**REGISTRATION PROCESS – MEDICAL PRACTITIONERS**

**AND CPE PROCESS**

**Types of Registration**

There are five types of Medical Registration as stated in the Act:

* Full Registration (*Section 9 of Act*)
* Specialist Registration (*Section 20 of Act*)
* Temporary Registration (*Section 15 (1) of Act*)
* Provisional Registration (*Section 15 (2) of Act*)
* Special Registration (*Section 15 (3) of Act*)

**Dealing with Applications for Registration of Medical Practitioners**

1. Persons seeking medical registration with the Council are furnished with a copy of the requirements for registration which indicates what documents should be submitted to facilitate this process as well as an application form.
2. Applications may be received by post, fax, email or hand delivered.
3. The completed application form must be returned to the Medical Council along with the required supporting documents. A personal file containing the applicant’s submitted information is prepared by the Clerk/Typist.
4. The Agenda which contains a list with the name of the applicant, documents submitted and decisions taken is typed by the Clerk/Typist and checked by the Secretary. Applications are grouped into two (2) categories i.e. Applications to be assessed and Applications assessed by Round Robin.
5. At a meeting of the Assessment Committee of Council, a decision will be made as to whether the applicant’s qualifications are eligible for registration. If they are, and all relevant documents have been received and accepted by the Committee for registration, the application will be approved in principle.
6. Correspondence is then prepared informing applicants of the decisions made.
7. The applicant will be formally notified of approval by mail. If original qualifications were not previously presented, the applicant will be required to present these documents along with picture identification to the Secretary for verification. At this time, the applicant will receive a completed Payment of Fee form which should be taken to the Registration Department of the Supreme Court for payment of the prescribed fee.
8. If the applicant previously visited the Registration Unit and presented original qualifications to the Secretary, then the Payment of Fee form is issued with the approval letter. The Payment of Fee form and approval letter must then be taken to the Registration Department, Supreme Court where the prescribed registration fee of BDS $1,250.00 must be paid.
9. The Secretary of the Medical Council must be furnished with a copy of the receipt in order that the Certificate of Registration can be prepared and issued. The receipt can be scanned and emailed to the council, faxed or delivered by hand to the Medical Council. The certificate can be collected by the applicant or sent by post. Fees paid from the month of July are prorated by the Registration Department, Supreme Court.
10. From time to time applications are approved by round robin. These applications must be listed in the agenda for the next meeting for ratification by the Assessment Committee.

**Application for Individual Credits**

In applying for individual credits, **Application form B** must be completed and submitted to the Registration Unit by post or hand delivered with the relevant supporting documents.

**Application for Accreditation of an Activity**

In applying for accreditation of an activity, **Application form A** must be completed and submitted by post or delivered by hand to the Registration Unit with the following documentation:

* The schedule of the activities
* The names and qualifications of the Faculty
* Internal assessment of credit (if applicable)

**Administration**

CPE Applications received must be thoroughly checked to ensure that the form is completed correctly and signed, and all supporting documents are submitted [e.g. certificate of attendance, agenda/programme, copy of presentation, copy of publication etc.]

Applications and correspondence pertaining to CPE are logged in the Medical Council’s Correspondence Register and entered in an agenda for the next meeting of the CPE Committee.

**Agenda**

Applications can be grouped in four categories on the agenda in the following order:

1. Applications from organizations/individuals applying for accreditation of an activity.
2. Applications from individual doctors for activities that have not been previously assessed by the CPE Committee

3. Applications from individual doctors for activities that have already been assessed by the CPE Committee

4. Applications that have been assessed by round robin [applications assessed outside of meetings].

**NB:** An application that contains activities for both category 2 and 3 above, must be entered under category 2.

In preparing the agenda, the current CPE accreditation status of the applicant (the individual doctor) is entered in column 1 under the applicant's name. This accreditation status is found in the 3rd column of the last entry in the doctor's CPE status file.

The activity to be assessed is listed in column 2 and the decisions of the CPE Committee (e.g. credit given) are entered in column 3.

After the CPE meeting, the minutes are prepared and sent by email for review and approval by the Chairman, CPE Committee. When the approved minutes are returned, letters to the various doctors and organizations are prepared to reflect the decisions of the CPE Committee. The letters must be reviewed by the Secretary of Council before being printed for her signature.

**CPE Databases:**

The following CPE databases are kept and must be updated after the minutes of the CPE meeting have been vetted and approved by the Chairman, CPE Committee:

1. CPE Accreditation of Medical Practitioners for the years (2018-2020)

2. CPE Status Files for Individual Doctors

3. Database of Activities Assessed for CPE Credits/Awards

These databases are found in Folder Y - AO1 Councils - Medical Council - Databases relating to Doctors - CPE Databases.

**NB:**  It is important that these databases are kept up to date as they are used at the end of the year to issue CPE accreditation letters to doctors for renewal of registration in the following year. They are also used to assist in the compilation of the lists of doctors for yearly publication in the Official Gazette.

**Annual Renewal of Registration**

All registered medical practitioners are required under Section 18 of the Medical Profession Act [2011-1] to renew their registration to practise each year. The re-registration requirements are:

1. presentation of evidence of Continuing Professional Education [CPE] to the Barbados Medical Council; and
2. the payment of the prescribed registration fee.

* From the first week of December each year, letters of accreditation accompanied by a payment form are sent to medical practitioners who are CPE accredited for renewal of registration.
* The form must be taken to the Registrar, Supreme Court during the month of January where the prescribed fee of $1250.00 must be paid. Failure to pay the registration fee during the month of January results in the payment of an additional sum of $1250.00.
* The Secretary of the Council must be furnished with a copy of the receipt of payment to facilitate preparation and issuing of the certificate of registration.
* A copy of the receipt can hand delivered to the Registration Unit, sent by post, faxed to 426-5570 or sent by email to [medical.council@barbados.gov.bb](mailto:medical.council@barbados.gov.bb).
* The certificates which are prepared by the typist, are signed by the Chairman and Registrar of Council (SAO, Administration).
* Payment of the fee does not automatically mean that the practitioner is re-registered.
* From the institution of the new Medical Profession Act, 2011-1, the process is completed only when the Certificate of Registration is issued by the Council.

**Medical Register**

In accordance with *Section 16* (1) of the Act, the Council is required to keep a register of all registered medical practitioners in Barbados. There are two registers, a registered of all general medical practitioners and a register of all registered specialists which should be updated on a regular basis. The registers shall at all reasonable times be open to inspection by the public.

**Databases**

In addition to manual registers, electronic registers of all registered medical practitioners and specialists are kept.

Electronic databases of CPE credits are also kept which are useful when preparing letters of accreditation for doctors at the end of the year, and preparing the list of doctors for publication in the Official Gazette. All databases are kept in the electronic Y- folder which is assigned to the Registration Unit. They should also be saved on an external drive in case there is a problem with the computer system.