

## **CRITERIA OF SELECTION FOR APPOINTMENT MEMBER TO THE MMA COMMITTEES**

### **GENERAL CRITERIA**

- a) Applicants must be MMA Members
- b) Committed and willing to attend committee meetings
- c) Council's decision is final and it may appoint members out of these criteria on case to case basis

### **1. MMA PLANTATION HEALTH COMMITTEE**

- i. Life member/Member of MMA
- ii. Must be involved in plantation health and have a passion in plantation health and/or have an interest in plantation health to serve on behalf of MMA
- iii. Must have exposure and experience in plantation health with a view to improve the quality healthcare in plantation
- iv. Must be willing to sacrifice their time for MMA and be involved in seminars or workshop organised by the committee
- v. Must be committed and willing to attend meetings at least 4 times a year
- vi. Able to work as a TEAM
- vii. Maintain confidentiality

### **2. MMA RIGHTS TO HEALTH COMMITTEE**

- i. Must have strong sense of responsibility to issues on Rights to Health by the community.
- ii. Must have non-bias attitude of race or religion and be fair to all communities irrespective of any criteria
- iii. Candidates must be committed and be willing to participate in all meetings and programmes organized by the Committee
- iv. Candidates must be ethical and a strategic thinker who understands the needs and have a passion to help the medical professionals
- v. Must attend monthly Committee meetings
- vi. Must be a member in benefit of MMA

### **3. CPR COMMITTEE**

- i. At least one of the committee members should be Cardiologist/Emergency Physician with experience in regular CPR training.
- ii. For current committee member to be re-elected, he/she should have attended &/participated in at least two thirds of the meetings &/events organized by the committee in the said term.
- iii. Non-performers should not be re-elected.

### **4. ADOLESCENT HEALTH COMMITTEE**

- i. At least one third of the committee members should be Adolescent Medicine Specialists. The rest can be a mix of other medical categories of doctors.

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- ii. For current committee member to be re-elected, he/she should have attended &/participated in at least two thirds of the meetings &/events organized by the committee in the said term.

### **5. ACCIDENT PREVENTION COMMITTEE**

- i. All categories of MMA Members with a keenness in road traffic accidents, occupational accidents, aviation accidents, home accidents and recreational accidents focus-areas

### **6. ACTION ON SMOKING AND HEALTH (ASH) COMMITTEE**

- i. Life member/ Member of MMA
- ii. Have sufficient knowledge on Hazards of Tobacco Use
- iii. Have sufficient knowledge on Prevention/Reduction of Tobacco Use
- iv. Must have passion to reduce Tobacco use in Malaysia
- v. At least participated in organizing two 'No Smoking' events at the District/state level/National
- vi. Must be willing to make time, whose work permits time and has time for MMA Tobacco Control activities
- vii. Able to work as a TEAM
- viii. Attend at least 2 out of the 3 meetings in a year

### **7. MJM EDITORIAL BOARD**

- i. Member/Life Member of MMA
- ii. At least published 20 articles in any index journal
- iii. At least 20 articles reviewed in any index journal
- iv. At least 15 articles reviewed in MJM
- v. Scopus h index of at least 10
- vi. Number of Citations as in Scopus at least 150.
- vii. Experience as an Editor at least one year in any other journal

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**APPLICATION AS AN EDITOR IN MJM**

**Section A**

**Name in Full:**  
**Address:**  
**Email:**  
**Specialty:**  
**Primary Field of Interest**

No.	# of Articles Published in Cited Journals	Scopus h index	Google h index	# of Citations as in Scopus	# of articles reviewed in MJM	Experience / Expertise as an Editor in other Journals (State Journal)
1.						
2.						

**Section B. Explain within 250 word, why you wish to be in the MJM Editorial Board**

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**Section C. Explain within 250 word, how you could assist MJM to increase its citation index and be listed in ISI within the next two years.**

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**Section D. List 10 articles published in a cited Journal in the last 10 years**

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 .....  
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**8. MMA VOLUNTEER CORPS**

- i. Life member/ Member of MMA
- ii. Must have passion to serve humanity and do volunteerism on behalf of MMA
- iii. Must be willing to make time, whose work permits time and has time for MMA volunteerism activity during Disasters locally and abroad and during peace times
- iv. Able to work as a TEAM
- v. Attend at least 2 out of the 3 meetings in a year

**9. COMPUTER TECHNICAL COMMITTEE**

- i. MMA members
- ii. Interest in IT
- iii. Able to attend meetings

**10. NATIONAL HEALTH POLICY COMMITTEE**

*General*

- i. Has professional experience in the field of National Health Policy
- ii. Has personal interest and wide reading on the subject matter
- iii. Has written and published either in scientific, popular or electronic media

*Priority*

- i. Length of membership in MMA
- ii. Office bearer in MMA Branch, Section or Society
- iii. Able to commit and attend meeting within and outside the MMA

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### **11. AIDS/STI'S COMMITTEE**

- i. An interest in the subject of AIDS and STIs

### **12. COMMITTEE OF TRADITIONAL AND COMPLEMENTARY MEDICINE**

- i. Specialized in/having a keen interest in the committee that s/he wishes to serves on
- ii. able to come for the meetings
- iii. Minimum size of committee - 4 members
- iv. MMA student members should also be invited to be members of they so desire and are able to come.

### **13. BERITA MMA EDITORIAL BOARD**

- i. Good command of English.
- ii. Able to handle BMMA matters and assist to edit articles by email on a frequent basis
- iii. Attend monthly meetings
- iv. Able to source for various articles from members and advertisers for BMMA.

### **14. ETHICS COMMITTEE**

- i. Preferably to have served in a University, Hospital or any Ethics Organization
- ii. Has served/serving in MMA Council
- iii. Should have the knowledge of law on Ethics
- iv. Doctors teaching Ethics in Hospital or Organization.

### **15. MMA ELECTION COMMITTEE**

- i. The MMA Council will appoint members of the committee.
- ii. It has been customary that the committee members, especially the Chairman, should be a Past Presidents. In the event Council is unable to appoint Past Presidents as members, then Senior members of the Association can be considered.
- iii. There are only 3 meetings followed by the election during the AGM in a year.
- iv. The Council shall at its first meeting appoint an Election Committee of 5 members who are neither members of Council nor a Branch Committee.

### **16. COMMITTEE FOR HEALTH OF THE OLDER PERSON**

- i. The Committee Member must be an MMA member in benefit
- ii. The Committee Member must attend all meetings that are called as the MMA Secretariat in-charge always communicates with each member before setting the date (usually 3 meetings are called in the 1st half of the year and 3 meetings are called in the 2nd half of the following year)
- iii. The Committee Member must participate in all meetings and programmes/activities organised by the committee.

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- iv. The Committee Member must have a good command of the English Language and must contribute written articles on the subject to the Berita MMA.
- v. The Committee Member must ensure continuity and be aware of the existing Position Paper and the Senior Citizen's Charter that has been drafted by the previous members of the committee as these documents represent the committee's Terms of Reference (ToR).
- vi. The Committee should ideally comprise of 5 members from a mix of disciplines in the private and public sectors, but the individual committee member should have an emphatic concern for matters related to health of older persons

### **17. TASK FORCE COMMITTEE**

- i. Candidates must be committed and be willing to participate in all meetings and programmes organised by the MMA Task Force
- ii. Candidates must be ethical and a strategic thinker who understands the needs and have a passion to help the medical professionals
- iii. Candidates should have both experience and proven ability to express frank opinions and engage constructively on matters pertaining to medical professionals
- iv. Must be a member in benefit of MMA
- v. Must maintain strict confidentiality on all information received

### **18. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE**

- i. In possession of an Annual Practising Certificate (APC)
- ii. Scrutinise the suitability of educational CPD activities of all MMA CPD providers using the quality standards defined by the Malaysian Medical Council (MMC)
- iii. Evaluate and award CPD points to local and overseas CPD activities in accordance with the MMC-CPD Grading System Scoring Schedule
- iv. Maintain and make available time and effort to review all CPD activities list not later than the 14 days' timeframe
- v. Ensure the CPD activities by the MMA CPD providers are in compliance with the Provider Guidelines
- vi. Ensure that the content of the educational activity is relevant to the target group proposed
- vii. CPD Committee members shall be authorised to review the quality of educational activities, approve the activities and determine the credit points to be allocated
- viii. Approval and allocation of CPD credit points should avoid duplicity of CPD activities and allow complete reciprocity among the committees review
- ix. Evidence and reasons of rejections should be provided in accordance with the MMC-CPD Grading System Scoring Schedule and Provider Guidelines
- x. Maintain confidentiality and be committed

### **19. FEE SCHEDULE COMMITTEE**

- i. PPS Chairman and SCHOMOS Chairman must be represented in the Committee
- ii. Two General Practitioners preferable
- iii. Must consist of five specialist – 1 Surgeon, 1 Physician, 1 Orthopaedic, 1 Anaesthetist and 1 Obstetrics & Gynaecology

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- iv. One any other MMA members
- v. Honorary General Secretary is the Ex-Officio

### **20. CONSTITUTION AND RESOLUTIONS REVIEW COMMITTEE**

- i. Must consist of President, President-Elect, Immediate Past President and Honorary General Secretary
- ii. Two other MMA members who are well versed in the MMA Constitution (e.g. Past HGS) or interested in learning about the MMA Constitution

### **21. MMA BUILDING COMMITTEE**

- i. Must consist of MMA Exco members.
- ii. Two other MMA members