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GUIDELINES FOR GRADING OF MEDICAL AND DENTAL PRACTITIONERS

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1. Background

Grading of Medical/Dental Practitioners emanated from the fact that there was no proper grading system for Health Professionals in place and therefore the Ministry of Public Service and Labor & Ministry of Health in their referenced and dated letters N°20/2371/DAHR/2013 of June 10th, 2013 from MoH and letter N°1258/19.26 dated June 3rd, 2013 from MIFOTRA, requested the Rwanda Medical and Dental Council to give a proposal on how the Medical and dental practitioners can be classified and graded based on internationally acceptable norms and standards.

Designating the Grading Criteria based on internationally acceptable standards, the National Task Force was put in place, constituted by representatives from Ministry of Health, Ministry of Public Service and Labor, Rwanda Medical and Dental Council, Rwanda Medical Association, Public Services Commission, and all registered Professional Specialty Societies to lead this process of grading/credentialing of Medical and Dental Practitioners in their respective categories to comply with public servants categorization and implementation of the new salary structure guidelines.

2. Standard Nomenclature

The Standard Nomenclature and grading of Medical/Dental Practitioners was followed after consulting regional and international standards and best practices.

The basis for grading essentially divided principal criteria into mandatory and performance criteria.

The nomenclature is as follows:

- a) General Medical Practitioners Category was graded into: Junior Medical Officers, Medical Officers, Senior Medical Officers & Chief Medical Officers,
- b) Registrars/residents/post graduate trainees Category was graded into: Junior Registrars and Senior Registrars.
- c) The specialist category was graded into: Junior Consultant, Consultant, Senior Consultant and Chief Consultant.

3. Grades and Grading Criteria

3.1 Common Mandatory Requirements/Criteria

- Evidence of required CPD credits (50 per year)
- Current License to Practice
- Valid Certificate of Good Status
- Medical Degree (Mmed, MD) from recognizable University.

Absence or breach of any of these criteria, is an automatic disqualification for grading.

3.2 Performance Criteria for General Practitioners Category

The following are the criteria for promotion from one rank to the next:

3.2.1 Junior Medical Officer:

- Is automatic upon successful completion of internship period with possession of Bachelor's Degree of Medicine (MBCHB) or Doctor of Medicine (MD) from recognisable University.

3.2.2 Medical Officer:

- Minimum of 2 to 3 years in the clinical practice,

- Involvement in quality improvement activities in the hospital such as clinical audits, membership to committees, policies& procedures,
- Additional Qualification.

3.2.3 Senior Medical Officer:

- Minimum of 7 years in the clinical practice.
- The duration may be decreased to 1year if the Doctor pursued an additional training, like advanced diploma, on condition that he/she went to study as a medical officer.
- Involvement quality improvement activities in the hospital, clinical audits, policies and procedure.
- Leadership
- Operational research

3.2.4 Chief Medical Officer:

- Minimum of 12 years in clinical practices
- Research, training
- Leadership
- Very active in quality improvement projects in the hospital

3.3 Performance Criteria for Registrars/Residents/Post Graduate Trainees Category

The following are the criteria for promotion from one rank to the next in the registrar Category:

3.3.1 Junior Registrar:

- Current registration in the postgraduate program with recognized University

3.3.2 Senior Registrar :

- Current registration with recognised post graduate training medical institution
- Must have been at least 2 years in the training
- Should have passed part I of the training Curriculum (Basic sciences in his/her specialty of training).

3.4 Performance Criteria for Specialist Category

The following are the criteria for promotion from one rank to the next in the Specialist Category:

3.4.1 Junior Consultant:

- Automatic upon completion of Mmed Degree training programme from a recognizable University

3.4.2 Consultant:

- Experience of 2-3 years in the clinical practice as Junior Consultant
- Being involved in Research & publication: 1 peer reviewed, 1 paper in the 24 months or leading in 2 clinical audits or written 2 case reports or 4 posters or made 2 presentations in international or national meetings
- Must have portfolio of patients' outcomes
- Must be involved in Teaching
- Must submit an assessment report from the supervisor/peers
- Certificate of good standing
- Must have the ability to lead & manage teams: (Membership to committees, Professional Leadership)

3.4.3 Senior Consultant:

- Experience of 5-8 years as Consultant.
- Must be involved in Research & publication: At least 3 peer reviewed papers as 1st authors: Any other kind of publication may be considered
- Sub specialty training/equivalent as judged by the RMDC, one gets automatic promotion to senior consultant after 5 years.
- Patients' Portfolio
- Professional Leadership and management
- Supervision/teaching of both under & post graduate students and his/her junior colleagues
- Research & publication: At least 3 peer reviewed papers as 1st authors: Any other kind of publication may be considered
- Leadership and management.
- PHD :(Research & publication). With Relevance to the specialty (basic sciences or public health related issues, answering pertinent questions in clinical practice).It's not mandatory, but may fast track one's promotion.
- Certificate of good standing

3.4.4 Chief consultant:

- Experience of 5-8 years as a Senior Consultant.
- Research & publication: 5 peer reviewed publications in 5years as last authors.
- Leadership and management
- May have evidence of advanced training defined as a sub specialty or equivalent (as judged by the RMDC).
- Must have portfolio/patients' outcomes
- Must be involved in Teaching

Notice:

- Grading for **Public Health Specialists** will be done after setting up criteria for promotion by their respective societies/organizations.
- Each Medical/Dental Practitioner is required to submit to the Secretariat of Rwanda Medical and Dental Council some support documents including but not limited to:
 - Current license to practice
 - Evidence of required CPD credits (50 CPD credit per year)
 - Proof of Mmed or General Medicine degree qualification.
 - Application form for grading approved by the head of
 - Proof of publications.
 - Proof of Involvement in education and training
 - Clinical Portfolio/patient outcomes approved by the Head of Department and acknowledged by the Head of Institution
 - Evidence of grading fees payment (50,000 FRW paid on Ban Account Number 00040-0282401-67 in Bank of Kigali

4. Grading Criteria Score

The following is an appropriateness score on the Criteria for promoting Medical/Dental Practitioners from one grade to another:

4.1 Grading Criteria Score for Specialist Category

The following table illustrates the maximum score per criteria per grade:

Criteria	Explanation	Grade	Score (Max)
Clinical Portfolio	Minimum number of Consultations and Surgeries/Procedures per grade	Consultant	50
		Senior Consultant	30
		Chief Consultant	20
Professional Leadership	-Head of Department -Head of Professional	Consultant	25

	Association -Active member in professional Association, etc	Senior Consultant	30
		Chief Consultant	60
Teaching	-Full time teaching (Under/Postgraduates). -Presentation to residents /interns, Bedside teaching, ect	Consultant	50
		Senior Consultant	60
		Chief Consultant	60
Research	-Evidence of peer reviewed papers -Clinical audit -Written case report or posters -Presentation in international or National conference in the last 24 months	Consultant	30
		Senior Consultant	40
		Chief Consultant	50
New services	-Innovation and establishment of new functional clinical services/unit -Innovation in teaching practices -Innovation and establishment of students facilities (libraries, books,..)	Consultant	NA
		Senior Consultant	40
		Chief Consultant	NA

- ❖ For each Grade the Pass mark is: A+ (2YEARS) :> - 80%, <80 % (3YEARS), <70 % (No promotion).

4.2 Grading Criteria Score for General Practitioners Category

The following table illustrates the maximum score per criteria per grade:

Criteria	Explanations	Grade	Score (Max)
Clinical Portfolio	Number of Consultations, Major Surgeries, Minor Surgeries, Supervision per grade	Medical Officer (MO)	60
		Senior Medical Officer (SMO)	40
		Chief Medical Officers (CMO)	5
Additional Accredited	With minimum of 120 Credits- as recognized by HEC	MO	20
		SMO	20

Qualification		CMO	20
Current Appraisal Score	Evaluation report from the supervisor or Head of the Institution	MO	10
		SMO	10
		CMO	5
Membership to professional committees	Active member in professional Association, etc...	MO	10
		SMO	10
		CMO	NA
Professional Leadership	-Head of Department -Head of Professional Association, etc....	MO	NA
		SMO	20
		CMO	35
New services created	Innovation and establishment of new functional clinical services, etc....	MO	NA
		SMO	NA
		CMO	5
Research and Publication	Papers published in journal /clinical/ case report/posters/ presentation in the conference in the last 24 months	MO	NA
		SMO	NA
		CMO	5
Teaching	Lecture, Presentations,	MO	NA
		SMO	NA
		CMO	5

Kigali, on/...../2016

Dr. RUDAIKEMWA EMMANUEL
Chairman
Rwanda Medical and Dental Council

Annex: Detailed Clinical Portfolio per Category/Speciality

The following table illustrates the minimum of consultations and procedures and equivalent maximum score per per grade:

1. SURGERY

Performances	Grade	Minimum	Maximum Score
Major Surgeries	Consultant	192	50
	Senior Consultant	96	30
	Chief Consultant	96	20
Consultations	Consultant	1.440	50
	Senior Consultant	960	30
	Chief Consultant	480	20

2. ENT

Performances	Grade	Minimum	Maximum Score
Major Surgeries	Consultant	48	50
	Senior Consultant	76	30
	Chief Consultant	48	20
Consultations	Consultant	1440	50
	Senior Consultant	960	30
	Chief Consultant	600	20

3. DERMATOLOGY

Performances	Grade	Minimum	Maximum Score
Consultations	C	100/week	50
	SC	75/week	30
	CC	50/week	20
Procedures	C	15/week	50
	SC	10/week	30
	CC	5/week	20
Dermatopathology	C	8 slides/week	50
	SC	7 slides/week	30
	CC	5 slides/week	20

4. OBSTETRICS AND GYNECOLOGY

Performances	Grade	Minimum	Maximum Score
Consultations	Consultant	140/month	50
	Senior Consultant	100/month	30
	Chief Consultant	80/month	20
Major Surgeries	Consultant	20/month	50
	Senior Consultant	14/month	30
	Chief Consultant	12/month	20

5. RADIOLOGY

Grade	Performance			
Junior consultant	<p>Minimum Procedures done per year:</p> <ul style="list-style-type: none"> - General X-ray:3000 - U/S: 1000, - CT-scanner: 1000, - MRI;150, - Special Investigations: 100, Mammography: 100. 			
Consultant		<p>-Same clinical portfolio, with reduced work load by 10%.</p> <p>-Imaging guided procedures:</p>		
Senior consultant			<p>-Same clinical portfolio, with reduced work load</p>	

			by 20% of the Junior consultant. - Advanced Imaging -Imaging guided procedures	
Chief Consultant				-Same clinical portfolio, with reduced work load by 30% of the Junior consultant

6. PEDIATRICS

I.CROSS CUTTING ACTIVITIES FOR PEDIATRICS PORTFOLIO			
GRADE Performance	Consultant	Senior Consultant	Chief Consultant
CONSULTATIONS	80 / month	40 / month	30 / month.
WARDS ROUNDS :	80/ month	40/ month	20/ month
II. Technical procedures			
Procedures	Consultant	Senior Consultant	Chief Consultant
Lumber puncture	10/ month	5/ month	2/ month
Pleural Tape	15/ month	8/ month	4/ month
Ascitis Tape	8/ month	8/ month	2/ month
Intra osseous line	10/ month	5/ month	2/ month

Exsufflation (Pneumothorax)	3/ month	2/ month	1/ month
Ponction pubienne	3/ month	2/ month	1/ month
Intubation	10/ month	5/ month	3/ month
Ponction articulaire	3/ month	2/ month	1/ month
ECHO-CARDIOGRAMM	60/ month	40/ month	20/ month
PERICARDIAL TAP	2/ month	1/ month	1/ month
ECG/Holter readings	40/ month	20/ month	10/ month
Cardiac catheterization	10/ year	5/ year	5/ year

7. INTERNAL MEDICINE

Grade Performance	Consultant	Senior consultant	Chief consultant
Consultations	80 / month	40 / month	30 / month.
Wards rounds	12/ month	8/ month	4/ month
Imaging interpretation	20/ month	10/ month	5/ month
ECG-interpretation	20 / month	15 / month	5 / month
II. ACTIVITIES BY SPECIALITIES AND FIELD OF INTEREST:			
Field of interest	Consultant	Senior consultant	Chief consultant
Bone marrow aspiration	8/ month	8/ month	2/ month
Bone marrow trephine biopsy	8/ month	8/ month	2/ month

Lymph node biopsy	15/ month	10/ month	2/ month
Fine needle aspiration	15/ month	10/ month	2/ month
Lower GIT endoscopies	20/ month	10/ month	5/ month
Upper GIT endoscopy	30/ month	20/ month	5/ month
Liver Biopsy	10 / month	20 / month	5 / month
ERCP	5 / month	10/ month	10/ month
EUS	5 / month	10/month	10/month
Interventional git endoscopies	15/ month	20/ month	5 / month
Bronchoscopy	20/ month	15/ month	5/ month
Spirometry	40/ month	20/ month	10/ month
Interventional respiratory endoscopies.	20/ month	10/ month	5/ month
Pleural biopsy	15/ month	10/ month	5/ month
Pleuroscopy	15/ month	10/ month	5/ month
Pleurodesis	1/ month	1/ month	1/ month
Echo-cardiogramm	50/ month	30/ month	20/ month
Pericardial tap	15/ month	10/ month	5/ month
CVS invasive procedures	3/ month	5/ month	10/ month
EEG/ EMG - interpretation	20/ month	15/ month	5/ month
Central veinous catheterisation [tunnelled and non-tunnelled]	20/ month	15/ month	5/ month

Tenchoff catheter insertion	20/ month	15/ month	5/ month
Renal biopsy	15/ month	10 / month	5 / month

8. PSYCHIATRY

Junior consultant	Consultant	Senior consultant	Chief consultant
1.Psychiatric Consultations 200 patients/month	Psychiatric Consultations 150 patients/month	Psychiatric consultations 80 patients/month	Psychiatric Consultations 60 patients/month
2.Conduct Clinical meetings 4/month	2.Conduct Clinical meetings 4/month	2.Conduct Clinical meetings 2/month	2.Conduct Clinical meetings 2/month
3.Individual and family counseling 4/month	3 - Family and couple therapy 10/month -Individual psychotherapy 20/month	3-Family and couple therapy 4/month - Individual psychotherapy 10/month	3-Family and couple therapy 4/month - Individual psychotherapy 10/month
4.Clinical Supervision of nurses 8/month	4.Clinical supervision of medical doctor 8/month	4.Clinical supervision of Psychiatrist 4/month	4.Clinical supervision of Psychiatrist 2/month
5.Ward round 10/month	5.Ward round 10/month	5.Ward round 4/month	
6.Psychotropic prescription with competence and management of their side effects 200/month	6.Psychotropic prescription with competence and Management of their side effects/150	6.Psychotropic prescription with competence and management of their side effects 80/month	6.Psychotropic prescription with competence and management of their side effects 60/month
7.Admit, discharge of the patients 40/month -Referring of patients to other services	7.Admit, discharge of the patients 30/month -Referring of patients to other services 10/month	7.Admit, discharge of the patients 15/month - Referring of patients to others services 10/month	7.Admit, discharge 10/month - Referring of patients to other services 5/month

10/month			
8.Medical expertise 3/month	8.Medical expertise 3/month	8.Medical expertise 2/month	8.Medical expertise 2/month
9.Medical report 3/month	9.Medical report 3/month	9.Medical report 2/month	9.Medical report 2/month
10.Electroencephalogram (EEG) Interpretations 60/month	10.Electroencephalogram (EEG) Interpretations 40/month	10.Electroencephalogram (EEG) Interpretations 10/month	10.Electroencephalogram (EEG) Interpretations 5/month
11.Relaxation Psychotherapy 20/month	11.Relaxation Psychotherapy 10/month	11.Relaxation Psychotherapy 5/month	11.Relaxation Psychotherapy 5/month
			Innovation of new program 1/year
			Initiates new and update Treatment approach 2/year

9. PATHOLOGY

Number of reports generated /Year		Consultant	Senior Consultant	Chief Consultant
Clinical Chemistry		15.000	12.000	10.000
Hematology	FBC reports	18.000	18.000	15.000
	Bone marrow reports (Aspirates & biopsies)	100	120	200
Hematology	Bone marrow biopsy (procedures)	100	120	80
Hormonology		1800	1200	1000
Immunoserology		8000	6000	4000
Microbiology		8000	6000	4000
Histopathology	Grossing	2400	2200	2000
	Reports	2000	2400	2600
Cytogenetics & Molecular Biology	Number of Verified and validated reports	100	150	200
	Number of medical reports and family pedigrees with	150	200	350

	interpretation towards diagnosis			
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10. OPHTHALMOLOGY

Minimum Volume per year				
Consultations	Minimum 3 days a week	20 patients a day	48 weeks	2880 consultations
Surgeries	Minimum 1 day a week	10 Operations	48 weeks	480 Operations
Procedures	Min 1 day a week	3 procedures	48 weeks	144 procedures

11. ANESTHESIOLOGY

A. CONSULTANT ANESTHESIOLOGIST

Anesthesia in related specialties	Number	Total
1. Obstetric anesthesia		200
- Regional anesthesia/analgesia	150	
- General anesthesia	50	
2. Ear, Nose & Throat (ENT) anesthesia		
- Adeno tonsillectomy in Pediatrics	50	100
- Bronchoscopy	5	
- Other cases of ENT	45	
- Total Pediatric anesthesia excluding ENT cases		100
4. Total Orthopedic major surgeries/spines		50
5. Total General Surgeries		150
6. Total Neurosurgery/spines		20
TOTAL NUMBER OF PATIENTS ANAESTHETISED		620
7. Total Emergencies		100

8.Total regional anesthesia in non-obstetric cases		100
B. PROCEDURES PERFORMED		
- Central venous catheterization	20	40
- Sedation outside operating room	20	
. Patient care in post anesthesia unit (days per week)	4DAYS/Mon	48Days
. Rotations in Intensive Care Unit/High Dependence Care Unit	1 week/mont	12weeks

1. SENIOR CONSULTANT ANESTHESIOLOGISTS

Anesthesia in related specialties and complications	Number
1. Maxillofacial surgery	10
2. Neonatal anesthesia	10
3. Geriatric anesthesia	50
4. Surgeries with co-morbidities	50
5. Difficult airway management	10
6. Thoracic surgery anesthesia	10
7. Neurosurgery in brain tumors/brain aneurisms	10
Total cases	150
8. Valid ACLS certification	Certified

12. DENTAL SURGEONS

a. Dental Surgeons: General Practitioners

Performances	Grade	Minimum/year	Maximum Score
Consultations	Dental Surgeon Officer	2500/Year	50
	Senior Dental Surgeon Officer	2000 /Year	30
	Chief Dental Surgeon Officer	1800/Year	20
Procedures	Dental Surgeon Officer	2000/Year	50
	Senior Dental Surgeon Officer	1500/Year	30

	Chief Dental Surgeon Officer	1500/Year	20
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b. Dental Surgeons: Specialists

Performances	Grade	Minimum	Maximum Score
Procedures	Consultant	800/Year	50
	Senior Consultant	600	30
	Chief Consultant	500	20

13. MEDICAL OFFICERS PORTFOLIO

Grade Criteria	Medial Officer	Senior Officer	Medical	Chief Officer	Medical
Consultations (Number per year)	3000	2000		1000	
Night & Week-end call (Number per year)	90	60		30	
Ward routine (Number per year)	180	120		100	
Minor intervention (Number per year)	200	200		100	
Major intervention (Number per year)	100	200		100	
Supervision (Number per year)	45	45		90	