seconder who shall be full members of the National Council and should be subject to the approval of the National Council. Any applicant who shall have refused

membership to the National Council shall be entitled to appeal against the decision of the National Council to the MCJ.

1.5 Powers of the National Council of Continuing Medical

Education.

1.5.1 The National Council, as a sub-committee of the MCJ, will be responsible for the promotion and development of principles, policies and standards for CME, relating CME to health care and all aspects of medical education; to apply these principles, policies and standards to the accreditation process of sponsors (that is, Institutions and Organizations offering CME) and to deal with other matters related to CME. The general control and execution of the policy affairs of the organization shall be vested in the National Council. It shall be the duty of the National Council or its nominee to carry into execution resolutions passed by every General meeting of the National Council and administer its affairs, in accordance with these regulations and the Bye-laws. The tasks and responsibilities of the National Council shall be carried out by an Executive Management Committee elected by the National Council at the Annual General Meeting in accordance with the bye-laws. The Executive Management Committee shall report to the National Council at the National Council Annual General Meeting or at any other time that the Executive shall deem necessary in accordance with these regulations and the Bye-laws of the National Council. All changes of these regulations and/or the Bye-laws of the National Council shall be proposed by the National Council to the MCJ for the approval of the MCJ.

1.5.2 The Composition of the NCCME

The National Council shall include three nominees of the MCJ, one of whom will be the Dean of the Faculty of Medical Sciences UWI, Mona Campus. There shall be one representative and an alternate from the Medical Council of Jamaica and one representative from every other Association or Society of Physicians in Jamaica entitled to full membership in accordance with these regulations and the Bye-laws of the NCCME.

The NCCME shall elect a chairman from the three nominees of the Medical Council.

The NCCME shall also elect the following officers from the general membership and the two remaining un-elected members nominated by the Medical Council; (a) Vice-Chairman. (b) Hon. Secretary. (c) Assistant Secretary (d) Hon. Treasurer (e) Assistant Treasurer.

These elected members shall comprise the Officers of the Executive Management Committee

1.5.3 Meeting of the NCCME

The NCCME shall meet at least two times per year, but shall schedule an annual General meeting at the end of each year.

1.6 The Powers of the Executive Management Committee

1.6.1 The Executive Management Committee carries out the mandates and decisions of the National Council. It reports to the National Council at the Annual General Meeting. It makes recommendations, formulates resolutions and implements such functions as necessary, on behalf of the NCCME and in accordance with these regulations and the Bye-laws governing the roles and function of the NCCME. The Executive Management Committee is the implementation arm of the NCCME. The Executive Management Committee is empowered to co-opt expertise to itself as necessary. It shall also have the power, subject to the approval of the MCJ, to be informed and meet with advisory bodies and or Commissions in order to inform itself with the best available expertise in the execution of its duties and in accordance with the mandates of the NCCME.

1.6.2. The Composition of the Executive Management Committee.

The Executive Management Committee shall comprise the elected members, co-opted members, working Committees, Commissions, and advisory bodies as the need arises. All this additional expertise must be ratified by the NCCME after recommendation by the executive.

1.6.3 Meetings and specific functions of the Executive

The Executive shall meet at least quarterly and shall carry out the following functions;

- (a) Formulation of policies for recommendation to the NCCME with respect to the form and substance of CME and their relevance to the needs of the public and the medical profession.
- (b) Selection of potential CME Organizers for accreditation and recommendation to the NCCME for approval, after a process of investigation, review, elevation and general appraisal.
- (c) Develop a system of continuous review and appraisal of the scope and content of work and performance of sponsors, and to make recommendations to the NCCME accordingly.
- (d) Initiate studies and scientific research with the aim of improving the organization, process, methods, techniques and the quality of CME.

- (e) Review and evaluate the process of participation by practitioners in the development of CME.
- (f) Initiate measures which will facilitate the development of a culture of personal self-motivated learning within the profession.
- (g) Facilitate and engage the public domain in a process of continuous dialogue on current issues of concern to the public.
- (h) Ensure that CME enhance the roles, responsibilities and skills of the members of the medical profession in order that they may be sensitive to and meet the needs of the public at large

1.7.0 CME Organizer

1.7.1 Subject to the overriding authority of the MCJ, the NCCME shall have the power of accrediting or terminating the accreditation of a CME Organizer.

1.7.2 The Organizer is authorised by the NCCME, and is responsible for implementing and or facilitating a range of CME activities , including lectures, seminars, workshops, experiences based on the use of enduring materials derived from journals or any other designated sources, whether electronic based, experiential, self-derived, self-motivated.

1.7.3 Criteria for Accreditation of CME Organizer.

- (a) The Organizer must be a full member of the NCCME
- (b) The Organizer must possess an infrastructure which has the capacity to implement a regular, structured and systematic program of CME for members of the profession and/or any other institution which is member of the NCCME.
- (c) The Organizer must possess the capacity to communicate with, consult, delegate, monitor, evaluate , accredit , support, facilitate or participate with individuals groups other organization, local, regional or international which are engaged in CME activities.
- (d) The Organizer shall be subject to an annual evaluation by a review team designated by the Executive.
- (e) The Organizer shall be responsible for all financial liabilities incurred as a result of the CME activities.
- (f) The Organizer shall pay a fee to the MCJ to be determined by the Executive and ratified by the NCCME and MCJ, which shall have final authority.
- (g) The Organizer shall present an annual report to the executive of the NCCME
- (h) All accredited CME activities must be properly documented in accordance with the norms and standards established by the executive.

1.7.4 Termination of Status of Organizer.

- (a) Non-compliance with two or more criteria for accreditation after three warnings in writing by the executive, over a period of eighteen months will lead to automatic termination of the status of the Organizer
- (b) If for any reason the Organizer loses membership in the NCCME,
- (c) Loss of Full membership in the NCCME will result in suspension of the status of Organizer.

1.8 General Meetings

The NCCME shall in each calendar year hold a General Meeting as its Annual General Meeting in addition to any other meetings in the year. Not more than fifteen months shall elapse between the date of one Annual General Meeting (AGM) and that of the next. The AGM shall be held at such time and place as may be fixed by the Executive Management Committee. Ordinary General Meetings may be held during the year at such time and place as may be fixed by the Executive Management Committee.

1.9. Special General Meetings

The Executive Management Committee may whenever it thinks fit, or upon the direction of the MCJ, or upon a requisition made in writing by any five or more Active Members, convene a Special General Meeting. The direction or requisition as the case may be must state the objects of the meeting and, in the case of direction, must be signed by the chairman of MCJ, and in the case of requisition, by the requisitionists and deposited with the Secretary of the Management Committee in the office of the NCCME. The Executive Management Committee shall then convene the Special General Meeting within twenty one days of receipt of the direction or requisition, as the case may be. Failure to meet at the direction of the MCJ shall entitle the MCJ to cancel the membership of all current members or such one or more of them as the MCJ shall think fit. Failure to meet pursuant to a requisition shall entitle the requisitionists, or any five or more of them, to themselves convene a meeting for the objects specified in the requisition.

1.10 Notice of Meetings

In the case of an Annual General Meeting or an Extraordinary General Meeting for the passing of a Special Resolution, fourteen days notice at least, specifying the place, the day and the hour of the meeting in the case of special business the general nature of such business, shall be given to all members and to the Auditors for the time being of the NCCME. The accidental omission to give notice to or the non-receipt of notice by, any person entitled to receive notice shall not invalidate the proceedings at the Annual General Meeting or the Extraordinary General Meeting, provided also that notice published in a daily newspaper shall be deemed to be adequate notice.

1.11 Business of Annual General Meetings

The business of an Annual General Meeting shall be such business permitted by these Regulations and/or the Bye-laws. At this Meeting shall be presented, Audited Accounts and other reports and other communications. There may also take place the discussion of such matters pertaining to the NCCME as the Executive Management Committee shall have arranged to be received or discussed at such meeting.

The Executive Management Committee shall arrange the order of Business of an Annual General Meeting and shall fix the times at which matters shall be respectively considered.

1.12 Chairman

The Chairman of the NCCME, if present, shall preside as Chairman at the opening of every General Meeting. In the absence of the Chairman, the Immediate Past Chairman shall preside, and in his/her absence a Chairman shall be appointed by the members present and entitled to vote.

1.13 Quorum

No business shall be transacted in any Annual and Extraordinary General Meeting unless there be present a quorum of not less than eight members and at an Ordinary General Meeting the quorum shall be nine. If within one hour from the time appointed for the meeting such quorum be not present, the meeting if convened upon requisition of members shall be dissolved. In any other case it shall stand adjourned to the same day in the following week, at the same time and place, and notice of this and notice of this published in a daily newspaper, and if at such adjourned meeting a quorum be present, those present shall be deemed a quorum.

1.14 Adjourned of Meetings

The Chairman of any General Meeting may, with the consent of the meeting, adjourn any business from time to time and from place to place.

1.15 Voting at General Meeting

A Declaration by the Chairman that a Resolution has been carried by a particular majority, or lost or not carried by a particular majority, and an entry to that effect is made in the book of the proceedings of the NCCME shall be sufficient evidence of the fact. Three or more members may demand a poll in which case the Chairman must grant their request. On a show of hands every member present shall have one vote, and upon a poll every member represented in person shall have one vote. Votes must be given personally by the representative of the member. In case of any equality of votes at any General Meeting, the Chairman shall have a second or casting vote.

1.16 Notices

(1) A notice may be served by the NCCME upon any Member either personally or by sending it through the post in a prepaid letter, addressed to such Member at the address appearing in the Register of Members or by notice in a daily newspaper.

(2) Any notice, if served by post, shall be deemed to have been served seven days after posting and on proving such was properly addressed and put into the Post Office, except that notices dealing with enquiries by the Executive concerning the conduct of a member shall be sent by Registered Post.

1.18 Affiliation

The NCCME may admit to affiliation with it, any other Association or similar body inside or outside of Jamaica, on such terms and with such privileges as may in each case be approved by resolution of the Executive. The NCCME may also terminate any such affiliation (after due notice on either side) by resolution of the Executive Management Committee. Provided always that no such admission or termination shall be valid without the prior written approval of the MCJ.

1.19 Membership

The Executive may request the MCJ on behalf of the NCCME to become a member of any international organization for the purpose of promoting CME as outlined in the Articles. The MCJ shall give its decision to the Executive within three months of the request being delivered to the Registrar of the MCJ.

1.20 Publications

The NCCME may publish a journal under the direction of the Executive or may join with any other organization in publication of a journal in connection with the affairs of the NCCME, provided however that the content of any publication by the NCCME shall be subject to the review and approval of the MCJ.

1.21. Financial and other Reports and Audit

The Executive shall annually prepare an Estimate of the probable income and expenditure of the NCCME for the coming year and a report of the proceeding of the NCCME for the past year and present the same to the MCJ and the said estimate and Reports of the Executive shall be presented to the Annual General meeting.

1.22 Bye-Laws

Save so far as determined by Statute or by these Regulations, the Constitution and mode of government of the NCCME the rights and obligations of every member and separate body

thereof, the appointment, duties, powers and privileges of all Officers, and of all Executives Committees and governing and administrative bodies of the NCCME shall be such as may from time to time be prescribed or determined by or in accordance with the Bye-laws, altered, or repealed by the Executive with the approval of the MCJ, subject to the provisions hereinbefore contained with respect to a resolution of the Executive for the purpose aforesaid.

1.23 Validity of Proceedings

The proceedings of the Executive, or of any Committee or any other body acting under these Regulations or the Bye-Laws, shall not be invalidated by any accidental omission to give any notice thereby required or by vacancy among their Members or by any defect in the election or qualification of any of their Members.

Where these Regulations or Bye-Laws require any act or thing to be done by the NCCME, the same may be done by such Officer of the NCCME as the Executive may appoint for the purpose.

1.24 Overriding Authority of MCJ

For the avoidance of all doubt it is hereby stated that as a sub-committee of the MCJ, the NCCME is subject to the absolute overriding authority of the MCJ, in all matters set out in these regulations or in the By-Laws.

1.24.1 Reports to MCJ

The Executive shall provide a quarterly report to the MCJ of its meeting and deliberations such report shall be delivered to the Registrar of the MCJ not less than seven days prior to the next meeting of the MCJ scheduled to take place at which the said report shall be presented in accordance with this regulation.

1.25. Financial support by (MCJ)

The MCJ shall upon receipt of the Estimate of the probable income and Expenditure of the NCCME for the coming year from the Executive, vote such sums as it deems appropriate for the use of the NCCME for that year, and shall authorize the dispersal of such funds, by the Chairman of the MCJ, at the request of the Executive from time to time. No sums in excess of those voted as aforementioned shall be disbursed without the prior written approval of the MCJ.

Prepared by a sub-committee of the Medical Council Steering Committee on CME. April 1999