Dear Doctor

APPLICATION FOR REGISTRATION AS A MEDICAL/DENTAL PRACTITIONER

Your enquiry regarding registration with the Board refers.

Foreign qualified health care practitioners with qualifications that enable them to practice medicine or dentistry abroad/in their country of origin may apply for registration with the Health Professions Council of South Africa in the category Public Service, provided the applicant complies with the minimum requirements set by the Medical and Dental Professions Board (the Board). In special circumstances, based solely on the discretion of the Board, applicants with identified qualifications, which were assessed by the Board, may be exempted from having to sit and pass the Board examination.

Persons who secure relevant registration shall be restricted in terms of the conditions of his or her practice to the Public Service, whilst the duration of registration and scope of his or her practice shall be as specified by the Board. Applicants should submit the required information, meet the minimum requirements for registration as specified by the Board and successfully complete the Board Examination for foreign qualified practitioners (where applicable) before registration.

Applicants who are non-South Africans are required to first obtain a letter of endorsement issued by the National Department of Health in Pretoria prior to applying to the HPCSA for registration. The National Department of Health does not encourage the recruitment of individual foreign health professionals who are citizens of developing countries.

Kindly further note the following important issues:-

a. Applications for registration in the category Public Service (General Practitioner) will only be considered for persons who have successfully completed a recognised intern training programme.

b. Internship in South Africa is dependant on employment as an intern by the Department of Health. The Department has indicated that foreign graduates will be considered for internship in South Africa only in exceptional cases, with the exception of persons from those SADC countries which do not have accredited facilities for intern training. Applications for exemption from this policy should be directed to The Programme Manager, Department of Health, Room 1004 (South Tower), Civitas Building, National Department of Health, Corner Andries & Struben Street, Pretoria CBD, RSA. Brenda Machebele (email: MachaB@health.gov.za), Ina Human (HumanI@health.gov.za) Contact numbers 012 395 8687/8680

Note: If, therefore, you have not completed an accredited intern training programme, you will not qualify for registration with the HPCSA unless you apply for internship placement and secure a written job offer to that effect from the Department of Health.

c. In order to obtain registration in the category Independent Practice persons registered in the Public Service category are required to:-
serve in public service for a minimum period (probation) of one year (12 months) with two reports submitted after every six (6) months signed by the clinical manager at the hospital.

- apply to the Board to sit the final university examination conducted by a recognized South African university;
- if the application is agreed to by the Board, pass the final university examination.

Guidelines for applications, Board Examinations and information regarding registration of medical practitioners and dentists in other categories are contained in the attachment.

In order to avoid delays in the processing of your application all the documents, correctly certified as per the requirements of the Board should be submitted preferably in one batch. Applications submitted by facsimile (fax) will not be entertained. All documentation required by the Board should be submitted in English. Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should also be submitted.

It should further be noted that Verification of credentials by the Education Commission for Foreign Medical Graduates: International Credentials Services (to be obtained by the applicant at own cost) should be submitted together with the applicant. The Board recently resolved that all new applicants will be required to submit their Verification of credentials issued by the Education Commission for Foreign Medical Graduates prior the application be considered / allowed to sit the board examination and registration with HPCSA. A separate application should be prepared and submitted to ECFMG (EICS).

ECFMG International Credentials services (EICS)
4th Floor
3624 Market Street
Philadelphia, PA 19104
USA

Should you require any further information, please feel free to write to the Board for further information.

Yours sincerely

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REGISTRAR
These guidelines are intended to assist an applicant who wishes to apply for registration with the Medical and Dental Professions Board.

1. MEDICAL PRACTITIONERS

The following procedure should be followed by foreign qualified Medical practitioners:

Step 1: Apply to the Board for registration by submitting the relevant documentation, including an initial letter for sitting the examination issued by the Department of Health and,

Step 2: Submission of the Verification of credentials by the Education Commission for Foreign Medical Graduates: International Credentials Services prior approval by the Committee to sit the exams and registration (forms to be obtained by the applicant at own cost)

Step 2: If approved, to sit for the Board examination, obtain information on the date and venue of the examination pay the examination fee of R 3498.00 and complete form 79A. Proof of payment and the form should be Telefax to +27 (0)12 338 9459.

Step 3: Sit for the examination and allow two weeks for the results to be made available.

Step 4: If successful and on receipt of written confirmation of your success from the Board, obtain a letter of endorsement towards employment and allocation from the National Department of Health.

Step 5: Pay the prescribed fee for the issuance of the relevant registration certificate.

A STAGE 1 APPLICATION

1.1 Any foreign qualified applicant must hold a qualification entitling such applicant to practise Medicine or Dentistry in another country.

1.2 The education and training the applicant has received must meet the requirements of the Board for the education and training required from candidates qualifying in South Africa. The Board will establish whether an applicant meets the prescribed minimum core curriculum for medicine/dentistry in South Africa.

1.3 Please note that separate applications should be prepared and submitted to –

- the Health Professions Council of South Africa;
- the Department of Health in South Africa – See Form 176 DOH
- the Education Commission for Foreign Medical Graduates: International Credentials Services (ECFMG), Philadelphia, United States of America – See Form 176 ECFMG.
1.4 The following documents must be submitted to the Board at the address provided below:

- The attached application form, duly completed.
- Copy of degree certificate or other basic qualification in medicine/dentistry and a sworn translation in English (Copies will only be accepted if certified by an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified only by a Commissioner of Oaths will not be accepted. Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted.
- Documentary proof of internship training or equivalent training/experience, issued by the relevant institution(s). See attached document.
- Verification of credentials by the Education Commission for Foreign Medical Graduates: International Credentials Services (to be obtained by the applicant at own cost) (see separate application form – applicable to medicine only). The Board recently resolved that all new applicants will be required to submit their Verification of credentials issued by the Education Commission for Foreign Medical Graduates prior the application be considered / allowed to sit the board examination and registration with HPCSA. Applicants who fail to meet this requirement will not be considered to sit the board examination or to register with HPCSA.
- Foreign Qualified Health Practitioners who obtained their medical qualifications in any other language except in English to submit their certificate from International English Language Testing System (IELTS) demonstrating their English Proficiency at overall Band score 6 before their application can be considered to do the examination. The IELTS band 6 indicates that they can use and understand fairly complex language particularly in familiar situations
- A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered issued within the preceding three months.
- A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
- A letter of endorsement in support of the application for registration issued by the Department of Health. Applications should be directed to The Program Manager, Department of Health, National Department of Health, Private Bag X828, Pretoria, 0001, RSA. Applicants who fail to secure the support of the Department of Health towards an application for registration or employment will not be eligible for registration.

In addition to the above minimum requirements, applicants may further be required to submit the following documentation (in English) to the Board:

- An original academic record or transcript of record issued by the university or educational institution reflecting course content in respect of each year of study (copies of original documents will only be accepted if duly certified by an attorney in his/her capacity as a NOTARY PUBLIC and bearing the official stamp).
- A detailed curriculum of the applicant’s course of study, specifying courses, content of education (theory) and training (practical/clinical), duration and mode of examination/evaluation.
- Documentary proof of postgraduate/work experience in medicine or dentistry issued by the relevant employers. In the case of supporting evidence regarding experience and appointments held, such documents must specify the exact nature and extent of work performed and the periods during which the appointments were held.

- Proficiency in English is mandatory to communicate with patients and to be enabled to partake meaningfully in the Board’s Examination. Candidates from English speaking countries and
candidates with English as a first or second language qualification on secondary school level qualify in terms of this standard. Candidates who do not qualify are requested to obtain the Graded academic competence in terms of the International English Language Test System (IELTS) Band 6 (Annexure A). The candidate's academic written and verbal skills relating to academic language are informally assessed during the Board's examination when applicable.

B   STAGE 2 EXAMINATION

Upon receipt of written confirmation by the Examinations Committee of the Medical and Dental Professions Board that the applicant is eligible to sit for the Board Examination, he/she must submit the following to the Board:

The examination of the Board consists of the following:

i   A written examination which shall provide for –
   a. a medico-legal, ethical and language assessment; and
   b. an assessment of knowledge of basic and clinical sciences and public health applicable to clinical practice.

ii  The written and clinical examination which may include an Objective Structured Professional Examination (OSPE). An applicant will only be permitted to proceed to the written and clinical examination if he/she was successful in the written examination.

The closing dates for applications will be on 13 December 2013 for the Board examinations in medicine/dentistry to be held on March/April 2014.

C   STAGE 3 REGISTRATION

The Board will issue a Certificate of Competence to applicants who have been successful in the examinations. Such applicants will qualify for registration in the category Public Service (General Practitioner) by submitting a copy of the letter issued by the Board, a formal offer of employment issued by the Department of Health, the prescribed registration fee (e.g. R 1351-00 for medical practitioners and R 928-00 for registration Interns) as well as the documentation listed in the letter.

Applicants are further required to pay a pro-rata annual fee in addition to the registration fee. No registration certificate will be issued without all requested documentation being submitted.

2. DENTAL PRACTITIONERS

The following documents must be submitted to the Board at the address provided below:

- The application form 12, duly completed.
- Copy of degree certificate or other basic qualification in medicine/dentistry and a sworn translation in English (Copies will only be accepted if certified by an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified only by a Commissioner of Oaths will not be accepted). Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted. Alternatively original documents together with copies could be submitted for verification by the relevant Council staff. In view of possible damage or loss of such documents it is not advisable to send such documents by mail.
- Proof of internship training or equivalent training/experience, issued by the relevant institution.
- A letter of endorsement in support of the application issued by Department of Health.
- Proof registration as a Dental Practitioner by the regulatory body in the country origin
- A recent original certification of status (certificate of good standing) issued by the foreign authority where the applicant is currently registered with the preceding three months.
- A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public.
Dental Practitioners are currently required to have all the academic qualifications evaluated in order to determine their status in relation to recognised qualifications. A request for an evaluation should be submitted to the South African Qualifications Authority at the following address:

SAQA (Evaluation of Qualifications)
Postnet Suite 248
Private Bag X 06
Waterkloof
0145
Republic of South Africa
Tel: (012) 431 5000
E-mail address: saqainfo@saqa.co.za

Such a request must be sent directly to the South African Qualifications Authority and be accompanied by:

(a) Certified copies of all degree/diploma certificates or similar academic qualifications;
(b) Official transcripts of records in respect of each qualification referred to in (a) above;
(c) The prescribed evaluation fee payable to the South African Qualifications Authority.

Address/Enquiries

Duly compiled applications or written enquiries may be sent to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

3. ALL FOREIGN QUALIFIED DENTISTS ARE REQUIRED TO MEET THE FOLLOWING REQUIREMENTS:-

3.1 Proficiency in English is mandatory to communicate with patients and to be enabled to partake meaningfully in the Board’s Examination. Candidates from English speaking countries and candidates with English as a first or second language qualification on secondary school level qualify in terms of this standard. Candidates who do not qualify are requested to obtain the Graded academic competence in terms of the International English Language Test System (IELTS) Band 6 (Annexure A). The candidate’s academic written and verbal skills relating to academic language are informally assessed during the Board’s examination when applicable.

3.2 Successful completion of an Ethical and Jurisprudence examination, managed by the Board in collaboration with the Schools of Dentistry/Oral Health.

3.3 Candidates who do not qualify for fast tracking and need to register for Public Service are required to enrol for and pass the Board’s Examination for registration with the HPCSA in the category of Public Service. This exam is managed by the Board in collaboration with the Universities according to the prescription of the Board’s Rules and Regulations

3.4 Candidates holding a qualification from an “Accredited” institute may fast track for registration in the Public service on the recommendation by the Examination Committee (Dental)

4. Board Examination for foreign qualified dental practitioner in the Board’s Examination track (Dental) for Public Service

The Board’s Dental Examinations are organized into three parts.

Part I

a. Written paper: Applied Medicine and the management of medical emergencies that might occur in the dental practice. The objective is to Diagnose/recognise and prevent and manage any medical emergencies that might occur during dental treatment.

b. An objective structured practical/clinical examination (OSPE/OSCE) relating to the management of medical emergencies, to be assessed in a medical skills laboratory.

Part II
a. Written case-based assessment: inclusive of the following disciplines of dentistry namely Oral Surgery; Orthodontics; Restorative Dentistry; Endodontics; Pedodontics, Periodontology; Oral Medicine, Oral Pathology Prosthodontics (fixed and removable) and Comprehensive Patient Management. Radiological diagnosis and Preventive Dentistry will be integrated in the assessment of the relevant disciplines. The objective is to measure diagnostic-, clinical reasoning- and treatment planning skills according to best practice protocols. A minimum of two 3 hour papers for this assessment are required.

b. Extended Matching short answer written paper: This assessment is a compilation of short answer question inclusive of all disciplines listed above utilising visual material assessing diagnostic and treatment planning skills.

c. Comprehensive Patient Management written case-based assessment: The objective is to assess the candidate’s diagnostic-, clinical reasoning- and treatment planning skills pertaining to the holistic management of the patient’s oral health and general health. This assessment also allows the assessment of the candidate’s ability to integrate his/her fundamental bio medical and clinical knowledge vertically and horizontally. A minimum of two paper/electronic simulated clinical cases should be utilised to assess the candidate’s competency.

Part III

a. A practical examination testing an array of clinical skills in a skills laboratory on a simulated model (e.g. a manikin). At least three procedures will have to be performed within the time limit.

b. A minimum of 50% for each of the above assessment opportunities is required in order for the candidate to pass.

5. Requirements for registration in Independent Practice (Dental):

Candidates with a minimum of one (1) year Public Service experience applying for registration in the category independent practice must supply the Board with the following documentation:

5.1 A portfolio displaying the comprehensive management of a broad spectrum of patients inclusive of all dental disciplines signed by his/her supervisor.

5.2 A log book of dental procedures performed and signed by his/her supervisor,

5.3 A three (3) monthly performance report by the supervisor.

5.4 Conformance to the CPD Requirements of the HPCSA

5.5 Proof of Compliance with the Immigration Act

The Examination Committee (Dental) then scrutinises the above documentation, can request further information and may then recommend fast tracking to registration for independent practice or that the candidate enrol for the University Examination as specified in the Boards Regulation.