



GUIDELINES FOR APPROVAL OF SPECIALTY TRAINING PROGRAMMES FOR HEALTH PRACTITIONERS

“Promoting Compliance to Healthcare and Training Standards”

1st Edition, 2018

Table of Contents

TABLE OF CONTENTS	II
FOREWORD	IV
ACKNOWLEDGEMENT	V
LIST OF ABBREVIATIONS	VI
DEFINITION OF TERMS	VII
MANDATE OF THE COUNCIL	IX
EXECUTIVE SUMMARY	X
1 STANDARD 1: STP APPROVAL AND GOVERNANCE	1
1.1 STP APPROVAL AND RECOGNITION	1
1.2 GOVERNANCE	1
1.2.1 LEGAL ESTABLISHMENT	1
1.2.2 SPECIALTY AWARDING ACCREDITATION AND CERTIFICATION (SAAC) STATUS	1
1.3 ADMINISTRATIVE AND ORGANISATIONAL STRUCTURE	2
1.3.1 SPECIALTY PROGRAMME EDUCATIONAL CONTRACT	2
1.3.2 SPECIALTY TRAINING PROGRAMME HEAD OF TRAINING (HT)	2
1.3.3 SPECIALTY TRAINING PROGRAMME COORDINATOR (STPC)	2
1.3.4 SPECIALTY TRAINING PROGRAMME TRAINERS (STPTs)	2
1.3.5 SPECIALTY TRAINING PROGRAMME EXAMINERS (STPEs)	3
1.4 CONFIDENTIAL FILES FOR SPECIALTY REGISTRARS (SRs)	3
1.5 ESTABLISHMENT OF STANDING COMMITTEES	3
1.5.1 EDUCATIONAL COMMITTEE	3
1.5.2 STANDARD 6: QUALITY IMPROVEMENT	3
2 STANDARD 2: CURRICULUM DEVELOPMENT AND IMPLEMENTATION	4
2.1 CURRICULUM DEVELOPMENT AND APPROVAL	4
2.1.1 CURRICULUM STRUCTURE	4
2.1.2 NEEDS ASSESSMENT FOR NEW STP	4
2.2 CURRICULUM IMPLEMENTATION	5
2.2.1 STUDENT INDEXING	5
2.2.2 LOGBOOKS	5
2.3 PROGRAMME EVALUATION (CURRICULUM REVIEW)	5
2.4 QUALITY ASSURANCE	5
3 STANDARD 3: SPECIALTY REGISTRAR ADMISSION CRITERIA AND WELFARE	6
3.1 SELECTION AND ADMISSION	6
3.1.1 POLICY	6
3.1.2 PROCEDURE	6
3.2 NUMBER OF TRAINEES ENROLLED IN A TRAINING PROGRAMME	6
3.3 TRAINEE SERVICES	6
4 STANDARD 4. FACULTY MANAGEMENT AND SUPERVISION	8

4.1	STAFF ESTABLISHMENT	8
4.2	CONTINUED PROFESSIONAL DEVELOPMENT AND VALID PRACTICING CERTIFICATES	8
4.3	STUDENT ASSESSMENT AND EXAMINATIONS	9
5	EDUCATIONAL RESOURCES	10
<hr/>		
5.1	PLANNING AND BUDGETING	10
5.2	TUTORIAL ROOMS	10
5.3	TEACHING AIDS.	10
5.4	OFFICE (S) FOR FACULTY STAFF	10
5.5	LIBRARY	10
5.6	INFORMATION TECHNOLOGY FACILITIES AND EQUIPMENT	10
5.7	ROTATION PLAN	11
5.8	MANDATORY SUPPORT SERVICES	11
5.8.1	LABORATORY SERVICES	11
5.8.2	RADIOLOGY SERVICES	11
5.8.3	IN-PATIENT WARD SERVICES	11
5.8.4	PHYSIOTHERAPY SERVICES	12
5.8.5	SPECIALIZED CLINICS	12
5.9	OPTIONAL SUPPORT SERVICES	12
5.9.1	THEATRE SERVICES	12
6	REFERENCES	13
<hr/>		
7	APPENDICES	14
<hr/>		
7.1	APPENDIX 1: ASSESSMENT TOOL	15
7.1.1	STANDARD 1: INSTITUTIONAL SETTING	17
7.1.2	STANDARD 2 CURRICULUM DEVELOPMENT AND IMPLEMENTATION	19
7.1.3	STANDARD 3: SPECIALTY REGISTRAR ADMISSION CRITERIA AND WELL BEING	20
7.1.4	STANDARD 4. FACULTY MANAGEMENT AND SUPERVISION	21
7.1.5	STANDARD 5: EDUCATION RESOURCES	22
7.2	APPENDIX 2: APPLICATION FOR APPROVAL OF SPECIALTY TRAINING PROGRAMME	25
7.3	APPENDIX 3: APPLICATION FOR SPECIALTY AWARDING ACCREDITATION & CERTIFICATION (SAAC)	
	STATUS	30

Foreword

The Health Professions Council of Zambia (HPCZ) is a Statutory Body established under the Health Professions Act No. 24 of 2009 of the Laws of Zambia. The Council is mandated to register health practitioners and regulate their professional conduct, License and regulate all health facilities, accredit healthcare services provided by health facilities, recognize and approve training programmes for health practitioners. The legal mandate gives the Council responsibility of ensuring that Registrars (Specialty Registrars (Trainees)) undertaking specialty training programme acquire the desired knowledge and skills.

The development of these guidelines is a response to the Policy direction by the Ministry of Health (MoH) of the Government of the Republic of Zambia (GRZ) to introduce postgraduate health professions' specialty training outside of university settings in order to accelerate the production of specialists to offer high quality services. In August 2017, MoH issued the Health Professions' Specialty Training Guidelines for Zambia that gave guidance and direction on the establishment of Specialty Training Programmes (STP).

The Council recognizes that while the Health Professions' Specialty Training Guidelines for Zambia issued by MoH focuses on the outputs of qualified personnel, there should be parallel systems, mechanisms and regulations that enforce and ensure the availability of qualified teaching personnel, acceptable infrastructure, resource materials, leadership and governance systems that propel the expansion of Specialty Training Programmes. Thus, the Council has developed the First Edition Guidelines for Approval of Specialty Training Programmes for Health Practitioners through a consultative process with stakeholders.

These guidelines sets procedures, standards and requirements for the approval of STP Programmes. The underlying principle behind each standard is to strengthen the systems and procedures for STP in order to enhance conducive teaching and learning environment for trainees.

The Council is optimistic that the health facilities or specialty training centres and Specialty Community of Practice (SCOP) will reflect on the guidance and direction that has been provided and orient Health Professions' Educator, Clinical/Professional Supervisor, Educational Supervisor and support staff on their role towards compliance with set standards. All specialty-training centres are required to comply with the guidelines issued by the Council.

Prof Sekelani Banda
Chairperson

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5	Dr. Kumoyo Muleta	Ndola Teaching Hospital
6	Dr. Kayula Chansa	Kitwe Teaching Hospital
7	Dr. Sam Miti	Arthur Davison Children's Teaching Hospital
8	Dr. Chishimba Kalandanya	Kasama General Hospital
9	Dr. Henry Stokes Mulenga	Nchanga South Mine Hospital (KCM)
10	Dr. Chanda Kapoma	Livingstone Teaching Hospital
11	Dr. Humphrey Chanda	Mansa General Hospital
12	Dr. Dominic Chimanuka	Kasama General Hospital
13	Dr. Jonathan Ncheengamwa	Solwezi General Hospital
14	Dr. Bimu Yakilembe	Lewanika General Hospital
15	Dr. Samson Chisele	Zambia Medical Association
16	Dr. Muchenelah Chibasa	Health Professions Council of Zambia – Lusaka
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20	Mr. Komani Lungu	Health Professions Council of Zambia – Lusaka

Dr. Aaron Mujajati
Registrar

List of Abbreviations

Acronym	Meaning
AoP	Assessment of Performance
ARCP	Annual Review of Competence Progression
CCST	Certificate of Completion of Specialty Training
CEST	Certificate of Eligibility for Specialty Training
CPD	Continued Professional Development
CPs	Cooperating Partners
DHRPD	Department of Human Resources Planning & Development
ECSA	East Central and Southern Africa
GRZ	Government of the Republic of Zambia
HEA	Higher Education Authority
HPCZ	Health Professions Council of Zambia
MoH	Ministry of Health
MSc	Masters of Science
PAZ	Paediatric Association of Zambia
PhD	Doctor of Philosophy
SAAC	Specialty Awarding Accreditation & Certification
SADC	Southern Africa Development Community
SCOP	Specialty Community of Practice
SLE	Supervised Learning Event
SR	Specialty Registrar
SRN	Specialty Registration Number
SSZ	Surgical Society of Zambia
STC	Specialty Training Centre
STP	Specialty Training Programme
STPC	Specialty Training Programme Coordinator
STPE	Specialty Training Programme Examiner
STPHT	Specialty Training Programme Head of Training
STPP	Specialty Training Programme Post
STPS	Specialty Training Programme Scholarship
ZAGO	Zambia Association of Gynaecologists and Obstetricians
ZAQA	Zambia Qualifications Authority

Definition of Terms

Approval:	The process by which the Council formally recognizes and certifies a training programme to be offered at a training institution
Clinical/Professional Supervisor	A trainer who is selected and appropriately trained to be responsible for overseeing a specified trainee’s clinical/professional work and providing constructive feedback during a training placement in clinical areas.
Community of Practice	A community of practice is a group of people who share a concern or a passion for something they do, and learn how to do it better as they interact regularly.
Council:	Refers to the ‘ <i>Health Professions Council of Zambia</i> ’
Specialty Programme Head of Training	A trainer who is selected and appropriately trained to be responsible for the overall overseeing of the specific specialty programme.
Curriculum:	The planned interaction of learners with instructional content, materials, resources and processes for evaluating the attainment of educational objectives
Educational Supervisor	A trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified trainee’s educational progress during a training placement or series of placements. The Educational Supervisor is responsible for the trainee’s Educational Agreement.
Faculty:	Academic staff of the training programme
Faculty Development	Staff development and professional development, in settings that pertain to educators
Health Professional	A Healthcare professional that has studied, advises on or provides preventive, curative, rehabilitative and promotional health services based on an extensive body of theoretical and factual knowledge in diagnosis and treatment of disease and other health problems acquired in higher education.
Health Professions Act:	Health Professions Act No 24 of 2009 of the Laws of Zambia
Health Professions’ Educator	A skilled and certified healthcare professional with high level of professional expertise who is designated to provide students & professionals-intraining with practical and skills-oriented instruction in settings that pertain to health care. In addition, they have educator training.

Minimum Requirements:	A set of standards that a defined training institution should satisfy before approval
Review of the programme:	Refers to the process of evaluating the status of compliance with the accreditation standards, programme objectives and statutory requirements
Specialist Training	The educational and training process of building knowledge, skills and attitudes to a high level of professional expertise in a particular specialty of a health profession. A health professions specialist completes education and training recognized and approved by Specialist Professional Bodies or higher education institutions.
Specialty	A postgraduate pursuit, area of study, or skill to which someone has devoted much time and effort and in which they are expert.
Specialty Community of Practice	A community of practice of specialists in a specific discipline of the health professions.
Specialty Register	A trainee who is undertaking study in an approved specialty at approved specialty training centres.
Specialty Training	<p>a) Deepened, comprehensive and systematic expertise in a particular discipline. Developed research capacity using a coherent and critical understanding of the principles, theories and methodologies of a particular discipline.</p> <p>b) Capacity for self-directed study and the ability to work independently. Planning and carrying out of a substantial piece of original research or scholarship and involving a high order of skill in analysis and critical evaluation.</p> <p><i>Refers to Zambia Qualifications Framework 6 – 9 by the Zambia Qualifications Authority.</i></p>
Specialty Training Programme Post	A job employment position offered by an employer in a health facility in the context of service delivery while pursuing specialty training.
Training and Examination Committee:	This is a committee of the Council that advises the Council on standards, policies and regulations related to training and examinations of health practitioners

Mandate of the Council

The Health Professions Council of Zambia is a Statutory Body established under the Health Professions Act No. 24 of 2009 of the Laws of Zambia and mandated to implement the following core functions:

- Registration of health practitioners and regulation of their professional conduct
- licensing of health facilities and accreditation of health care services provided by health facilities
- Recognition and approval of Specialty Training Programmes for health practitioners
- Conduct Licensure Examination for Health Practitioners

Vision

The vision of the Health Professions Council of Zambia is *“to be a model Health Professions regulatory body in Africa by the year 2030”*

Mission

The Mission of the Council is *“to regulate and monitor professional conduct of health practitioners, health facilities and specialty training centres in order to ensure compliance with set standards and assure provision of quality health services.”*

Core Values

1. *Integrity*
2. *Accountability*
3. *Fairness*
4. *Client focus*
5. *Creativity*
6. *Hard work*

In executing its mandate with regard to this core function of training, the Council shall continue to:

- Strengthen its policies and systems
- Monitor the implementation of Specialty Training Programmes
- Undertake periodic evaluation of Specialty Training Programmes
- Update the database of Specialty Training Programmes
- Enforce the Health Professions Act.

Executive Summary

The role of the Council is to ensure that specialty training centres operate efficiently and effectively to attain the programme objectives. It also ensures that health practitioners that graduate from specialty training centres have necessary knowledge, skills and attitudes required to provide quality health care services.

These guidelines have been developed as the minimum acceptable standards required to be put in place to ensure acquisition of required knowledge, skills and attitudes for Specialty Registrars (Trainees). There are five (5) Standards in the guidelines and are as follows:

- Standard 1: STP Approval and Governance
- Standard 2: Curriculum Development and Implementation
- Standard 3: Specialty Registrar Admission Criteria and Welfare
- Standard 4: Faculty Management
- Standard 5: Educational Resources

It is imperative to note that under each standard, specialty training sites are required to provide necessary documentation, have qualified SCOP/university appointed specialty trainers, and acquire appropriate equipment and materials. Specialty training centres are further required (in conjunction with MOH) to put in place systems that improve the delivery of Specialty Training Programmes.

1 Standard 1: STP Approval and Governance

1.1 STP approval and Recognition

The Specialty Training Programme Site shall be approved by the Health Professions Council of Zambia. The following shall be the procedure for approval of STP Site:

- i. Filled in application form accompanied by proof of Payment
- ii. The Council shall inspect the STP Site prior to the commencement of the STP programme and the report shall be submitted to the Training and Examinations Committee
- iii. The Committee of the Council shall review the application and recommend to the Council for approval
- iv. The Council may approve or reject the STP on the recommendation of the Committee.
- v. The Council shall issue a Certificate of Approval of STP Site.
- vi. The approval certificate for STP Certificate shall be renewed annually.

1.2 Governance

1.2.1 Legal Establishment

- i. The Specialty training Site should be a legally licenced health facility with a valid licence from the Health Professions Council of Zambia at a level of General Hospital, Central Hospital or Teaching Hospital. Some district hospitals can be considered as rotational Sites if they meet the set standards.
- ii. The private specialty training centres should have a valid business permit, fire certification, current Tax clearance certification, business registration certificate and valid companies form number 3.

1.2.2 Specialty Awarding Accreditation and Certification (SAAC) Status

The training body of the STP should have legal mandate to award higher education certificate pursuant to the Higher Education Act of 2013. The professional groupings that do not have university status (e.g. Zambia Colleges of medicine and Surgery) shall apply to the Health Professions Council of Zambia for SAAC status. The following is the procedure for SAAC status application;

- i. Fill in an application form for SAAC Status (*Appendix 1*) accompanied by
 - a. The curriculum, training facilities, educational supervisor and trainers/educators, and the financial provisions that meet the requirements for SAAC status award.
 - b. Template of Certificate
- ii. Pay Applicable fees

- iii. The Training and Examination Committee of the Council shall review the application and recommend to the Council for approval or rejection.
- iv. The Council may approve or reject the SAAC status application on the recommendation of the Committee.
- v. The Council shall issue a SAAC status Certificate.
- vi. The SAAC Status certificate shall be renewed annually in a prescribed manner and forms upon payment of prescribed fees.

1.3 Administrative and organisational structure

There shall be an appropriate administrative structure for the STP Programme.

1.3.1 Specialty Programme Educational Contract

The STP Site shall have an educational contract with the Specialty Community of Practice of specialist (SCOP)/university faculties in a specific discipline of the health professions. Examples of a Specialty Community of Practice include: The Surgical Society of Zambia (SSZ), Zambia Association of Gynecologists and Obstetricians (ZAGO), Zambia Paediatrics Association (ZAP) and Zambia College of Physicians (ZACOPH), Society of Anaesthetist of Zambia (SAZ). The SCOP shall provide Technical Support to the STP Site at least twice in a year.

1.3.2 Specialty Training Programme Head of Training (HT)

The STP shall be managed by an appropriately qualified and appointed STPHT for each specialty. It is allowed for one individual to be appointed STPHT for multiple specialties at one specialty training centre where necessary. STPHT shall have a minimum of 5 years work experience managing health facilities or training institution at senior management level. The STPHT shall be supported by STP- Coordinators (STPCs), Trainers (STPTs) and Examiners (STPEs).

1.3.3 Specialty Training Programme Coordinator (STPC)

The SCOP/university faculty shall appoint an STPC with qualifications in the same field and in possession of a valid specialist practicing license in the relevant field. The STPC shall be responsible for the overall supervision of the particular training programme.

1.3.4 Specialty Training Programme Trainers (STPTs)

The SCOP/university faculty shall appoint STPTs with qualifications in related fields and in possession of valid specialist practicing licenses in the relevant field. The STPTs shall be responsible for the supervision and management of a specified trainee's educational progress during the rotational placements.

1.3.5 Specialty Training Programme Examiners (STPEs)

The SCOP/university faculty shall appoint STPEs with qualifications in related fields who shall also possess valid specialist practicing licenses in the relevant field. The STPEs shall be responsible for the examination of trainees at various stages of the STP.

1.4 Confidential Files for Specialty Registrars (SRs)

A separate file shall be kept for each SR by the Specialty Programme Coordinator at each respective specialty training centre. The file should contain the following records:

- i. Academic and professional qualification
- ii. Medical records
- iii. Photocopy of NRC/Passport
- iv. Copies of SR Contracts for the placement they are working in
- v. SR Appointment letter
- vi. SR indexing number from HPCZ
- vii. Copy of certificate of Eligibility for Specialty Training (CEST)
- viii. Records of SR Course progression yearly
- ix. Certificate of Completion of Specialty Training (CCST) for those SRs who have completed the training.
- x. Records of Disciplinary proceedings and awards (*Optional*)

1.5 Establishment of Standing Committees

It is expected that the training institution should establish various committees to discuss various issues relating to running of the STP. The Specialty Training Centre can have several committees, however, the education committee and quality improvement committee are mandatory.

1.5.1 Educational Committee

There shall be an Educational Committee to assist the program coordinator in the planning, organization, and supervision of the programme. The Educational Committee shall be meeting regularly, at least quarterly, and keep minutes that reflect the activity of the committee. The Educational Committee shall undertake an ongoing review of the program to evaluate the quality of the educational experience and to review the resources available.

1.5.2 Standard 6: Quality Improvement

Speciality training sites are required to establish a quality improvement system through documented policies. It is a requirement that each institution establishes a Quality Improvement Committee and implements quality improvement interventions in line with the National Guidelines on Quality Improvement for Health Care Workers in Zambia.

2 Standard 2: Curriculum Development and Implementation

2.1 Curriculum development and approval

All specialty training sites shall implement curricula approved by the Health Professions Council of Zambia.

2.1.1 Curriculum structure

The curriculum should meet the following benchmarks:

- i. Introduction/Preamble/Background.
- ii. Vision
- iii. Mission Statement
- iv. Values/Philosophy
- v. Entry requirements
- vi. Structure
- vii. Curriculum road map
- viii. Course content (summary)
- ix. Curriculum Programme Objectives
- x. Curriculum/Programme Competencies
- xi. Progression criteria
- xii. Course content which should include:
 - Introductions
 - Aim
 - Objectives
 - Competencies
 - The Training Methods
 - Prescribed readings
 - Recommended readings
 - Assessment methods

2.1.2 Needs Assessment for new STP

For STP that do not have an existing register at the Health Professions Council of Zambia, specialty training centres should conduct a training needs assessment and submit the report together with the curriculum.

2.2 Curriculum Implementation

During the specialty programme implementation, STP sites shall have documented systems and evidence for:

- Programme management and evaluation
- Monitoring compliance to curriculum outcomes (e.g. course audit forms)
- Students' feedback
- Performance assessment of teaching staff by the immediate supervisor

2.2.1 Indexing

The Council shall index all Specialty Registrars (Trainees) within one (1) month of close of registration to the training programme. The facility shall update the Council on levels of student attrition and completion rates.

2.2.2 Logbooks

The Trainees should be availed with logbooks for monitoring various competencies.

2.3 Programme Evaluation (Curriculum review)

The Council in conjunction with the health professions SCOPs, University Faculty, or Health facility shall conduct review of the specialty programme curriculum every five (05) years.

2.4 Quality Assurance

The SCOP together with the STP Site shall appoint external examiners for the purpose of quality assurance.

3 Standard 3: Specialty Registrar Admission Criteria and Welfare

3.1 Selection and admission

3.1.1 Policy

The specialty training centre and SCOP should develop clear, documented selection policies and principles and should support merit based selection and should consistently be applied to prevent discrimination and bias. Approved STP sites shall advertise the specialty training programme in the paper of general circulation.

3.1.2 Procedure

The SCOP in conjunction with the employers and the training centres shall be responsible for selection of successful candidates. The selection of students shall not be influenced by any social, political or financial factors. The selection process shall be minuted accordingly. Successful candidates will be issued with a Certificate of Eligibility for Specialty Registration & Training (CEST) by the SCOP. Only persons with full practicing license and have successfully completed internship, shall be eligible for admission to the STP. Admission is completed once a candidate with CEST signs a contract with employer that is accepted by the training centre and SCOP.

3.2 Number of Trainees enrolled in a training programme

The number of trainees per specialty shall depend on the capacity of specific specialty training site. The following factors: staffing levels of trainers and educators as well as the capacity of rotational sites shall determine recruitment of trainees. Trainees shall be assigned a named clinical/professional and education supervisor for each placement in their specialty training. Where the same person is assigned both these roles the respective roles should be clearly defined.

3.3 Trainee Services

Trainees are employees as such conditions of service as per their employment contract shall prevail. Specialty training sites are however required to provide other services such as call room, boardroom, Library and internet services.

3.4 Code of Conduct for Trainees

The SRs are amenable to the HPCZ professional code of ethics. Furthermore, the SRs being employees are amenable to the conditions of service and code of conduct for public service

employees or as outlined in their employment contract. The SCOP shall develop for students and STP sites procedures for handling disciplinary matters. The code of conduct should outline; Rules and regulations, Procedure for disciplinary action, Grievance procedure and appeal process and Punitive measures.

4 Standard 4. Faculty Management and Supervision

The SCOP/university faculties shall ensure that all faculty employed are appropriately qualified and supervised adequately in order to protect the SR and assure patient safety.

4.1 Staff Establishment

Specialty training sites shall have adequate specialty trainers (supervisors, educators and examiners) and staff establishment required to deliver a specific specialty training programme effectively. Therefore, it is mandatory that specialty training Sites shall have SCOP appointed and endorsed trainers at the level of consultant for the level of the programme being offered. For example, if a specialty programme will involve rotation in general surgery, anaesthesia and critical care, consultants in the respective area of rotation must be identified and appointed as trainers for specific SRs.

All trainers shall have valid registration certificates and practicing licenses. Specialty training sites shall submit a list of trainers according to departments with the following information:

- Name of staff
- Qualification and years of experience
- Level or stage or rotational area for which they are assigned to supervise the trainee
- Status whether full time or part time (formal contract of engagement is required)
- Evidence of training in medical education

It is mandatory that the following positions should have persons affiliated to the training site and have formal appointments :

- i. STPHT– Administrative position
- ii. STPCs- on site
- iii. STPTs- on site

4.2 Continued Professional Development and Valid Practicing Certificates

Specialty training sites should have a Continued Professional Development plan and show evidence of implementation. The SCOP shall be responsible for CPD of the STP faculty.

4.3 Student Assessment and Examinations

The institution should have documented regulations that guide the trainers on procedures for assessment and examinations. Each training centre is expected to comply with the assessment and examination procedures outlined in the curriculum and as specified by the relevant examination body. SCOP, being non university faculty will be issued with the SAAC status (upon HPCZ approval) to allow them to award specialty certification to SRs that successfully complete the programme.

5 Educational Resources

These are resources required for the delivery of training. They comprise financial resources, human resources, learning resources, information systems, records and infrastructure. Information systems should be secure and confidential.

5.1 Planning and budgeting

The STP site shall have a five-year strategic plan in line with MOH strategic plan for training outlining its goals and objectives. The strategic plan should be costed.

5.2 Tutorial rooms

The Specialty Training Program site should have accessible facilities for tutorial sessions. Institutions should provide a minimum of 1 tutorial room. In instances where the site is offering more than one program, the site should provide a plan/timetable for the use of the room. The infrastructure should meet the public health regulations. The tutorial room should be well furnished with adequate chairs and tables.

5.3 Teaching Aids.

The following teaching aids should be available for the tutorial room; a whiteboard, markers, Projector/LCD, and or flip chart.

5.4 Office (s) for faculty staff

The Specialty Training Site should have dedicated office space for faculty staff. At least head trainer and coordinator should have dedicated office space at the site either separate or shared. Offices should be equipped with chairs, table, computer, printer, scanner, copier, internet and lockable cabinet. Office space should meet public health regulations.

5.5 Library

The Specialty Training Site should have a library facility and/ or access to soft copy/internet based libraries, virtual library. The library should be well furnished with adequate chairs and tables and at least one computer. The specialty registrars should have access to recommended and prescribed books either hard or soft copy (*Refer to the Approved Curriculum for each programme*).

5.6 Information Technology Facilities and Equipment

The specialty registrars and faculty staff should have access to broadband internet with WiFi connection as an added advantage.

5.7 Rotation plan

The Specialty Training Site should have a rotational plan for the specialty registrars. Where the site does not have certain competencies within the hospital, they may plan to rotate the specialty registrars at a distant site where the competencies are offered. The copies of the qualifications and curriculum vitae for the trainers at the distant rotational site (s) should be kept at the site and availed to HPCZ and ZACOMs when needed. The trainees should be provided with logbooks that should be monitored on a regular basis

5.8 Mandatory support services

A Specialty Training Site should have adequate clinical and paramedical services to support the training of a specialist. The following services are mandatory for all STP programs:

5.8.1 Laboratory Services

A Specialty Training Site should have a functional laboratory service. The laboratory should have the capacity to provide or arrange for the following tests:

- Multiple serological tests
- Haematology tests
- Clinical Chemistry
- Microscopy, culture and sensitivity
- Histopathology
- PCR (HIV and TB PCR are mandatory)

5.8.2 Radiology Services

A Specialty Training site must have a functional radiology department. The radiology department should have the capacity to perform the following tests or arrangements to do at another site are in place:

- Ultrasound Scan
- Standard X-Ray Imaging
- Barium Studies
- *Mammography, CT Scan and MRI*

5.8.3 In-Patient Ward Services

A Specialty Training Site shall have equipped inpatient wards for medical, surgical, obstetric, gynaecological and paediatric patients that meet the National Health Care Standard requirements. Specific STP Site shall require the availability of specific specialty related wards.

5.8.4 Physiotherapy Services

A Specialty Training Site shall have a functional and appropriately equipped physiotherapy department that meets national healthcare standards.

5.8.5 Specialized Clinics

A training site shall have specialty specific clinic(s) such as a medical clinic for internal medicine. These clinics must be appropriately equipped in line with national health care standards. Furthermore, the trainers in these clinics should be formally appointed supervisors for the specific SRs.

5.9 Optional support services

5.9.1 Theatre Services

A functional standard operating theatre is mandatory for surgical related STPs. The operating theatre must be appropriately equipped in line with national health care standards requirements.

6 Reference

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7 Appendices

7.1 Appendix 1: Assessment tool



HEALTH PROFESSIONS COUNCIL OF ZAMBIA

Assessment Tool for Specialty Training Programme

Basic information about the Specialty Training Centre

Name of the Institution: _____

Postal Address: _____

Physical Address: _____

Name of the Contact Person: _____

Telephone Number: _____

Email Address: _____

List of Trainers for Key Rotational Areas (*refer to the curriculum*)

No	Name	Qualification	Rotational Area	Status (FT/PT)	Comment
1					
2					
3					
4					
5					
6					
7					
8					
8					
9					
10					

Scoring Criteria

Criteria	Scoring	Interpretation
Available & Complete	1	This means that the institution being assessed has satisfied the requirement of the standard and has met the criteria
Available but Incomplete	0.5	This means that the information is incomplete and the institution has not satisfied the requirement of the standard
Not Available	0	This means that the institution has no information and has completely failed the standard

Please note that for the institution to pass the assessment and be recommended for approval, it must score a 1 in all the sub-standards.

7.1.1 Standard 1: Institutional Setting

Goal	The Specialty Training site has developed Governance and leadership systems and complied with the legal requirements for Zambia			
Criteria	Means of verification	Score		
		1	0.5	0
1.1 The STP site has been approved by the Health Professions Council of Zambia	1.1.2 The STP site has a valid STP site Approval certificate from Health Professions Council of Zambia			
1.2 Complied to all the Legal requirements (<i>Some may not be applicable for public institutions</i>)	1.2.1 The Specialty Training site is licensed by the Health Professions Council of Zambia			
	1.2.2 All STP Rotational sites are licensed by the Health Professions Council of Zambia			
	1.2.3 Check for Certificates from PACRA			
	1.2.4 Check for valid Fire Certificates from local authority			
	1.2.5 Check for valid Business Permit from local authority			
	1.2.6 Check for latest ZRA Tax Clearance			
	1.2.7 The Sponsor for the STP has legal mandate to award higher education certificates or has a Specialty Awarding Accreditation and Certification (SAAC) Status			
1.3 The institution has outlined its clear governance, Supervision and Human Resource	1.3.1 Valid education contract between specialty training Centre and the Specialty Community of Practice of specialist			
	1.3.2 Check for Organ gram for the STP Programme			
1.4 The institution has an appointed Specialty Training Programme Head of Training (STPHT)	1.4.1 Check for the availability of STPHT's appointment letter			
	1.4.2 Check for the availability of STPHT's Job Description			
	1.4.3 Check for the availability of STPHT's curriculum vitae			
	1.4.4 Check for the evidence that STPHT is qualified			
	1.4.5 Check that the STPHT has a valid registration and practicing certificate from HPCZ as a specialist			
1.5 The institution has an appointed Specialty Training Programme Coordinator (STPC)	1.5.1 Check for the availability of STPC's appointment letter			
	1.5.2 Check for the availability of STPC's Job Description			
	1.5.3 Check for the availability of STPC's curriculum vitae			
	1.5.4 Check for the evidence that STPC is qualified			
	1.5.5 Check that he STPC has a valid registration and practicing certificate from HPCZ as a specialist			
1.6 The institution has an appointed Specialty Training Programme Trainers (STPTs)	1.6.1 Check for the availability of STPTs' appointment letter			
	1.6.2 Check for the availability of STPTs' Job Description			
	1.6.3 Check for the availability of STPTs' curriculum vitae			
	1.6.4 Check for the evidence that STPTs' is qualified			
	1.6.5 Check that he STPTs' has a valid registration and practicing certificate from HPCZ as a specialist			
1.7 The institution has an appointed Specialty Training Programme Examiners (STPEs)	1.7.1 Check for the availability of STPEs' appointment letter			
	1.7.2 Check for the availability of STPEs' Job Description			
	1.7.3 Check for the availability of STPEs' curriculum vitae			
	1.7.4 Check for the evidence that STPEs' is qualified			
	1.7.5 Check that he STPEs' have valid registration and practicing certificate from HPCZ as a specialist			
1.8 The Specialty Programme Director keeps an updated file for each Specialty Registrar	1.8.1 Academic and professional qualification			
	1.8.2 Medical records			
	1.8.3 Photocopy of NRC/Passport			
	1.8.4 Copies of SR Contracts for the placements			

	1.8.5 Specialty Registrar Appointment letter			
	1.8.6 Specialty Registrar indexing number			
	1.8.7 Copy of certificate of Eligibility for Specialty Training			
	1.8.8 Records of Disciplinary and awards (<i>Optional</i>)			
1.9The STP has established recommended Standing Committees	1.9.1 Check for establishment of the Education Committee.			
	1.9.2 Check for quarterly minutes for the Education Committee.			
	1.9.3 Check for evidence that Educational Committee undertakes an ongoing review of the program to evaluate the quality of the educational experience			
	1.9.4 Check for evidence that Educational Committee undertakes an ongoing review of the available resources.			
	1.9.5 Check for establishment of the Quality Improvement Committee.			
	1.9.6 Check for minutes for the Quality Improvement Committee			
	1.9.7 Check for evidence that Quality Improvement Committee implements quality improvement interventions in line with the National Guidelines on Quality Improvement for Health Care Workers in Zambia.			
Total Score				
Comments and Recommendations;				
1.				
2.				

7.1.2 Standard 2 Curriculum Development and Implementation

Goal	The STP has defined the curriculum model and instructional methods to be used.			
Criteria	Means of verification	Score		
		1	0.5	0
2.1 STP Curriculum Approval	2.1.1 Check if the curriculum has been approved by the Council			
	2.1.2 Check for the authorization to use curriculum in line with copyright laws			
2.2. Student Indexing	2.2.1 Check if all Specialty registrar (Trainees) are indexed within one (1) month of admission			
	2.2.2 Check if STP updates the Council on levels of student attrition and completion rates			
2.3 Implementation and evaluation of curriculum	2.3.3 Check for availability of trainees logbooks for all rotational areas.			
	2.2.3 Check for evidence/plans of component of trainees feedback for all rotational sites			
	2.2.4 Check for the evidence/plans of evaluation report being submitted to the Council annually			
Total Score				
Comments and Recommendations;				
1.				
2.				

7.1.3 Standard 3: Specialty Registrar Admission Criteria and Well Being

Goal	The institution has documented a clear admission and selection criteria for trainees. It has also made provision for services required by trainee while in training.			
Criteria	Means of verification	Score		
		1	0.5	0
3.1 The STP has developed clear admission policy and selection criteria	3.1.1 Check for admission policy and selection criteria document			
	3.1.2 Check for support merit based selection that should be consistently applied and prevent discrimination and bias			
3.2 STP adheres to Selection Process	3.2.1 Check for evidence the STP positions were appropriately advertised.			
	3.2.2 Check for the minutes or report for selection of trainees to assess if the selection process was reasonably free from social, political or financial biases			
	3.2.3 Check if only candidates who successfully finished internship were issued with a Certificate of Eligibility for Specialty Registration & Training (CEST) by the SCOP			
	3.2.4 Check if all enrolled candidates have contract with the employers (MoH, Mine Hospitals approved as internship sites, e.t.c.) that was accepted by the training center and SCOP			
3.3 The number of Trainees	3.3.1 Check the enrollment register and assess if the number of trainees per specialty appropriate for the capacity of specialty training Centre.			
3.4 The STP Centre or Department has made provisions for trainee's services	3.4.1 Check for availability of accessible Library services			
	3.4.2 Check for availability of accessible internet services			
	3.4.3 Check for availability of other services such as call room, boardroom that are required to be available to trainees as per their signed contracts.			
3.5 The STP Centre or Department has availed all trainees with Code of Conduct as per ethical and employment contract requirement	3.5.1 Check if all trainees have been availed and oriented with disciplinary code for public service or as per employment contract			
	3.5.2 Check if all trainees have been availed and availed with HPCZ Professional Code of ethics			
	3.5.3 Check if the developed procedures for handling disciplinary matters that includes Grievance procedure and appeal process is available at the site			
Total Score				
Comments and Recommendations; 1. 2.				

7.1.4 Standard 4. Faculty Management and Supervision

Goal	The SCOP/university faculties ensures that all faculty employed are appropriately qualified and adequately supervised in order to protect the SR & assure patient safety			
Criteria	Means of Verification	Score		
		1	0.5	0
4.1 STP Site has developed a comprehensive staff establishment will all trainers staff appropriately qualified	4.1.1 Check for documented STP staff establishment			
	4.1.2 sites shall have adequate specialty specialty trainers (supervisors, ducators and examiners) for all rotational sites			
	4.1.3 Check if all trainers are appointed and endorsed by SCOP			
	4.1.4 Check if all trainers are qualified at a level of consultant			
	4.1.5 Check if all trainers are trained in medical education			
	4.1.6 Check if the STP Head of Training (administrative position) is afilliated to the training site and has formal appointment.			
	4.1.7 Check if the STP Cordinator is on site, afilliated to the training site and has formal appointment.			
	4.1.8 Check if the STP Trainers are on site, afilliated to the training site and have formal appointments.			
	4.1.9 Check for the valid annual practicing certificate for trainers			
4.2 STP centres have a Continuing Professional Development (CPD) plan	4.2.1 Check for the availability of CPD Plans for the trainers			
	4.2.2 Check that the CPD Plans for the trainers are being implemented as planned.			
4.3 STP has developed guidelines that guide the faculty on the procedures for trainee assessment & examinations	4.3.1 Check for documented procedures that guide the trainers and examiners on procedures for trainee assessment and examinations			
	4.3.2 Check for evidence of compliance to the assessment and examination procedures outlined in the curriculum and relevant examination body rules			
Total Score				
Comments and Recommendations; 1. 2.				

7.1.5 Standard 5: Education Resources

Goal	The new Specialty training site has developed budgets, financial forecasts and secured financial commitments to support the first five years of operations			
Criteria	Means of verification	Score		
		1	0.5	0
5.1 The site has copy of costed five-year STP strategic plan.	5.1.1 Check availability of the five-year STP strategic plan			
	5.1.2 Check for costing of the strategic plan			
5.2 The specialty training site has at least one accessible and furnished tutorial room	5.2.1 Check availability of at least one accessible tutorial room			
	5.2.2 Check for cross ventilation			
	5.2.3 Check for adequate lighting both natural and artificial			
	5.2.4 Check availability of proper drainage & sewerage system			
	5.2.5 Check for availability of chairs and tables			
5.3 The Specialty training site has adequate teaching aids in the tutorial room	5.3.1 Check for availability of markers			
	5.3.2 Check for availability of at least one functional projector			
	5.3.3 Check for availability of whiteboard or flip chart			
5.4 The STP site shall have office space for faculty staff. At least the program head trainer & coordinator have dedicated separate or shared office space.	5.4.1 Check for availability of at least one office dedicated to Head trainer and or coordinator			
	5.4.2 Check availability of chair and table			
	5.4.3 Check for availability of computer and internet			
	5.4.4 Check for availability of printer, scanner, copier			
	5.4.5 Check for lockable cabinet			
	5.4.6 Check for cross ventilation			
	5.4.7 Check for the availability of proper drainage and sewerage system			
5.5 The Specialty registrars and faculty staff have access to physical and internet or soft copy/ virtual library. The physical library can accommodate at least 25% of the Specialty registrars. There is collection	5.5.1 Check for availability of 1 library with adequate space			
	5.5.2 Check for cross ventilation			
	5.5.3 Check for adequate lighting			
	5.5.4 Check for the availability of proper drainage and sewerage system			
	5.5.5 Check for availability of adequate chairs and tables			
	5.5.6 Check for the availability of at least 1 copy of recommended book			
	5.5.7 Check for availability of at least one computer			
	5.5.8 Check for availability of broadband internet in library			
	5.5.9 Check for availability of internet based/virtual/ soft copy library			
5.6 The specialty-training site has ICT infrastructure.	5.6.1 Check for availability of at least one computer in library and in faculty office space			
	5.6.2 Check for availability of broadband internet that is accessible to both specialty registrars and faculty staff			
5.7 The specialty-training site has rotation plan for specific competences.	5.7.1 Check for availability of curriculum			
	5.7.2 Check for availability of rotation plan			
5.8	Mandatory support services			
5.8.1 The Specialty training site has well equipped medical laboratory that is able to perform all essential standard tests for level 2 hospitals.	5.8.1.1 Check if the laboratory has the capacity to perform more than one type of serological tests			
	5.8.1.2 Check if the laboratory has functional Haematology analyser			
	5.8.1.3 Check if the laboratory has functional biochemistry analyser/machine			
	5.8.1.4 Check if the laboratory has a functional microscope			
	5.8.1.5 Check if laboratory microbiology incubator			

	5.8.1.6 Check if the laboratory has blood culture bottles, swabs, culture media			
	5.8.1.7 Check if the laboratory has sensitivity discs for at least penicillin, cephalosporin, quinolones, aminoglycosides and azoles			
	5.8.1.8 Check if the laboratory has facilities for PCR (HIV PCR and gene expert are mandatory).			
	5.8.1.9 Check if lab/blood bank is able to prepare and store platelet concentrates, cryoprecipitate and FFP			
	5.8.1.10 Check for if the laboratory has histopathologist or there are arrangements in place with another institution			
5.8.2 The specialty training site has well-equipped radiology department and or provides essential radiological services.	5.8.2.1 Check if site is able to perform Ultrasound Scan			
	5.8.2.2 Check if site is able to perform Standard X-Ray Imaging			
	5.8.2.3 Check if site is able to perform Barium Studies			
	5.8.2.4 Check if site offers <i>Mammography, CT Scan and MRI services or there are arrangements for these tests</i>			
5.8.3 Specialty training site has equipped inpatients wards that meet national healthcare standards.	5.8.3.1 Site has medical ward(s) that meet health standards			
	5.8.3.2 Site has surgical ward(s) that meet health standards			
	5.8.3.3 Site has pediatric ward(s) that meet health standards			
	5.8.3.4 Site has maternity ward that meet health standards			
	5.8.3.5 Site has gynaecology ward that meet health standards			
	5.8.3.6 Site has ward for specialty/program being assessed			
	5.8.3.7 Site has high dependency unit (s)/ICU(s) with functional ventilators			
	5.8.3.8 Site has emergency department with triage system in place			
	5.8.3.9 Call time table (s) available			
5.8.4 Specialty training site has a functional and appropriately equipped physiotherapy department that meets national health care standards and public health regulations.	5.8.4.1 Check for availability of physiotherapy room/department			
	5.8.4.2 Check if facility provides passive physiotherapy exercises			
	5.8.4.3 Check if site offers active physiotherapy exercises			
	5.8.4.4 Room (s) has adequate ventilation			
	5.8.4.5 department has screens (either mounted or movable)			
	5.8.4.6 Roof does not leak and floor does not have cracks			
	5.8.4.7 Room has adequate light			
	5.8.4.8 Department has qualified staff			
	5.8.5 The specialty-training site has specialized clinic (s) for the program being assessed. The clinic (s) is appropriately equipped in line with national health care standards.	5.8.5.1 The site has specialized clinic(s) for program being assessed		
5.8.5.2 The consultation room has chair and table for doctor				
5.8.5.3 The consultation room has chair for patient				
5.8.5.4 The consultation room has BP machine				
5.8.5.5 The consultation room has stethoscope				
5.8.5.6 The consultation room has thermometer				
5.8.5.7 The consultation room has diagnostic set				
5.8.5.8 The consultation room has set emergence trolley				
5.8.5.9 The consultation room has examination bed				
5.8.5.10 The consultation room has drip stand				
5.8.5.11 The consultation room has suction machine				
5.8.5.12 The consultation room has lockable doors and or screen				
5.8.5.13 The consultation room windows are non transparent or have curtains				

	5.8.5.14 The consultation room has adequate ventilation			
	5.8.5.15 The ceiling/roof for consultation room not leaking and no cracks on the floor			
5.9	Optional support services			
5.9.1 The specialty-training site has a functional and appropriately equipped surgical operating theatre that meets national health care standards requirements. (Mandatory for surgery and surgery related programs)	5.9.1.1 Theatre available			
	5.9.1.2 Theatre for clean cases separate from theatre for dirty cases			
	5.9.1.3 Appropriate scrubbing area available			
	5.9.1.4 Each theatre space has anaesthetic machine			
	5.9.1.5 Theatre table available for each theatre space			
	5.9.1.6 Theatre light available for each table			
	5.9.1.7 Appropriate operating surgical instrument sets available			
	5.9.1.8 Suction machine available per theatre			
	5.9.1.9 Oxygen source available per theatre			
	5.9.1.10 Set emergency trolley available in each theatre			
	5.9.1.11 Theatre book available and columns completed			
Comments and Recommendations;				
1.				
2.				

7.2 Appendix 2: Application for Approval of Specialty Training Programme



THE HEALTH PROFESSIONS COUNCIL OF ZAMBIA

The Health Professions Act, 2009

(Act No. 24 of 2009)

The Health Professions (General) Regulations, 2012

APPLICATION FOR APPROVAL OF A SPECIALTY TRAINING PROGRAMME			
<i>Information Required</i>		<i>Information Provided</i>	✓
1	(a) Name of the Training Institution		
	(b) Name of Faculty (e.g College of Physician, Surgeons etc.)		
	(c) Nationality (Zambian/Non- Zambian)		
	(d) Ownership (Private/ Public)		
	(e) Physical Address		
	(f) Postal Address		
	(g) District		
	(h) Province		
	(i) Phone No.		
	(j) Email		
	(k) Fax No.		
2	PART B (PARTICULARS OF THE SPECIALTY TRAINING PROGRAMME)		
	(a) Name of the Training Programme		
	(b) Level of the Training Programme		
	(c) Duration of the Training Programme		
	(d) Curriculum for the Training Programme		

PART C (PARTICULARS OF A STP HEAD OF TRAINING)		
(a) Name of the STP Head of Training		
(b) Profession of the STP Head of Training		
(c) Nationality		
(d) NRC		
(e) HPCZ Reg No.		
(f) Residential Address		
(g) Phone No		
(h) Email Address		
(i) Appointment letter STP Head of Training		
(j) Curriculum Vitae of STP Head of Training		
PART C (PARTICULARS OF THE STP COORDINATOR)		
(a) Name of the Coordinator		
(b) Profession of the Coordinator		
(c) Nationality		
(d) NRC		
(e) HPCZ Reg No.		
(f) Residential Address		
(g) Phone No		
(h) Email Address		
(vi) Appointment letter for the Coordinator		
(vii) Curriculum Vitae of the Coordinator		
PART C (STAFF ESTABLISHMENT AND FACULTY)		
(a) No. of Teaching staff on the establishment		
(b) No of the Teaching Staff Available		
(c) No. Teaching staff on full time		
(d) No. of Teaching Staff on Part Time		

PART D (BOARD OF DIRECTORS)					
No.	Name	Nationality	NRC No.	% of Shares	
(a)					
(b)					
(c)					
(d)					
(e)					
(f)					
PART E (ATTACHMENTS)					
4	Tick the copies of the documents that have been attached to the application	Photocopy of hospital licence from HPCZ for the training institution			
		Photocopy of facility licence from HPCZ for the rotational sites			
		Photocopy of National Registration Card(s) or Passport(s) of Teaching Staff			
		Copies of registration and practicing certificates for all teaching staff who are health practitioners			
		MOU with rotational sites			
		Copies of registration and practicing certificates for all teaching staff who are health practitioners			
		copy of proof of ownership of premises or if premises are leased, copy of tenancy agreement			
		MOU or signed contract with sponsor(s)			
		Appointment letters for all the teaching staff			
		Contracts for all the teaching staff			
Valid Practicing certificates for teaching staff who are health practitioners					

I do solemnly declare that the information provided in this form is correct and true

Applicant's signature Designation Date

FOR OFFICIAL USE ONLY

Accounts Department

Payment Received by: _____

Name Officer Designation Signature Date

Date Received _____ Amount Received _____

STAMP



Receipt No: _____

.....
.....
Receiving of Application

Application Received by: _____

Name Officer Designation Signature Date

.....
.....

7.3 Appendix 3: Application for Specialty Awarding Accreditation & Certification (SAAC) Status



THE HEALTH PROFESSIONS COUNCIL OF ZAMBIA

The Health Professions Act, 2009

(Act No. 24 of 2009)

The Health Professions (General) Regulations, 2012

APPLICATION FOR SPECIALTY AWARING ACCREDITATION AND CERTIFICATION (SAAC) STATUS			
<i>Information Required</i>		<i>Information Provided</i>	✓
1	(a) Name of Faculty (e.g College of Physician, Surgons etc.)		
	(b) Affiliated University (<i>where applicable</i>)		
	(c) Physical Address		
	(d) Postal Address		
	(e) District		
	(f) Province		
	(g) Phone No.		
	(h) Email		
	(i) Fax No.		
2	PART B (PARTICULARS OF THE SPECIALTY TRAINING PROGRAMME)		
	(a) Name of the Training Programme		
	(b) Level of the Training Programme		
	(c) Duration of the Training Programme		
	(d) Curriculum for the Training Programme		

**PART C (PARTICULARS OF HEAD OF INSTITUTIONS APPLYING FOR SPECIALTY
AWARDING ACCREDITATION AND CERTIFICATION (SAAC) STATUS)**

(a) Name		
(b) Profession		
(c) Nationality		
(d) NRC		
(e) HPCZ Reg No.		
(f) Residential Address		
(g) Phone No		
(h) Email Address		
(i) Appointment letter		
(j) Curriculum Vitae		
PART C (PARTICULARS OF THE CHIEF EXAMINER)		
(a) Name		
(b) Profession		
(c) Nationality		
(d) NRC		
(e) HPCZ Reg No.		
(f) Residential Address		
(g) Phone No		
(h) Email Address		
(vi) Appointment letter		
(vii) Curriculum Vitae		

PART D (BOARD OF DIRECTORS)					
No.	Name	Nationality	NRC No.	% of Shares	
(a)					
(b)					
(c)					
(d)					
(e)					

I do solemnly declare that the information provided in this form is correct and true

Applicant's signature Designation Date

FOR OFFICIAL USE ONLY

Accounts Department

Payment Received by: _____

Name Officer Designation Signature Date

Date Received _____ Amount Received _____

STAMP



Receipt No: _____

Receiving of Application

Application Received by: _____

Name Officer Designation Signature Date

