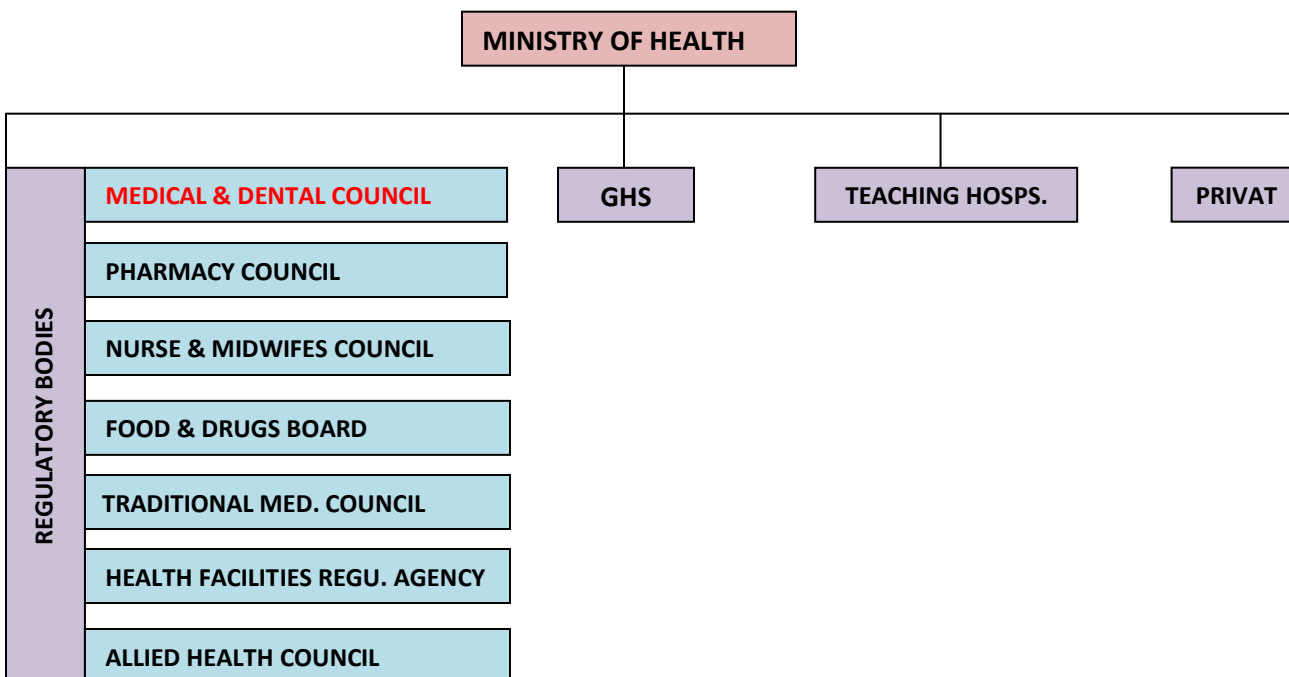


MEDICAL AND DENTAL COUNCIL

"GUIDING THE PROFESSION, PROTECTING THE PUBLIC"



THE COUNCIL

The Medical and Dental Council is a statutory body established by law; Health Professions Regulatory Bodies Act, 2013 (Act 857): **to secure** in the **public interest** the **highest standards in the training and practice** of medicine and dentistry.

FUNCTIONS OF COUNCIL

1. Secures in the public interest the highest standards in the practice of medicine and dentistry in Ghana
2. Ensures that courses of study and training in medicine or dentistry at any medical school or University in Ghana are such as can sufficiently guarantee possession of the knowledge and skill needed for the efficient practice of medicine or dentistry;
3. Prescribes standards of professional conduct;
4. Upholds and enforce such standards by the disciplinary powers conferred upon it by the Act;
5. Responsible for the keeping of registers of duly qualified medical and dental practitioners.

MANDATE AREAS OF COUNCIL

- Training
- **Registration**
- Standards
- Regulation

ADDITIONAL MANDATE

- Training, Registration and Regulation of Physician Assistants
- Management of Housemanship Training

REGISTRATION – Section 32 of the Health Professions Regulatory Bodies Act, 2013 (Act 857)

Keeping of Three Categories of Registers:

- **Temporary [Section 33]** – Practitioners who do not intend to practice permanently in Ghana
 - Those who wish to practice for less than 3 months - *Exempted from taking the Registration Examination*
- **Provisional [Section 34]**– Newly qualified medical and dental practitioners from Ghanaian schools and Ghanaians medical and dental foreign trained who had passed the registration examination
- **Permanent [Section 35]**- Practitioners who intend to practice permanently in Ghana

Council also registers **Additional Qualifications** – Medical or Dental qualification which meet Council’s criteria

TEMPORARY REGISTRATION – SHORT TERM

This applies to practitioners who wish to practise for *less than three (3) months as per Section 34.*

Concerns

The Council has viewed with concern the practice where registration forms and attached documents are submitted to the Council only a few days before the arrival of the practitioners.

The Situation has made it rather impossible for Council to complete the procedures for registration. In some cases, the practitioners practice and leave the country without being registered. **THIS IS ILLEGAL.** In other cases, patients are operated upon with inadequate follow-up arrangements. **THESE CONSTITUTE INFAMOUS CONDUCT.**

Requirements

1. Temporary Registration Forms can be obtained from Council’s Website: www.mdcghana.org or at the Council’s Secretariat.
2. All completed application forms should be lodged with the office of the Registrar, Medical and Dental Council **AT LEAST THREE MONTHS** before the arrival of practitioners.
3. The Regional Director of Health Services in the Region(s)/Teaching Hospital the practitioner(s) wish to work must be informed of the pending visit **THREE MONTHS** before arrival of the team. Page three (3) of the Temporary Registration application form should be endorsed by the appropriate Head (RDHS, or CEO of Teaching Hospital).
4. Officers responsible for the programmes should then liaise with the Medical and Dental Council office to identify and rectify shortfalls/deficiencies if any, in the forms within a week of submission of the forms.
5. Registration certificates would then be collated by the Officers within a month of submission/rectifying short falls.
6. A written report should be submitted to the Registrar, Medical and Dental Council at the end of the visit. A copy of the report should be given to the Regional Director of Health Services of the Region where practitioners had worked.

Registration Fee

1. **Initial Registration Fee for Practitioners on Short Term:** \$600.00 cedi equivalent (*Bank of Ghana Rate*)
2. **Yearly Renewal Fee:** As per retention fee paid by all medical and dental practitioners in the country in that particular year.

NB: *The above requirements are for both Ghanaians and Foreigners who are not registered with the Council and do not intend to practise permanently in Ghana.*

Additional Information

Proposals have been forwarded to the Council for approval on the categorization of Temporary Registration Fee – Short Term depending on period of work.

RENEWAL OF LICENCE – Section 35(3) and 39

As per Section 35 and 39 of the Health Professions Regulatory Bodies Act, 2013 (Act 857),

35(3) *“The registration shall be renewed by the practitioner before it expires”*

39 *“the Registrar shall publish the list of registered practitioners annually in the Gazette by the 31st of January, each year. Renewal Fee is currently GH¢200.00”*

RESTORATION - Section 40(1)(c) & 40(2)

This applies to Medical and Dental Practitioners Registered with the Council but Not in Good Standing [Practitioners who have not renewed their licence and had not provided information to Council of their absence from the Country]

Requirements

1. Obtain a Restoration Form from the Council’s Website or the Secretariat complete and provide the following:
 - i. Current Licence from a Regulatory Body
 - ii. Additional Qualification Certificate(s) (if any)
 - iii. Statutory Declaration stating reasons for declaration
 - iv. Current CV
 - v. Current Passport Size Picture
 - vi. Certificate of Good Standing (where applicable)
 - vii. Letters of Reference from institution in which practitioner was working or studying
 - viii. CPDs attended during the preceding 24 months

Registration Fee

1. **Restoration fee:** \$400.00 cedi equivalent (Bank of Ghana Rate)
2. **Yearly Renewal Fee:** *As per retention fee paid by all medical and dental practitioners in the country in that particular year.*

PERMANENT REGISTRATION – REGISTRATION EXAMINATION as per Section 31

This applies to Medical and Dental Practitioners Registered who wish to practise in the Country for more than three (3) months but are not registered with the Council. This includes:

- Ghanaians trained in Ghana but did not register with the Council
- Ghanaians trained elsewhere who intern to practise in Ghana
- Foreigners who interned to practise in Ghana for more than three (3) months

Requirements

Obtain Registration Examination Form from the Council’s Website or the Secretariat complete and provide the following:

Qualification and Experience

Before admission into the examinations, candidates will have:

- completed medical/dental school and yet to do internship or
- completed internship in medical/dental officer category
- Specialist qualification [*Specialists must hold registerable additional medical/dental Qualifications*].

Evidence of Medical Qualification

Candidates will be required to provide proof of their qualification when submitting the registration form. Candidates will also be asked to provide clear evidence of their primary medical/dental qualification. This should take the form of:

- a certificate from that university or other body, which granted the primary medical/dental qualification stating the date on which the certificate was granted.
- a certificate from that university or body, with appropriate dates, that candidate has completed the course of study and that the candidate is eligible to receive the qualification.

Note that all certificates should bear the university's stamp, insignia or evidence of authenticity and should be signed by a person whose name and official position are clearly identified.

Translation

Any document, which is not in English must be accompanied by a translation, certified in English as authentic by an official/recognised translator. The translation must be of the original version.

SPECIAL EXAMINATION: Ghanaians aged 60 years and above takes a special examination. It involves an oral examination only.

Registration Fee

Registration Examination fee: \$600.00 cedi equivalent (Bank of Ghana Rate)

NB: Examinations are held twice a Year (February and October)

Please refer to the Health Professions Regulatory Bodies Act, 2013 (Act 857) for more information on the Three Classes of Registers.

DR. E. K. ATIKPUI
REGISTRAR