

The purpose of this document is to provide a comprehensive guideline on matters relating to internship in medical science and has to be read with the following documents:

- *The National Curriculum: Medical Biological Science – CMS 01 MBS*
- *The National Curriculum: Genetic Counselling – CMS 01 GC*
- *The National Curriculum: Medical Physics – CMS 01 PH*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science – CMS 02 MBS*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science (Reproductive Biology) – CMS 02 RB*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Genetic Counselling – CMS 02 GC*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Physics – CMS 02 PH*
- *Template for the development of a facility-based intern training program: Medical Biological Science – CMS 03 MBS*
- *Template for the development of a facility-based intern training program: Medical Biological Science (Reproductive Biology) – CMS 03 RB*
- *Template for the development of a facility-based intern training program: Genetic Counselling – CMS 03 GC*
- *Template for the development of a facility-based intern training program: Medical Physics – CMS 03 PH*
- *Guidelines for the registration of foreign qualified medical scientists who hold qualifications not prescribed for registration – CMS 04*
- *Policy on the restoration and revocation of name to the register after removal or suspension for medical and dental practitioners / specialists, medical scientists and clinical associates including those who did not register after having obtained registerable qualification (v6) – CMS 05*
- *Policy regarding supervised practice of medical scientists – CMS 06*
- *List of academic qualifications recommended for registration of medical scientists – CMS 07*
- *Policy regarding the criteria for accreditation of facilities for internship training in medical science – CMS B*
- *Annual Report to the Committee for Medical Science – CMS C*
- *Form for evaluation in Intern experience – CMS F*
- *Application for increase in the number of intern medical scientist posts – CMS G*
- *Guidelines on Assessment and Moderation of Portfolio of Evidence: Intern Medical Scientists – CMS H*
- *Registration checklist of compliance of supervisors in intern medical science training – CMS I*

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1. INTRODUCTION

HPCSA internship training is to provide an environment for candidates to complete their training under supervision and guidance in HPCSA-accredited training facilities. It is a transitional phase from post-graduate student to healthcare professionals with a responsibility to patients, the healthcare team and the community. Internship training should provide opportunities to further develop knowledge, skills, appropriate behaviour patterns and professional thinking, as well as to gain insight, understanding and experience in the diagnostic and/or clinical health care platform. The primary goal of internship is to build skill and competency in a diagnostic and/or clinical and/or therapeutic environment, consultation with other health care professionals and to equip oneself to function as a competent and safe health care professional.

Secondly, it provides for sufficient time to successfully complete the overall course objectives of internship, which is the integration of academic knowledge, scientific principles and practical competencies into the clinical-diagnostic platform.

Medical scientists provide an auxiliary and supporting service to medicine, which leads to or impacts treatment, diagnosis, patient genetic counselling and consultation with other health care practitioners. They are part of a multidisciplinary health care team and may be based in public or private diagnostic laboratories, health care facilities and hospitals.

2. SCOPE OF THE PROFESSION OF A MEDICAL SCIENTIST

Regulation 2 of Regulations relating to the regulations defining the scope of profession of Medical Scientists – Government Notice No. R.579 published in the Government Gazette No. 32244 of 22 May 2009.

The following acts are hereby specified as acts which, for purposes of section 33 of the Act, shall be deemed to be acts pertaining to the profession of medical science, which acts shall be performed as an auxiliary and supporting service to medicine and in line with the scope of practice for medical scientists as prescribed under the medical and dental professions board Annexure 6 to the Ethical Rules published as Government Notice no.R.717 of 4 Augusts 2007:

The development, the evaluation; and the practice of scientific procedures which involve humans, human biological material, or medical equipment subjects thereto that such acts will lead to or impact on treatment, diagnosis and genetic counselling of humans and, where appropriate, interpretation, quality management, patient genetic counselling and consultation with other registered and appropriately qualified health practitioners.

Persons performing health related research, but do not work within the Scope of the Profession of Medical Science do not need to register with the HPCSA. Booklets 13 and 14 describe the role of health research (<https://www.hpcsa.co.za/Conduct/Ethics>).

3. SCOPE OF PRACTICE

The Scope of Practice of medical science is in the process of development and will be discipline and professional category specific.

4. PROFESSIONAL CONDUCT AND ETHICS

Guidelines on ethical rules are available on the HPCSA website and forms an integral part of internship and the career of a health professional. These guidelines are contained in 15 booklets. Booklets 13 and 14 pertain to health research (<https://www.hpcsa.co.za/Conduct/Ethics>). All rules have application but the following two need highlighting:

Rule 21 of the generic ethical and professional rules of the Health Professions Council of South Africa as promulgated in Government Gazette R.717 of 2006:

4.1 Ethical Rule 21 on Performance of Professional Acts

(Updated by Human Rights, Ethics and Professional Practise Committee, 6 August 2014)

A practitioner shall perform, except in an emergency, only a professional act –

- (a) for which he or she is adequately educated, trained and sufficiently experienced, and
- (b) under proper conditions and in appropriate surroundings.

INTERPRETATION OF RULE 21

i. Emergency intervention

In an emergency, where there was a direct threat to life or limb and there is no immediate access to a more appropriately trained healthcare worker, then the healthcare work should intervene to the best of his / her ability.

ii. Appropriately educated and credentialed

To qualify as appropriately credentialed, the individual practitioner must have successfully completed a training programme approved and accredited by the Board for registration purposes:

- The training entity / institution / hospital needed to be accredited for training in that particular profession or discipline and for that particular competency (in this case, by the Board).
- The trainee needed to be evaluated and certified as having met the requirements of the training programme by an entity accredited by the Board (e.g. Colleges of Medicine, Universities),
- The duration of under- and postgraduate training was laid down by the Board.
- Short courses would only be recognised as enhancing or maintaining skills within the field of practice and category of registration in which the practitioner had already been credentialed and registered by the Board.
- The actual scope of the profession was laid down by the Board judged by the standards and norms considered reasonable for the circumstances under which the intervention took place.

iii. Sufficiently experienced

- Initial training period under the supervision as defined in clause (b) above, under the supervision of an entity accredited by the Board for such purpose.
- Certification of successful completion of such training, as defined.
- With any intervention, a minimum number of interventions needs to be performed annually to remain proficient, taking into account and judged by the standards and norms considered reasonable for the circumstances under which the intervention took place.
- The introduction of new interventions within the practitioners' scope of profession was only permissible if the practitioner had undergone further appropriate training as approved by the Board.

iv. Under proper conditions and surroundings

All interventions shall take place under appropriate conditions and surroundings. These are subject to judgement by the Board as to what is considered reasonable for the circumstances and conditions, under which the intervention took place. No practitioner must embark upon an intervention unless he / she feels that it is in the patient's interest and that it would be considered safe to do, under the prevailing conditions and surroundings. The practitioner would be judged on what requirements would be reasonable to ensure that patient safety was protected.

<https://www.hpcs.co.za/Conduct/Ethics>

4.2 Ethical Rule 27 on Multiple Registrations

Allows for multiple registration of fully qualified health professionals who have completed training and wished to be registered in two or more professional categories. It does not apply to professionals in training. <https://www.hpcs.co.za/Conduct/Ethics>

5. REGULATIONS RELATING TO THE REGISTRATION OF STUDENTS IN MEDICAL SCIENCE

Refer to:

- Government Notice No. R.580 published in the Government Gazette No. 32244 of 22 May 2009. Regulation relating to the registration of students in medical science.

This regulation only pertains to students registered for the academic degree M.Sc.(Med) in Genetic Counselling as a requirement for registration as an intern in Genetic Counselling (refer to section 7.1(b) below).

M.Sc. (Med) Genetic counselling students should register as Genetic Counselling students with the HPCSA within two (2) months of enrolling for their degree.

6. REGISTRATION OF MEDICAL SCIENTISTS

A medical scientist may register in one of the following three disciplines: (a) Medical Biological Science, (b) Genetic Counselling or (c) Medical Physics.

The following professional categories are prescribed within the discipline Medical Biological Science:

- 6.1 Anatomical Pathology
- 6.2 Biochemical Genetics^a
- 6.3 Cell Biology^a
- 6.4 Clinical Anatomy^a
- 6.5 Clinical Biochemistry
- 6.6 Haematology
- 6.7 Genetics
- 6.8 Immunology
- 6.9 Molecular Biology
- 6.10 Microbiology
- 6.11 Pharmacology
- 6.12 Radiation Biology^b
- 6.13 Reproductive Biology
- 6.14 Virology

Note: ^a No register and no active program

^b Register with no active program

7. CRITERIA FOR ACCEPTING INTERNS FOR TRAINING

7.1 Regulation 2 of Regulations relating to the qualifications for registration of Medical Scientists – Government Notice No. R.581 published in the Government Gazette No. 32244 of 22 May 2009 prescribes the entrance level qualification as:

The intern must hold a Bachelor of Science Honours degree, or an equivalent degree, which includes a research component and principles of scientific methodology, from an accredited education institution.

The minimum academic requirements are:

- a) For Medical Biological Science, four years' formal education (B.Sc. Honours or equivalent) from an accredited educational institution.
- b) For Genetic Counselling, four years' formal education (B.Sc. Honours or equivalent) and successful completion of first year of study of the M.Sc. (Med) in Genetic Counselling from an accredited educational institution or successful completion of M.Sc. (Med) in Genetics Counselling degree from accredited educational institution.
- c) For Medical Physics, the intern must be in possession of either of the following:
 - B.Sc. Honours degree (Medical Physics) or
 - B.Sc. Honours degree (Physics) plus the additional Medical Physics modules from an accredited education institution.

7.2 EQUIVALENCE OF COMPLIANCE OF ENTRANCE ACADEMIC QUALIFICATION

In circumstances where the academic qualification as prescribed differs, as outlined in (a), (b) or (c) above but are believed to be equivalent to the above formal requirements, an applicant shall submit evidence to the Committee for Medical Science for consideration of equivalence of academic qualification.

The minimum academic requirements are:

- a) The minimum entry academic qualification requirement into an internship-training program is **NQF 8** as prescribed by SAQA with a minimum of **480 credits**.
- b) Presently, the training department, based on specific needs of academic knowledge and practical skills, determines qualification descriptors, selection criteria and module content.
- c) Continuous formal full time academic training and assessment *throughout the entire four-year course* is required for internship training in medical science. Provide evidence from SAQA or the official training program.
- d) Continuous and sufficient formal full time practical competencies and assessment *throughout the entire four-year course* is required for internship training in medical science. Provide evidence from SAQA or the official training program.
- e) The contents of the entrance level qualification shall support the foundational knowledge in the specified discipline and/or professional category.
- f) In order to determine equivalence of an academic qualification not prescribed for registration a duly completed Compliance Certificate of Equivalence with supportive documents, shall be submitted when applying for registration in internship training.
- g) Academic degrees recommended for registration as intern medical scientists, based on equivalence of compliance is listed and approved for registration (*List of academic qualifications recommended for registration of medical scientists – CMS 07*).

7.2.1 Compliance Certificate of Equivalence of Academic Degree (*Refer to Appendix 1 – CMS A – 01 as template to complete*)

Compliance criteria to determine (i) the equivalence of the entrance level qualification in terms of minimum standard and (ii) of appropriateness for the specific discipline and if applicable, the professional category.	
Minimum prescribed criteria	Yes or No
Indicate the discipline and if applicable the professional category this academic qualification is regarded as equivalent: Medical Biological Science <input type="checkbox"/> and professional category _____ Genetic Counselling <input type="checkbox"/> Medical Physics <input type="checkbox"/>	

(a)	Is the qualification obtained from an accredited education institution?	
(b)	Is the entry qualification at a minimum level of at least NQF 8? Provide evidence.	
(c)	Is the minimum number of credits for this qualification equal or more than 480 credits? Provide evidence.	
(d)	Does the qualification of this applicant include <i>sufficient foundational knowledge</i> for internship training in the relevant discipline and or professional category?	
(e)	Provide a short motivation with reference to the specific modules from the applicant's academic record that support the applicant's foundational knowledge in the specified discipline and / or professional category.	
<i>Medical Biological Science only:</i>		
(f)	Was continuous formal <i>full time</i> academic training and assessment done <i>throughout the entire four-year course</i> ? Provide evidence.	
(g)	Was continuous formal <i>full time</i> practical competencies and assessment done <i>throughout the entire four-year course</i> period? Provide evidence.	
(h)	Does the curriculum include a <i>research component</i> and <i>principles of scientific methodology</i> ? Provide evidence.	
(i)	Provide the assessment mark of the research module. Provide evidence.	%
<i>Genetic Counselling only:</i>		
(j)	Has the intern candidate successfully completed (a) the first year of study for the M.Sc. degree in Genetic Counselling or (b) completed the entire degree? Provide evidence.	

Note: This document has to be completed by supervisor or head of training department.

7.2.2 The following official documentation should be submitted together with the application for internship training:

- The study record of the applicant for the entire study period of above academic degree(s).
- A document, preferably from the South African Qualification Authority (SAQA), confirming that the academic qualification is graded by the National Qualifications Framework (NQF) at a minimum level of 8 (*NQF 8*) or
- A document from the University (usually the official Rulebook) from which the academic qualification has been obtained, confirming the total number of credits earned by successfully concluded the academic program. The minimum number of credits required is *480*.
- Please provide a link or website to the specific academic qualification in the Rulebook.**

8. THE INTERNSHIP TRAINING PROGRAM

8.1 The National Curriculum

Refer to:

- The National Curriculum: Medical Biological Science – CMS 01 MBS*
- The National Curriculum: Genetic Counselling – CMS 01 GC*
- The National Curriculum: Medical Physics – CMS 01 PH*

Section 61 (1)(a)(iv) of the Health Professions Act, 1974 (Act No. 56 of 1974) empowers the Medical and Dental Professions Board to exercise control over the minimum requirements of the curriculum and the standards of education, training and examinations to qualify for registration in terms of this Act, must be maintained at every educational institution or training facility offering education and training in any such profession, in order to secure recognition under this Act of the qualifications in question at such educational institution or training facility.

Government Notices No R.578, No R.579, No R.580 and No. R.581 as published in the *Government Gazette* No. 32244 of 22 May 2009 and as amended relates to the registration of intern

medical scientists, the registration of medical scientists, the prescribed qualifications, conditions, and duration of internship.

The National Curriculum serves as the core curriculum of the discipline and / or professional category and prescribes the minimum requirements of a medical scientist internship-training program.

8.2. Facility-based internship training programs

Refer to:

- *Template for the development of a facility-based intern training program: Medical Biological Science – CMS 03 MBS*
- *Template for the development of a facility-based intern training program: Medical Biological Science (Reproductive Biology) – CMS 03 RB*
- *Template for the development of a facility-based intern training program: Genetic Counselling – CMS 03 GC*
- *Template for the development of a facility-based intern training program: Medical Physics – CMS 03 PH*

Institutions requiring HPCSA accreditation for intern medical scientist training are required to develop a structured facility-based training program using the prescribed template.

The program shall contain the minimum prescribed elements outlined in the National Curriculum.

It is expected that training programs shall stay relevant to the discipline and / or professional category / technologies / health innovations / testing platforms and shall be updated regularly. The updated or amended program has to be submitted to the HPCSA for approval prior to implementation. For approval of an updated / amended program, please provide two (2) versions of the program. The first copy (previous outdated program) with all the changes highlighted, while the second copy is regarded as the final version for filing.

Intern candidates will be assessed based on the accredited program, but in cases where the minimum requirements as prescribed in the core curriculum are not met; it is expected from the candidate to complete outstanding elements to the satisfaction of the Board.

Facility-based internship-training programs must be developed by the training department. Training is only permitted at facilities accredited by the HPCSA for this purpose.

The application for internship training must be submitted by the institution together with a written undertaking from the coordinator or representative of the training program who will ensure appropriate supervision by a suitable and competent team of trainers.

An internship setting *shall provide suitable and adequate exposure* in the relevant discipline and / or professional category.

8.3 Guideline for Submission and Assessment of Portfolio of Evidence

Refer to:

- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science – CMS 02 MBS*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science (Reproductive Biology) – CMS 02 RB*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Genetic Counselling – CMS 02 GC*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Physics – CMS 02 PH*

The National Curriculum is supplemented by a structured and prescriptive assessment tool to assist the intern candidate and the assessment panel. As such, a checklist the Guidelines for Submission and

Assessment of Portfolio of Evidence was developed by incorporating all the components of the National Curriculum and includes the final exit assessment by the Training Department and an Intern Duty Certificate (as prescribed in regulation 6 of the Government Notice No. R.578 in Government Gazette No. 32244 of 22 May 2009).

The checklist provides a 'user-friendly' tick list with page allocation of the (a) specific prescribed type of evidence and (b) assessment of all the components in the Portfolio of Evidence. By completing the structured checklist (i) the candidate can evaluate progress, (ii) the examination assessment panel can use this as an easy navigation tool to confirm appropriateness of evidence and (iii) the accreditation panel can easily determine the components of a training program. A duly completed Guideline for Submission and Assessment of Portfolio of Evidence serves as the

Portfolio of Evidence or the Board-approved competency-based examination for intern medical scientists.

In the case of the Guideline not being completed as prescribed or not submitted, the Portfolio of Evidence will be returned to the candidate and assessment will not be performed.

8.4 Guideline for the Assessment and Moderation of Portfolio of Evidence

Refer to:

- *Guidelines on Assessment and Moderation of the Portfolio of Evidence: Intern Medical Scientists - CMS H*

The guideline for the assessment and moderation of the Portfolio of Evidence describes the duties, responsibilities and the procedure in which way assessors and moderators of Portfolio of Evidence have to conclude their assessment. This document includes an Assessor's report template (CMS H-01), a Moderator's report template (CMS H-02) and a prescriptive timeframe (CMS H-03) on the assessment of the Board-approved competency-based examination, the Portfolio of Evidence.

This timeline prescribes the various steps from intent to submit a Portfolio of Evidence for assessment (CMS A-02) to the registration of the intern candidate as a professional medical scientist.

9. DURATION OF TRAINING AND SUPERVISION

9.1 THE TRAINING FACILITY

Refer to:

- *Policy regarding the criteria for accreditation of facilities for internship training in medical science – CMS B*

The Government Gazette Notice No R.578 (22 May 2009) under the Health Professions Act, 1974 (Act no, 56 of 1974) – Regulations relating to the registration of interns in medical science defines the term “accredited training facility” as a hospital, clinic, laboratory, health care centre, or any other institution which is accredited by the board for the purpose of internship training”.

9.2 Prerequisite for Registration as Medical Scientist

“A graduate shall before he or she can be entitled to registration as a medical scientist in any category of such registration register as an intern and undertake internship training to the satisfaction of the board for a period and in the manner prescribed in regulation 5 unless the board exempts him or her partially or in full this requirement on submission of documentary proof to the satisfaction of the board of internship or equivalent training undergone or experience obtained elsewhere”

9.3 THE CONDITIONS OF INTERNSHIP TRAINING

9.3.1 Duration of training

Regulation 5(a) of the *Government Notice No. R.578 published in Government Gazette No. 32244 of 22 May 2009*.

The training to be undertaken by an intern medical scientist shall meet the following conditions:

Internship training must be for a period of *twenty-four (24) months* and where it is broken or interrupted it must consist of periods which, when added together, are not less than twenty-four (24) months in total, including vacation leave not exceeding one month per annum and sick leave not exceeding two months per annum.

The training undertaken by an intern medical scientist shall meet the following conditions:

- a) Internship training shall be for a period of twenty-four (24) months and where it is broken or interrupted it must consist of period which, when added together, are not less than twenty-four (24) months in total, including vacation leave not exceeding one month per annum and sick leave not exceeding two months per annum.
- b) No such break of interruption must exceed a period of one year, if the period of training prior to such break or interruption is to be recognized as part of completed internship;
- c) The period of twenty-four (24) months of internship training contemplated in paragraph (a) must be completed within a period of four (4) years from the initial date of registration as an intern medical scientist;
 - If an intern does not complete his or her internship training within a period of four (4) years, his or her registration in terms of the Act shall be cancelled, unless-
 - he or she provides the board with satisfactory reasons as to why his or her registration should not be cancelled; and
 - he or she complies with the conditions that the board may determine for completing his or her internship training in order for the board to recognize such training.
- d) Should an intern require vacation leave in excess of one month per annum or sick leave in excess of two months per annum, it is the responsibility of the coordinator of the training program at the training facility to extend the period of intern training in order to comply with the above requirements.
- e) All requirements relating to the internship in medical science be completed within a four (4)-year period.

9.3.2 EQUIVALENT TRAINING OR EXPERIENCE UNDERGONE ELSEWHERE

Regulation 2 of the *Government Notice No. R.578 published in Government Gazette No. 32244 of 22 May 2009 prescribes:*

“a graduate shall, before he or she be entitled to registration as a medical scientist in any category of such registration, register as an intern and undertake internship training to the satisfaction of the board for a period and in the manner prescribed in regulation 5, unless the board exempts him or her partially or in full from this requirement on submission of documentary proof to the satisfaction of the board of internship or equivalent training or experience undergone elsewhere”.

This clause on *“equivalent training or experience undergone elsewhere”* may exempt candidates from performing prescribed components of the internship-training program subjected to submission and assessment of documentary proof. Three *distinct areas* of equivalent training or experience undergone elsewhere have been identified which may exempt a candidate from performing a prescribed component. Possible exemption may be granted in the case of:

- a *graduate without internship*, whom completed the component of Principles of Research through a research-based post-graduate qualification (refer to 9.3.2.1);

- a medical scientist registered and completed internship in another country (refer to 9.3.2.2);
- a South African registered medical scientist (completed internship) requested *migration to another professional category* for career progression (refer to 9.3.2.3)

9.3.2.1 Criteria for determination of equivalency of training or experience undergone elsewhere as a graduate without internship

EXEMPTION BASED ON PRIOR LEARNING

Refer to:

- *Guidelines for the registration of foreign qualified medical scientists who hold qualifications not prescribed for registration – CMS 04*

Research experience

Evidence of research experience and/or application of scientific literature and critical thinking in the field of Medical Science should be demonstrated. Should the intern have completed a research-based dissertation during further post-graduation studies (appropriate and relevant Masters or Doctorate degree; M.Med.Sc. / M.Sc. / Ph.D.) evidence should be provided. Any publications such as peer-reviewed articles, abstract submissions for oral or poster presentations at national/international conferences and awards obtained for the research should be noted. Additional publications/conference proceedings should also be noted and abstracts provided.

Exemption of a component of the training program as prescribed by the National Curriculum may only be granted based on prior learning. A post-graduation qualification *per se* is **not** a prescribed component and is therefore, not deemed suitable as a basis for exemption. In the case of an appropriate post-graduate academic research-based qualification, the component of "Principles of Research" will be the basis of exemption.

The purpose of internship is to be part of the daily functioning of a diagnostic or clinical unit in a clinical environment for the entire period of internship. Prior learning performed outside a diagnostic environment does not expose a candidate to the prescribed environment and conditions of a diagnostic laboratory. Components like quality management and good laboratory practice are in nature very different in a research and diagnostic environment and will therefore not be deemed suitable for exemption.

All prescribed components shall be performed on a continual basis over the entire duration of internship and a specific period cannot be allocated to a component. The exception to the rule may be the component of Principles of Research, which is usually performed within a specified period based on the rotation of intern candidates, availability of equipment and the expiration date of reagents. The required outcomes for this component is very basic and the more specialised output from a Masters or Doctorate dissertation is not directly linked to a possible shortened internship.

Exemption of this component is based on the completion of a prescribed component of equivalence or prior learning. Please note that no shortening of internship period will be considered.

Documents to be submitted should include:

- Motivation letter from the candidate, supervisor and head of the training department.
- The candidate may submit either (c) and (d) or only (e) as evidence.*
- Certified proof of the academic qualification (Degree Certificate) from an accredited education institute and
- Certified copy of the titled page and abstract of the dissertation or;
- The candidate may also provide proof of a publication as first author in a peer-reviewed accredited journal.

- f) Evidence should be provided in the form of a *limited* Portfolio of Evidence (as described by the National Curriculum) containing only the evidence pertaining to the component(s) applying for exemption.
 - o *For example:* When applying for exemption from component 2.6 on “Principles of Research” from The National Curriculum, only provide evidence pertaining on this component.
- g) Self-assessment should be provided in the form of a *limited* checklist (Guideline for submission and assessment of Portfolio of Evidence) by completion of only the relevant section(s) based on the Limited Portfolio of Evidence related to the component(s) applying for exemption.
 - o *For example:* Only complete section 5.6 on “Principles of Research”.

Assessment to establish equivalence of training

- These documents will be assessed for equivalence by the Committee for Medical Science on a case-by-case basis.
- The request should be submitted with the application for internship training.
- The applicant may be exempted from certain component/s of the internship training based on prior learning and may complete internship training in a period as determined by the Board.

9.3.2.2 Criteria for determination of equivalent training or experience undergone elsewhere as a registered medical scientist and successful completion of internship

INTERNSHIP TRAINING PERFORMED ELSEWHERE (NOT WITHIN THE REPUBLIC OF SOUTH AFRICA)

Refer to:

- *Guidelines for the registration of foreign qualified medical scientists who hold qualifications not prescribed for registration – CMS 04*
- *Policy regarding supervised practice of medical scientists – CMS 06*
- *Regulations relating to the registration of persons who hold qualifications not prescribed for registration – Government Notice R101 published in the Government Gazette No. 31859 of 6 February 2009.*

The South African internship-training program for medical science is internationally benchmarked and is based on equivalent programs in mostly the United Kingdom and independent states within the United States of America. Regulating bodies in these countries, equivalent to the HPCSA, regulate the training and practice of health professionals. Candidates trained and registered in these countries are predominantly on the same or improved standard as the South African program.

This is mostly due to the implementation and functioning of medical science internship programs for more than 3 decades, extended experience in the principles of training, a prescribed multi-disciplinary approach of clinical and pathology professionals, and a build-in clinical component in the programs of these countries. The clinical component is a formal prescribed training program linked to an academic qualification, which consists of formal lectures, patient care and assessment by a formal examination body with other clinical professionals. In this scenario, exemption from specified component(s) and possible shortened internship will be based on equivalent prior learning.

If such an application is turned down, it is not advisable to apply to the Committee for Medical Science again unless entirely new information becomes available and is of such a nature, which is likely to make a substantial difference to the view in which the original application was considered by the Committee for Medical Science.

Assessment to establish equivalence of training

Guidelines for the registration of foreign qualified medical scientists who hold qualifications not prescribed for registration (*refer to CMS 04*).

In summary:

- In the case where the candidate is/was registered by a regulating body (similar or equivalent to the HPCSA) in another country, the proof of registration has to be provided.
- The training programs will be compared or assessed for equivalence and if determined to be sufficient the candidate will be allowed to follow prescribed processes to register with the HPCSA.
- If the training program lacks prescribed components, the candidate has to complete the components at an HPCSA accredited training facility under supervision of a Board approved supervisor with pre-determined progress reports.
- Duration of internship/supervised practice will depend on the various components lacking.

9.3.2.3 Criteria for determination of reduced internship when a registered medical scientist applies for registration in a different professional category under medical biological science

MIGRATION OF A REGISTERED MEDICAL BIOLOGICAL SCIENTIST FROM ONE PROFESSIONAL CATEGORY TO ANOTHER.

Refer to:

- Policy regarding supervised practice of medical scientists – CMS 06

The HPCSA guidelines on ethical rules under Rule 27 *allows for multiple registration of fully qualified health professionals whom have completed training and wished to be registered in two or more professional categories. This does not apply to professionals in training.* <https://www.hpcsa.co.za/Conduct/Ethics>.

An HPCSA-registered medical scientist in the discipline medical biological science may wish to develop or expand his or her professional career by registering in an additional prescribed professional category. Based on the rule health professionals can now migrate between the disciplines of medical science and even more likely between the professional categories in medical biological science.

The National Curriculum prescribed generic components, which is required in the daily functioning of a diagnostic laboratory. Most of these components are in nature similar or generic and migration may implicate that these generic components has successfully been completed and may be exempted based on equivalent prior learning

Documents to be submitted should include:

- a) Motivation letter from the candidate, supervisor and head of the training department.
- b) Proof of evidence as active registered professional with the HPCSA.
- c) Being in good standing with the HPCSA.
- d) Meet the requirement of CPD.
- e) The Portfolio of Evidence (as described by the National Curriculum).
- f) Completed Guideline on the submission and assessment of Portfolio of Evidence or the so-called Checklist.

Assessment to establish equivalence of training

- These documents will be assessed for equivalence by the Committee for Medical Science on a case-by-case basis.
- The Portfolio of Evidence will be assessed by an independent medical scientist registered in the same discipline and professional category (if applicable).

- The request should be submitted with the application for internship training.
- The applicant may be exempted from certain component/s of the internship training program based on prior learning and may complete internship training in a period as determined by the Board.

9.3.2.4 THE GRANDFATHER CLAUSE AND SPECIFIC CRITERIA APPLIED IN THE REGISTRATION OF MEDICAL SCIENTISTS

The Board is using section 33 of the Health Professions Act regarding grandfathering as follows:

Section 33 of the Health Professions Act, 1974:

- (2) When a professional board has been established under section 15 in respect of any health profession, the professional board shall, subject to such restrictions in respect of his or her professional activities as it may determine, register in respect of such profession, the name of any person who –
- (a)
- (i) was engaged in the practice of such profession in the Republic or in a territory which formerly formed part of the Republic for a continuous period of not less than five years immediately prior to the date referred to in paragraph (c);
- (ii) is dependent, wholly or mainly, for his or her livelihood on the practice of such profession; and
- (iii) submits a certificate to the professional board stating that he or she is of good character.

9.4 RESTORATION OR REVOCATION OF NAME TO REGISTER AFTER SUSPENSION OR MOVAL

Refer to:

- *Policy on the restoration and revocation of name to the register after removal or suspension for medical and dental practitioners / specialists, medical scientists and clinical associates including those who did not register after having obtained registerable qualification (v6) - CMS 05*

This policy **only** pertains to medical scientists already registered with the HPCSA after successful completion of internship and assessment of the Board-approved competency-based examination in the form of the Portfolio of Evidence.

This policy **does not** include (a) intern medical scientists in training or (b) intern medical scientists whom successfully completed internship and the Board-approved competency-based examination, but failed to register with the HPCSA as fully qualified Medical Scientists.

9.5 REGISTRATION AS AN INTERN MEDICAL SCIENTIST

Refer to:

- *Government Notice No. R.580 published in the Government Gazette No. 32244 of 22 May 2009. Regulation relating to the registration of students in medical science.*
- *Government Notice No. R.578 published in the Government Gazette No. 32244 of 22 May 2009. Regulations relating to the registration of interns in medical science.*
- *Annual Report to the Committee for Medical Science – CMS C*

Facilities accredited for internship training are obligated to provide candidates with the entire legal framework pertaining to medical science and with details concerning registration since intern medical scientists are legally required to register with the HPCSA.

The Induction Package of an intern medical scientist must be handed to the intern candidate within ten (10) working days after the appointment as an intern medical scientist and should include, but not limited to the following:

- (a) HPCSA accredited internship training program
- (b) Rotation roster
- (c) National Curriculum (CMS 01)
- (d) Guideline on the submission and assessment of the Portfolio of Evidence (CMS 02), this document is the equivalent of the Medical and Dental Board-approved competency-based examination.
- (e) Policy on the training of intern medical scientists (CMS A)
- (f) Form for evaluation of intern experience (CMS F)

Intern medical scientists should register as interns with the HPCSA *within 2 months of commencing training*. The intern medical scientist, the supervisor and the accredited training facilities are jointly responsible for ensuring that the registration documents are submitted within the stipulated period.

When the registration fee is rendered, the exact date of commencing the internship must be clearly stated. It is the responsibility of the applicant to ensure that the payment for registration is received by the HPCSA. Late registration and non-payment of registration fees may lead to penalties.

On registration, the intern candidate shall receive a registration certificate and a registration number.

The registration number of the intern medical scientist must be reflected in all correspondence.

An intern *shall be* appointed against an HPCSA-approved intern training post number. This number may only be used to appoint another intern candidate, *after* the previous candidate, allocated to this post number, has been registered with the HPCSA.

M.Sc. (Med) Genetic Counselling students should register as Genetic Counselling students with the HPCSA within two (2) months of enrolling for their degree.

Individuals, who wish to apply to register with the HPCSA, and practice as a Genetic Counsellor, must be in possession of a M.Sc. (Med) degree in Genetic Counselling and have completed two (2) years of internship in an accredited intern training facility.

The Genetic Counsellor intern must be registered for and have at least completed their first year of a M.Sc. (Med) Genetic Counselling degree or have already qualified with this degree.

Intern training at an HPCSA accredited training facility may overlap with the second year of study of the M.Sc. (Med) Genetic Counselling degree. The second year of internship will then be completed post-graduation (after obtaining the academic qualification). Should an individual not register as an intern in their second year of study, they will be required to complete two years of internship post-degree.

It is recommended that a contract be drawn up between the intern and the training facility to confirm the above undertakings.

By completion of the Application for internship in Medical Biological Science / Genetic Counselling / Medical Physics (Form 26 MSIN / GCIN / PHIN), the following is implicated:

- An undertaking from the supervisor of the intern of the accredited training department that the relevant training facility (i) does have an available vacant HPCSA post number to allocate to the intern, (ii) is willing to supervise the intern, (iii) stating the period of internship involved, (iv) will ensure that the entire training program is completed and assessed as per training program, and;
- An undertaking from the head of the accredited training department that the intern candidate (i) will be accommodated for the full duration of the internship arranged, as well as (ii) the exact period of the internship and (iii) an undertaking to perform continuous assessments.

In the case of a genetics counsellor, a written undertaking from the head of the training program of the supervising facility, stating that the University concerned will act as collaborating University in association with the internship setting, that the facility will ensure that the training is undertaken in accordance with the approved internship program and the dates of internship. In order to act as collaborating University the University must offer a recognised M.Sc. (Med) in Genetic Counselling degree. It is the joint responsibility of the coordinator of the training program and the Head of the Training Department of the University to ensure that progress reports in the intern are submitted at least every six (6) months during the internship period and are presented in the Portfolio of Evidence.

9.6 Supervision

Refer to:

- *Registration checklist of compliance of supervisors in intern medical science training – CMS*

Accreditation (evaluation) of a training facility for intern medical scientists shall only be considered on the following conditions:

- Each training program will consist of *at least two (2) medical scientists* registered with the HPCSA for more than three (3) years in the same discipline either, Genetic Counselling or Medical Physics and in the case of Medical Biological Science also in the same professional category as the training program.
- If a training department offers more than one training program, the training programs will be separate and independent. An intern candidate may only perform internship training in one training program at any given time.

Supervision of interns requires that the supervising medical scientist is in good standing with the HPCSA and is accessible and available for *personal contact on a day-to-day basis*.

Supervision of training of **Intern Medical Biological Scientists** must be undertaken by a registered Medical Biological Scientist, in the relevant professional category, whom has been registered with the HPCSA for a minimum of three (3) years.

Supervision of training of an **Intern Medical Physicist** must be undertaken by a registered Medical Physicist, whom has been registered with the HPCSA for a minimum of three (3) years.

Supervision of training of an **Intern Genetic Counsellor** must be undertaken by a registered Genetic Counsellor, whom has been registered with the HPCSA for a minimum of three (3) years and may include other supervisors including Medical Geneticists.

In extraordinary circumstances, special consideration may be granted that supervision of **Intern Medical Biological Scientists** may be undertaken by a Pathologist (medical specialist) with more than three (3) years post HPCSA registration. This will be considered on a case-to-case basis and will only be a temporary arrangement. Please refer to the Registration checklist of compliance of supervisors in intern medical science training – CMS I for conditions of appointment.

The ratio of intern candidates to each supervising medical scientist will be determined during the accreditation visit and will depend on the size of the training facility, the staff establishment and number of appropriate supervisors. The ratio could be from 1:1 (intern to supervisor) to a maximum ratio of 4:1 (interns per supervisor).

Supervised practise may be offered to foreign qualified medical scientists, after removal of the name of a professional after suspension (*refer to CMS 06*) or *in the case of migration of registered medical scientists to another professional category*.

9.6.1. Supervision and Responsibilities

Note that one person may have multiple roles in the training team.

- a) *Primary stakeholder*
 - Defined as the employer of the intern candidate.
 - Provide environment and resources for internship training.
 - Determine the conditions of employment and/or service.
- b) *Head of Training Facility*
 - Primarily responsible to endorse the Intern Duty Certificate (CMS 02-01) at the end of training.
 - Heads of training facilities may include: Head the School of Pathology (NHLS) / Executive Director (NIOH and NICD) / Chief Executive Officer (Private pathology and Medical Physics) / Medical Deans (Academic Pathology Laboratories, Genetic Counselling and Reproductive Biology).
- c) *Head of Training Program*
- d) *Primarily responsible for internship training and the final exit assessment by summative assessment*
 - *Has to be registered in the same discipline and professional category*
 - Ensure that ongoing evaluations per rotation are recorded.
 - Meet regularly with supervisors including at the end of each rotation / domain.
 - Investigate the failure of the intern candidate to meet the requirements of a rotation / domain.
 - Co-responsible to submit:
 - Form 23 MSIN / GCIN / PHIN – Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist. Qualification degree not yet conferred / issued.
 - Form 26 MSIN / GCIN / PHIN – Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist
 - Intent to submit Portfolio of Evidence for Board assessment (CMS A-02)
 - Application for the National Board Assessment of Competence (CMS A-03)
 - Form 36 MS / GC / PH – Application for registration: Certificate of Intern training to confirm completion of entire prescribed period of internship
 - Form 24 MS / GC / PH – Application for registration as Medical Biological Scientist / Genetic Counsellor / Medical Physicist
 - Form 53 MDB – Application for registration as a student in Genetic Counselling
 - **Responsible for the final exit assessment by the training department and providing consent to submit Portfolio of Evidence for formal assessment by the Board:**
 - ensure that the Portfolio of Evidence is fully completed as per minimum criteria and signed by supervisor and intern candidate,
 - performs a final summative assessment of the performance of the intern candidate over the entire training period while scrutinizing the Portfolio of Evidence, and
 - providing consent for submission of Portfolio of Evidence for *formal assessment* by the Board by signing off on the Portfolio of Evidence (section 7 of CMS 02 MBS) and completing relevant section of the Intern Duty Certificate (CMS 02-01).
- e) *Coordinator*
 - Usually an administrative role with no authority on training outcome.
 - Act as convenor during induction or accreditation assessment.
 - In training departments where more than one supervisor is present the coordinator may coordinate the training and rotation of intern candidates
- f) *Supervisor*
 - Provides starter pack giving details of conditions of internship training.
 - Organizes orientation program at commencement of the internship training.
 - Accessible and available for personal contact on a day-to-day basis.
 - Takes medico legal responsibility of interns.
 - Imparts knowledge, skills and competencies in the specific domain.
 - Emphasis in training should be on the core values and skills.
 - Ensure training is in adherence with the prescribed guidelines.

- Ensure that the Portfolio of Evidence (guideline for submission and assessment of Portfolio of Evidence, *CMS 02*) is duly completed, and assessments performed as described.
- Ensures that The Portfolio of Evidence is compiled as prescribed and presented for assessment in the correct format and form and contain all the required documentation as required.
- Co-responsible to submit:
 - Form 23 MSIN / GCIN / PHIN – Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist. Qualification degree not yet conferred / issued.
 - Form 26 MSIN / GCIN / PHIN – Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist
 - Intent to submit Portfolio of Evidence for Board assessment (*CMS A-02*)
 - Application for the National Board Assessment of Competence (*CMS A-03*)
 - Form 36 MS / GC / PH – Application for registration: Certificate of Intern training to confirm completion of entire prescribed period of internship
 - Form 24 MS / GC / PH – Application for registration as Medical Biological Scientist / Genetic Counsellor / Medical Physicist
 - Form 53 MDB – Application for registration as a student in Genetic Counselling
- **Responsible for the final exit assessment by the training department:**
 - Confirms that the intern candidate has acquired the necessary skills, academic knowledge and practical competencies (discipline-specific learning outcomes as prescribed in the National Curriculum (*CMS 01 MBS*) and facility-based training program).
 - Recommends final approval of the Portfolio of Evidence for *summative assessment* by the head of the training program by signing off on the Portfolio of Evidence (*section 6 of CMS 02 MBS*).

g) *Trainers*

- Responsible for specific domain or area of expertise.
- Impart knowledge and skills to interns.
- Program will determine the relevant trainers
- Experts and personnel not registered with the HPCSA may assist in training

h) *Responsibilities of Intern Candidate*

- Adhere to training organization code of conduct (professional integrity, ethical behavior)
- Keep the Portfolio of Evidence updated and perform tasks as required in the Portfolio of Evidence.
- Completion of the tasks mentioned in the Portfolio of Evidence is entirely the responsibility of the intern but must be monitored by the supervisor.

10. ROTATION AND TRANSFERS

Rotation and transfer of intern candidates shall be pre-approved and must be indicated on both the respective training units and on the Annual Report.

10.1 ROTATION OF INTERN CANDIDATES

Rotation of intern candidates to “*other units outside the training facility*” is limited to a maximum period of three (3)-months out of the twenty-four (24)-month internship training. These training facilities shall have a Memorandum of Agreement approved by both the heads of the training programs as well as the heads of the training facilities. Both these rotation units shall have independent HPCSA accreditation status for internship training. The maximum number of intern candidates at any of the two training departments, may not, at any given time, exceeds the maximum number of intern candidates as allowed by the HPCSA per training program.

In the case where “*satellite*” units are permanently part of the training program, but separated by physical distance, rotation is limited to a maximum period of twelve (12)-months out of the 24-month internship training. The “satellite” unit is part of the main training department and has shared or umbrella

HPCSA accreditation status for internship status. The number of supervisors and key training staff members per training laboratory will determine the maximum number of intern candidates. The maximum number of interns, may not, at any given time, exceed the maximum allowed number per training laboratory.

In the case where practical competencies in a specific professional category are required and the relevant equipment for the test method is not available, the intern may undergo training at a non-HPCSA accredited facility. These training facilities shall have a Memorandum of Agreement approved by the head of the non-accredited facility and the head of the accredited training program. This will be included in the training program with details on supervision, assessment, and the period of training. The liability of the minimum standard of training will be on the head of the training program of the accredited training facility. If the need arises to include such training after the training program has been accredited by the Medical and Dental Board, the head of the training program must request pre-approval from the Board.

Periods longer than prescribed may be considered by the HPCSA based on a motivation. Rotation must be indicated in the training program with delegated responsibilities, duties, and rotation rosters.

10.2 PERMANENT TRANSFER OF INTERNS

In cases where internship is completed at more than one training facility, the transfer has to be pre-approved by the HPCSA. On transfer, the following requirements should be met for applications for the transfer of Intern Medical Scientists from one training institution to another:

- a) Letter of transfer from the transferring training institution
- b) Letter of acceptance from the receiving training institution
- c) Portfolio of Evidence (signed off by supervisor and head of the training program)

A schedule or planning roster (over the 24-month period) has to be included in the training program including all the various components of the program (please specify each component) with a specific period.

11. CONDITIONS OF EMPLOYMENT

As prescribed by the employer and/or primary stakeholder

12. UNSATISFACTORY PERFORMANCE OF THE INTERN

In the event of unsatisfactory performance by the intern candidate the head of the training program and supervisor shall provide the Committee for Medical Science with a written report –

Internship training shall be concluded within forty-eight (48) months from the date of registration as an intern. In the case where internship is extended beyond twenty-four (24) months the head of the training Program shall inform the HPCSA in writing of the extension.
on.

Such an application for an extension of internship to be submitted not later than the 21th month of the internship, preferably earlier if possible.

The written report will include remedial action by identification of area(s) of concern, clearly specified objectives on how to overcome the challenges, the method of instruction or mentoring, and the frequency of assessment, an appropriate timeframe of conclusion and regular consultations with the intern candidate. Open discussions with the candidate on both professional and personal level may culture a behaviour pattern of critical thinking, reflection, and insight.

The head of the training program and supervisor shall provide the HPCSA with quarterly progress reports containing feedback on the matter as describe.

In the case of an intern become mentally or physically incompetent to perform his or her professional duties, the matter should be reported to the Health Committee of the Board.

13. APPLICATION FOR INCREASE IN THE NUMBER OF INTERN MEDICAL SCIENTIST POSTS

Refer to:

- *Application for increase in the number of intern medical scientist posts – CMS G*

Complete form *CMS G* and submit to the HPCSA for consideration. The number of intern medical scientists in a training department is determined by the number and composition of training staff, the number of appropriately qualified supervisors. As a general rule, a supervisor may train two intern candidates (1:2) at any given time, but the ratio may increase to 1:4 depending on the training staff in the department.

14. CONTINUOUS ASSESSMENT OF TRAINING

Evidence-based continuous assessment must be performed over the entire 24-month internship period, with at least one formal annual report per annum to the Committee for Medical Science (*refer to CMS C* and section 15 of this document on Annual reports).

The National Curriculum (*CMS 01 MBS / GC / PH*) prescribed the five (5) overall course outcomes and six (6) discipline-specific learning outcomes. Internship determines the overall competency by assessing all the specific learning outcomes.

All components of the training program have to be assessed and the method and frequency of assessment have to be clearly indicated in the facility-based training program.

The Portfolio of Evidence is an evidence-based document and will not be accepted without original signatures and dates of each assessment.

Assessments have to be discussed with and signed off by the intern. Mentoring is part of the responsibility of the training staff. Challenges have to be addressed as soon as it is identified, and possible remedial actions have to be implemented.

The intern candidate must be kept informed of his/her progress and copies of the progress reports must be retained for submission in the Portfolio of Evidence.

Training facilities are obliged to ensure that intern medical scientists are assessed on a regular basis.

The intern must keep a detailed Portfolio of Evidence of all aspects of the training for final assessment of competency.

An intern medical scientist may not perform any professional acts unless it is under appropriate supervision and form part of the formal internship period.

15. ANNUAL REPORTS

Refer to:

- *Annual Report to the Committee for Medical Science – CMS C*

Annual reports shall be completed on an annual basis and submitted to the Committee for Medical Science. This document is mandatory and serves to inform the Committee for Medical Science on changes of organizational structure, staff profile and number of supervisors, intern profile and progress of the intern, possible transfer of intern candidates, rotation of intern candidates and changes in the training program and resources. Allocated HPCSA training post numbers shall be allocated to every intern candidate.

16. FINAL EXIT ASSESSMENT BY THE TRAINING DEPARTMENT

Refer to:

- *Guideline for the submission and assessment of Portfolio of Evidence – CMS 02 MBS / RB / GC / PH*

The purpose of this assessment is to assess whether the intern candidate successfully concluded the **prescribed overall course outcomes and discipline-specific learning outcomes** as prescribed by HPCSA accredited facility-based training program as primary document and the National Curriculum (CMS 01 MBS / GC / PH) as secondary document.

The facility-based final exit assessment may only be scheduled after the Guideline for submission and assessment of the Portfolio of Evidence (CMS 02) has been duly completed, the Portfolio of Evidence is structured as prescribed, including the required tables and all original evidence is properly signed and dated by both the candidate, trainers and supervisor. *This final facility-based exit assessment consists of three (3) independent parts:*

- *Final recommendation by the supervisor* of the intern candidate serves to confirm that the candidate has acquired the necessary skills, academic knowledge and practical competencies outlined in the syllabus (discipline-specific learning outcomes as prescribed in The National Curriculum (CMS 01 MBS), and recommends approval of the Portfolio of Evidence by the head of the training program for summative assessment.
- *This is performed by completing section 4 of The Guideline for submission and assessment of the Portfolio of Evidence (CMS 02).*
- *Final approval by the head of the training program* of the intern candidate serves to confirm by summative assessment that the candidate performed satisfactory over the entire internship training and by scrutinizing the completed Portfolio of Evidence has successfully complied with the overall course outcomes outlined in the syllabus (as prescribed in The National Curriculum – CMS 01 MBS) and provides consent for formal assessment of this Portfolio of Evidence by the Board.
- *This is performed by completing both section 5 of The Guideline for submission and assessment of the Portfolio of Evidence (CMS 02) and the relevant section of the Intern Duty Certificate (CMS 02-01) and;*
- *Endorsement by the head of the training facility* by signing the completed Intern Duty Certificate (CMS 02-01) and placing of the official stamp of the training facility on the certificate.

17. FINAL ASSESSMENT OF THE COMPETENCY-BASED BOARD EXAMINATION

Refer to:

- *Guideline on assessment and moderation of Portfolio of Evidence – CMS H*
- *Policy regarding the training of intern medical scientists – CMS A*
- *Guideline in the submission and assessment of the Portfolio of Evidence – CMS 02*

Section 61(1)(b)(vii) of the Health Professions Act, 1974 (Act No. 56 of 1974) empowers the Medical and Dental Professions Board to exercise control over the appointment and remuneration of moderators and assessors, as well as any other person required to assist in such examinations.

The Guideline on assessment and moderation of Portfolio of Evidence (CMS H) defines the process of assessment and registration of the successful candidate, as well as a detailed timeframe of activities.

Three assessment cycles per annum is offered with due dates on 31 January, 31 May and 30 September. Portfolio of Evidence submitted later than the due date will not be assessed and will be return to intern candidate to re-submit in the following cycle.

Intern candidates are required to indicate their *Intent to submit Portfolio of Evidence for Board assessment* (CMS A-02) at least 12 weeks prior to submission.

Intern candidates are required to complete and submit an *Application for the National Board Assessment of Competence* (CMS 02-03) which has to accompany the Portfolio of Evidence.

Intern candidates are permitted to submit Portfolio of Evidence for formal Board assessment three (3) months before the prescribed end of internship training to enable assessment before the employment contract may end. This is based on the three cycles of assessment per annum.

- *Note: To ensure that the entire prescribed internship period has been completed Form 36 MS / GC / PH – Application for registration: Certificate of Intern training to confirm completion of entire prescribed period of internship has to be completed and submitted when applying for registration as a professional medical scientist (refer to section 19(b)).*

The maximum number of attempts at the Board-approved competency-based examination (Portfolio of Evidence) is three (3) times. If an extended number of attempts is required, it should be motivated by the head of the training program and head of the training facility after consultation with the employer. A written request shall be submitted to the Committee for Medical Science.

The intern candidate or head of the training program may appeal the decision of the Committee for Medical Science and the grievance or appeal, with valid and appropriate reasons, shall be provided to the Committee for Medical Science within a period of no more than three (3) months after the final report.

18. THE STRUCTURE OF THE PORTFOLIO OF EVIDENCE

Refer to:

- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science – CMS 02 MBS*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science (Reproductive Biology) – CMS 02 MBS RB*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Genetic Counselling – CMS 02 GC*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Physics – CMS 02 PH*

The prescribed Board-approved competency-based examination is in the form of a Portfolio of Evidence. The Portfolio of Evidence is the product, which will demonstrate the evidence-based outcomes of the course and learning outcomes of the training program. Successful completion and assessment of this examination will allow the intern medical scientist to register with the HPCSA of a professional medical scientist.

18.1 THE PREPARATION OF THE PORTFOLIO OF EVIDENCE FOR SUBMISSION

The preparation of the Portfolio of Evidence is initiated the first day of commencement of internship training. It is a *structured and concise document*, consisting of required documentation in a specific format and order, with numbered headings and subheadings.

*The Guideline for Submission and Assessment of Portfolio of Evidence (CMS 02) is a **Check list** to guide the intern candidate through the (i) various components that have to be completed during internship, (ii) the page number where evidence is reported, (iii) the specific table in which the evidence is summarized, (iv) the page number of proof of assessment and when compiled together will be the Portfolio of Evidence.*

During the assessment of the Portfolio of Evidence by the Evaluation panel, the assessor or moderator will use your checklist to allocate and evaluate evidence and confirm in the second column.

This Checklist also provides for the final facility-based exit assessment by the supervisor and head of the training program by direct observation and summative assessment (section 6 and 7). No additional assessment is required.

18.2 THE FORMAT IN WHICH DOCUMENTS HAVE TO BE PRESENTED TO THE HPCSA

The submission should include the following -

- The submission for the Portfolio of Evidence should be in PDF format in a link (preferably WeTransfer).
- Please take note that the documents/evidence provided on the Portfolio of Evidence should not be saved inside folders/files.
- The table of content for the submission and documents names should be aligned to the headings as contained in the Guidelines for the Submission and Assessment of Portfolio of Evidence.
- The document shall be provided as ONE structured document as prescribed above. The submission of various documents will not be accepted.
- The Guidelines for the Submission and Assessment of Portfolio of Evidence (*CMS 02 MBS / RB / PH / GC*) should be fully completed by the intern and signed off by both the supervisor and head of training department.
- The Intern Duty Certificate (*CMS 02-01*) should be completed by the head of the training department and approved/endorsed by the head of the training facility.
- The completed Intent to submit Portfolio of Evidence for Board Assessment (*CMS A-02*)

In addition, copies of the following documentation should be submitted –

- Application for the National Board Assessment of Competence Form (*CMS A-03*)
- Copy of ID
- Qualifications notarised by Notary Public
- Copy of HPCSA Intern Registration Certificate
- Proof of payment of Assessment Fees

Interns are requested to submit their Portfolio of Evidence and all required supportive documentation for the assessment via link (preferably via We Transfer) to the Education and Training Division.

The original documents should be submitted to the Registration Division after finalisation of assessment.

After successful assessment the intern candidate will receive a Declaration of Competence: National Board Competency-based Assessment (Portfolio of Evidence) (*CMS A-04*) and an anonymous copy of the Moderators Report (*CMS H-02*) from the Education and Training Division. This document contains the result of the Board assessment, and in the case of a successful result, and will request ~~the original~~

- Completion and submission of **original** Forms **24 and 36** to be delivered to Education and Training Department, and
- Proof of payment of registration fees to be forwarded to the Registration Division (refer to section 20 on required forms below).

19. DISPUTE OF ASSESSMENT PROCESS

In the case of a dispute of the assessment of a Portfolio of Evidence the following procedures have to be followed:

- a) Write a formal complaint to the Chair of the Committee for Medical Science.
- b) Describe in detail the nature of the dispute, with references to the specific component(s), sub-component (s) and page number of Portfolio of Evidence,
- c) Refer to the relevant part in HPCSA accredited facility-based internship training program.
- d) Note that the minimum standard as prescribed in the (i) National Curriculum (*CMS 01*), the prescribed(ii) Annual report (*CMS C*), (iii) The policy regarding training of intern medical

- scientists (CMS A) and (iv) any other policy and guideline within the Committee for Medical Science may overrule the status of the training program
- e) This will be tabled as an agenda item at the next meeting for the Committee for Medical Science.
- f) If needed, the opinion of another professional, registered in the same discipline and / or as the intern candidate / candidate will be requested.
- g) The decision of this panel will be final.

20. REGISTRATION AS A PROFESSIONAL MEDICAL SCIENTIST WITH THE HPCSA

Registration as a professional medical scientist is possible only after –

The intern demonstrates successful completion of a competency-based examination in the form of a Portfolio of Evidence as determined by the Board (Declaration of Competence: National Board Competency-based Assessment (*CMS A-04*).

The intern completed the entire prescribed period on internship training (*Form 36*).

Registration as Medical Scientist will only be possible if a person holds a valid registration as an intern medical scientist.

The registration number of the intern medical scientist must be reflected in all correspondence.

Foreign qualified applicants applying for registration must official documentary evidence as prescribed. Internship may be required, in its entirety or part thereof in order to familiarise professionals with local environment and circumstances.

An intern medical scientist must registered with the Medical and Dental Professions Board of the HPCSA as a Medical Scientists within three (3) months of successfully completion of the Competency-based Board-approved assessment in the form of a Portfolio of Evidence. Failure to register within this specified period may result in additional supervised practise.

21. REQUIRED FORMS

- 21.1. When applying for registration as an INTERN MEDICAL BIOLOGICAL SCIENTIST please complete and submit **FORM 26 MSIN**. Interns **MUST** submit within two (2) months of commencing intern training.

If the academic degree certificate is not available at the time of registration, please complete and submit **Form 23 MSIN**. Interns **MUST** submit within two (2) months of commencing intern training.

FORM 36 MS - Confirmation of completion of the prescribed period of internship training to be submitted after successful assessment of Portfolio of Evidence and will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (*CMS A-04*).

Following completion of training, please complete and submit **FORM 24 MS** to register as a MEDICAL BIOLOGICAL SCIENTIST. This will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (*CMS A-04*).

Evaluation of the intern experience should be completed on **FORM CMS F**, which is to be submitted with the portfolio.

- 21.2 When applying for registration as an INTERN MEDICAL PHYSICIST please complete and submit **FORM 26 PHIN**. Interns **MUST** submit within two (2) months of commencing intern training.

If the academic degree certificate is not available at the time of registration, please complete and submit **Form 23 PHIN**. Interns MUST submit within two (2) months of commencing intern training

FORM 36 PH - Confirmation of completion of the entire prescribed period of internship to be submitted after successful assessment of Portfolio of Evidence and will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (CMS A-04).

Following completion of training, please complete and submit **FORM 24 PH** to register as a MEDICAL PHYSICIST. This will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (CMS A-04).

Evaluation of the intern experience should be completed on **FORM CMS F**, which is to be submitted with the portfolio.

- 21.3 When applying for registration as a STUDENT GENETIC COUNSELLOR please complete and submit **FORM 53**. Students MUST submit within two (2) months of commencing their M.Sc. (Med) degree in Genetic Counselling

When applying for registration as an INTERN GENETIC COUNSELLING please complete and submit **FORM 26 GCIN**. Interns MUST submit within two (2) months of commencing intern training.

If the academic degree certificate is not available at the time of registration, please complete and submit **Form 23 GCIN**. Interns MUST submit within two (2) months of commencing intern training

FORM 36 GC - Confirmation of completion of the entire prescribed period of internship to be submitted after successful assessment of Portfolio of Evidence and will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (CMS A-04).

Following completion of training, please complete and submit **FORM 24 GC** to register as a GENETIC COUNSELLOR. This will be requested with the issuing of the Declaration of Competence: National Board Competency-Based Assessment (CMS A-04).

Evaluation of the intern experience should be completed on **FORM CMS F**, which is to be submitted with the portfolio.

22. HPCSA Website

Relevant documentation is available on the HPCSA website (<https://www.hpcs.co.za>). Go to Professions Boards, Medical and Dental (and Medical Science) and documents.

The following forms are relevant in this policy:

- Form 23 MSIN / GCIN / PHIN
Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist. Qualification degree not yet conferred / issued.
- Form 24 MS / GC / PH
Application for registration as a Medical Biological Scientist / Genetic Counsellor / Medical Physicist
- Form 26 MSIN / GCIN / PHIN
Application for registration as an intern Medical Biological Scientist / Genetic Counsellor / Medical Physicist
- Form 36 MS

Application for registration: Certificate of Medical Biological Scientist Intern training (confirmation of period of internship training)

- Form 36 GC

Application for registration: Certificate of Genetic Counsellor Intern training (confirmation of period of internship training)

- Form 36 PH


Application for registration: Certificate of Medical Physicist Intern training (confirmation of period of internship training)

- Form 53 MDB

Application for registration as a student Genetic Counsellor

23. APPENDIXE

Appendix 1

 CMS A-01	COMPLIANCE CERTIFICATE OF EQUIVALENCE OF ACADEMIC DEGREE MEDICAL AND DENTAL PROFESSIONS BOARD: MEDICAL SCIENCE
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- The compliance certificate has to be completed by the supervisor from the internship training facility at which the intern candidate applies for performing internship and has to be accompanied by the prescribed application forms.
- Please note that this certificate is not intended for the use of aspirant intern candidates to request recommendation for an academic qualification to be recommended for registration with the Medical and Dental Board.
- Please ensure to complete Parts 1, 2 and 3.

Part 1		
<i>Compliance criteria to determine (i) the equivalence of the entrance level qualification in terms of minimum standard and (ii) of appropriateness for the specific discipline and if applicable, the professional category.</i>		
Minimum prescribed criteria		Yes or No
Indicate the discipline and if applicable the professional category this academic qualification is regarded as equivalent: Medical Biological Science <input type="checkbox"/> and professional category _____ Genetic Counselling <input type="checkbox"/> Medical Physics <input type="checkbox"/>		
(a)	Is the qualification obtained from an accredited education institution?	
(b)	Is the entry qualification at a minimum level of at least NQF 8? Provide evidence.	
(c)	Is the minimum number of credits for this qualification equal or more than 480 credits? Provide evidence.	
(d)	Does the qualification of this applicant include <i>sufficient foundational knowledge</i> for internship training in the relevant discipline and or professional category?	
(e)	Provide a short motivation with reference to the specific modules from the applicant's academic record that support the applicant's foundational knowledge in the specified discipline and / or professional category.	
Medical Biological Science only:		
(f)	Was continuous formal <u>full time</u> academic training and assessment done <i>throughout the entire four-year course</i> ? Provide evidence.	
(g)	Was continuous formal <u>full time</u> practical competencies and assessment done <i>throughout the entire four-year course period</i> ? Provide evidence.	
(h)	Does the curriculum include a <u>research component</u> and <u>principles of scientific methodology</u> ? Provide evidence.	
(i)	Provide the assessment mark of the research module. Provide evidence.	%
Genetic Counselling only:		
(j)	Has the intern candidate successfully completed (a) the first-year of study for the M.Sc. degree in Genetic Counselling or (b) completed the entire degree? Provide evidence.	

Note: This document must be completed by supervisor or head of training department.

Part 2

The following official documentation should be submitted together with the application for internship training:

- a) The study record of the applicant for the entire study period.
- b) A document, preferably from the South African Qualification Authority (SAQA), confirming that the academic qualification is graded by the National Qualifications Framework (NQF) at a minimum level of 8 (NQF 8) **or**
- c) A document from the University (usually a link to the official Rulebook or website) from which the academic qualification has been obtained, confirming the total number of credits earned by successfully concluded the academic program. The minimum number of credits required is 480.

Part 3

Recommendation by the Supervisor of the applicant at the Training Department

Name of Supervisor: _____

HPCSA registration number of Supervisor: _____

Discipline: _____

Professional category (if applicable) in which registered: _____

Date of registration with the HPCSA in this specific discipline/category: _____

I hereby certify that the above-mentioned documents comply with the National Curriculum and our approved facility-based Intern Training Program.

Signature: _____

Date: _____

Endorsement / recommendation by the Head of the Training Program

Name and Surname of Head of Training Department: _____


HPCSA registration number: _____

Signature: _____

Date: _____

Official stamp of Training Department

Appendix 2

 CMS A-02	INTENT TO SUBMIT PORTFOLIO OF EVIDENCE FOR BOARD ASSESSMENT MEDICAL AND DENTAL PROFESSIONS BOARD: MEDICAL SCIENCE
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This document serves as template to inform the Medical and Dental Professions Board of the intent of the intern medical scientist to submit the Board-approved competency-based examination in the form of a Portfolio of Evidence, for formal assessment.

This document has to be read with the following documents:

- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science – CMS 02 MBS*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Biological Science (Reproductive Biology) – CMS 02 MBS RB*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Genetic Counselling – CMS 02 GC*
- *Guideline for Submission and Assessment of Portfolio of Evidence: Medical Physics – CMS 02 PH*
- *Guidelines on Assessment and Moderation of Portfolio of Evidence: Intern Medical Scientists – CMS H*

Details of Intern Medical Scientist giving intent to submit

NAME OF INTERN MEDICAL SCIENTIST	
HPCSA REGISTRATION NUMBER	
DISCIPLINE	
PROFESSIONAL CATEGORY (IF MBS)	
TRAINING INSTITUTION	
PERIOD OF INTERNSHIP	

I hereby give intent to submit my Portfolio of Evidence during the / first cycle of assessment with a due date of 31 January / second cycle of assessment with a due date of 31 May / third cycle of assessment with a due date of 30 September (strike through those not applicable).

I hereby acknowledge that intent to submit a Portfolio of Evidence shall be done *at least 12 weeks prior to the submission date (CMS H-03)*.

I also acknowledge that if the completed Portfolio of Evidence, supportive documents and proof of evidence of payable fees does not reach the HPCSA office by end of business day of the due date, *the Portfolio of Evidence will be non-compliant, not assessed and returned to intern candidate.*

I also acknowledge that if the Portfolio of Evidence does not include *ALL required documentation* the Portfolio of Evidence would be non-compliant, not assessed and returned to intern candidate.

Name of Intern Medical Scientist: _____ Signature: _____ Date: _____

Recommendation by the Supervisor of the applicant at the Training Department

Name of Approved Supervisor: _____ Signature: _____ Date: _____


Endorsement / recommendation by the Head of the Training Program

Name of Head of Training Department: _____ Signature: _____ Date: _____

Official stamp of Training Department

Assessment are managed by the Education and Training Department. Please contact the HPCSA help desk at registrationgroup@hpcsa.co.za

Appendix 3

 CMS A-03	APPLICATION FOR THE NATIONAL BOARD ASSESSMENT OF COMPETENCE INTERN MEDICAL SCIENTIST MEDICAL AND DENTAL PROFESSIONS BOARD: MEDICAL SCIENCE
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Intern medical scientist HPCSA registration number _____

First name(s) of intern medical scientist _____ Surname _____

ID number _____

Contact details

Telephone number _____ Email _____

Postal address _____

Medical Biological Scientist ☐ Genetic Counsellor ☐ Medical Physicist ☐

HPCSA accredited Training Facility _____

HPCSA accredited Training Department _____

Commencement date of Internship _____ Completion date _____

Name of Supervisor _____ HPCSA registration number _____

Contact details of supervisor: Telephone _____ E-mail _____

Tick appropriate cycle you request assessment of Portfolio of Evidence and note the due date of submission of all required documentation:

31 January 20__ ☐ 31 May 20__ ☐ 30 September 20__ ☐

Date of Intent to submit Portfolio of Evidence for Board assessment (CMS A-02) _____

(Intent to submit Portfolio of Evidence for assessment must be 12 weeks prior to the submission date - *refer to Timeline on the assessment of the Board-approved competency-based examination, Portfolio of evidence – CMS H-03*)

Proof of Assessment fee is attached (mandatory) to the value of R _____

We hereby confirm that above information is correct and that the Portfolio of Evidence and all supportive documents has to reach the HPCSA before the end of business day of the due date of the relevant assessment cycle.

Signatures


Intern candidate _____ Date _____

Supervisor _____ Date _____

Head of Training Department _____ Date _____

Assessment are managed by the Education and Training Department. Please contact the HPCSA help desk at registrationgroup@hpcsa.co.za

Appendix 4

 CMS A-04	DECLARATION OF COMPETENCE: NATIONAL BOARD COMPETENCY-BASED ASSESSMENT (PORTFOLIO OF EVIDENCE) INTERN MEDICAL SCIENTISTS MEDICAL AND DENTAL PROFESSIONS BOARD: MEDICAL SCIENCE
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Please find below the feedback on the Board assessment and a copy of the Moderator's report - CMS H-02

Details of intern candidate	
HPCSA Registration number	MSIN / GCIN / PHIN
Discipline	Medical Biological Science / Genetics Counselling / Medical Physics
Professional Category (MBS)	
Period of Internship	
Feedback on assessment	You are approved for registration as a Medical Biological Scientist in the professional category _____ – Independent Practice / Genetic Counsellor – Independent Practice / Medical Physicist – Independent Practice

In order to be registered as a health practitioner with the HPCSA please:

Complete the following documentation and forward original copies to the Registration Department.

- Form 36 MS - Application for registration: Certificate of Medical Biological Scientist Intern Training to confirm completion of entire prescribed training period.
- Form 24 MS – Application for registration: Medical Biological Scientist
- Proof of payment of registration fee
- Send original copies in order to be registered as a health practitioner with the HPCSA.
- Form 36 GC - Application for registration: Certificate of Genetic Counsellor Intern Training to confirm completion of entire prescribed training period.
- Form 24 GC – Application for registration: Genetic Counsellor
- Proof of payment of registration fee
- Send original copies in order to be registered as a health practitioner with the HPCSA.
- Form 36 PH - Application for registration: Certificate of Medical Physicist Intern Training to confirm completion of entire prescribed training period.
- Form 24 MPH – Application for registration: Medical Physicist
- Proof of payment of registration fee
- Send original copies in order to be registered as a health practitioner with the HPCSA.

Registrations are dealt with by the Registrations Department. Please contact the HPCSA help desk at registrationgroup@hpcsa.co.za or go to www.hpcsa.co.za should you require more information about registration.