

## **CRITERIA FOR SELECTION OF THE MEMBER TO THE MMA COMMITTEES AND TERMS OF REFERENCE**

### **GENERAL CRITERIA**

- a) Applicants must be MMA Members in benefit.
- 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.
- d) Members are encouraged to apply only to committees where they are able to commit fully and serve effectively. Applications to multiple committees are discouraged.
- e) For certain committees, applicants may be contacted via phone or email for further clarification and may also be required to provide reasons and justification in support of their application.

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

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

### **2. COMMITTEE ON THE RIGHTS TO HEALTH**

- 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 programs organized by the Committee.
- iv. Candidates must be ethical and strategic thinkers who understand the needs and have a passion to help the medical professionals.
- v. Candidates must submit an essay of < 100 words on a topic of interest related to the right to health. (***This requirement applies to new applicants only***).

### **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 members 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.
- iv. Willing to serve as instructors for CPR workshops.

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

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

##### **Criteria**

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

## 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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### Terms of reference

1. To set and implement editorial policies of MJM within the context of MMA's expectations as and when required.
2. To receive and process articles to be considered for publication in MJM.
3. Carry out the review process and communicate the outcome of this to the author.
4. Ensure revisions are carried out and determine the final acceptability of articles to be published in MJM.
5. Review the final draft and clear it for publication.
6. Receive and distribute the MJM once received from the printers.
7. Carry out correspondence pertaining to enquiries on articles submitted to the journal.
8. Carry out at least four meetings of the MJM in the period from July of a year to June of the following year.
9. During meetings discuss issues and concerns relating to the journal and observe constantly for continual improvement.

Submit an annual report of the activities of the journal to the MMA AGM.

Note:

- The term of Editor in Chief and the Editors shall be two years, and he/she may be reappointed by the Council.

### **8. MMA VOLUNTEER CORPS (VoC)**

- i. Must have passion to serve humanity and do volunteerism on behalf of MMA.
- ii. 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.
- iii. Able to work as a TEAM.
- iv. Attend at least 2 out of the 3 meetings in a year.

## 9. COMPUTER TECHNICAL COMMITTEE

### Criteria

- i. Interest in IT.

### Terms of reference

- 1) To develop and implement the IT policy
- 2) To monitor the requirements for computers and accessories at the MMA including software licences.
- 3) To source for reliable agents to supply and service the computers, printers and relevant accessories at the MMA.
- 4) To recommend to the MMA Council/ExCo on the procurement of computers, printers and any other accessories, if necessary.
- 5) To arrange IT training for the MMA staff if and when necessary.

## 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 been 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 meetings within and outside the MMA.
- iv. Candidates must submit an essay of < 100 words on a topic of interest related to the National Health Policy. (***This requirement applies to new applicants only***).

## 11. AIDS/STI'S COMMITTEE

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

## 12. COMMITTEE ON INTEGRATIVE MEDICINE

- i. Specialized in/having a keen interest in the committee that she/he wishes to serve on.
- ii. Minimum size of committee - 4 members.
- iii. MMA student members should also be invited to be members of their desire and are able to come.

## 13. BERITA MMA EDITORIAL BOARD

### Criteria

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

## **Terms of reference**

### **1. Objectives**

The Editorial Board shall be governed by the MMA Constitution and the MMA Council. Towards this end it shall:

- i) be responsible for the monthly publication of a newsletter for the MMA.
- ii) provide a medium for the dissemination of matters both mundane and medical to the members.
- iii) provide a vehicle for the interaction of the members.
- iv) promote and safeguard the professional interests of the members.
- v) endeavour towards a publication that shall be self-sustaining.
- vi) be the 'voice' of the members.

### **2. Duties of the Members of the Editorial Board**

- i) The Editorial Board members must be responsible, attend Editorial Board meetings, and publish the Berita MMA monthly without undue delay.
- ii) The Editorial Board shall be responsible for the content of the Berita MMA. The Board must not publish any material which will incite racial, religious, cultural and ethnic controversies. The Board should not publish any derogatory, defamatory articles or any other material to that effect.
- iii) The Berita MMA will function without undue interference from the MMA Council as a voice for MMA members. On the other hand, the Editorial Board shall undertake to act impartially and without favour in their efforts to publish the Berita MMA.
- iv) The Berita MMA will at all times maintain professionalism and project the image of MMA positively.
- v) The Editorial Board must be transparent in its actions and get the approval of the majority of the Board members in all matters. In the event of a deadlock or stalemate, the editor shall have the casting vote.
- vi) The Editorial Board will formulate an Editorial Policy which shall be published in the Berita MMA to guide authors and correspondents in their submissions to the Berita MMA.

### **3. Meetings of the Editorial Board**

- i) Meetings of the Board shall be convened on a monthly basis with the object of distributing the published Berita MMA within the first two weeks of the following month at the latest.
- ii) All members of the Editorial Board are to attend all meetings. Members shall inform the Editor should they be unable to attend any meeting. Members who do not keep the Editor informed of their non-attendance are reminded that they may be removed from the Board should they be absent for three for more meetings.
- iii) All Editorial Board members are entitled to one vote in the deliberations of the Board and a simple majority shall prevail in the event of any vote put to the members. The Editor shall hold one vote in his own stead and shall further have another vote in his capacity as Editor.
- iv) The Editorial Board meetings shall be chaired by the Editor. In the event of the absence of the Editor, the Sub-Editor shall chair the meeting and should the Sub-Editor also be absent, the *Ex-Officio* member shall chair the meeting.

## **14. ETHICS COMMITTEE**

### **Criteria**

- i. Preferably to have served in a University, Hospital or any Ethics Organization.
- ii. Has served/serving in MMA Council.
- iii. Should have a knowledge of law on ethics.
- iv. Doctors teach Ethics in Hospital or Organization.
- v. An Ethics Committee shall consist of:
  - The Chairman
  - The HGS of the Association as the Secretary of the Ethics Committee.
  - 7 other members of the Association.

#### **Terms of reference**

- (a) To implement the Code of Ethics and Rules of the Ethics Committee.
- (b) To educate, publicise and explain the Code of Ethics to members of the profession and medical students.
- (c) To act as an advisory body to the medical profession on all ethical matters.
- (d) To investigate, judge and take such action as it deems fit on any complaint about breach of ethics by a medical practitioner.
- (e) To report to the Malaysian Medical Council all cases of allegations of infamous conduct in a profession respect whether the practitioner concerned is a member of the Association or not.
- (f) To act as a conciliatory body and avenue for resolving disputes between members of the Association, between members and non-members who may be in dispute over ethical matters, between doctors and patients and hospitals.
- (g) To produce and publicise position papers on specific ethical matters.
- (h) To bring amendments to the Code of Ethics and Rules of the Ethics Committee for ratification at the Annual General Meeting of the Malaysian Medical Association.

### **15. MMA ELECTIONS 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 that the Council is unable to appoint Past Presidents as members, senior members of the Association may be considered. These senior members should have served in the Malaysian Medical Association for at least a few years, be well-versed in the MMA Constitution, and be in good standing.**
- 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 THE HEALTH OF THE OLDER PERSON**

- i. 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).
- ii. The Committee Member must participate in all meetings and programmes/activities organised by the committee.
- iii. The Committee Member must have a good command of the English Language and must contribute written articles on the subject to the Berita MMA.
- iv. 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).
- v. 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. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE**

### **Criteria**

- i. In possession of an Annual Practicing 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 for rejections should be provided in accordance with the MMC-CPD Grading System Scoring Schedule and Provider Guidelines.
- x. Maintain confidentiality and be committed.

### **Terms of reference**

The committee was set up in accordance with resolution which was unanimously adopted at the 33<sup>rd</sup> MMA AGM in Langkawi.

"That this House resolves to direct the Incoming Council to ensure that the MMA will help implement, monitor and coordinate CME programmes for the MMA members, both specialists and non-specialists. Representatives from each group will be co-opted to form a committee and the MMA will be the Secretariat for the National CME programme. Minimum attendance requirement for accredited CME programmes. Minimum attendance requirement for accredited CME programmes will be monitored by the MMA through its branches and even at district levels. These returns will be conveyed to the MMC for their information towards eventual issuance of the Annual Practicing Certificate."

The MMC – CPD Grading System was launched on 11 January 1995 with the MMA as the Secretariat responsible for:-

1. Registration of participating medical practitioners
2. Registration of Providers
3. Accreditation of CPD activities
4. Allocation of Credit Points accrued
5. Collation of credit points accrued by the Registered Doctors
6. Setting criteria for the issuance of the Annual MMC – CPD Certificate.
7. Sourcing and providing opportunities and access to CPD for all members to meet their respective practice requirements.

The aim of this committee is to improve the knowledge and practice of medicine by the medical profession in the country.

## 18. MPSN DEVELOPMENT COMMITTEE

### Criteria

- i. Two General Practitioners preferably.
- ii. Must consist of five specialist – 1 Surgeon, 1 Physician, 1 Orthopedic, 1 Anesthetist and 1 Obstetrics & Gynecology.
- iii. One or any other MMA members.
- iv. Honorary General Secretary is the Ex-Officio.

### 1. Terms of Reference

- To review the MMA Schedule of Fees and to develop new Schedules every 3 to 5 years.
- To advise the Council on matters relating to doctors' professional fees, with reference to the Schedule.

### 2. History

- A mid-term review of the 4<sup>th</sup> Malaysian Plan (1981-1985) initiated a study in 1983 of alternate ways of financing the health services because of spirally escalating healthcare costs.
- Health Insurance Committee to draw-up a Fee Schedule in the event that a 'National Financing Authority' may be introduced.
- The Committee then decided that it was important to have a fee schedule with the objective of providing guidelines for doctors and patients with reasonable charges for various services and procedures based on factors which include complexity, time taken, and likelihood of complications and litigation.
- **First MMA Schedule of Fees was released in March (1987)** by the then President, Dr Abu Bakar bin Suleiman at a press conference.
- The Committee proposes that the NHIF could be set up as a statutory organisation under the Ministry of Health through an Act of Parliament. It should be managed by a body comprising of representatives from:
  - i) Government: Ministry of Health, Insurance Division of Ministry of Finance, Ministry of Social Welfare, SOCSO and E.P.F.,
  - ii) The Medical Association, Private Hospitals Association, Insurance Companies and a Consumers Association".

### **First Fee Schedule**

Basic principle for the Fee Schedule was to protect patients against overcharging and for it to act as guidelines for doctors. Now, when we look back on it one must admit that: "it was too simplistic and in parts rather amateurish".

Review and re-study the Fee Schedule. We therefore studied the Fee Schedule of several countries like California, Australia and U.K.

### **The Concept of Relative Value Scales**

After studying the Fee Schedules from different countries and method of health financing, we were convinced that it was important to base our schedule on the concept of Relative Value Scale for the various speciality groups.

- **2<sup>nd</sup> Edition in 1992** - the Relative Value Scales used by BUPA in the United Kingdom based



on the UK Office of Population Censuses and Surveys, Classification of Operations and Surgical Procedures to be the most suitable for Malaysia and we obtained the license from them to adopt their classification.

- We adopted a conversion rate of RM2.50 for each Sterling Pound to the nearest Ringgit depending on the Relative Value Scales produced by BUPA for our **3<sup>rd</sup> Edition in 1997** and again for our **4<sup>th</sup> Edition in 2002**.
- In the 3<sup>rd</sup> Edition and 4<sup>th</sup> Edition of our MMA Fee Schedule, the Schedule has been divided into three parts – Part A, Part B and Part C.
- Part A has been prepared to include Consultation fees and some general procedures that are currently carried out throughout our country by medical practitioners.
- Part B has been adopted from the BUPA Schedule of Procedures and the OPCS Classification of Operations and Surgical Procedures, both of which are copyright protected.
- Part C consists of procedures that are done in Malaysia but not listed in Part B of the Schedule.
- Council of the MMA to allow a 10% increase across the board for the 3<sup>rd</sup> Schedule and again for the 4<sup>th</sup> Schedule while we wait for the new Relative Value Scale. All these schedules have a 'Look up Table' which would show the increases.
- The quantum allocated for each RSV point is the only discretion that the Fees Committee has, and the schedule then automatically falls into place. It cannot allocate differing quantum for different specialties.
- Those who think that they should or want to charge more than the MMA Schedule should just go ahead and do it after informing their patient. There is absolutely no necessity for him to get the MMA's permission or for him to demand that it must be stipulated in the MMA Schedule before he can charge whatever fee he desires.

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

- i. May 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.

## **20. MMA INSURANCE COMMITTEE**

- i. Members of this committee shall serve for a period of five (5) years.
- ii. The MMA shall use its best endeavours to obtain the MMA Council and/or MMA Executive Committee approval for the continued appointment of the founding members for the period stipulated herein and/or shall place a resolution before members at a General Meeting for approval of the appointment as provided herein if either approval is necessary under MMA's Constitution.
- iii. In the event the required approval is not given for the longest term stipulated herein, MMA shall use its best endeavours to secure approval for the longest term of service permissible not exceeding five (5) years, which approval shall be deemed performance of this clause on the part of MMA.

## **21. MMA BUILDING COMMITTEE**

- i. MMA Exco members.

## 22. MMA'S INVESTMENT COMMITTEE

### Establishing an Investment Committee

- i) The investment committee will consist of a panel of advisors from successful investors and prominent financial planners.
- ii) The external panel should consist of 2-3 members (can be MMA or non-MMA members - but to be appointed by the council by recommendation of EXCO)
- iii) The MMA president, secretary, and treasurer will be a part of the investment committee.
- iv) The duration of the appointment of the external panel is 2 years.
- v) The investment committee will hold fiduciary responsibilities for MMA.

### Investment committee's Roles and Responsibilities

- i) The investment committee shall play a more prominent role in the investment decision-making process.
- ii) Any investment proposal will be sent to the investment committee for their review and analysis.
- iii) The investment committee has the right to call for the presentation or meeting if they need more understanding of the investment proposal.
- iv) The investment committee will advise the MMA Exco/Council whether to proceed with the investment or to reject the investment.
- v) The investment committee will ensure the costs related to an investment portfolio are reasonable.
- vi) The investment committee will monitor and review all the investments performance under MMA.

### Investment criteria

- i) The investment is from medium to high-risk investment.
- ii) The maximum amount of investment is RM 500,000.
- iii) All investment portfolios will be according to the MMA Constitution and the relevant laws and regulations.

## 23. INTERNATIONAL AFFAIR COMMITTEE (IAC)

- i) The MMA Council will appoint **4 members** of the committee, to study policies and statements of WMA, CMA, CMAAO, MASEAN and others, with a view to advising the President and Council.
- ii) The IAC should be composed of members with relevant experience. They may also formulate proposed policies and statements relevant to these associations and will be considered as the position of MMA when approved by the MMA Council.
- iii) The members of the IAC shall be appointed for a **term of 3 years** and **not more than 2 members may be reappointed for another term 3 years only**.
- iv) The **Chairman** and the **Secretary** of the IAC shall preferably be **non-office bearers**. The **Honorary General Secretary** shall be the **ex officio member** and supernumerary with no voting rights and shall not be considered for the quorum.