

## MD (MEDICAL ADMINISTRATION)

The Board of Study in Medical Administration (hereinafter referred to as the Board) will conduct a training programme in Medical Administration leading to the degree MD (Medical Administration).

### 1. Training Programme

#### a. Goal:

To develop medical managers who are capable of making optimum use of available resources in a changing environment to meet health care needs of the community.

#### b. Overall Programme Objective:

To provide learning opportunities to develop the competencies required of a medical manager.

#### c. Specific Objectives

At the end of the training programme the trainee should be capable of:

1. Leading a multi-disciplinary team of health care providers to achieve health sector objectives;
2. Developing short, medium and long term plans for the health sector;
3. Optimally managing the available resources and mobilizing additional resources for provision of cost effective health care;

4. Implementing a performance appraisal system for the health care providers and institutions;
5. Effectively implementing, monitoring and evaluating the work of the health sector;
6. Engaging in or initiating health systems research for improvement of the health care and introducing innovative approaches;
7. Ensuring the quality and safety of the healthcare services;
8. Maintaining ethical standards in the health sector;
9. Mobilizing community support for all health sector activities;
10. Ensuring a responsive health service through effective public relations;
11. Mobilizing inter and intra-sectoral support for health development through effective coordination.

At the end of the training programme the trainee should acquire the following skills:

- Leadership
- Planning skills
- Coordination
- Communication
- Supervisory
- Performance appraisal
- Public relations
- Conflict resolution
- Human Resource Management
- Financial Management / Health Economics
- Monitoring & evaluation

## 2. Eligibility for Selection

The candidate shall have:-

The MSc Degree in Medical Administration conducted by the Postgraduate Institute of Medicine (University of Colombo).

## 3. Training Programme

### (a) Duration

The course will be of 2 years duration.

### (b) Structure

The training programme will be in two parts: Part 1 and Part 2.

### MD Part I Training Programme (three months-300 hours)

A course of three months duration in research methodology and allied subjects detailed below:

Module	Duration (hours)
1. Advanced Epidemiology	30
2. Health Systems Research	60
3. IT & Statistics in Healthcare	30
4. Health Policy Planning & Development	40
5. Health Economics	30
6. Health Systems Management	75
7. Ethics in Healthcare	15
8. Medico-Legal Aspects of Healthcare	20
<b>Total number of hours</b>	<b>300</b>

## 4. MD Part I Examination

This examination will select candidates to follow the Part 2 training programme. The candidates will be examined in medical administration, research methodology and allied subjects. The examination consists of two components (written & viva) and both components are compulsory.

### **Written papers – 400 marks**

There will be two papers of three hours each.

Paper 1 (Research methodology) – 200 marks  
6 questions and 4 to be answered – duration 3 hours

Paper 2 (Medical administration and allied subjects) -200 marks  
6 questions and 4 to be answered – duration 3 hours.

Each question in both papers will be marked by two examiners independently and average will be taken as the final mark for each question

### **Oral examination - 100 marks**

There will be two viva boards each of fifteen minutes duration. In each board there shall be two examiners

## 5. Requirements to pass the MD Part 1 Examination

An overall average score of fifty percent (250 marks from 500 marks)

AND

50% for the two written papers (taken together, i.e. 200 out of 400)

AND

minimum score of 40 percent in each of Paper 1 and Paper 2

AND

minimum of 40% for the oral examination.

### **Number of attempts permitted**

A total of six attempts only shall be permitted.

## M.D. (Medical Administration) Part II Training Programme

### 1. Eligibility

The trainees who qualify the MD Part 1 (Medical Administration)

### 2. Training Programme

The duration of the programme shall be 1 year and 9 months. During this period the trainee will be attached as a Registrar to the following training units or any other unit approved by the BOS. The trainee should also complete activities b and c listed below:

(The curriculum and contents of the training programme will be given to the trainees during the course when relevant )

#### (a) Training Units

PDHS Office		01m
RDHS Office		03m
Teaching hospitals (approved by BOS)		03m
District General Hospital / District Base hospital		01m
Ministry of Health	MDPU	01m
	Medical Services (Medical Service including NDC & Mental Health)	01m
Specialized Disease control programme		01m
Health Education Bureau		01m

Family Health Bureau	01m
Epidemiology Unit	01m
laboratory Services ( MRI, MSD, MT&S)	03m
Education Training & Research	01m
Private Hospital	01m
INGO / CBO	01m
DDG (Public Health)	01m

During these attachments the trainee will learn and gain experience under the direct guidance and supervision of trainers/administrators approved by the Board of Study. (The above training units and schedule may be changed due to educational reasons and availability )

### **(b) Two Research Projects**

The Trainee is expected to design and conduct two research projects during the period of attachment as Registrar. (Annex ii)

The subject areas for the research projects should cover 2 areas from the following:

1. Management of Hospitals
2. Management of Decentralized Health System
3. Management of Programmes/Projects
4. Management of Support Services

## **(C) Maintain a Portfolio ( To be handed over at entry to MD part II training programme after MD part I examination)**

This should include:

- 20 case reports out of 25 listed by BOS
- 10 reflective writing out of 13 listed by BOS
- At least one presentation following participation at foreign and/or special local training programmes
- At least 5 Educational lectures attended in the field of management.
- At least 10 Special activities conducted (e.g. 5S implementation, quality assurance, shramadana etc.)
- Participation at the sessions of the Medical Administrators

### **3. Eligibility to sit the MD Part II examination**

Candidates who in the opinion of the Board of Study in Medical Administration, has satisfactorily completed the training course based on monthly basis (Annex III), in terms of the attendance (80%), and the satisfactory completion of all attachments as certified by the trainers and submit a completed portfolio and 2 research projects one month before the examination will be eligible to sit the final examination.

### **4. Final Assessment – MD Part II Examination**

The final evaluation of the candidate's performance will be at the end of 2 years from the date of commencement of the course and will consist of four parts. *The total mark for all*



*four parts shall be 1000 marks.*

### **Part A – Written examination – 400 marks**

Written examination will consist of 2 papers

Paper 1 - four essay type questions – 200 marks- 3 hours

Paper 2 – ten SAQ questions – 200 marks.- 3 hours

Each question in both papers will be marked by two examiners independently and average will be taken as the final mark for each question

### **Part B – Oral Examination – 100 marks**

Oral Examination will be of half an hour duration focus on a given management problem/s and will be on lines similar to discussion of problems in clinical sciences by a panel with 2 examiners

### **Part C – 2 Research Projects – Total 300 marks 200 for both (100 for each) + 100 for the oral**

Each of the two research projects will be evaluated by two examiners. The final mark for each will be the average of the two marks

A trainee is considered as passing the research project if the marks obtained for each project and for each oral is more than 45%.

Oral examination of the research projects by two examiners - 100 marks. This is to clarify the research conducted and not of defending type.

## **Part D – Portfolio – 200 marks**

The Portfolio will be evaluated by two examiners. Each examiner independently marks out of 200 and the final mark will be the average of two. The sections listed in 2(c) above only will be evaluated .

### **5. Requirements to pass the MD Part 11 Examination**

An overall average score of 50% or more (500 marks from 1000 marks)

AND

45% or more for in each of the Part A, B and C

If the trainee has obtained less than 45% for a research project, following will apply.

1. if average marks more than 50% and marks for the research project/projects between 40 -45% trainee can submit the project /s within 3months and a separate evaluation and oral examination will be held. If trainee obtains more than 45% at the repeat examination he/ she is considered as passing the examination.

2. if average marks more than 50% and marks for the research project/projects between 35- 40% trainee has to make necessary changes recommended by the examiners and face a repeat examination only for the research projects held at the subsequent year.

3. if average marks more than 50% and marks for the research project/projects is less than 35%, the trainee has to conduct a fresh project/projects and face a repeat examination only for the research projects held at the subsequent year.

## 6. Award of the Degree in MD (Medical Administration)

Candidate who will be successful at the final evaluation will be awarded the Degree in MD Medical Administration.

## 7. Post MD Training as a Senior Registrar

On successful completion of the MD Part 11 Examination and the award of the MD Degree the candidate will;

(a) Work under a trainer for a periods of six months each at two National Level units approved by the Board of Study (total one year local training).

and

(b) one year training overseas in an accepted training centre or **any of the Flexible Foreign Training Options (FFTO)** approved by the Board of Management as described below.

Option I : One year abroad as at present.

Option II : 6 months in a foreign country(regional/extra regional) plus 6 months local training.

Option III : One year in Sri Lanka with a ttendance at 2 – 3 short courses of 6 – 8 weeks of duration (limited financial provisions).

Option IV : One year in Sri Lanka (without foreign training)

*During the two year post MD training period the trainee should continue to maintain the portfolio*

## **8. Pre-Board certification Assessment (PBCA)**

**At the completion of two year training period as a Senior Registrar there shall be a portfolio viva conducted by two examiners over a period of 45 minutes**

## **9. Eligibility for Board Certification as Specialist in Medical Administration**

The trainee shall be eligible for Board Certification on successful:

- completion of the two years post MD training to the satisfaction of the Board of Study
- completion of PBCA
- presentation to the BOS over a period of 30 minutes indicating the learning experiences as a Senior Registrar and future plans to develop the subject

## **ANNEX II**

### **GUIDELINES FOR THE RESEARCH PROJECTS MD (MEDICAL ADMINISTRATION)**

1. The topics of research should be of the applied type and be relevant to Sri Lanka. Pre-proposals containing the title of the project along with a statement of objectives and the usefulness and relevance to Sri Lanka should be submitted to the Board for approval within three months after the completion of the course on research methodology.
2. The Board having approved the pre-proposal will appoint one or more supervisors. Thereafter the candidate in consultation with the supervisor(s) shall draw up a detailed protocol for submission to the Board for approval. The detailed protocol shall include the following
  1. Title of the project
  2. Justification
  3. Objectives and purpose of the study
  4. Hypotheses (wherever necessary)
  5. Methods
  6. Plan of implementation
  7. Budget with justification
  8. Source of funds (if any)
3. It is the responsibility of the candidate to consult and obtain guidance from the supervisor(s) at all stages of the research projects and in the preparation of the project reports.
4. The candidates shall submit quarterly reports to the

Director, PGIM on the progress of the research through the supervisor, on the prescribed form.

5. The candidate shall submit the project reports to the Director, PGIM within a period of one year, six months from the date of successful completion of the course on research methodology.
6. It is recommended that the project reports should contain 5000 words each, it should be type-written using double-spacing on good quality A4 size paper on one side only. A margin of not less than 40 mm should be allowed on the left hand side to facilitate binding, and margins of 20 mm should be left on the top right hand side and the bottom. Chapter headings should be capitalized and centered, whilst subdivision headings should be typed from the left hand margin in lower-case type and underlined. Tables and figures should be placed as near as possible to the part of the text to which they refer. The contents of the project reports should be given under the following headings.
  1. Title, author's name and degrees
  2. A declaration that the work presented in the project report is the candidate's own and that no part of the project report has been submitted earlier or concurrently for any other degree.
  3. Summary or synopsis
  4. Table of contents
  5. List of tables
  6. List of figures
  7. Introduction
  8. Review of literature
  9. Materials and methods
  10. Results

11. Discussion
  12. Limitation of Study
  13. Recommendations (if any)
  14. Acknowledgements
  15. References (Harvard system should be used)
7. The copies of the project reports should be submitted loose bound in the first instance, to enable corrections, if any, to be made. If the thesis is accepted, it should be bound in hard cover with the author's name, degree and year printed in gold on the spine (bottom upwards). The cover should be in black. The front cover should carry the title on top, the author's name in the center and the year at the bottom (also printed in gold).

Three copies of the project reports should be submitted to the Director, PGIM. Two copies shall be the property of the PGIM while the third copy will be returned to the candidate.

8. The candidate shall defend the project reports at an oral examination conducted by two examiners; the supervisor(s) may be present as observer(s).

### THE PROCEDURE FOR SUPERVISION

Report on Monthly Basis to be evaluated face to face by the supervisors.

1. Satisfactory attendance at work
2. Contributions at the meetings related to policy formulation.
3. Contributions at the meetings with regard to monitoring work plans coming under the officer's direct administrative purview.
4. Contributions at Advisory Committee/Committees.
5. Contributions at meetings conducted to implement the programmes with donor agencies (WHO/UNICEF/World Bank)
6. Special activities conducted during the month. (e.g. 5S implementation, quality assurance, shramadana etc.)
7. Reports on supervisions of units and institutions, within the administrative purview.
8. Educational lectures attended in the field of management.
9. Lectures given to staff or trainers during the month.
10. Innovative ideas implemented if any.



11. Presentations following participation at foreign and special local training programmes.
12. Participation at the sessions of the Medical Administrators Forum of the Board of Study (at least 50% per year).

This forum will be created by the Board of Study in Medical Administration and will be comprised of all the trainees of MSc and MD (Medical Administration), which will have at least quarterly sessions and will be opened to any Medical Professional.

13. At least one (15 minutes) presentation at the Medical Administration Forum of the Board of Study.
14. Co-ordinate at least one session of the Medical Administration Forum of the Board of Study per year.
15. Portfolio assessment at the end of the training.

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***Prospectus Approved by BOM/Senate in December 2008( )***